## Important Hospital Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police</td>
<td>706-721-2911</td>
</tr>
<tr>
<td>Biological Safety</td>
<td>706-721-4527</td>
</tr>
<tr>
<td>After Hours</td>
<td>706-721-4787</td>
</tr>
<tr>
<td>Chemical Safety</td>
<td>706-721-4527</td>
</tr>
<tr>
<td>After Hours</td>
<td>706-721-4787</td>
</tr>
<tr>
<td>Radiation Safety</td>
<td>706-721-9826</td>
</tr>
<tr>
<td>After Hours</td>
<td>706-664-8607</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>706-721-4527</td>
</tr>
<tr>
<td>After Hours</td>
<td>706-721-4787</td>
</tr>
<tr>
<td>Paging Operator</td>
<td>706-721-3893</td>
</tr>
<tr>
<td>Emergency Codes</td>
<td>706-721-2222</td>
</tr>
<tr>
<td>Employee Health and Wellness</td>
<td>706-721-3418</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>706-721-3448</td>
</tr>
<tr>
<td>Risk Management</td>
<td>706-721-7475</td>
</tr>
<tr>
<td>CEPaR</td>
<td>706-667-4207</td>
</tr>
<tr>
<td>Richmond County Sheriff's Office</td>
<td>911</td>
</tr>
</tbody>
</table>

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**Important Telephone Numbers**
CRITICAL EVENT RESPONSE GUIDE OVERVIEW

Critical event response guides are formulated to protect the life and safety of faculty, staff, students, visitors and patients as well as all the personal and business property found on Augusta University campus and within Augusta University Medical Center. Some facilities may not be exposed to all of the following potential calamities, but all should be seriously considered and reviewed prior to an actual critical event. While it is not always possible to prevent critical events, we can minimize their impact by following general emergency response guidelines.

Critical events may occur at any time on or near Augusta University and Augusta University Medical Center. Types of events range from technological or natural disasters to civil disturbances. Regardless of the type of event, the initial activation and implementation of the Emergency Operations Plan (EOP) should always be the same. Because stress and confusion are to be expected at the critical event scene, quick, efficient implementation of the plan will provide clear directions, responsibility, and continuity of control for key offices.

It must be emphasized that the EOP will only be implemented when there is actual or imminent danger to a large number of people. Routine management for isolated incidents will not require activation of the EOP unless the incident becomes out of control, for example, a dumpster fire that spreads to an adjacent building, or a train derailment that is later followed by emission of toxic vapors due to a leak or explosion.

NATIONAL INCIDENT MANAGEMENT SYSTEM

Augusta University and Augusta University Medical Center are committed to developing and administering a comprehensive emergency management program. This program works in conjunction with the emergency programs of federal, state and local jurisdictions to endeavor to protect lives and safety of students, faculty, staff and visitors, safeguard critical infrastructure, facilities, environment, essential records, and research; and resume operations as soon as practicable.

Primary emergency management guidance is contained in the Emergency Operations Plan for Augusta University Medical Center; which covers events in the medical center and clinics and for Augusta University which covers events and activities on ALL Augusta campus locations. This plan is designed to provide guidance on how to mitigate, plan for, respond to, and recover from major emergency situations affecting the university and medical center. All AU departments are to prepare Emergency Response Plans specific to their needs. Emergency planning and preparedness for AU has developed over many years and is an ongoing process.

AU is committed to the use of the National Incident Management System (NIMS) in the management of all significant emergency incidents. NIMS is to be incorporated into all emergency planning, preparedness, response, and recovery documents and guidelines. Use of NIMS also provides for a smooth integration of university emergency operations with those of county, state, and federal emergency operations as needed. Appropriate personnel within the university are required to train, exercise, and utilize the emergency management principles as outlined in NIMS.
CODE WHITE - PAGER OUTAGE

(AUMC)

In case of a pager outage, the Paging Operator will announce “Code White until further notice” via Overhead Pager. Once announcement is made or you are otherwise notified of a pager outage, please follow these procedures:

All non-emergent contacts should be made by use of cell phone or land-line telephone. If emergency contact with an individual is necessary, call 706-721-3893:

A) Give the operator the name of the person to be contacted.
B) Give the operator the extension you are calling from
C) Remain at the station you are calling from until contact is made.

The paging operator will announce, via overhead page, for your contact to be made.

When the Code White has ended, the Paging Operator will announce via overhead pager. All paging operations will then return to normal.

CODE WHITE - PAGER OUTAGE

CODE TRIAGE / CODE TRIAGE - STANDBY

DISASTER/DISASTER DRILL

Disaster - any incident, natural or man-made that causes or poses widespread danger to occupants and property to the extent that normal services are disrupted.

Internal Disaster - occurs in Augusta University (e.g. utility failure).

External Disaster - occurs at any other Augusta University or AUMC site or elsewhere in the community (e.g. multi-casualty – multi-vehicle accident, earthquake, flood, nuclear, biological, or chemical incident).

Depending on the circumstances surrounding a critical event or disaster, on call administrator will announce Code Triage Standby whereas all disaster response areas will be set up with a duty officer assigned until the event unfolds.

At the announcement of Code Triage:

Contact your supervisor for the latest instruction or report to your assigned duty position:

<table>
<thead>
<tr>
<th>Labor Pool</th>
<th>Incident Command</th>
<th>Media Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Center</td>
<td>Decon Area</td>
<td>Work Area</td>
</tr>
</tbody>
</table>
CODE ORANGE - DECONTAMINATION

- Presentation of a patient to the Emergency Department who is believed to have been exposed/contaminated with a hazardous, or potentially hazardous substance
- Upon notification of Emergency Department by a credible source that patient(s) believed to have been exposed to a hazardous substance are en route to the medical center.
- Upon request from a Regional hospital or agency for the Community Decon Center to be opened

**In all cases where the source or the release is brought to the medical center:**

- Persons contaminated are not to enter any part of the hospital until decontaminated; unless they are in a life-threatening medical condition
- DIAL 911 and give all information available
- Initiate Lockdown Procedures
- Shut Down Air Handling Systems
- No medical center personnel should enter the vehicle
- Liaison Officer will make contact with responding Fire Department On Scene Commander
- All Personnel should "shelter in place"
- Establish containment areas at all entrances within 300 meters of source.

*Activation of Code Triage or Code Orange should be discouraged until Fire Department contains the source. Any action which would force personnel to move between buildings may endanger their lives.*
CODE PINK - INFANT / CHILD ABDUCTION

In case an Infant / Child abduction or pediatric elopements follow this procedure: Notify Hospital Security 706-721-4787, University Police 706-721-2911, 706-721-2222 Paging Operator or call 911 as soon as possible.

- Look for suspicious persons walking through or exiting the medical center. Be aware of persons in laboratories or other non-public areas without ID badges.
- Pay close attention to exits.
- Watch for persons that are hand-carrying an infant or accompanying a child. Abductors may carry infants in plain view or in large containers such as gym bags or tote bags.
- If you observe a suspicious person, attempt to engage in conversation to slow them down while having a co-worker call the police or security. Do not get into a physical confrontation. Please note that physical violence has not generally been used in abductions from health care facilities but violence is common in abductions from the home. If it is possible and safe to do so, follow the person and note their direction of travel.
- If the suspect has already left the building get a good physical description, direction of flight and other information such as vehicle make and registration and contact University Police immediately.

Based on its analysis of cases of child abduction, the National Center for Missing and Exploited Children has listed the following characteristics of the "typical" abductor:

- Initially visits the nursery and the maternity units at more than one healthcare facility prior to the abduction; asks detailed questions about procedures and the maternity floor layout; frequently uses a fire stairwell for their escape and may also try to abduct from the home setting.
- Usually plans the abduction but does not necessarily target a specific child; usually seizes best opportunity.
- Frequently impersonates a nurse or other allied healthcare personnel – may obtain hospital scrubs or equipment.
- Often becomes familiar with healthcare staff, staff work routines, and victim parents.
CODE BLUE – MEDICAL EMERGENCY

In case of Cardiac Arrest, or a Medical Emergency, follow this procedure:

- Contact paging operator at 706-721-2222
- Give location and as much information as possible; i.e., age/sex/circumstances
- Stand by to assist until Code Team arrives
- Check breathing and initiate FIRST AID if trained to do so and if it is SAFE to do so, comfort them and reassure them that help is on the way. Do NOT touch the person if you are not certified in first aid and/or do not have personal protection gear if there is danger of coming into contact with bodily fluids. If you are certified in first aid and it is SAFE to do so, provide care to the person to the extent you are capable.
- Keep bystanders from interfering with procedures and clear area for the Code Team when they arrive.

Follow all directions given to you by University Police and/or other authorized personnel.
CODE RED - FIRE
AUMC

If a fire emergency occurs within the hospital, please follow the “Defend in Place” procedure, utilizing the acronym R-A-C-E and contacting Hospital Security, 706-721-4787. “Defend in Place” means to attempt to extinguish or to contain the fire in a room and only move the necessary patients while awaiting further instructions.

**R-A-C-E**

1. **R**emove persons in immediate danger of the fire. (Only do so if you are not putting yourself in immediate danger.)

2. **A**ctivate the nearest fire alarm pull station, calmly notify other personnel in the area, and call Hospital Security, 706-721-4787. Fire alarm pull stations are located near exits and stairwell doors. Activating the pull station will notify the Fire Department of the fire emergency and emergency responders will be en route. The phone call to Facilities Dispatch is required to establish the exact location of the fire, the severity of the situation, and if any additional help may be needed. Identify yourself and remain on the phone as long as possible or until you are released. Hospital Security will be relaying pertinent information to emergency responders. Hospital Security is staffed 24 hours a day, seven days a week.

3. **C**ontain fire by closing all doors to the affected area.

4. **E**xtinguish the fire with the proper extinguisher provided in your area if possible and prepare for evacuation, if needed. **If the room door was closed, do not re-open it, wait for the Fire Department.** Do NOT attempt to fight a fire if you are alone, if the fire is large, spreading, or could block your exit.

**ONLY** qualified nursing and/or respiratory personnel are authorized to shut off oxygen. If oxygen to a particular room needs to be shut off, the employee doing so MUST know the procedure and understand the implications of turning off oxygen to certain rooms and zones. Replacement oxygen may be needed or patients may need to be moved to different rooms.

ENSURE corridors are clear of obstructions.

ALWAYS remain calm and never yell “Fire”. Encourage visitors and patients to also remain calm.

DO NOT use the elevators. ALWAYS use stairs during a fire emergency.

If the Code Red activation is not in your immediate area, standby, practice procedures, await instructions and be ready to give assistance if needed.

*If you have any questions in regards to the above, please contact Augusta University Medical Center Safety Office at 706-721-4527.*
CODE GOLD - ELOPEMENT RESPONSE PLAN

Elopement: When a patient wanders, runs, escapes or otherwise leaves the care giving environment (Hospital) and grounds unsupervised or unnoticed prior to their scheduled discharge. Notify Hospital Security 706-721-4787 and Paging Operator at 706-721-2222.

Focus is towards persons who have a history of dementia, Alzheimer’s or altered mental status, and persons who may have their health and safety compromised by leaving the grounds unaccompanied prior to their scheduled discharge.

Patients fitting the above criteria may have an increased risk of elopement if the following are presented:

- Attempts or verbalizes a desire to leave the Hospital;
- If the patient vocalizes the desire to reach a specific destination;
- Cognition is moderate-to severely-impaired;
- Excellent ambulation skills or a steady gait;
- Those who are able to propel their own wheelchair

If the risk of elopement is present a photograph of the resident should be taken and given to the Security Office.

If at any time a patient with risk for elopement cannot be accounted for, the Elopement Response Plan should be implemented. A thorough search of the Unit will be completed.

The Hospital Operator should be notified and advised that an elopement has occurred: The Announcement Code is “Code Gold” and the last known location and description of the patient announced, repeat the announcement two (2) times.

If the resident is not located in the Hospital, the following persons should be notified:

- Security Department
- Administrator of Unit
- Nursing Supervisor
- Risk Management
- Family / Next of Kin
- Physician Treating Patient

When a patient is located the announcement “Code Gold, All Clear” is made. Repeat Announcement two (2) times. Security should document the incident.
CODE BLACK - Active Shooter

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on AUMC property, we recommend the following procedures be implemented.

- **NOTIFY UNIVERSITY POLICE:** (706) 721-2911, PAGING OPERATOR at (706) 721-2222 or call 911 as soon as possible.
- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line.
- Distance yourself from the perpetrator. Put something between you and the shooter!
- While you are running, use vehicles, bushes, trees and anything else that could possibly block your view from the hostile person(s).
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden? Do I have an escape route if necessary?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, it may be safer to choose to play dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, obey all commands and do not look the intruder in the eyes.
- In the event of an active shooter, **RUN, HIDE, or FIGHT!**
- PLAN, and PREPARE on how you will REACT!
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

If you are in a classroom: **STAY THERE**, secure the door. **Notify UNIVERSITY POLICE:** (706) 721-2911 or call 911 lock, wedge, or barricade the door. Consider quietly exiting a ground floor window, if safe. If you can’t exit a window, stay away from the door, stay low and be quiet. The shooter may bang on the door and yell for help to entice you to open the door. If police are not on the scene yet, move well away from the incident, find a safe cover position, and wait for police to arrive. When instructed to exit, proceed to the safest exit to leave the building and then move toward any police vehicle. Keep your hands on your head and follow the exact directions from the police.

**Bottom Line:** Seek cover. **Notify UNIVERSITY POLICE:** (706) 721-2911 or call 911. Move away from the immediate path of danger. Distance yourself from the shooter. Put something between you and the shooter! Thinking and planning about a shooter NOW, will help you make better decisions during a critical incident.
# BOMB THREAT AND OTHER THREAT CHECK LIST

## BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist.

If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Take notes and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and avoid instructions.

If a bomb threat is received by handwritten note:
- Call
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:
- Call
- Do not delete the message.

Signs of a suspicious package:
- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect title
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes

*Refer to your local bomb threat emergency response plan for evacuation criteria*

**DO NOT:**
- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

**NOTIFY UNIVERSITY POLICE 706-721-2911 OR CALL 911 IMMEDIATELY.**

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## BOMB THREAT CHECKLIST

<table>
<thead>
<tr>
<th>DATE:</th>
<th>TIME:</th>
</tr>
</thead>
</table>

**TIME CALLER HUNG UP:**

**PHONE NUMBER WHERE CALL RECEIVED:**

**Ask Caller:**
- Where is the bomb located?
  - Building, floor, room, etc.
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes/No
- Why?
- What is your name?

**Exact Words of Threat:**

**Information About Caller:**
- Estimated age
- Is voice familiar? If so, who does it sound like?
- Other points:

<table>
<thead>
<tr>
<th>Caller's Voice</th>
<th>Background Source</th>
<th>Threat Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>Animal noises</td>
<td>Explosive</td>
</tr>
<tr>
<td>Male</td>
<td>Blast noises</td>
<td>Explosive</td>
</tr>
<tr>
<td>Adult</td>
<td>Children's voice</td>
<td>Explosive</td>
</tr>
<tr>
<td>Child</td>
<td>Police sirens</td>
<td>Explosive</td>
</tr>
<tr>
<td>Young</td>
<td>Fire sirens</td>
<td>Explosive</td>
</tr>
</tbody>
</table>

**Other Information:**

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**CODE GREY - BOMB THREAT**
CODE GREEN - Severe Weather

Severe Thunderstorm Watch – Indicates that conditions are favorable for tornadoes, large hail, heavy rain, high winds and thunderstorms. Be alert for changing conditions.

Severe Thunderstorm Warning – Issued by the National Weather Service when storms with strong winds, rain and hail are expected in the area. A severe thunderstorm warning may last for up to one hour.

Tornado Watch – Issued when weather conditions exist that could produce a tornado. A tornado watch may last for several hours.

Tornado Warning – Issued when a tornado has actually been sighted and is threatening the community. Emergency messages broadcast by the media, NOAA radios or notification from external agencies such as Augusta Richmond County Emergency Management Agency (ARCEMA), Columbia County EMA, Richmond County Sheriff’s Department, i.e., are reliable sources of weather information. A tornado warning usually last for thirty minutes or less.

RESPONSE, Severe Thunderstorm or Tornado Watch:

- Be cautious of activities conducted outside buildings. No further action is required at this time for a watch. Moving patients from their rooms is a drastic procedure and will only be implemented if it has been established that a tornado has been sighted and moving toward the hospital.

RESPONSE, Severe Thunderstorm Warning:

- Curtail all movement outside of buildings until the warning is lifted.
- No further action is required of employees for a Severe Thunderstorm Warning

RESPONSE, Tornado Warning:

A. Once the message is announced, all patients whose condition permits shall be moved to interior corridors away from windows.
   1. If the patient is bedridden, move them in the bed.
   2. If the patient is ambulatory, pull a chair into the corridor for them to sit.
   3. Patients who cannot be transferred from their rooms:
      a. Close drapes/blinds.
      b. Move the patient’s bed near the inner wall, away from windows as much as possible.

B. Employees should:
   1. Remove all articles off window sills.
   2. Close all drapes/blinds over windows.
   3. Close doors to patient’s rooms.
   4. Direct visitors, volunteers, students, and medical staff to interior corridors and to stay away from exterior windows.

C. Safety/Security will secure external doors as much as possible.

D. Facilities/Environmental Services will assist with moving patients and securing the building.
NOTE: It is safer to remain inside a building/shelter rather than attempt to flee from the storm.

RESPONSE, Tornado Warning: (University)

- When a tornado warning has been issued, available emergency and facilities personnel will notify all occupants in each building to move to the safest area for that building.
- The safest area in a building during a tornado is usually the basement or an interior hallway of the west floor.
- Seek shelter under sturdy furniture if no basement is available.
- If outside and unable to get to a building, lie flat in the nearest depression, ditch, or ravine.
- Never wait out a tornado inside a car.
- Tornado warnings are cancelled by official notification only.

TERMINATION/RECOVERY

A. Once the weather has cleared the area, an overhead announcement of “Severe Thunderstorm\ Tornado Warning, All Clear” will be made (AUMC). The announcement will be made at least three times.
B. Facilities will assure that the facility is assessed for damage. Evaluation of the situation for its effect on operations and/or patient safety will be conducted.
C. If no damage has occurred to the building, patients moved during a Tornado Warning may be returned to their rooms.
D. If operations and/or patient safety is affected, patients will be transferred to a safe haven which could mean evacuating to another hospital/facility.
E. All efforts will be made to protect the lives of patients, volunteers, visitors, students and employees.

SEVERE WINTER STORMS

Severe winter storms bring heavy snow, ice, strong winds, and freezing rains. Winter storms can delay or prevent employees and students from reaching the university or the medical center, leading to a temporary disruption of administrative functions until roads and parking areas can be cleared. Heavy snow and ice can also cause structural damage or power outages.

During the winter storm season, all personnel should listen to local forecasts to determine any impact the weather may have on their schedule. The following terms are used to describe the predicted weather.

A Winter Storm Watch indicates that severe winter weather may affect the local area.

A Winter Storm Warning indicates that severe weather conditions are definitely on the way.

A Traveler’s Advisory indicates that severe winter conditions may make driving difficult or dangerous.

CODE GREEN - Severe Weather
Personnel who must remain outdoors for considerable lengths of time should do the following:

**Dress warmly.** Wear loose-fitting, layered, lightweight clothing. Layers can be removed to prevent perspiration and chill. Outer garments should be tightly woven and water repellant. Mittens are warmer than gloves because fingers generate warmth when they touch each other.

**Stretch before you go out.** If you go out to shovel snow, do a few stretching exercises to warm up your body. Also, take frequent breaks.

**Cover your mouth.** Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.

**Avoid overexertion.** Cold weather puts an added strain on the heart. Be aware of symptoms of dehydration.

**Keep dry.** Change wet clothing frequently to prevent loss of body heat. Wet clothing loses all of its insulation value and transmits heat rapidly.

**Be aware of Frostbite and Hypothermia**

Frostbite is a severe reaction to cold exposure that can permanently damage its victims. A loss of feeling and a white or pale appearance in fingers, toes, or nose and ear lobes are symptoms of frostbite.

Hypothermia is a condition brought on when the body temperature drops to less than 55 degrees Fahrenheit. Symptoms of hypothermia include uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness, and exhaustion.

If frostbite or hypothermia is suspected, begin warming the person slowly and seek immediate medical assistance. Warm the person’s torso first. Use your own body heat to help. Arms and legs should be warmed last because stimulation of the limbs can drive cold blood to the heart and lead to heart failure. Put the person in dry clothing and completely wrap them with a blanket.

Never give a frostbite or hypothermia victim something with caffeine or alcohol in it. Caffeine, a stimulant, can cause the heart to beat faster and hasten the effects that the cold has on the body. Alcohol, a depressant, can slow the heart and hasten the ill effects of cold body temperatures.

**SEVERE WEATHER/DISASTER INSTRUCTIONS**

A disaster can occur at any time, at any place. Members of the AUMC community should take precautions to alleviate the discomforts of possible primitive living during the period after a disaster by following these steps:

1. Make plans to maintain family or group integrity, as much as possible.
2. Learn basic first aid techniques.
3. Have a small battery-powered radio and flashlight in case of electrical failures.
4. Keep several large plastic or glass containers of drinking water on hand.
5. If relocation to a shelter, the following items are suggested:
   - Blankets
   - Toilet articles
   - Prescribed medicine
   - Pillow
   - Portable radio
   - Food
   - Warm clothing
   - Flash light
   - Magazines and playing cards
   - Plastic bags
   - Water
EXPLOSION

If there is an explosion or a downed aircraft, take the following actions:

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify UNIVERSITY POLICE: (706) 721-2911 or call 911. Give your name, the location and nature of the emergency.
- Activate the building's fire alarm.
- When the building alarm is sounded or when instructed to leave by police or fire officials, walk quickly to the nearest marked exit and ask others to do the same.

SHELTER IN PLACE

“Shelter-in-place” means to take immediate shelter where you are—at home, work, on-campus, or in between. An active threat has been identified and it is recommended you find and stay in a safe location until further notice. If away from your regular area, seek the nearest building, office or classroom. Secure the door if possible. Stay in place until given the all clear. It is important to monitor www.augusta.edu, all Jaguar Alert notifications, and listen to TV or radio to understand whether authorities wish you to merely remain indoors or to take additional steps to protect yourself, coworkers, friends, and your family.

Indoor Environmental Quality (IEQ)
Medical Center Safety Office

For IEQ complaints such as:

- Odors
- Dust/Particulates
- Water Intrusion
- Suspect Mold
- Water Quality
- Noise
- Any other IEQ related concern

Contact the Medical Center Safety Office at ext. 706-721-4527, After hours or emergency, contact 706-721-4787.

EXPLOSION • SHELTER IN PLACE • INDOOR ENVIRONMENTAL QUALITY
WEAPONS IN AUMC

Armed Intruder: Notify UNIVERSITY POLICE: (706) 721-2911 or call 911. In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life. If it is possible to flee the area safely and avoid danger, do so. If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area. Remain in place until an “all clear” is given by an authorized person or law enforcement official.

If you observe an Unauthorized Weapon: You should remain calm and immediately contact UNIVERSITY POLICE: (706) 721-2911 or call 911. DO NOT TOUCH THE WEAPON. If the situation warrants, remove yourself from the area in which the weapon is located. Advise University Police of your exact location and a description of the weapon. Follow all instructions given to you by University Police and/or other authorized personnel.

If you observe a person(s) with an Unauthorized Weapon: DO NOT APPROACH the person(s) with the weapon. Remain calm and contact UNIVERSITY POLICE: (706) 721-2911 or call 911. Provide all available information to University Police including your name, phone number, and a description of yourself, a description of the person with the weapon, the types of weapon (if you know) and the number of weapons you have observed as well as any other information that could be pertinent. Follow all instructions given to you by University Police and/or other authorized personnel.

HOSTAGE SITUATION

If you are a witness to a hostage situation and the hostage-taker is unaware of your presence:

• DO NOT INTERVENE!

• Assess the situation. Do not put yourself in more danger.

• Notify Hospital Security 706-721-4787, University Police 706-721-2911 or call 911 as soon as possible. Give the dispatcher the details of the situation.

If you are taken hostage:

• Be patient and calm. Time is on your side. Don’t threaten or intimidate your captor. Avoid drastic action.

• Before you say or do anything, consider the threat to yourself and others that are involved.

• If necessary to speak, ask for permission first. Don’t talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare.

• If medications, first aid, or restroom privileges are needed by anyone, calmly say so. The captor in all probability does not want to inflict harm. Such direct action further implicates him or her in additional offences.

• Be observant. When you are released, the personal safety of others may depend on what you remember about the situation and are able to communicate.
MISSING PERSON
(Student / Employee)
Also See Code Gold

Notify University Police 706-721-2911 or call 911 as soon as possible.

Missing Person Procedures: A student is determined to be missing when a report comes to the attention of Augusta University and AU authorities determines the report to be credible. Circumstances may include, but are not limited to establishing that: a student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;

a. circumstances indicate an act of criminality involved, even lacking twenty-four (24) hours in time;
b. circumstances indicate that physical safety is in danger, even lacking twenty-four (24) hours in time;
c. circumstances become known that medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time;
d. existence of a physical / mental disability indicates that the student's physical safety is in danger, even lacking twenty-four (24) hours in time.

Any official missing persons report relating to such student requires that Augusta University Police Department be notified immediately to investigate and make a determination that a student who is subject of a missing report has been missing for more than 24 hours and has not returned to campus.

During the investigation, the following information should be established and documented in a Police Incident report:

• Name and location / contact information of the person reporting the missing student
• Name / vital information of the student reported to be out of contact
• Nature of the circumstances supporting the determination that the student is out of contact (time / date last seen or in contact with)
• Avenues to establish that the student remains out of contact (failure to respond to phone, email and in-person attempts to contact by an Augusta University official; parental notice or notice from reporting person outside the University; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of Augusta University facilities / services; concern of incident of criminality or safety, etc.)
• Dates and times of notifications made

The emergency contact listed with the Office of the Registrar as well as any confidential contact listed with Student Affairs will be notified as part of the investigation in attempting to establish contact with the student reported missing. In the case of a student under the age of eighteen (18) and not emancipated, the contact will be with the custodial parent. The contact will be initiated by the Augusta University Police Department.

MISSING PERSON
DEATH, SUICIDE ATTEMPT OR SUICIDE

If there is a possible suicide attempt: In the event a person expresses suicidal thoughts or attempts suicide, do not leave the person alone if you can remain with them SAFELY. Notify Hospital Security 706-721-4787, University Police 706-721-2911 or call 911 as soon as possible. Remain calm. If weapons are present, leave the area immediately. DO NOT touch any weapons or other items that the person may consider using, or has used, to ensure your personal safety. Advise University Police of all possible weapons or other items if you can do so SAFELY. Show support to the person without being judgmental. Follow all directions given to you by University Police and / or other authorized personnel.

If there is a possible suicide: DO NOT touch anything in the area. IMMEDIATELY Notify Hospital Security 706-721-4787, University Police 706-721-2911 or call 911 as soon as possible and report the situation. Remain calm and be prepared to give all information possible to University Police including your name, phone number, location, name of victim if known and remember the police are in charge of the scene until it has been released.

People must not be allowed to disrupt or touch anything in the area, and the scene should be kept clear. DO NOT ENTER, DO NOT TOUCH THE VICTIM OR PROPERTY, AND DO NOT CONDUCT ANY SEARCHES. If someone does inadvertently enter the scene, it should be reported to the police when they arrive. The police will judge the nature and the degree of investigation that is required, and have the authority to exclude family, friends, and employees from the scene until it is clear for entry.
SUSPICIOUS PACKAGE OR SUBSTANCE

If you discover a suspicious package or substance, do not touch the item. Remain calm and immediately leave the area, and warn others of possible danger. Notify Hospital Security 706-721-4787, University Police 706-721-2911 or call 911 as soon as possible. If physical contact is made with the package or substance, wash all affected areas of the body as soon as possible.

DO NOT use a cell phone near the area. Once you can safely do so, contact the University Police department and advise them of the situation. Be sure and provide any information you can recall regarding the location of the item, size, description, etc. Follow all instructions given to you by the University Police department and/or other authorized personnel.

What Should I Do If I see a suspicious package?

Notify Hospital Security 706-721-4787, University Police 706-721-2911 or call 911 as soon as possible.

DO NOT open or shake it.
DO NOT carry or show to others.
DO NOT sniff, touch or taste.
DO NOT transport the package to another location.
DO alert others in the area.
Leave the area, prevent others from entering.
Create a list of persons in the room where the package was received.

Letter and Parcel Bomb Recognition Checklist,
What to Look For:

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as “CONFIDENTIAL” or “PERSONAL”.
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discoloration on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Excessive tape or string.
- Visual distractions.
- No return address.
PERSONAL INJURY

When an injury, illness or medical emergency occurs:
Remain calm and assess the situation. Do NOT put yourself in danger.

Notify Hospital Security 706-721-4787, University Police 706-721-2911 or call 911 as soon as possible.
Inform emergency personnel of your location, your name, the nature and severity of the problem and other details concerning the emergency as necessary. Send another person to bring the building AED, if available, to your location.

- Do not move the injured/ill person unless they are in immediate danger of further injury.
- Check breathing and initiate FIRST AID if trained to do so. If it is SAFE to do so, comfort them and reassure them that help is on the way. Do NOT touch the person if you are not certified in first aid and/or do not have personal protection gear if there is danger of coming into contact with bodily fluids.
- If you are certified in first aid and it is SAFE to do so, provide care to the person to the extent you are capable.

Follow all directions given to you by Hospital Security 706-721-4787, University Police 706-721-2911 or other authorized personnel.

- Do not move the injured person. If the injury is life threatening, dial 911. Comfort the person and assure them that help is on the way.
- Secure the scene, to insure that others are not in danger, and to preserve any information that investigation official may later require.

<table>
<thead>
<tr>
<th>Clothing on Fire:</th>
<th>Biological Spill on Body:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll person around on the floor to smother flame, or drench with water if safety shower is immediately available.</td>
<td>Remove contaminated clothing</td>
</tr>
<tr>
<td>Obtain medical attention, if necessary.</td>
<td>Vigorously wash exposed area with soap and water for one minute.</td>
</tr>
<tr>
<td>Report incident to supervisor and Fire Safety Office. (706-721-4527)</td>
<td>Obtain medical attention, if necessary.</td>
</tr>
<tr>
<td>Hazardous Material Splashed in Eye:</td>
<td>Report incident to supervisor and Biosafety Office. (706-721-4527)</td>
</tr>
<tr>
<td>Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.</td>
<td></td>
</tr>
<tr>
<td>Forcibly hold eye open to ensure effective wash behind eyelids.</td>
<td>Radioactive Material Spill on Body:</td>
</tr>
<tr>
<td>Obtain medical attention, if necessary.</td>
<td>Remove contaminated clothing</td>
</tr>
<tr>
<td>Report incident to supervisor and to Chemical or Biological Safety Office. (706-721-4527)</td>
<td>Wash exposed area with soap and water.</td>
</tr>
<tr>
<td>Chemical Spill on Body:</td>
<td>Rinse exposed area thoroughly with water.</td>
</tr>
<tr>
<td>Flood exposed area with running water from faucet or safety shower for at least 5 minutes.</td>
<td>Obtain medical attention, if necessary.</td>
</tr>
<tr>
<td>Remove contaminated clothing.</td>
<td>Report incident to supervisor and Radiation Safety Office. (706-721-9926)</td>
</tr>
<tr>
<td>Obtain medical attention, if necessary.</td>
<td></td>
</tr>
<tr>
<td>Report incident to supervisor and Chemical Safety Office. (706-721-4527)</td>
<td>Minor Cuts and Puncture Wounds:</td>
</tr>
<tr>
<td>Needle Stick:</td>
<td></td>
</tr>
<tr>
<td>Wash wound with soap and water. Express wound to encourage bleeding.</td>
<td>Vigorously wash injury with soap and water for several minutes.</td>
</tr>
<tr>
<td>Obtain medical attention within three hours of the incident.</td>
<td>Obtain medical attention.</td>
</tr>
<tr>
<td>Report the incident to your supervisor.</td>
<td>Report incident to supervisor and Biosafety Office (706-721-4787)</td>
</tr>
<tr>
<td>Identify and document source patient, research animal, or research substance.</td>
<td></td>
</tr>
<tr>
<td>Get post-exposure prophylaxis (PEP) as recommended by the treating physician.</td>
<td></td>
</tr>
<tr>
<td>Report incident to Biosafety Office (706-721-4527)</td>
<td></td>
</tr>
</tbody>
</table>

All spills, injuries or exposure involving recombinant or synthetic nucleic acids should be treated and reported in according to the instructions in this flipchart for biological spill or injury.

PERSONAL INJURY
RADIOACTIVE MATERIAL SPILL

Notes and Precautions:
Spreading of radiation beyond the spill area can easily occur by the movement of personnel involved in the spill or cleanup effort. Prevent spread by confining movement of personnel until they have been monitored and found free of contamination. A minor radiation spill is one that the staff is capable of handling safely without the assistance of safety and emergency personnel. All other radiation spills are considered major.

Minor Spill of Radioactive Material – (Less than 1 Millicurie (mCi))
- Contact Radiation Safety at 706-721-9826 (after hours 706-664-8607)
- Alert people in immediate area of spill
- Wear protective equipment – including safety goggles, disposable glove, shoe covers, and long-sleeve lab coat.
- Place absorbent paper towels over liquid spill. Place towels dampened with water over spills of solid materials.
- Using forceps, place towels in plastic bag. Dispose in radiation waste container.
- Monitor area, hands, and shoes for contamination with an appropriate survey meter or method.
- Repeat cleanup until contamination is no longer detected.

Major Spill of Radioactive Material (Millicurie Amounts)
- Contact Radiation Safety at 706-721-9826 (after hours 706-664-8607) as they must respond to direct decontamination efforts.
- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate.
- Have potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.
- Close doors and prevent entrance to affected area.
- Have person knowledgeable of incident and laboratory assist responding personnel.

Notify Hospital Security 706-721-4787, University Police 706-721-2911 or call 911 as soon as possible.
CHEMICAL SPILL

Notes and Precautions:
The range and quantity of hazardous substances used in laboratories require pre-planning to respond safely to chemical spills. The cleanup of chemical spill should only be accomplished by knowledgeable an experienced people. Spill kits with instructions, absorbents, reactants, and protective equipment should be available to clean up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other chemical spills are considered major. Report incident to Chemical Safety Officer at (706) 721-4527.

Minor Chemical Spill
- Contact the Chemical Safety Officer at 706-721-4527 (or after hours 706-721-4787 for guidance and assistance).
- Alert people in immediate area of spill.
- Wear protective equipment-including safety goggles, gloves, long-sleeve lab coat.
- Avoid breathing vapors from the spill.
- Confine spill to small area.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container and dispose as hazardous waste through the Safety Office (706-721-4527).
- For other chemicals, use appropriate kit or absorb spill with vermiculite, gel absorbent, or clay absorbent (cat litter). Collect residue, seal in container and dispose as hazardous waste through the Safety Office (706-721-4527).
- Clean spill area with water.

Major Chemical Spill
- Contact the Chemical Safety Officer at 706-721-4527 (or after hours 706-721-4787) for guidance and assistance.
- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate.
- If spilled material is flammable, turn off ignition and heat sources. Call 706-721-4787.
- Close doors to effected area.
- Have person knowledgeable of incident and laboratory assist responding personnel.
BIOLOGICAL SPILL

Blood & Body Fluids Spill:

Small Spill (<500CC)

- Limit traffic in the area of the spill.
- Remove any contaminated clothing or personal protective equipment and place in a biohazard (red) bag for disposal as biomedical waste. Wash your hands!
- Put on clean gloves and impervious gown; (Put on clean disposable face mask and protective eyewear if splashing of body fluids is anticipated).
- Either:
  1. Gently pour solidifier/disinfectant completely over spill. (Solidifier should not be used on carpet.)
     - If spill is on carpet call Safety Office at 706-721-4527 (after hours 706-721-4787).
     - Allow solidifier/disinfectant to stand for 10 minutes.
     - Clean up the spill working in a circular motion from the outer rim of the spill to the center.
     - Dispose of gown and mask in appropriate waste receptacle. Disinfect protective eyewear with approved disinfectant. Wash your hands.
  OR
  2. Cover spill completely with paper towels and gently pour approved germicide or sodium hypochlorite (bleach) solution over paper towels. (Do not use bleach solution on carpet.)
     - If spill is on carpet call Safety Office 706-721-4527 (after hours 706-721-4787).
     - Allow paper towels soaked with hospital approved disinfectant to stand for 10 minutes.
     - Clean up the spill working in a circular motion from the outer rim of the spill to the center.
     - Dispose of gown and mask in appropriate waste receptacle. Disinfect protective eyewear with approved disinfectant. Wash your hands.

Large Spill (>500 cc)

- Limit traffic in the area of the spill.
- Remove any contaminated clothing or personal protective equipment and place in a biohazard (red) bag for disposal as biomedical waste. Wash your hands!
- Contact Safety Office at 706-721-4527 (after hours 706-721-4787).

Laboratory Biological Spill

Notes and Precautions:
The risks posed by a spill of biological material may depend on the risks posed by the agents themselves, where in the laboratory the spill occurs (e.g. inside a biosafety cabinet, inside a centrifuge), and its volume. Consideration must be given to the aerosols that biological spills may generate, particularly with infectious agents which have a higher potential to be transmitted via aerosols.

The following spills should be reported to the Laboratory Supervisor and the Safety Office immediately 706-721-4527 (after hours 706-721-4787).

1. Large/high risk spill (>10 ml of BSL1 or 2 agent or any volume of BSL3 or Select Agents).
2. Any spill outside of an authorized laboratory area (e.g. during intra-campus transport).
3. Any spill in which injury or overt exposure has occurred.

Large/high risk agent spills (>10 ml of BSL1 or BSL2 agents within a laboratory, any spill outside a laboratory or inside a BSL3 or Select Agent laboratory):

1. If risk of aerosol transmission exists (e.g. in a BSL3 facility), avoid inhaling material and quickly leave the laboratory, while notifying others to leave immediately.
2. Remove any contaminated clothing or Personal Protective Equipment and place in biohazard bag for autoclaving and/or disposal as biohazardous waste. Wash your hands!
3. After clearing the area, post warning signs to alert others to the danger and immediately notify the laboratory supervisor and the Safety Office: 706-721-4527 (after hours 706-721-4787). Do not attempt to clean spill until further instructed by the Safety Office.
Small/lower risk spills (<10 ml of BSL1 or BSL2 agents) within a laboratory:

1. Remove suspected contaminated PPE. Wash any suspected contaminated body parts appropriately.
2. Clear the area of all personnel. Post warning signs to keep other personnel away from the spill area. If injury or overt exposure has occurred, notify the laboratory supervisor and the Safety Office immediately: 706-721-4527 (after hours 706-721-4787).
3. OR
   1. Put on appropriate Personal Protective Equipment (PPE, e.g. gloves, lab coat, eye protection).
   2. If spill has occurred inside of a biosafety cabinet (BSC), leave the BSC ON at all times while cleaning the spill.
   3. Remove any debris (broken tubes, etc.) using mechanical means (forceps, disposable dustpan/broom). Items which need to be retained (e.g. undamaged centrifuge tubes) should be removed to a secondary containment for immediate transfer to a biosafety cabinet and subsequent decontamination.
4. Decontaminate spill.
   a. Cover and contain spill with disinfectant-soaked paper towels. Use appropriate disinfectant. Appropriate disinfectants may include freshly prepared 10% household bleach solution or other hospital approved disinfectant appropriate to decontaminate the spilled agents.
   b. Thoroughly wipe down any potentially contaminated vertical surfaces (e.g. Biosafety cabinet walls, centrifuge walls) with disinfectant soaked paper towels.
   c. Flood any surfaces in which liquids can be contained (BSC work surfaces, drain pans, catch basins or centrifuge bowls) with disinfectant.
   d. Allow at least 30 minutes exposure time for decontamination of any surface.
5. Clean area again with disinfectant-soaked paper towels. In Biosafety cabinets, remove exhaust grills and trays and clean top and bottom surfaces with disinfectant-soaked paper towels before replacing.
6. Dispose all paper towels and gloves or disposable PPE as biohazardous waste. Autoclave any other potentially exposed material for disinfection.
7. Wash your hands!

**BLOOD & BODY FLUIDS SPILL**

**Small Spills**  
- Limit traffic in the area of the spill.
- Remove any contaminated clothing or personal protective equipment and place in a biohazard (red) bag for disposal as biomedical waste. Wash your hands!
- Either:
  1. Gently pour solidifier/disinfectant completely over spill. (Solidifier should not be used on carpet.)
     - If spill is on carpet call Safety Officer at 706-721-4527.
     - Allow solidifier/disinfectant to stand for 10 minutes.
     - Clean up the spill working in a circular motion from the outer rim of the spill to the center.
     - Place spill clean-up materials in a biomedical container (red bag).
     - Dispose of gown and mask in appropriate waste receptacle. Disinfect protective eyewear with approved disinfectant. Wash your hands.
  2. Cover spill completely with paper towels and gently pour approved germicide or sodium hypochlorite (bleach) solution over paper towels. (Do not use bleach solution on carpet.)
     - If spill is on carpet call Safety Office at 706-721-4527.
     - Allow paper towels soaked with hospital approved disinfectant to stand for 10 minutes.
     - Clean up the spill working in a circular motion from the outer rim of the spill to the center.
     - Place spill clean-up materials in a biomedical container (red bag).
     - Dispose of gown and mask in appropriate waste receptacle. Disinfect protective eyewear with approved disinfectant. Wash your hands.

**Large Spills**  
- Limit traffic in the area of the spill.
- Remove any contaminated clothing or personal protective equipment and place in a biohazard (red) bag for disposal as biomedical waste. Wash your hands!
- Contact Safety Office at 706-721-4527.

**BIOLOGICAL SPILL**