



WOODRUFF
MEDICAL AND WELLNESS TRAINING

**EMERGENCY PREPAREDNESS
PLAN**

**1927 Lakeside Parkway
Tucker, GA 30084
(404) 499-1777**

Revised: August 2022

TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION.....	4
ORIENTATION AND TRAINING	5
STAFF ORIENTATION AND TRAINING.....	5
STUDENT ORIENTATION AND TRAINING	5
EPP ACCESSIBILITY FOR STAFF AND STUDENTS	5
IMPORTANT PHONE NUMBERS	6
Campus Location.....	7
EMERGENCY RESPONSE TEAM	8
ERT Members.....	8
ERT Communication Tools	8
Calling 911.....	9
Calling 911 from a Cell Phone	9
Activating the Emergency Response Team (ERT)	10
General Responsibilities	10
EMERGENCY ACTIONS	11
Building Evacuation Coordinators	11
EMERGENCY RESPONSES	12
General Policies and Guidelines.....	13
ACTION: EVACUATION	14
General Evacuation Procedures.....	14
Evacuation of the Building	14
Incident: BOMB THREAT	16
Incident: FIRE	17
Fire Survival Tips.....	17
Fire Suppression	18
Fire Extinguishers	18
How to Fight a Fire Safely	18
Incident: FLOOD	20
Incident: TORNADO	20
ACTION: LOCKDOWN	21
Definition of Partial Lock Down.....	21
Implementing a Partial Lockdown	21
Definition of Full Lock Down.....	21

How a Lockdown is Implemented	21
Incident: ACTIVE SHOOTER or HOSTAGE	22
DIRECT THREAT:	23
RESOLUTION: ALL CLEAR	24
Severe Weather	24
Medical Emergency	24
Criminal Activity.....	25
COVID Pandemic	27
WEAPONS ON SCHOOL PROPERTY	28
PUBLIC INFORMATION DISSEMINATION	29
Media Inquiries	29
CAMPUS MAPS	30
EMERGENCY PREPAREDNESS REVIEW CHECKLISTS.....	31
ANNUAL EMERGENCY REVIEW CHECKLIST	31

INTRODUCTION

TO: Campus Students/Faculty/Staff

FROM: Paula Koch, Campus Director

SUBJECT: Emergency Preparedness Plan and Campus Safety Introduction

The purpose of the Woodruff Medical and Wellness Training is to provide our students with a quality education that leads to a rewarding career. An important part of providing for quality education is ensuring that all aspects of the educational experience are performed in a safe environment.

This guide was written to provide a framework for training, exercising, and ensuring that all of us can leave if an incident requires evacuation; or stay if events preclude our departure.

Wishing you success in your studies!

Paula Koch
Campus Director
Woodruff Medical and Wellness Training

ORIENTATION AND TRAINING

STAFF ORIENTATION AND TRAINING

Method: Review of Emergency Preparedness Plan (EPP) and location(s) with new employee(s).

Timeframe:

The Campus Director is responsible for orienting new employees to the Emergency Preparedness Plan and its location(s) upon hire, during orientation. Woodruff Medical and Wellness Training provides an annual program of training on the EPP each year offered through a school in-service. Fire drills are conducted periodically. Administrative personnel, faculty, and students are required to participate in the drills.

STUDENT ORIENTATION AND TRAINING

Method: Review of the Emergency Preparedness Plan and document location(s) at new student orientation.

Timeframe:

The Campus Director or designee is responsible for orienting and training students on the Emergency Preparedness Plan and its location(s) for reference as needed, reviewing with students' general information related to emergency procedures, and advise them of emergency procedures during Orientation.

EPP ACCESSIBILITY FOR STAFF AND STUDENTS

Emergency Preparedness Plans are located in electronic format on the school website and in the schools shared file folder located in Microsoft Teams/SharePoint for faculty and staff accessibility. Hard-copies are also located at the Front Desk, Student Break area and in the Campus Director's office.

WMWT Training Timeline:

1. Annual review and assessment of plan (ERT members) documented and revised copy uploaded to school shared file drive annually and hard copy replaced in the Campus Director office.
2. Annual training conducted for all staff and faculty. Documentation of attendance through electronic or hard-copy sign in sheets and in-service documentation maintained on file by the Campus Director. Certificates of completion are to be maintained in employee files.

IMPORTANT PHONE NUMBERS

For life-threatening emergencies, dial 9-1-1 from a landline phone.

DO NOT call from a mobile phone, unless you know the address of your location. When you dial 911 from a mobile phone, the 911 call taker has very little information to help you – only your phone number and a very general sense of your location.

For all other incidents, use the business numbers listed below:

ORGANIZATION	LOCATION	CONTACT
Dekalb Police Department	Police Department-Tucker Precinct 4451 Lawrenceville Highway Tucker, GA 30084 Center precinct Headquarters: 1960 W Exchange Pl Tucker, GA 30084 Phone: (404) 294-2000 Non-Emergency Line: (678) 406-7932	Phone: (678) 937-5301 Website: https://www.dekalbcountyga.gov/police-services/contact-us
Georgia State Patrol	959 United Ave. SE Atlanta, GA 30316 (404) 624-7451	Troop C Post 47 - Forest Park Counties: Clayton, DeKalb, Fulton (All Outside I-285) Ph: 404-669-3969 Post 48 - Atlanta Counties: Clayton, DeKalb, Fulton (All inside and including I-285). Ph: 404-624-7001
Poison Control	National Poison Control Center	(800) 222-1222 https://www.poison.org/
American Red Cross	Greater Atlanta (Georgia Regional Headquarters) 1955 Monroe Drive Atlanta, GA 30324 404-876-3302	Please call us 1-800-RED-CROSS (1-800-733-2767) - 24 hours a day. Website: https://www.redcross.org/local/georgia.html Other Contact Information: Fax: 404-575-3084 Hours: 8:30 a.m. to 5:30 p.m. Monday-Friday
Hospital	Emory University Hospital 1364 Clifton Rd NE Atlanta, GA 30322	Phone: (404) 712-2000 Website: www.emoryhealthcare.org

ORGANIZATION	LOCATION	CONTACT
Fire Department	<p>Dekalb County Fire Station 22 1859 Montreal Rd, Tucker, GA 30084 Emergency Phone: 911</p> <p>Dekalb County Fire Rescue Department 1950 W. Exchange Place Tucker, Georgia 30084 Phone: (678) 406-7731</p>	<p>Administration Building:1950 W. Exchange Place Tucker, Georgia 30084 Phone: (678) 406-7750 Website: https://www.tuckerga.gov/how_do_i_(faq)/contact_dekalb_fire_department.php Website: https://www.dekalbcountyga.gov/fire-rescue/fire-rescue</p>
PREP Cook Create Connect Properties Management (Building Manager)	<p>404.920.4150(PREP OFFICE) www.prepatl.com</p>	<p>Jacqie Williams Operations Manager jacqie@prepatl.com 470.202.8553(DIRECT LINE)</p>
Suicide Hotline	<p>Suicide Hotline – National Suicide Prevention Lifeline www.suicidepreventionlifeline.org</p>	<p>1-800-273-TALK (8255) 1-800-333-4444 www.suicidepreventionlifeline.org</p>
National Weather Service		www.weather.gov
National Oceanic and Atmospheric Administration		www.noaa.gov

Campus Location

CAMPUS	PHONE NUMBER
1927 Lakeside Parkway	(404) 499-1777

EMERGENCY RESPONSE TEAM

The **Emergency Response Team (ERT)** is responsible for preparing for, mitigating, responding to and recovering from an emergency. Its duties include:

- Ensuring that all elements of this emergency preparedness plan are reviewed and updated as needed, but not less than annually;
- Assigning roles and responsibilities to school personnel in the event of a crisis and conducting training for those individuals to perform those responsibilities;
- Organizing practice emergencies to test the efficiency and appropriateness of the elements of this plan (involving local fire, police or emergency preparedness departments);
- Acting as centralized management during a time of crisis until normal operations have resumed.
- Communicating the situation to designated individuals at the media.

ERT Members

Name	Title
Paula Koch	Campus Director
Shakita Johnson	Education Manager
Kevin Brigman	FA Representative
Richard Bundy	President/CEO
Shannon Beeler	COO
Robert Warren	Director of Technology

In the event of an emergency or major disaster, the ERT members should be the points of contact for further instructions, with the following areas of responsibility:

- Paula Koch as primary point of contact;
- Richard Bundy and/or Shannon Beeler to assist with coordinating response;
- Shakita Johnson and Kevin Brigman for student and instructor communication and clinical externship communication, as applicable.
- Robert Warren for media response, posting communication via school website and social media pages, mass emails and text messages.

ERT Communication Tools

- Office Systems (RingCentral, Microsoft Teams)
- Desk Phones
- Cell Phones

EMERGENCY RESPONSE TEAM (ERT) RESPONSIBILITIES

Response is the process of implementing appropriate actions while an emergency situation is unfolding. In this phase, schools mobilize resources needed to address the emergency at hand. In any emergency situation, get help right away. Alert someone immediately—a school administrator, the 911 Dispatcher, local fire department or police department, as appropriate.

Calling 911

911 is a telephone number dedicated to calls for emergency assistance, such as a traffic accident, fires, paramedic service, crime in progress, bodily injury, imminent threat to life, or major property damage or loss.

The 911 Dispatcher is a trained dispatcher who will prompt what additional information is needed, based on the type of emergency (e.g., what the scene looks like, number of injuries or deaths). In order to complete an assessment on the telephone, the 911 Dispatcher may have many questions to ask depending upon the nature of the problem. It is very important for the dispatcher to obtain as much information as possible, in the interests of responder safety and to dispatch the correct level of medical response.

The 911 Dispatcher may ask you to stay on the line until responders arrive. This will assist the dispatcher in keeping the fire, police or rescue squad updated as the situation being reported unfolds.

When Reporting an Emergency

- Remain calm and speak slowly and clearly while explaining the type of emergency you are reporting.
- Provide your name, location of the incident and your location, if different from the scene of the emergency.
- Though the technology exists which presents address and phone number data immediately to the 911 Dispatcher it is not available in all locations. The 911 Operator is trained to confirm and verify the phone number and address for EVERY call received. The dispatcher will ask questions concerning the type of emergency being reported. The answers you provide will be relayed to the responding emergency personnel.
- Answer all questions asked by the 911 Dispatcher, even those that seem repetitious.
- Stay on the line while the 911 Dispatcher processes the call. You may need to provide additional information or to receive instructions from the 911 Dispatcher. Do not hang up until the Dispatcher says to do so.
- No matter what the situation, try to remain calm. Be sure to speak slowly and clearly.

Calling 911 from a Cell Phone

When calling 911 from a cell phone, 911 personnel do not know the location from where you are calling. It is important to know your cell phone number, and be aware of your surroundings so you can tell the dispatcher where you are. Ideally, street names and addresses should be provided. Since many

cell phone calls are made from moving vehicles, callers should inform the dispatcher when they change locations.

Time is of the essence. Every 911 Operator knows that. It hampers response when a 911 operator has to ask the caller for information several times over because he/she couldn't comprehend what was being said. Try to be as calm as possible and speak slowly and clearly. This ensures the 911 operator has the correct information the first time he/she asks for it.

Activating the Emergency Response Team (ERT)

The decision to activate the Emergency Response Team is the responsibility of the Campus Director. The decision should be based on whether or not there is a need to coordinate a response to an emergency situation.

If there are few or no decisions to make, there may be no need to activate the ERT. However, consider activating the ERT whenever assistance making decisions or carrying out actions to respond to a crisis or emergency would be helpful. This is not limited to physical disasters. Situations involving a heightened emotional state of students or staff may benefit from the use of the ERT to manage the crisis. The ERT can also be used as a management tool to handle planning of unusual or large events.

General Responsibilities

All ERT Personnel will revise and review their departmental emergency procedures with staff regularly to ensure readiness.

- Environmental Health & Safety/Operations: implement and enforce EPP plan, liaise with government agencies.
- Office security: coordinate the movement of vehicles, coordinate mass transportation if needed, and assist in the safety/security of persons/property.
- Auxiliary Services: stock emergency supplies (flashlights, batteries, radios).
- Facilities Management: secure equipment/buildings and prepare facilities, telephone communication, housekeeping supplies.
- Public Relations Designee: coordinate external and internal communication for the ERT. This individual will provide all communications to the media for all programs and will implement communications to students, faculty, and staff.
- In the event that the school should be closed due to a weather emergency, the following station plan will be put into effect:
 - Employees shall be notified via email or, in the case email is not accessible, via phone, with each supervisor responsible for contacting his/her direct reports.
 - Students shall receive initial notification and updates via email sent through the student information system or text message, and notice shall be posted on the school website banner.
- The critical role is to monitor the situation and respond to emergencies following the storm.
- Non-essential personnel will be directed home or to the nearest shelter.

EMERGENCY ACTIONS

This document provides guidelines (policies) for "all-hazards" emergency actions including:

- Building evacuation;
- Life and non-life threatening incidents; and
- Workplace violence (threatened and actual)

Please submit any comments or recommendations you may have that pertain to these guidelines to the primary building evacuation coordinator for your building - table below.

Building Evacuation Coordinators

Building Evacuation Coordinators: The Building Evacuation Coordinators are responsible for the overall preparation and conduct of the emergency and/or evacuation event(s). Direct questions, comments, or concerns through your chain of command to the Primary Building Evacuation Coordinator.

	Morning	Afternoon	Evening
Primary	Campus Director (CD)		CD / Full-time Staff
Alternate	Full Time Staff / Faculty		CD / Fulltime Instructor

Definitions

- Evacuation - The clearance of personnel, animals, or materiel from a given locality.
- Shelter in place - Staying inside the building and taking shelter, rather than trying to evacuate in an emergency.
- Lockdown - The temporary sheltering technique, (30 minutes to several hours) used to limit exposure to an "Active Shooter" or other incident. When alerted, occupants of any building within the affected area will lock all doors and windows (as applicable) not allowing entry or exit to anyone until the "All clear" has been sounded.
- Active shooter - A person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to personnel who are caught in an active shooter situation, and describes what to expect from responding police officers.
- Direct threat - Identifies a specific act against a specific target and is delivered in a straightforward manner.

EMERGENCY RESPONSES

EMERGENCY RESPONSE PROCEDURE: Woodruff has multiple media outlets to timely notify the campus community of threatening or emergency situations. Once the situation has been confirmed by the President, The Director of Technology will immediately send a notification via mass texts, email, social media, and local media outlets in television / radio to reach not only students and employees, but the larger community as well. The information to be included in the notification will be:

- The nature of the potential or existing threat
- The area of campus the threat is occurring
- Whether or not the campus is safe to return
- Information on the cancellation of classes, if necessary
- Who to contact regarding more information

NOTIFICATION OF THREATENING EMERGENCY ON CAMPUS: Should a threatening situation arise on campus alert the nearest staff or faculty member. The staff or faculty member will immediately notify the local police department, the Director of Technology and the President by email or phone. The Director of Technology will immediately post safety notification alerts via mass email, social media, and local news media notifying students, patrons, and employees of the threatening emergency IF the notification will not compromise efforts to contain the emergency. The President will confirm with local law enforcement and, if possible, a local campus employee of the threatening or dangerous situation. If it's safe to do so, immediately vacate the building using the route indicated on the "Emergency Evacuation Plan" located in each area of the campus. The local area fire department assists in an annual emergency response evacuation drill.

REPORTING CRIMINAL ACTIVITY ON CAMPUS: Should any student, staff, or faculty member become victim or witness criminal activity on campus he/she has the option to either notify the local police or notify the Campus Director immediately. The notification should include the nature of the crime, who was involved, and where the crime occurred. Notification is voluntary and will be held confidential. School personnel will assist the student if he/she requests to notify the police directly. The Campus Coordinator will report the criminal activity to the Chief Executive Officer who will immediately notify the police department.

TIMELY WARNING AND EMERGENCY NOTIFICATION: Woodruff will report in a timely manner to the campus community on crimes that:

- Are included in the campus crime statistics report (see [Campus Safety and Security \(ed.gov\)](#))
- Are reported to local police agencies
- Considered by Woodruff to represent a threat to students and employees
- Genesis will not provide a timely warning if the crime is reported to a pastor or professional counselor

Woodruff has multiple media outlets to timely notify the campus community of threatening or emergency situations. Once the situation has been confirmed by the President, The Director of Technology will immediately send a notification via mass texts, email, social media, and local media outlets in television / radio to reach not only students and employees, but the larger community as well. The information to be included in the notification will be:

- The nature of the potential or existing threat
 - The area of campus the threat is occurring
 - Whether or not the campus is safe to return
 - Information on the cancellation of classes, if necessary
 - Who to contact regarding more information
- Emergency procedures are tested on an annual basis.

Woodruff Medical and Wellness Training will, without delay and considering the safety of the campus community, determine the content of the notification unless the notification will compromise efforts to assist a victim or to contain or mitigate the emergency. The emergency response and evacuation procedures will be tested on an annual basis. These tests may be announced or unannounced. Each test will be documented with information to include a description of the exercise, the date, time and whether it was announced or unannounced.

Emergency Guidelines is applicable to all hazards, with the Campus Director (CD) responsible for the safety of students, employees and visitors - which is the foremost concern at all times. Whereas many variables that will influence decision-making during an emergency may not be present until an incident unfolds, all students, employees and visitors should use their best judgment - keeping safety in mind at all times. Depending on the situation, students, employees and visitors may be required to stay where they are at the time an incident is reported, or evacuated to a safe location inside or outside the building.

General Policies and Guidelines

- A safe work environment is imperative.
- The Campus Director shall ensure that all students and employees are informed of safety and emergency guidelines.
- All WMWT employees will receive annual training on emergency policies and procedures.
- Evacuation procedures training is required for all students and employees. Employees will become familiar with assembly sites for fire, flood, and tornadoes.
- Floor plans and maps should be posted at all times in main areas to provide guidance in an emergency.
- No student, employee, or visitor will re-enter the building until directed to do so by the Campus Director or his or her designee.
- Procedures for full and partial lockdown will be trained and exercised.
- The items that follow are general guidelines for requesting assistance:
 - **Emergency Assistance** – Call 911 when a situation is life threatening, or poses eminent danger to property and/or persons. Advise your chain of command immediately upon completion of the call.
 - **Non-Emergency Assistance** – If an incident occurs that is not life threatening or does not present immediate or eminent danger to property and/or persons, such as disruptive or intoxicated persons, consult your supervisor for appropriate action(s).
 - **Confirmation of an Emergency:** In the event of a potential emergency, the Campus Director and/or a designee will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for confirming the emergency and initiating the College's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other school departments may be involved in the confirmation process.
 - Local law enforcement agencies are primarily responsible for confirming that there is a significant emergency or threat on campus which could cause harm to the campus community. Additionally, the Campus Director and/or a designee, depending on the circumstances, may be in a position to confirm certain types of emergencies.
 - **Emergency Notification Process:** The Campus Director and/or a designee, in collaboration or individually or with other appropriate personnel, will determine who should be notified. They will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.
 - The Campus Director and/or a designee will direct the issuance of emergency notifications, which will be accomplished using one or more of the following means, depending on the nature of the threat:
 - Campus Director or designee will visit all classrooms to provide emergency notification.
 - Campus Director or designee will notify all classrooms to provide emergency notification.

If local law enforcement or health authorities or the College's Campus Director (CD) confirm that a significant emergency or dangerous situation occurring at the WMWT campus may impact the local community, the CD will notify local authorities as appropriate.

CONCEPT OF OPERATIONS

ACTION	INCIDENT	RESOLUTION
EVACUATION	Bomb Threat	ALL CLEAR
	Fire	
SHELTER-IN-PLACE	Flood	ALL CLEAR
	Tornado	
LOCKDOWN	Active Shooter or Hostage	ALL CLEAR
	Direct threat	

ACTION: EVACUATION

General Evacuation Procedures

- Signal an evacuation.
- Call 9-1-1.
- Coordinate with ERT and law enforcement agencies.
- Secure transportation to assist students and/or staff with evacuation.
- Follow evacuation routes. Check to see if anyone has been left behind. Report any missing students or staff.

Campus Director Actions

- The Assembly Area is either the front or back parking lots, depending on the location of the response.
- When clearance to return to the buildings is determined or received from appropriate agencies, announce **All Clear** to return to offices, classrooms and resume school activities.
- **Designated Assembly Sites by Event** - The Campus Director and/or a designee will work with Building Management and others to identify and designate specific sites for a secondary command and control center as applicable.

ERT/Designated Staff Actions

- Instruct staff and students to leave the building in an orderly manner using the designated evacuation routes and reassemble in the assigned Assembly Area.
- Take the emergency kit, staff roster and visitor log when leaving the building; and
- Remain in the Assembly Area until further instructions are given.
- Wait for another action or the **All Clear** instruction to return to school buildings and normal class routine.

Evacuation of the Building

Evacuation is implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety. **Evacuation** is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire

- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Post tornado

Off-Site Evacuation is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety.

Campus Director Actions

- Determine the safest method for evacuating the campus. This may include the use of buses or simply walking to the designated off-site location.
- Call 911. Provide school name and location of off-site evacuation, reason for evacuation, number of staff and students being evacuated.
- When clearance is received from appropriate agencies, give the **All Clear** instruction and authorize students and staff to return to the school office.

ERT/Designated Staff Actions

- Take attendance before leaving campus. Instruct staff and students to evacuate the building, following designated routes, and assemble in their assigned offsite Assembly Area.
- If walking to a nearby site, keep staff and students lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site.
- Take the student roster when leaving the building. Take attendance when the class is reassembled in a safe offsite location.
- Remain in place until further instructions are given.

Reverse Evacuation is implemented when it is unsafe to remain outside the campus and staff and students must immediately return indoors. This action is considered appropriate for, but is not limited to, the following types of emergencies:

- Chemical accident
- Flood
- Explosion
- Tornado
- Civil Unrest

Campus Director Actions

- Determine a safe inside location on the school campus building when the emergency occurs.
- When clearance is determined or received from appropriate agencies that it is safe to be outdoors, announce **All Clear** to resume school activities.

ERT/Designated Staff Actions

- Instruct staff and students to return to the building school offices and safe location. Remind them to enter the building in an orderly and quiet manner.
- Take attendance when the staff, students & visitors re-enter.
- Remain in the school offices until further instructions are given.
- Wait for another ACTION or the **All Clear** instruction to return to and normal class routine.

Incident: BOMB THREAT

In the event that the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

Bomb Threats: If a telephone bomb threat is received, do the following:	
	Be calm, courteous, and listen. Do not interrupt the caller. (Have a co-worker call 911 and alert the Building Evacuation Coordinator and unit's administrator)
	Get the message exactly. Note time of call.
	Keep the caller on the line as long as possible, and ask the following questions: Of particular interest is the location of the device and the type of container the device is in.
	Where is the bomb located?
	When is it going to explode?
	What kind of a bomb is it?
	What does it look like?
	Why are you doing this?
	Do you represent any organization or group?
	Attempt to determine the following, and write it down:
	Time of call
	Age and gender of caller
	Speech pattern, accent, possible nationality, or other identifiable characteristics: man, woman, child, age, intoxication, speech impediment, foreign or regional accent, education level, etc.
	Emotional state or attitude of caller: excited, calm, crying, laughing, arrogant, remorseful, etc.
	Background noises (music, sirens, aircraft, traffic, other people, children, laughter, machinery, trains, telephones ringing, etc.)
	Write down as much information as possible, even if it seems trivial at the time.
	If an emergency exists, notify police and ensure that the appropriate authorities are notified of the situation including chain-of-command. Follow the building evacuation guidance contained in this plan.

Suspicious Object/Possible Bomb: If a suspicious object or possible bomb is noticed on-site, take the following actions immediately:	
	Evacuate the area as instructed. DO NOT TOUCH ANY SUSPICIOUS OBJECT!
	Notify occupants of the need to evacuate in the most expeditious manner possible.
	DISCONTINUE USE of CELL PHONES and RADIOS IMMEDIATELY!
	Contact 911 using the first available landline. Provide the following information:
	Address: 1927 Lakeside Pkwy, Tucker GA 30084
	Where is the suspicious object or possible bomb located?
	What does it look like?

Incident: FIRE

FIRE EMERGENCY AND EVACUATION PROCEDURES: If fire is detected, alert all students and staff members. Immediately vacate the building using the route indicated on the "Emergency Evacuation Plan" located in each area of the campus. After leaving the building, call 911 at a neighboring establishment or using a mobile phone. Once outside the building, students should proceed to the parking area where roll will be taken by your instructor to ensure that all students have cleared the building. Do not return to the building until the "all clear" announcement is made by the Director or acting school official.

Fire drills are conducted periodically. Administrative personnel, faculty, and students are **required** to participate in the drills. Fire exits are clearly marked in all school areas. Fire extinguishers are visibly attached to walls in hallways and classrooms. Students should familiarize themselves with the fire plans posted on the back of each class room door.

Fire Survival Tips

- Feel the door handle and the door itself. If either is hot, do not open the door.
- If possible, place something in a window or windows that will draw attention to the office or floor.
- If you have a cell phone contact 911 and inform the dispatcher of your location and any other information that responders need to know in order to properly evacuate you.
- If the handle is not hot, open the door cautiously. Check for smoke or fire before going further.
- If smoke is coming beneath the door, stuff towels, sheets, coats, blankets, gel wrist rests, or other items that are available under the door so less smoke can enter.
- Get out of the building before phoning for help. Do not take time to phone before leaving. Get out and find a phone a safe distance away.
- Pull the fire alarm pull station, but only if it is on your way out.
- Do not look for other people or gather up your belongings. Knock on doors as you leave, yelling, "FIRE!" Do not hesitate or stray from your path as you leave.
- If smoke is present, crawl low on the floor. Thick smoke can make it impossible to see, and the best air is near the floor (hot air rises). Remember, toxic vapors from burning materials can be deadly within minutes.
- When leaving an office/classroom close the door behind you. This may help keep the fire from spreading, protecting both people and property.
- If you cannot get out, get someone's attention. Make noise - it is okay to yell and scream. Place something in a window or windows that will draw attention to the office or floor.
- Follow escape routes. Know where all exits are located in the building and practice your escape plan. Once outside, stay outside.
- Take fire alarms seriously. Do not ignore fire alarms or wait until you see fire or smoke.
- Do not tamper with fire alarms. Besides endangering others, it may also be a criminal offense.

- Take responsibility for prevention. Do not overload electrical outlets. Do not use items such as open flamed candles, and as much as possible avoid using space heaters, or other fire hazards in your work area.

Fire Suppression

Fire at or Near an Exit - All fires can be very dangerous and life threatening. Your safety should always be your primary concern when attempting to fight a fire. Your objective is to counter the fire, if it is in its early stages, long enough to escape - not to save the building!

Fire Fighting - Before deciding to fight a fire be certain that:

- The fire is small and not spreading. A fire can double in size within two or three minutes.
- The fire will not block your exit. A good way to ensure this is to keep the exit at your back.
- You know your fire extinguisher works, and you know how to use it properly. There is not enough time to read instructions when a fire occurs.

Never Fight A Fire If -

- The fire is spreading rapidly. Only use a fire extinguisher when the fire is in its early stages. If the fire is already spreading quickly, evacuate and call the fire department.
- You do not know what is burning. Even with an (ABCD) extinguisher, material that will explode or produce highly toxic smoke may exist.
- There is too much smoke or you are at risk of inhaling smoke. Seven out of ten fire-related deaths occur from breathing poisonous gases produced by the fire.
(Source: *www.Fire Extinguisher: 101*)

Fire Extinguishers

Anatomy of a Fire Extinguisher - Fire extinguishers are divided into four categories, based on different types of fires. The following is a quick guide to help choose the right type of extinguisher.

- Class A extinguishers are for ordinary combustibles such as paper, wood, cardboard, and most plastics.
- Class B fires involve flammable or combustible liquids such as gasoline, kerosene, grease and oil.
- Class C fires involve electrical equipment, such as appliances, wiring, circuit breakers, and outlets. Never use water to extinguish class C fires, and always ensure the power source is off!
- Class D fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium, and sodium.

How to Fight a Fire Safely

- Use a "buddy system" to have someone back you up or call for help if something goes wrong.
- Always stand with an exit at your back at least several feet away from the fire, moving closer once the fire starts to diminish.
- Pull the pin at the top of the extinguisher.

- **A**im at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.
- **S**queeze the lever slowly. This will release the extinguishing agent in the extinguisher. Releasing the handle will stop the discharge.
- **S**weep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!
- Be sure to watch the area for a while to ensure it does not re-ignite.

Fire – Identify nearest exit and proceed to the nearest parking area. Personnel should maintain at least 150 feet from the building.

Campus Director Actions

- Sound the fire alarm to implement **Evacuation** of the building.
- Immediately **evacuate** the school using the primary or alternate fire routes.
- Notify the Fire Department (call 911).
- Direct ERT team to be sure all students and personnel have left the building.
- Ensure that access roads are kept open for emergency vehicles.
- Coordinate with office building management company to notify appropriate utility company of suspected breaks in utility lines or pipes.
- Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

ERT/Designated Staff Actions

- **Evacuate** staff and students from the building using primary or alternate fire routes. Maintain control of the staff and students a safe distance from the fire and firefighting equipment.
- Notify Campus Director or ERT personnel of any missing staff, students or visitors.

FACULTY AND STAFF:

- Assembles his or her class/unit at their designated Assembly Site.
- Each instructor will take head count of his or her group and check it against their class roster. NOTE: **Unaccounted for Employees and Visitors** - Supervisors unable to account for employees and/or visitors will immediately notify the Campus Director or designee with the following information: employee's and/or visitor's name, last known location and approximate time seen.
- Instructs personnel to remain in the area until further notice.

Alternate Sites - Inclement weather, or operational requirements of first responders, i.e. law enforcement, fire, or emergency medical service, may require the designation of alternate assembly sites.

Fire:	
	Evacuate the building.
	Activate the fire alarm and call 911. Give as much information as possible, including the building address (1927 Lakeside Pkwy) and the location of the possible fire on your way out.
	Never attempt to fight a fire alone.
	Where there is no alarm, warn other occupants by knocking on doors and shouting a warning.
	Leave the building. As you exit, close doors and windows behind you to prevent the fire from spreading. If the nearest exit is blocked by fire, heat, or smoke, go to the alternate exit.
	If there is smoke in your room or in the corridors, stay down near the floor.
	Before opening a door, feel the door and/or knob. If either is hot, do not open the door.
	Open doors slowly. If heat or heavy smoke is present, close the door and stay in the room.
	If you are trapped in a room, call 911 and give your location. Place an object in the window to attract attention.

Incident: FLOOD

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station.

Campus Director Actions

- Determine if evacuation is required.
- Notify local police department of intent to **Evacuate**, the location of the safe evacuation site and the route to be taken to that site.
- Delegate ERT to ensure that all staff and students have been evacuated.
- Issue instructions if staff or students will be evacuated to a safer location by means of cars.
- Monitor AM radio weather station for flood information.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

ERT/Designated Staff Actions

- If warranted, **Evacuate** staff and students using evacuation plan.
- Do not return to school building until it has been inspected and determined safe by property authorities or Chief Executive Officer.

Incident: TORNADO

TORNADO/SERIOUS WEATHER ALERT: In case of a tornado/serious weather alert, it is important to take shelter immediately. During tornadoes/serious weather alerts you will be instructed by a staff member to gather in a predetermined “safe place.” Students should proceed quietly and in an orderly manner to the designated area. When you arrive in the designated area, sit on the floor, with your back against the wall, knees against your chin, and with your head down.

ACTION: LOCKDOWN

Lock Down: A Lock Down is any event occurring outside the campus in the surrounding area where it is determined that the greatest area of safety is inside the campus. These events include a fire or chemical hazard in the surrounding area, or a suspicious person on the grounds.

Faculty and staff members will inform students of this situation by issuing a verbal "Lock Down" signal. Upon hearing this signal all students inside the building should return to their previous classroom to await further instructions. Students outside of the building should immediately return indoors to their previous classroom to await further instructions. Faculty and staff members will secure the exterior doors until the situation returns to normal. Upon confirmation that the situation is safe a staff member will issue the verbal "All Clear" signal to the students.

SECURE BUILDING: A Secure Building event is enacted if there is a threat of violence/gunfire is present, and it is necessary to prevent the perpetrator from entering classrooms or other occupied areas. When a "Secure Building" alarm is activated staff and students should return or remain in their classrooms, close and secure the doors either by locking them, or barricading them with classroom furniture. Students and staff must remain in the classroom until an administrator issues an "All Clear" signal, at which time it is safe to exit the classroom.

Definition of Partial Lock Down: means that the hallway doors (as applicable) leading to your respective areas are locked and people may not exit or enter at will. During a partial lockdown, normal work processes can continue until the "*All Clear*" is given.

Implementing a Partial Lockdown

In response to external incidents that may threaten WMWT students, faculty, or staff.

- Assumes threat is outside of the building (Inside activities continue with increased security vigilance and protocols)
- After consulting with law enforcement
- All exterior office doors and windows are closed, shut and/or locked
- Staff to be vigilant
- Minimize hallway traffic

Definition of Full Lock Down: means that people must stay where they are and may not exit or enter the building or office space. In some cases, this may include:

- Closing/locking the doors, barricading if possible
- Assist those requiring assistance
- Turn off the lights and close the blinds/shades
- Doors leading outside of the building are locked and secured
- Seek protective cover (behind concrete walls, filing cabinets, etc.) away from windows and doors
- Keep calm, keep quiet and act as if no one is in the room
- Remain in lockdown condition until told that it is safe to leave
- Wait for further instructions
- Wait for police or other emergency responders to assist you out of the building
- Cooperate with police or other emergency response personnel
- Ignore fire alarms unless instructed to leave the building by the police, fire department, or senior staff (Pulling a false fire alarm has been used in some cases to lure personnel into the open for attacks.)

How a Lockdown is Implemented

A lockdown (or other emergency) is generally announced by the Campus Director or designee. If an employee

determines that there is an imminent threat present, then they should call **911** and their Supervisor immediately.

Campus Director or designee will determine the type of lockdown needed and use the most expeditious method(s), i.e. door-to-door, phone/text, etc., to advise WMWT personnel of the lockdown.

The front desk staff, Campus Director (CD) and/or a designee are prepared and able to administer a “lock-down” should the need arise. The directive to initiate a lock-down should come from either the CD or designee; however, if the front desk or other staff members identify an immediate reason to initiate a lock-down, it may be implemented based on the need and reason.

Incident: ACTIVE SHOOTER or HOSTAGE

Follow these procedures within building whenever a person:

- Has a weapon.
- Says they have a weapon.
- Is holding another person against their will.

Overall Procedures

- Call 911
- Notify the **Campus Director** and/or ERT member. Relay accurate information:
 - Where in the building is the event occurring?
 - How many are involved (perpetrators and hostages)?
 - What demands, if any, have been made?
 - Is anyone injured?
- Render the appropriate assistance and coordinate with ERT member(s), police, and other authorities.

Campus Director Actions

- Call 911. Provide all known essential details of the situation:
 - Number of hostage takers and description
 - Type of weapons being used
 - Number and names of hostages
 - Any demands or instructions the hostage taker has given
 - Description of the area
- Identify an assembly area for responding officers away from the active shooter or hostage situation. Have ERT or designated staff wait at assembly area for police to arrive.
- Protect building occupants before help arrives by initiating a **Lockdown** or **Evacuation** (or combination of both) for all or parts of the school, in coordination with building management.
- Secure office doors from outside access. With building management, secure exterior building doors from outside access.
- Notify office building management company
- When police arrive, assist them in a quiet, orderly evacuation away from the hostage situation.
- Gather information on students and/or staff involved and provide the information to the police.
- Identify media staging area, if appropriate. Implement a hotline for parents.
- Account for staff, visitors and students as they are evacuated.
- Provide recovery counseling for students and staff.

ERT Designated/Staff Actions

- If possible, assist in evacuating students to a safe area away from the danger. Protect students by implementing a **Lockdown**.

- Alert the Campus Director or another staff member.
- Account for all staff and students.

DIRECT THREAT:

In the event that a staff member has reason to believe that a student or patron may represent a potential threat to others, the actions listed below are to be taken. These steps apply only to situations in which the student is presenting no immediate threat.

- Take all comments about doing harm to others seriously, especially if details about how the acts are to be carried out are shared.
- Immediately report concerns to the Campus Director.
- The Campus Director will immediately report concerns to the Chief Executive Officer and/or Chief Operations Officer.
- **Under no circumstances should an untrained person attempt to assess the severity of the risk;** all assessment of threats, attempts, or other risk factors must be left to the appropriate professionals.

NOTE: It is important to avoid inappropriately labeling or stigmatizing individual students because they appear to fit a specific profile or set of early warning indicators. It's okay to be worried, but it's not okay to overreact and jump to conclusions.

Threats / Assaults

Threats occur when a belligerent or armed person on the school site or electronic systems bullies, intimidates or coerces others, targeting an individual, particular group or the entire school community. Threats are presented as overt hostility. They may be received by written note, email communication, phone call or orally. The procedure below applies to an oral threat.

Campus Director Actions

- Assess the type of threat to determine the level of risk to the safety of students and staff. In categorizing the risk, attempt to determine:
 - Is the individual moving towards violent action?
 - Is there evidence to suggest movement from thought to action
- High violence potential qualifies for arrest or hospitalization.
- Safety is endangered when there is: (a) sufficient evidence of repetitive/ intentional infliction of emotional distress upon others; or (b) sufficient evidence of the unintentional infliction of emotional distress upon others.
- Notify police (dial 911), if the safety of students or staff is endangered. Provide exact location and nature of incident and school response actions.
- Isolate the threatening person from other students and staff, if it is safe to do so. Initiate appropriate response actions, which may be, limited access to shared spaces, **Lockdown** or **Evacuation**.
- Respond to students who are prone to overt displays of anger in a calm, non-confrontational manner. If an immediate threat is not clearly evident, attempt to diffuse the situation.
- If an individual is armed with any type of weapon, **USE EXTREME CAUTION**. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.
- Facilitate a staff meeting to review plans for keeping school and externship sites safe. Enlist the support of community service providers and externship site staff as appropriate..

ERT/Designated Staff Actions

- If any students are outside, move them inside the building or away from the site of the threat/assault. If unable to do so, have students lie down and cover their heads. Keep students calm.
- Inside the school offices, institute **Lockdown**. Close all curtains and blinds. Move behind office furniture to limit visibility.
- Remain with students until **All Clear** is given.

RESOLUTION: ALL CLEAR

All Clear is used to conclude other immediate actions taken upon an emergency to notify staff and students that normal school operations can resume. **All Clear** signifies that the emergency is over. This is the final action used to conclude the following actions:

- Evacuation
- Lockdown
- Shelter in Place
- Standby
- Take Cover

Campus Director Actions

- Determine that the emergency is over, and it is safe to resume classes. It may be necessary to talk to first responders to make this determination.
- Make the **All Clear** announcement.

ERT/Designated Staff Actions

- As soon as the **All Clear** announcement has been made, return to staff desks, unlock doors and windows, and immediately begin discussions and activities to assist students in addressing fear, anxiety and other concerns.

Severe Weather

INCLEMENT WEATHER: If weather becomes severe, the Campus Director will make the decision on whether classes will be canceled. This school will not necessarily close each time public schools are closed but will follow closings similar to other colleges and technical schools in the area. If day classes are held and weather problems arise later, the decision on evening classes will be made by 3 p.m. and is available by calling the school.

Medical Emergency

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention.

Please note that this EPP is not intended to be a First Aid manual.

For life threatening and other serious medical emergencies:

- Dial 9-1-1 for paramedics immediately. Do not use a mobile phone unless you can give the dispatcher your address. Be sure to identify yourself, indicate the nature of the injury, and your specific location.
- Inform an ERT member who will conduct the preliminary investigation and make any appropriate personnel notifications.

MEDICAL CARE AND ACCIDENTS: If an accident occurs (i.e. broken glass, electrical hazard, chemical spill), please remove all students from the area and notify the nearest administrative staff member. Proper help will be contacted. Incident Reports require three signatures: that of the staff person making the report, that of the student, and that of the director or witness from the staff.

If you become ill or are injured at school, notify the nearest staff person immediately. If emergency care is required, the staff person will notify the Administrative Office. Staff members will only offer medical care if it is necessary to sustain life. In all other emergency cases an ambulance will be called to escort a student to the proper care facility. Should an accident occur in the school building, it must be written up by a staff person and reviewed by the Director. This accident report/incident reports should be detailed and written in memorandum form within twenty-four (24) hours.

BODILY INJURY / SERIOUS ILLNESS: If a student, staff member, or patron is injured on school premises immediately contact the nearest administrative staff member. A first aid kit is available at the front desk and within classrooms for minor injuries. For serious injuries or illnesses, call 911. Contact the nearest administrative staff member no matter how minor the injury might be.

Medical Emergency (Life threatening or loss of limb or eye sight is at risk):	
	During a medical emergency, ask someone to call 911, while you begin to administer first aid/life support. Do not withhold action by trying to find a medical professional in the immediate area.
	When reporting an emergency, be sure to give the exact location – 1927 Lakeside Pkwy and room number.
	Provide the nature of the emergency (such as fire, medical problem, chemical spill, flooding, etc.).
	Be prepared to provide as much information about the situation as possible.
	Do not hang up the telephone until directed to do so by the person receiving the call, they may need to ask for more details or be able to assist you with the emergency.
	Ask someone to alert a staff member and alert person’s chain of command if applicable.

Criminal Activity

BREAK-IN: If you see that the campus has been broken into, call the police department immediately. Keep all students and patrons away from the area and do everything in your power to keep the crime scene exactly as you found it. Call the Campus Director after the police have been notified.

REPORTING CRIMINAL ACTIVITY ON CAMPUS: Should any student, staff, or faculty member become victim or witness criminal activity on campus he/she has the option to either notify the local police or notify the Campus Director immediately. The notification should include the nature of the crime, who was involved, and where the crime occurred. Notification is voluntary and will be held confidential. School personnel will assist the student if he/she requests to notify the police directly. The Campus Director will report the criminal activity to the Chief Executive Officer who will immediately notify the police department.

COVID Pandemic

In response to the COVID Pandemic, WMWT will closely follow and monitor the status of the pandemic in Georgia and specifically the school location located at 1927 Lakeside Parkway, Tucker, GA 30084.

When assessing the safety of in-office work environment for staff and residential class schedules and externship schedules for students, WMWT will follow guidelines issues by the following entities: The centers for disease control, state and local departments of public health, governor's offices (executive orders) and state approving agencies: Georgia NonPublic Postsecondary Education Commission (GNPEC) and Georgia Department of Community Health (Nursing Assistant).

The school will operate consistent with local guidance. Staff will work remotely when stay at home orders are in place, and any return to in-person work will be consistent with executive orders in effect. Students are encouraged to follow local orders when conducting any remote learning activities.

Student engagement in externship will be consistent with local conditions and orders. Students will be informed via email and/or the student information system of any decision to halt externships, as well as plans for re-start. To the extent that externship continues, students are expected, as at any other time, to follow the health and safety protocols of their externship sites.

Campus Director Actions

- Monitor the status of COVID in Tucker, Georgia to determine safety of campus operations.
- In conjunction with building management company, arrange for deep cleaning of offices and regular sanitation of surfaces in accordance with COVID prevention protocols.
- Determine whether the school will be open to in-person or remote work.
- Determine whether residential classes and/or externship hours will continue or be paused.
- Ensure timely communication with students.
- Take appropriate action to safeguard school property.
- When appropriate, facilitate return to normal routine.

WEAPONS ON SCHOOL PROPERTY

The brandishing of any weapons poses an immediate threat to students and staff. Response is the same whether the weapon is used, seen or suspected but not in use. Safety must always be the foremost consideration. A person wielding a weapon will usually respond best to calm, reasonable talk. In addition to calming the individual, talking allows time for law enforcement officials and other professionals to arrive.

WEAPONS OR FIREARMS: Possession of weapons or firearms of any kind are prohibited on campus by anyone other than authorized security personnel. Students, unauthorized staff, or faculty found in possession of weapons or firearms on campus will be subject to disciplinary action up to immediate termination.

Campus Director Actions

- Remain calm. Depending on how the situation unfolds, initiate **Lockdown** or **Evacuation**, as needed. Do not confront the suspect.
- Call 911. Provide essential details of the situation, i.e., suspect, location, weapons, number of persons involved, motive, actions taken by the school (e.g. **Lockdown**).
- Identify command post for police to respond. Assist police to enter the school. Provide officers with critical information.
- If suspect has left, secure all exterior doors to prevent re-entry.
- Isolate and separate witnesses. Instruct them to write a statement of events while waiting for police to arrive.
- Gather information about the incident for the police:
 - Name of suspect with weapon.
 - Location of witness when weapon was seen.
 - What did the suspect do with the weapon after it was displayed?
 - What is the current location of the suspect with the weapon?
- Reserve a private area for the suspect to be taken and questioned. Police officer should take possession of and secure any weapon located.
- Secure a detailed written statement from witnesses including staff.
- Provide informational updates to staff and students during next few days to squelch rumors.

ERT/Designated Staff Actions

- Remain calm. Take immediate action to prevent casualties. Isolate the suspect and/or area. Move others to a safe area to protect them from danger.
- Alert the Campus Director.
- Make no effort to intervene. Allow a law enforcement officer to take possession of the weapon.
- Account for all staff and students.
- Assist police officers – provide identity, location and description of individual and weapons.

PUBLIC INFORMATION DISSEMINATION

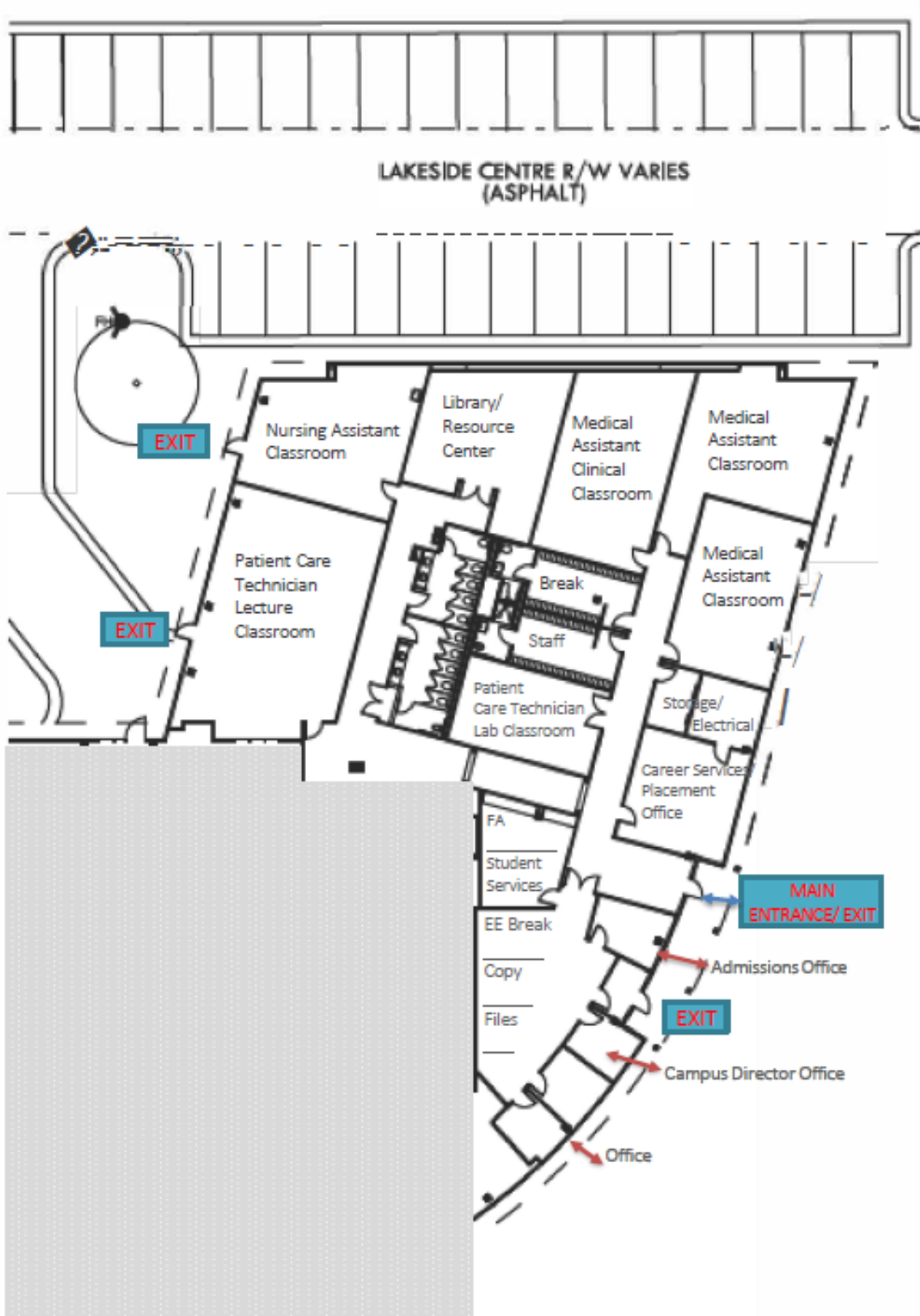
- In an emergency, the Chief Executive Officer(CEO) and/or Chief Operating Officer (COO) is responsible for all means of internal and external communications related to an emergency incident. **Only the CEO, COO or ERT designee is authorized to disseminate official information about campus emergencies to the campus and the community at large.**
- The designated individual shall conduct and manage all media contacts, act as lead spokesperson and determine other appropriate spokespersons from campus leadership.
- The designated individual will arrange all interviews, distribute all information materials to the press and general public, and assist with communications to the campus community during the emergency. This will be done in coordination with emergency agencies, CEO/COO and ERT members.
- The designated individual will maintain a press briefing area for the duration of the emergency, if necessary.
- In the aftermath, the designated individual will continue to handle media inquiries, general public information, and information for campus community as deemed necessary by the situation.
- Student media policy: If a student is involved in an emergency situation, the information released to the media may include confirmation of whether a school student was or was not involved in an incident, and actions being taken by the school. The school will not release to the media information identifying individual students without student permission (or in the case of student death, family consent), unless instructed by emergency personnel to do so to ensure safety.

Media Inquiries

Do not engage in "I" reporting; direct all requests for information from the media to the Campus Director, CEO or COO. This is critical during the response to any event, but more especially with events involving active shooters, who could use your reports to determine their next move. Additionally, if there are casualties or fatalities, families should be informed in person by a qualified team, not surprised by an irresponsible act.

- Instruct all staff to refer all information and questions to the public information staff member (CEO). Remind staff that only designated spokespeople are authorized to talk with news media.
- Insist that reporters respect the privacy rights of students and staff. Answer questions within the limits of confidentiality.
- Advise students of the school's student media policy in which individual students are not identified to the media without student consent (or in the case student); and students may not speak on behalf of the school.
- Take initiative with news media and let them know what is or is not known about the situation.
- Emphasize school's good record.
- Speak to reporters in plain English - not in "educationese."
- If the emergency is a death, consult with the deceased student/staff member's family before making a statement about the victim.
- If there is involvement with a criminal case, work in conjunction with law enforcement spokesperson.
- When communicating, maintain a unified position and message; keep messages concise, clear, and consistent.
- Don't try to "kill" a story; don't say "no comment;" don't speculate; don't pass blame.
- Delay releasing information until facts are verified and the school's position is clear.
- Assign sufficient staff to handle phones and keep a log of calls and personal contacts.
- Express appreciation to all persons who helped handle the emergency.

CAMPUS MAPS



EMERGENCY PREPAREDNESS REVIEW CHECKLISTS

Testing Emergency Procedures: WMWT College tests its emergency response and evacuation procedures at least once a year. The Campus Director maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced.

This document will be reviewed annually, or upon completion of an exercise or actual incident.

A review will be conducted at the conclusion of an exercise or actual incident, with recommended changes identified, and subsequently incorporated into the document.

ANNUAL EMERGENCY REVIEW CHECKLIST

Year: _____

Activity	Responsible Person	Date Completed
School Facilities/Grounds Hazard Assessment		
Review School Buildings Plan		
Review Evacuation Routes		
Update Emergency Phone Numbers and Resources		
Inventory of Special Staff Skills		
Survey of Neighborhood Resources		
Assign Staff Emergency Functions		
Staff Orientation of Plan (New Hire Orientation and Annual Inservice Training)		
Student Orientation of Plan (New Student Orientation)		
Review Plan		
Update Plan		
Post updated plan on school website and replace hardcopy documents onsite (Campus Director office, Front Desk and Student Break Area)		