

Covenant College

Emergency Operations Plan



COVENANT
COLLEGE

IN ALL THINGS CHRIST PREEMINENT

Safety and Security
January, 2024

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A. Introduction

Covenant College has developed this Emergency Operations Plan to provide general guidelines to use in the event of one of the many types of emergencies, disasters, or crises the College may face. The plan is also intended to place appropriate emphasis on prevention, in the hopes of averting a potential violent or harmful act whenever possible. Additionally, the manner in which the College will seek to inform the campus community in the event of any impending or developing crisis on campus through the use of its emergency notification procedures or timely warning messages is a significant part of this plan.

The types of emergencies which the College may face range from a severe weather event to an active shooter crisis to a situation involving a missing student, or other unforeseen emergency. It is likely the emergency will arise with little or no warning. Because of the unpredictable nature of emergencies, the guidelines and procedures outlined below are designed with flexibility to accommodate various types and scales of crisis, disasters and law enforcement contingencies.

These guidelines are intended to protect lives, preserve property, and to ensure the continued operation of the College. They are intended to guide the general response to emergency situations and prepare individuals for immediate action.

Although no emergency plan can be exhaustive, this plan prescribes actions to take in a number of crisis scenarios. The following general rules will always apply to emergent situations/ crises as they arise on campus:

1. The first step in any emergency is to report the incident by contacting 911. Because of the College's remote location and less than average response times, it is always best to immediately notify emergency services (i.e. fire, police, ambulance), to allow them as much time as possible to respond to campus.
2. When it is necessary to contact 911, please next call Safety and Security at (423) 593-1403. First Responders will likely not notify our department when called to our campus.
3. If the need for assistance does not rise to the level of an emergency, please always call the Safety and Security 24/7 number at (423) 593-1403.
4. Those first to encounter any crisis on campus, such as an armed intruder or a potential active shooter, should never put themselves in harm's way. Please allow the on duty Campus Security Officer or local law enforcement officers to confront any active threat.
5. When reporting an emergency, please provide as much detail as possible. Accurate reports from the scene of an incident are essential to providing an adequate response.

Because critical incidents are varied and unpredictable, the most prudent course of action may not be prescribed in the following pages. Rather, innovation, adaptation, open lines of communication and teamwork exercised in conjunction with these guidelines will allow for the best response to any of the various types of crises which could arise.

Regardless of the action or solution necessary to address an emergency, all parties involved are expected to apply common sense and good judgment and to remain flexible in order that we may collectively restore a safe and secure environment to our campus.

Emergency planning and crisis response is the responsibility of the College's Safety and Security Department and the Emergency Response Team. A version of this Emergency Operations Plan will be posted on the College's Safety and Security Department website for quick reference.

B. See Something Say Something/ Preventing an Emergency

Perhaps the most important aspect of emergency operations planning is placing an appropriate emphasis on stopping preventable incidents from occurring. “If You See Something, Say Something” is a national awareness campaign that works with partners year-round to inspire, empower and educate the public on suspicious activity reporting. The program seeks to remind all that public safety and security is everyone's responsibility and to always report suspicious activity to local law enforcement or a person of authority on campus using the “5 W’s”:

Who did you see?

What did you see?

When did you see it?

Where did it occur?

Why is it suspicious?

All members of the Covenant College community are encouraged to aid in maintaining a safe and secure campus by maintaining a vigilant posture and by reporting any suspicious or unethical behavior, abusive relationships, sexual violence, or potential criminal conduct. Students in particular, as roommates, suitemates, classmates, teammates, RAs (resident assistants), see a side of the campus most staff and faculty members do not. All are asked to forward their concerns to a person in a position of authority such as a faculty member, coach, Resident Director (RD), or to the Safety and Security Department. This may be easily done by simply contacting our office in person or by phone. It may also be done 24/7, anonymously if desired, using the See Something, Say Something link on the Safety and Security website, www.covenant.edu/security. However you choose to bring your information to the College's attention, it will be handled with the utmost discretion.

C. Safety and Security Department

The mission of the Safety and Security Department is to protect the personnel and property of Covenant College, maintain the security and integrity of the campus, and offer assistance where needed in order to care well for the campus community. The department is comprised of a director, a Safety and Security Manager, three full-time and a number of part-time Campus Security Officers. The department maintains a presence on campus 24/7. Throughout each evening and on weekends, a Campus Security Officer is on duty to assist students, faculty, staff, and visitors alike with all safety and security matters.

The Safety and Security Department is located in the Carter Hall basement, Room 21. Their daytime phone number is (706) 419-1229. The after hours number is (423) 593-1403.

1. Campus Access

Covenant College has an open “private” campus. As a result, access to campus facilities is not limited to members of the campus community. The South Campus Road (i.e. the route to the baseball and intramural fields) is frequently used by hikers to gain access to the area's network of trails, which traverse college property. Any individual may obtain a gym access pass, allowing them use of the college's gym and workout facilities. The library is likewise open to the public. All members of the campus community should make note of this and should always be aware of their surroundings, even on campus.

All students and employees are issued an identification card, or ScotsCard, at the beginning of their enrollment or employment at the College. All employees are requested to carry their ScotsCards with them while on campus.

Each ScotsCard is also a key card, granting access to electronic doors installed in many campus buildings. Interior and exterior doors of campus buildings are locked each evening by security officers.

The college also uses video surveillance cameras to monitor the entrances to the residence halls and other campus buildings.

2. Reporting Crimes and Other Emergencies

The campus community is encouraged to call 911 for any and all life-threatening or serious medical emergencies, or when they witness criminal acts on campus. (The campus is also advised the most direct way to “call 911” is to call the Dade County Emergency Services Department at (706) 657-4111). For all other types of assistance, the campus may contact the Safety and Security Department. All members of the campus community are encouraged to report any and all suspicious behavior, as well as all crimes to their person or property to our department. The College encourages the reporting of all perceived incidents of suspicious or potentially criminal behavior.

Covenant College is located within the police jurisdiction of the Dade County Sheriff’s Office (DCSO). Dade County is situated in Georgia’s extreme Northwest corner and consists of 173 square miles. (The campus does not sit within the city limits or police jurisdiction of the local police department of Lookout Mountain, Georgia.)

D. On Campus Medical Services and Equipment

During the academic year, Covenant College enjoys the excellent support of both an on campus Nurse Practitioner and Registered Nurse within the Priesthill Center, located in Jackson Hall at 196 Jupiter Road (adjacent to the Lucas Art Building). The number to the Priesthill Center is (706) 419-1275.

In the event of a medical emergency during business hours, Priesthill Center staff will respond and provide initial treatment and, if necessary, coordinate referral to other health care facilities.

Additionally, First Aid kits, Stop the Bleed (STB) kits**, and Automated External Defibrillators (AEDs) are located on campus as shown on the following diagram:

Building	Location	STB	AED	FIRST AID
Probasco Visitor Center	Main entrance, right side of foyer	2	1	0
Brock Hall	From breezeway, Immediately inside the southern entrance	2	1	0
Mills Hall	First landing of the interior stairwell (between 1st and 2nd floors)	2	1	0
Sanderson Hall	Ground floor (1st floor) as you enter from Sanderson Parking Lot	2	1	0
Library	Main Floor, on the back wall, near the restrooms	2	1	0
Chapel	First landing of the stairwell in the Chapel lobby	2	1	0
Ashe Activity Center (Gym)	Located outside the Athletic Trainers room	2	1	0
Carter Hall	Carter Lobby @ Scots Desk	2	1	1
Founders Hall	Ground level (3rd Lobby entrance) on right side	2	1	1

MacLellan Hall	Inside the main entrance on the left hall from the elevator.	2	1	1
Andreas Hall	Near the middle of the lobby on the main floor	2	1	0
Kirk Hall	Inside the auditorium near the hallway	0	1	0
Highlands Field House	Directly inside the front entrance hallway	2	1	0

** For more on STB kits, please see Section I. Active Shooter/ Armed Intruder on Campus.

E. Covenant College Emergency Operations

Covenant College Emergency Operations will likely begin with an emergency notification sent to alert and inform the campus community concerning an impending or developing emergent situation. All members of the campus community should take steps to familiarize themselves with the College's emergency notifications procedures.

1. Emergency Notifications

The College's Safety and Security Department, working under the supervision of Student Development, is responsible for both emergency notifications and timely warnings. A variety of dissemination methods will be used to communicate these messages. They include text messages, email messages, phone calls, siren alerts, and social media.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, including the necessity to evacuate the campus, upon confirmation the College will immediately disseminate this information to the campus community. In the event that an evacuation of the campus is necessary, students and employees will be directed to a safe location.

2. ScotsAlerts

The College's emergency notification system messages are referred to as ScotsAlerts. ScotsAlerts are rapidly sent important messages for all members of the Covenant community. In addition to emergency notifications, ScotsAlerts are also used to inform regarding potential hazards, campus closings, inclement weather, or other critical information. Once activated, ScotsAlerts are also communicated directly to the College's Facebook and Twitter accounts.

The Covenant email accounts of students and College employees are automatically registered for email notifications via ScotsAlerts. In addition, we encourage each campus community member to register for text messages on their cell phones (voice notification via a landline or cell phone is also an option). To register to receive ScotsAlerts on a cell phone, please visit the Safety and Security web page and follow the prompts.

3. Campus Siren System and Tones

In addition to ScotsAlerts, the college also has the capability when necessary to broadcast emergency notifications over the College's public address system. In the event of a significant emergency or dangerous situation involving an immediate threat on campus, the College may choose to broadcast one of two messages via the public address system.

For a weather emergency such as a tornado warning, the on campus siren will broadcast the standard mass alert “Wail” tone. (A recording of the “Wail” tone is available on the College’s Safety and Security Website at <https://www.covenant.edu/students/safety/scotsalert#campusalert>.) When hearing this tone, all members of the campus community should immediately seek shelter in the nearest Tornado Evacuation Zone. These Tornado Evacuation Zones are illustrated on signage throughout the campus.

For an emergency involving an imminent threat on Covenant College, the on campus siren will broadcast the standard mass alert “Hi/ Low” tone. (A recording of the “Hi/ Low” tone is available on the College’s Safety and Security Website at <https://www.covenant.edu/students/safety/scotsalert#campusalert>.) Examples of immediate or imminent threats on campus could be an active shooter or other armed intruder, a terrorist attack, a bomb threat, explosion, civil rioting, or a chemical or hazardous spill.

For either a weather emergency or an imminent threat on campus, the siren will sound intermittently only. When the siren stops, this does NOT indicate the threat of harm has ended.

For other emergency situations, the College may broadcast pre recorded emergency announcements or live announcements over its public address system.

When hearing the siren or other public address announcement, all members of the campus community should consult their most readily available ScotsAlert outlet for more detailed information. A texted version of a ScotsAlert message is always limited to a defined number of characters. An emailed version of a ScotsAlert message will likely contain more information.

4. The “All Clear” Signal/ After the Emergency

At Covenant College, the “All Clear” signal will always be communicated by ScotsAlert and/or email announcement. Please remember that when used, the end of the siren does not always mean the threat or campus emergency has ended.

If the emergency was that of a severe weather incident, be mindful it may have caused damage to the campus or the surrounding community. Be aware of falling or fallen debris and power line hazards.

Students should consider calling parents and friends to assure them they are okay and to inform them of their whereabouts. It is always advisable to quickly text your RA for accountability and to “check in” for instructions following the emergency.

5. Timely Warnings

The College will send out timely warnings to inform the campus community concerning crimes that have occurred on or near campus that represent an ongoing threat. These timely warnings will be sent as soon as pertinent information is available. The Department of Safety and Security is responsible for sending timely warnings, which may be sent using a variety of dissemination methods.

6. Emergency Response Team

The College has established an Emergency Response Team (ERT) composed of individuals from a variety of disciplines across campus to address a wide array of potential emergency situations. The mission of the ERT is to

help ensure the safety and general welfare of all members of the campus community. This committee is chaired by the Vice President for Student Development.

Members of the Emergency Response Team are:

- Vice President for Student Development
- *Director of Health Services
- Director of Human Resources
- Dean of Academic Programs
- Director of Technology Services
- *Associate Dean of Students for Residence Life
- *Director of Facilities Management
- *Director of Marketing and Communications
- *Director of Business Services
- Facilities Management Coordinator
- *Director of Safety and Security

As the crisis dictates, the Vice President of Student Development may add other individuals to this team to address specific needs.

*Indicates member of the ERT Working Group. The ERT Working Group meets regularly to review procedures, practice emergency communications and plan exercises.

7. Emergency Response and Evacuation

The College has designated the members of the Emergency Response Team, as listed above, as those individuals responsible for determining whether an emergency or dangerous situation exists that involves an immediate threat to the health or safety of students or employees on campus and to what extent the campus community will be notified. Each of these individuals has the authority to initiate emergency notifications.

If evacuation of a segment of the campus, or the entire campus is necessary, the College will initiate the emergency notification to evacuate. In this event, members of the campus community will be directed to a safe location.

8. Media liaison

The College's Marketing and Communication Office is responsible for responding to all public inquiries, including requests for information from the media.

9. Emergency Medical Services

As previously stated, if emergency medical services are required during the College's normal business hours, the Priesthill Center staff will both respond to provide treatment and coordinate care with local First Responders and other health care providers and medical facilities.

For after hours medical (and fire emergencies), our campus is supported by the local volunteer fire department. In addition, Dade County has contracted for ambulatory services that will also respond to calls for assistance from campus.

Student volunteers, as part of the College's First Responder Program, participate in the local volunteer fire department (i.e. West Brow Fire and Rescue). These student volunteers, having completed the prerequisite training requirements, are often among the first to respond to medical and fire emergencies on campus and in the surrounding community. Because of this program, the response time for these type services is greatly reduced.

** Please be reminded, as a consequence of the college's remote location, response times from our local first responders (including ambulatory care) may be less than ideal. For this reason, it is imperative in any emergency to always immediately first contact 911/ Emergency Medical Services (EMS) to allow for the most optimal response time. Second, please also next contact the College's Safety and Security Department. The 24/7 number for Safety and Security is (423) 593-1403.

F. Procedure if a Student is Reported Missing

As required by the Higher Education Opportunity Act and in an effort to ensure the safety of our students, Covenant College has established the following missing student protocol. This policy applies to students who reside in campus housing, including off-campus apartment units owned by the college for student residents. The policy may also be applied to students who reside off campus when appropriate.

For purposes of this policy, a student may be considered "missing" if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion of foul play, a reported expression of depression or suicidal thoughts, a suspected drug dependency, suspected involvement in a life-threatening situation or with persons who may have endangered the student's welfare. Likewise, the absence may be entirely unexplained, yet inconsistent with established norms.

All Covenant College students who reside in on campus housing will be given an opportunity annually to select an individual or individuals to contact in the event they become missing. This individual may or may not be the same person designated as the student's general emergency contact. The individuals designated as emergency contacts will remain so until changed or revoked by the student. This information will be registered confidentially, and will only be accessible by authorized campus officials.

In the event a student is determined to be missing from campus for 24 hours (or sooner), Covenant College will notify the designated contact person within 24 hours of this determination. (A determination that a student is missing may be made at any time based upon circumstances. It is not necessary to wait a full 24 hours to make this determination.)

If a student is under the age of 18, and is not an emancipated minor, the college must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, IN ADDITION to the person designated by the student.

Further, the college must also notify local law enforcement within 24 hours of the determination that a student is missing, regardless of the student's age. This must occur even if the student elected NOT to provide a contact person in the event they became missing, and regardless of the status of the student.

Any member of the Covenant College community who has information that a residential student may have been missing for a 24 hour period must immediately make notification. (It is not necessary to wait for the full 24 hour

period to elapse before making notification. Notification of a missing person may be made at any point it is determined necessary.) Notification of a missing person must be made to one of the following college officials:

- Director of Safety and Security @ (423) 593-1403
- Dean of Students @ (706) 419-1107
- Associate Dean of Students for Residence Life @ (706) 419-1108
- Resident Director on Duty @ (706) 419-1176

In any event, information concerning missing students must also immediately be forwarded to the Safety and Security Department, phone (706) 419-1229, or (423) 593-1403.

Although not required by statute, all are encouraged to follow the same procedures when non-residential students are suspected of being missing. In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should also immediately notify local law enforcement authorities. The Safety and Security Department will assist external authorities with these investigations to the greatest extent allowable.

G. Fires and Fire Alarms

All members of the campus community should familiarize themselves with the location of fire alarms, portable fire extinguishers, and emergency egress routes for the buildings in which they find themselves.

1. Prevention

Many fires are preventable. The dangers of fires among college-aged students who live in on- and off- campus college housing are real. In particular, the National Safety Council reports that cooking accidents are the number one cause of residence fires and fire injuries. Covenant College students should be aware of the risks regarding unattended cooking, candles or open flames in residence halls, the dangers of disabling smoke alarms in rooms, and the preventative actions that can save lives.

2. Fire Extinguishers

Portable fire extinguishers are installed in every building. Students must familiarize themselves with the locations of fire extinguishers and their basic operation.

Fire extinguishers are to be used when:

- The fire is small and can be contained safely with a fire extinguisher.
- The exit is clear and there is no imminent peril.
- The proper fire extinguisher is readily available.

Fire extinguishers are used by remembering PASS.

P - pull the pin
A - aim low
S - squeeze
S - sweep

3. If You Discover a Fire:

- Immediately activate the fire alarm at the closest pull station. Alert everyone in the immediate vicinity.
- Leave the building AND call 911 to report the fire. Next call Safety and Security at 423 593-1403.
- ONLY Use a fire extinguisher if appropriate AND you are in no immediate danger; otherwise Immediately leave the building.

4. Fire in a campus building:

- If possible, leave the building immediately.
- Isolate the fire by closing all doors on your way out. Don't lock these doors.
- Crawl low under any smoke to your exit; heavy smoke and poisonous gasses collect first along the ceiling.
- Before opening a door, feel the doorknob and door. If either is hot, or if there is smoke coming around the door, leave the door closed and use another route out.
- If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
- Assist injured and disabled persons.
- Do not use campus elevators- use the stairways.
- Do not stop for personal belongings or records.
- Do not stand in smoke. Drop to your knees or stomach and crawl to the nearest exit covering your nose and mouth with a cloth to avoid inhaling smoke.
- Stay out of the way of emergency personnel.
- Notify either emergency personnel or firefighters on the scene if you suspect someone may be trapped inside.
- Do not return to the building until the "All Clear" signal has been given.
- If you can't get to someone needing assistance, leave and call 911 and tell the emergency operator where the person is located OR tell a staff member.
- If your clothes catch fire, immediately stop, drop, and roll. Cover your face with your hands. Roll over and over or back and forth until the fire is out. If needed, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes. Cover with a clean, dry cloth. Get medical help right away.

5. If Trapped Inside a Building:

- If you cannot get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. Call 911. Say where you are and signal for help at the window with a light-colored cloth or a flashlight. Call Safety and Security at 423 593-1403.
- Open a window if one is available and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
- Stay near the floor where there is least smoke.
- Cover your mouth with clothing to avoid inhaling smoke.
- Do not open a door if smoke is pouring in or around the bottom, or it feels hot.
- Shout to alert emergency personnel of your location.

H. Severe Weather Emergencies and Natural Disasters

In our area, severe weather is common; damaging thunderstorm winds, large hail, and in the winter months, ice may affect utilities or highways. It is necessary to be prepared.

Weather conditions change rapidly; monitor the National Weather Service (NWS), the Weather Channel, or your local television and/or radio station for the most updated weather conditions including when the threat for severe weather has passed the area.

The College's Safety and Security Department and Facilities Management monitor the National Weather Service for severe weather. In the event that severe weather is in the immediate area, notifications will be made via the aforementioned prescribed procedures.

1. TORNADOS, TORNADO WATCHES AND WARNINGS

Note: You may access the Covenant College Tornado Evacuation Zone (by building) diagrams @ https://www.covenant.edu/pdf/safety/Tornado_Shelter.pdf.

The diagrams are also posted on the Safety and Security website and prominently displayed throughout campus. We recommend that you save these diagrams on your cell phone.

The National Oceanic and Atmospheric Administration (NOAA) National Weather Service website provides the following information regarding Tornado Watches and Warnings:

A Tornado Watch is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather.

A Tornado Warning is issued by the National Weather Service when a tornado has been sighted by spotters or is indicated by radar; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.

Safety and Security will publish Tornado Watches as appropriate. When a Tornado Watch signal has been received, normal campus activities may continue. During the watch, people should review tornado safety rules and be prepared to move a place of safety if threatening weather approaches.

Tornado Warnings will always be disseminated via ScotsAlerts.

In the event of a Tornado Warning:

- **If outside:** Seek shelter immediately on the lowest floor of a sturdy nearby building. Sheds and storage facilities are not safe. If you are outside with no shelter available, lie flat in a nearby ditch or depression and cover your head with your hands. Watch out for flying debris.
- **If in a vehicle:** Being in a vehicle during a tornado is not safe as vehicles offer little protection. The best course of action is to drive to the closest shelter. If you are unable to make it to a safe shelter, either get down in your car and cover your head, or abandon your car and seek shelter in a low lying area such as a ditch or ravine and cover your head with your hands.
- **If inside:** All members of the campus community must immediately move to the designated shelter areas for their respective building, i.e. the lowest level of a building, in an interior room or hallway. Stay away from windows and do not go to large open rooms such as cafeterias, gymnasiums, or auditoriums.
- All members of the campus community are asked to assist those with disabilities to the safest areas possible.
- Do not use the elevators during a Tornado Warning.
- Remain in the designated shelter area until the ALL CLEAR is given. ALL CLEAR will always be disseminated via ScotsAlert.

2. Lightning and Thunderstorms

There were a reported 601 lightning strikes in Dade County in 2019. The National Weather Service advises the following actions during a thunder or lightning storm.

Primarily, seek to avoid being caught outside. No place outside is safe when a thunderstorm is in the area. Get inside as soon as you hear thunder. Run to a substantial building or hard-topped metal vehicle as fast as you can.

If you can't get to a safe building or vehicle, avoid open areas. Don't be the tallest object in the area. Stay away from isolated tall trees, towers or utility poles. Lightning tends to strike the taller objects in an area.

Stay away from metal conductors such as wires or fences. Metal does not attract lightning, but lightning can travel long distances through it. If you are with a group of people, spread out. While this actually increases the chance that someone might get struck, it tends to prevent multiple casualties, and increases the chances that someone could help if a person is struck.

If someone is struck by lightning, cardiac arrest is possible. Lightning victims do not carry an electrical charge and may need first aid immediately. Always call 911 for emergency assistance and begin CPR and first aid. Use an Automatic External Defibrillator (AED) if one is available. Remember to move the victim, if possible, to a safer place as lightning can strike twice.

To learn more about lightning safety, please visit www.weather.gov/lightening.

3. Earthquakes

An earthquake is a sudden and rapid shaking of the ground caused by the shifting of rocks deep underneath the earth's surface. Earthquakes can happen without warning and result in injuries and damage to property and roads. Earthquakes can happen anywhere.

Due to the sudden and unpredictable nature of earthquakes, as well as the low probability of this type of emergency in our area, there will most likely be no advance warning.

- a. If you are inside a building:
 - Drop, Cover and Hold On. Stay where you are until the shaking stops. Do not run outside.
 - Drop down onto your hands and knees so the earthquake doesn't knock you down.
 - Cover your head and neck with your arms to protect yourself from falling debris. If you can move safely, crawl for additional cover under a sturdy desk or table. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
 - Hold onto any sturdy covering so you can move with it until the shaking stops.
- b. For those using wheelchairs or crutches:
 - Identify an inside corner of the room away from windows and objects that could fall on you and get as low as possible to the floor.
 - If in a wheelchair, lock the wheels of the wheelchair and remain seated until the shaking stops. Protect your head and neck with your arms, a pillow, a book, or anything available.
 - If using crutches, drop them and lie on the ground away from windows, glass, outside doors and walls, or other potentially falling items. Use your arms to protect your head and neck. Try to get on the floor away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture, if possible.
- c. If you are outside when you feel the shaking:
 - Move away from buildings, streetlights, and utility wires.
 - "Drop, Cover, and Hold On" until the shaking stops.
- d. If you are in a moving vehicle when you feel the shaking:

- Stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
 - Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.
- e. After an Earthquake:
- When the shaking stops, look for a clear path to safety, leave the building and go to an open space away from damaged areas.
 - If you are trapped, do not move about or kick up dust.
 - If you have a cell phone with you, use it to call or text for help.
 - Tap on a pipe/ wall or make noise, so that rescuers can locate you.
 - Once safe, be prepared to “Drop, Cover, and Hold On” in the likely event of aftershocks.

I. Active Shooter/ Armed Intruder on Campus

The Department of Homeland Security defines an Active Shooter as an individual actively engaged in killing or attempting to kill people in a confined or populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over in a matter of minutes, at times before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Covenant College has placed an appropriate emphasis on prevention of an act of gun violence (or any type of violence) on campus. Likewise, the College has taken steps to prepare for the unthinkable.

1. Prevention.

In an effort to prevent instances of gun violence (or any other form of violence) on campus, all members of the campus community are encouraged to be mindful of signs and signals potentially displayed before an unfortunate act of violence occurs. (Please also see Preventing an Emergency/ See Something Say Something under Section B of this plan.)

All employees, students, and concerned persons are asked to view the slideshow “Covenant College’s Response to the Active Shooter Crisis” which is available on the College’s Safety and Security webpage link @ www.covenant.edu/security, and is distributed annually to the campus community.

Please be reminded that Covenant College is private property and no weapons are allowed on campus. This includes, but is not limited to, handguns, deer rifles, knives over 2 ½ inches in length, bows and arrows, and crossbows.

2. Preparation for an Active Shooter Incident.

Preparation. Additionally, the webpage contains training videos which educate viewers on what actions to take during an Active Shooter event.

Stop The Bleed (STB). No matter how rapidly EMS professionals are able to arrive on campus, bystanders will always be first on the scene of a tragedy. This is likewise true for a mass shooting event. A person who is bleeding can die from blood loss within five minutes, therefore it is vitally important to quickly stop the blood loss. Those nearest to someone with life threatening injuries are best positioned to provide first care.

Covenant College has placed Stop The Bleed Kits in every principal building on campus. The kits are placed in easily identifiable white cabinets and are co-located with the AEDs (Automated External Defibrillators) near the entrance to each building. Each Stop the Bleed cabinet contains two kits. Again, Stop the Bleed Kits are designed to be used by bystanders.

Each Stop the Bleed Kit on campus contains the following items:

- (2) tourniquets
- (3) pairs of gloves
- (2) sport wraps (elastic bandages)
- (3) rolls of gauze
- (2) Multi Trauma Dressing, 10" x 30"
- (1) sharpie
- (1) pair of scissors
- (3) sterile 4x4 gauze pads

3. Actions to Take in an Active Shooter Incident.

The Department of Homeland Security recommends specific actions to take in regards to Active Shooter incidents. The following paragraphs detail what actions each member of our campus community must take in the event of an active shooting event and what to expect after an active shooting takes place. Remember during an active shooting to: RUN. HIDE. FIGHT.

Before: Be Prepared.

- Sign up for ScotsAlerts. In the event of an actual threat on campus, this information will be communicated by ScotsAlerts. You must sign up your personal cell phone to receive ScotsAlerts. No one can do this for you.
- Learn to recognize signs of potential violence around you by watching the slideshow "Covenant College's Response to the Active Shooter Crisis" on the Safety and Security website located at www.covenant.edu/security.
- Do your part. Make use of the College's See Something, Say Something program to report any suspicious or threatening behavior you may encounter.
- Know the location of the Stop the Bleed Kits in the buildings you frequent.
- Be aware of your environment. Know where the exits are around you. Have an escape path in mind & identify places you could hide.
- Familiarize yourself with the locking action necessary to lock your classroom door.
- Understand the plans for individuals with disabilities or other access and functional needs.

During: Run. Hide. Fight.

- **RUN and escape, if possible.**
- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe the shooter, location, and weapons.

- **HIDE, if escape is not possible.**
 - Get out of the shooter's view and stay very quiet.
 - Silence all electronic devices and make sure they won't vibrate.
 - Lock classroom and office doors. Block these doors. Turn off lights.
 - Don't congregate. Spread out. Hide separately. Realize that shooters seek to do the most damage possible in as little time as possible.
 - Try to communicate with the police silently. Use text messages or social media to tag your location, or put a sign in a window.
 - Stay in place until law enforcement gives you the all clear.
 - Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
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- **FIGHT as an absolute last resort.**
 - Commit to your actions and act as aggressively as possible against the shooter.
 - Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
 - Be prepared to cause severe or lethal injury to the shooter.
 - Throw items and improvise weapons to distract and disarm the shooter.

After: Care for Others.

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- Use the Stop the Bleed Kits where needed. Provide first aid. Do not wait for EMS professionals to arrive. Apply direct pressure to wounded areas. Use tourniquets to control bleeding where necessary.
- Turn wounded people onto their sides if they are unconscious and keep them warm.

J. Other Emergencies

1. Bomb Threats and Suspicious Items

All Bomb Threats should be taken seriously. Bomb threats can be delivered through a variety of means. The most threatening means is in-person; the most common means is via telephone.

What is a suspicious item? It is important to note that not all unattended items (e.g., a bag, package, or backpack of unknown origin and content) are necessarily suspicious. Facility search, lock-down, or evacuation is not necessary unless the item is determined to be suspicious.

The Department of Homeland Security offers the following regarding a suspicious item. "A suspicious item is any item (e.g. bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further

evaluate it. Examples that could indicate a bomb include unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors. Generally Speaking, anything that is Hidden, Obviously suspicious, and not Typical (i.e. HOT) should be deemed suspicious. In addition, potential indicators for a bomb are threats, placement, and proximity of the item to people and valuable assets. “

- a. In the event of a Telephone Bomb Threat:
 - Remain calm.
 - If the caller allows you to talk, ask questions and gather as much information as possible; keep the caller talking as long as possible.
 - Record the call, if possible.
 - If possible, signal another to call 911 and Safety and Security @ 423/593-1403.
 - If deemed necessary, Safety and Security will facilitate an evacuation of a building or area.
 - Return to the evacuated building will be allowed ONLY after the ALL CLEAR signal is given via ScotsAlert.
- b. In-Person Bomb Threat:
 - Remain calm.
 - Do not approach the individual. Never place yourself in harm's way. Never get close enough that you could panic the person or be used as a hostage. If possible, call 911 and Safety and Security @ 423/593-1403.
 - Talk to the individual in a calm and rational manner; put the person at ease.
 - Let the individual do most of the talking; ask questions about the bomb, its location, and description.
 - Let law enforcement replace you as the negotiator when they arrive at the scene.
 - Once you leave the scene, relay all information to any other officer present.
 - Immediately write down everything you remember.
 - Remain accessible to law enforcement until you are told to do otherwise.
- c. Suspicious Items: If you are aware of a suspicious object or package which you have reason to believe may be a bomb or explosive device:
 - DO NOT MOVE, TOUCH OR TAMPER WITH THE ITEM!
 - Calmly notify others in the immediate area and evacuate.
 - Call Safety and Security @ 423.593.1403 OR call 911.
 - Clearly state the type of emergency.
 - Clearly state the location of the suspicious package or letter, your name, location and phone number from which you are calling.
 - Do not hang up until told to do so.

2. Hazardous Material Leaks or Spills

- a. Hazardous materials may include materials that are flammable, toxic, corrosive, oxygenic, or cryogenic.
- b. In the event of a leak or spill on campus: If a gas cylinder or other chemical container should begin leaking and if, in the judgment of the persons responsible for such materials, it presents any danger to them or the other building occupants the following steps should be taken:
 - Confine the substance by shutting the supply valve(s) and shutting the room door(s).
 - Sound the building fire alarm so evacuation can begin.
 - Evacuate to a safe area at least 300 feet away from the building. Do not return to the building until instructed that it is safe to do so.
 - Call Safety and Security at 423.593.1403 AND 911.
 - Clearly tell the dispatcher you are reporting a chemical spill/ release and the following information: Name of material (if known), location of the spill or release, extent of

contamination (i.e. water system, air handling system), quantity (if known), appearance and characteristics (i.e. solid, liquid, gas, odor, color)

- Also inform of any injuries that may have occurred.

K. Important Numbers

Safety and Security office: (706) 419-1229

Safety and Security 24/7: (423) 593-1403

Dade 911 Direct Number: (706) 657-4111

RD on Duty: (706) 450-7001

Priesthill Center: (706) 419-1275 (M-F, 8a-4:30p)

Poison control: (800) 222-1222

Dade County Sheriff's Office: (706) 657-3233

Police Dept, Lookout Mtn, GA (706) 820-1051

Police Dept, Lookout Mtn, TN (423) 821-3151

HazMat Emergencies:

STR Safety 24 hour number: (888) 458-7787

Roger Woodyard (423) 413-5582