CAMPUS EMERGENCY ACTION PLAN
Life University, Inc.

TABLE OF CONTENTS

INTRODUCTION	2
CONTACT INFORMATION	3
NOTIFICATION AND ALERTS	4
"HIGH ALERT" STATUS	4
LIFE UNIVERSITY EMERGENCY NOTIFICATION SYSTEMS	5-7
CAMPUS SAFETY	8
Vehicle Safety Tips	9
EMERGENCY EVACUATION PROCEDURES	10-11
INDIVIDUALS REQUIRING ASSISTANCE	12
SEEKING SHELTER	13
EARTHQUAKE	14
EXPLOSION	14
FIRE	15
SEVERE WEATHER EMERGENCIES	16
TORNADOES	16
THUNDERSTORMS, LIGHTNING, FLOODING	17
HURRICANES AND TROPICAL STORMS	18
SNOW AND ICE STORMS	19
UTILITY FAILURE	20
MEDICAL EMERGENCY	21
MENTAL HEALTH EMERGENCY	21-22
CHEMICAL OR RADIATION EXPOSURE	23
BOMB THREAT	24-25
THREAT CHECKLIST	26
SUSPICIOUS PACKAGES AND LETTERS	27-28
ARMED ASSAILANTS AND SHOOTING INCIDENTS	29
CRIMINAL OR VIOLENT BEHAVIOR	30
HOSTAGE SITUATION	30
SEXUAL VIOLENCE / ASSAULT	31-32
AIRCRAFT CRASH	33
GLOSSARY OF BUILDING TERMS	34
CAMPUS EVACUATION MASTER PLAN MAP	35

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INTRODUCTION

Life University (LIFE) is committed to protecting the health and safety of all students, staff, faculty and visitors at all times. In conjunction with this commitment is the inherent responsibility for preventing or minimizing any danger to life and/or property resulting from the effects of an emergency. When an emergency occurs, an immediate organized response by University personnel will be activated. The Life University Emergency Action Plan (EAP) establishes the framework within which the University will provide this response. Our efforts in this area will only be effective through a cooperative effort by all Life University staff, faculty and students.

The purpose of this EAP is to define procedures for responding to specific types of emergencies on the Life University campus. The central focus of these procedures is the protection and safety of the student body, the faculty and staff of Life University, the general public, and response personnel during emergencies involving the University.

The Life University Campus Safety Department has primary responsibility for providing the initial response to incidents on campus and for notifying appropriate outside authorities. Two individuals have been designated to perform the duties of Primary and Secondary Emergency Coordinators in the event of an emergency.

Both the Primary and Secondary Emergency Coordinators have the authority to commit the necessary services and equipment. In the event of an emergency response involving outside agencies, the acting Emergency Coordinator(s) shall coordinate with the responding incident commander regarding operational and administrative support in the form of information about response, materials or facilities involved, and access to University resources as requested.

The Life University Campus Safety Department respondent's primary purpose is to provide immediate action to prevent injury or damage. The Campus Safety Department will be the center for radio communications involving emergency incidents. All essential information will be communicated to emergency response personnel and designated University personnel.

Disclaimer: This plan is intended as a series of recommendations to assist individuals when responding to emergencies. Because emergencies are varied and unpredictable, sound judgment must be exercised along with the recommendations contained in this guide in order to appropriately respond to any emergency situation.

CONTACT INFORMATION

EMERGENCY COORDINATORS

PRIMARY EMERGENCY COORDINATOR:	DR. MARC SCHNEIDER VP OPERATIONS (770) 426-2839 (O)
SECONDARY EMERGENCY COORDINATOR:	JEROME TURNER JR. CHIEF OF POLICE & CAMPUS SAFETY (770) 426-2830 (O)

CONTACT NUMBERS FOR EMERGENCIES AND SERVICES

FIRE:	MARIETTA FIRE DEPARTMENT	911
	LIFE UNIVERSITY	NON-EMERGENCY: (770) 426-2911
EMS & AMBULANCE:		911
POLICE:	MARIETTA/COBB COUNTY	911
	LIFE CAMPUS SAFETY DEPT.	EMERGENCY: 2911
HOSPITAL:	KENNESTONE HOSPITAL	EMERGENCY: (770) 793-5000
HAZMAT:	MARIETTA FIRE DEPARTMENT	911

RED CROSS EMERGENCY RELIEF	404-876-3302
COBB COUNTY EMERGENCY MGMT AGENCY	(770) 499-4567
POISON CONTROL	(800) 222-1222
GEORGIA EMERGENCY MGMT AGENCY	(800) TRY-GEMA
	(800) 879-4362 404-635-7000

NOTIFICATION AND ALERTS

NOTE: During a pervasive power outage, should an emergency arise that involves personal safety or danger, please use your cell phone and DIAL 911; DO NOT dial Campus Safety at x2911 and DO NOT attempt to dial from a University landline phone.

Warnings regarding emergencies such as hurricanes, tornadoes, other severe weather, terrorism and civil disturbances are received from local and state emergency management agencies, and/or local media. Once in receipt of the information, Life University's Leadership Group will decide on the appropriate response.

Emergencies such as bomb threats, explosions, utility failures, violent crimes, fires, medical emergencies and terrorism should be reported to the Campus Safety Department who will then notify the Leadership Group for a decision on the appropriate response.

Life University will activate the "High Alert" status and notify all personnel on the "High Alert" system depending on the situation.

LIFE UNIVERSITY "HIGH ALERT" STATUS

Life University has created a "High Alert" status to *inform* and *have ready* key personnel in the *anticipation* of any emergency, to coordinate essential assets rapidly and effectively for the purpose of preventing or minimizing the effects of emergencies, and to help protect the wellbeing of the University community. Depending upon the incident, all personnel will be notified via the **LIFE UNIVERSITY EMERGENCY NOTIFICATION SYSTEMS** – p. 5-6. The "High Alert" system is also designed to help facilitate the dissemination of pertinent information, through the Emergency Notification Systems, for the purpose of forewarning the University community and to protect personal life and property.

Leadership Group:

- University President
- Chief Financial Officer
- VPAA
- V.P. Operations
- Chief of Police & Campus Safety
- Dean of Students
- Chief Information Officer
- Dir. of Facilities Management
- Communications & Marketing Manager

Examples of emergencies triggering the "High Alert" status may include, but are not limited to:

- Bomb Threat
- Contaminated Water (Extended period of time)
- Civil Unrest
- Fire
- Hazardous Materials Spill
- Health Emergency
- Power Failure (extended)
- Death (Non-Accidental)
- Flood / Sewage Contamination
- Gas Leak
- Structural Failure
- Severe Weather Warning

LIFE UNIVERSITY EMERGENCY NOTIFICATION SYSTEMS

How will I be notified of an emergency?

- SMS Text (Rave Alert)
- ALERTUS Emergency Beacons
- Email (Rave Alert)
- Life University Website Homepage Banner
- Daily LIFE Wires

Life University has adopted the Rave Alert System for primary dissemination of information regarding emergencies.

Rave Alert (SMS Text, Email, Social Media)

- **What is Rave Alert?** Rave Alert is an emergency messaging system that sends SMS text messages directly to your cell phone, as well as additional modes of communication necessary in the event of an emergency. It will NOT be used for routine communications.

- **What does it cost?** The only cost is the amount your cell phone company may charge you to receive a text message – usually just a few cents. However, Life University will **ONLY** use the Rave Alert system for emergency notifications, **NOT** routine communications, or announcements.

- **Who else will have access to my cell phone number or email?** No one; the cell phone number or email you provide for your messaging will remain confidential and will **NOT** be released to anyone else.

- **What if my cell phone number changes**? You must update your cell phone number by going to the "User Profile" link on the Life University EAGLENET site. Your number can be removed from the system; however, this is NOT recommended.

- **How will I be alerted if I do not have a cell phone?** Alert notifications will continue to be sent via ALERTUS Emergency Beacons, University email and the Life University website homepage banner. However, text messaging offers contact to the greatest amount of people in the least amount of time.

- **Can my family sign up for Rave Alert?** At this point, Rave Alert is only intended to reach students, faculty and staff. However, you may choose to enter up to three telephone numbers in the system, which provides designated fields for home, business and cell numbers.

- **What kinds of messages will I get through Rave Alert?** We will only send you a text message in the event of an emergency. The system is **NOT** used for routine communications.

  If you have any other questions about the Rave Alert system or updating your information, please contact Will Brooks, Communications & Marketing Manager, at 678-331-4342.

Stay Connected to Life University Campus Safety the LiveSafe APP

Life University is providing all students, faculty, and staff with the LiveSafe app – a safety tool that provides a quick, convenient, and discreet way to communicate with LIFE Campus Safety officials, enhancing your overall safety and allowing Campus Safety officials to better protect you.

LiveSafe Goals: A Mobile Solution to Increase Overall Safety

- Communication: To increase communication between the LIFE community and Campus Safety officials to increase safety and awareness
- Prevention: To be a preventive measure in stopping crimes and incidents before they occur
- Collaboration: To leverage the community's eyes and ears in helping keep campus safe

Main Features of the LiveSafe App:

- Report Tips: The "Report Tips" feature allows you to send text, picture, video, and audio directly to LIFE Campus Safety officials in real-time, and anonymously if you prefer. You can share information about any safety incidents or concerns, such as suspicious activity, theft, harassment and more. You can also engage in a live chat with a Campus Safety official.
- Emergency Options: By calling 911, calling LIFE Campus Safety or Messaging LIFE Campus Safety officials from the "Emergency Options" screen, you will initiate location tracking, allowing Campus Safety officials to see where you are and respond to you more quickly in an emergency. You can easily stop location tracking at any time after the call is placed.
- SafeWalk: Get from place to place safely by using SafeWalk to invite your contacts to "virtually escort" you, allowing them to follow your location on a map as they chat with you. You can request to virtually escort others as well.
- Receive Alerts: Stay up to date by receiving important safety notifications and emergency alerts from LIFE Campus Safety officials.

Best Practices to Download and Start Using the LiveSafe App:

- Complete your profile: To gain the maximum benefit of the LiveSafe app, make sure to complete your user profile with your mobile phone number. This helps LIFE better respond to reports you send in.
- Enable Push Notifications: Allow "Push Notifications" to be enabled in your Settings. Life University Campus Safety will send important alerts through SMS, email and push notifications. You will not be spammed.
- Enable Location Services: Be sure to enable location services. Safety officials rely on GPS data to better serve and protect you. When you report an incident or make an emergency call through the app, Life University will see your location so they can respond quickly. Don't worry! You are not being actively tracked and can stop location tracking (when used during emergencies) any time you want.

Steps to Download LiveSafe:

1. Download "LiveSafe" from the App Store or Google Play (Enable location services and push notifications when prompted).
2. Sign up using your mobile phone number.
3. Create a password and fill in your name.
4. Search for "Life University" to connect with the organization.
5. Add your email to your profile (Left Menu > Settings > Profile).

ALERTUS Emergency Beacons

ALERTUS Emergency Beacons mounted in prominent locations throughout the campus will flash led lights and sound alarms to capture the attention of building occupants at a distance. Beacons may also display a message indicating that additional information regarding potential emergency conditions has been sent to your phone and/or email via the Rave Alert system.



WEBSITE

When an incident occurs, the Life University Communication Department may post updates of the situation via the homepage banner on the Life University website. This information can be viewed at www.LIFE.edu.

EMAIL

Daily LIFE Wire emails are sent to announce emergencies, provide response instructions, and report updates.

CAMPUS SAFETY DEPARTMENT

What should I know about Life University's Campus Safety Department?
The Life University Campus Safety Department Administration Office areas are open Monday through Friday, excluding University recognized holidays and closings, from 7:00 a.m.-10:00 p.m. However, a Campus Safety official can be reached at any time by dialing (770) 426-2911 for emergencies. The LIFE Campus Safety Department maintains emergency response agreements with various Cobb County government agencies through the Cobb County Emergency Management Agency.

What should I know about reporting a crime?
If you are a victim of a crime or witness a crime taking place, report the incident and/or any suspicious person(s) immediately to Campus Safety Department. Provide as much information as possible, including:

- Nature of the incident
- Location of the incident
- Is the suspect armed?
- Whether the incident is in progress
- Description of suspect(s) involved
- Description of any vehicle(s) involved

Follow the responding officer's instructions and stay on the line until an officer arrives. If possible, and if you are in no threat of danger, protect the crime scene.

What services are provided by Campus Safety?

- Vehicle/Foot Patrols
- Parking Enforcement
- Safety Escorts
- Lost & Found
- First Response
- Crime Prevention
- Notary
- Jump Start Service

More information can be found at LIFE.edu/campus-life-pages/campus-safety.

What should I know about crime prevention?
The Campus Safety Department encourages all members of the University community to become involved in crime prevention. Information on safety and security precautions is provided to students, faculty and staff members through seminars, brochures, and the University website. The Student Success Center, Resident Life Staff, and Title IX Coordinator offer Awareness and Prevention training throughout the year.

- Drug & Alcohol Abuse Awareness
- Personal Safety
- Burglary/Theft Prevention
- Date/Acquaintance rape programs for women/men
- Mental Health and Awareness
- Domestic Violence Awareness

Campus Safety Officers are available to provide any additional crime prevention programming that may be necessary to address an ongoing problem or situation.

What vehicle safety tips are good to know?

- **Download and Setup the LiveSafe app on your cellphone.**

- Walk to your vehicle in pairs or in a group.
- Vary your routine; use a different route, different times.
- Follow a well-lit pathway or roadway.
- Be aware of your surroundings. Watch for suspicious people or activities.
- Be aware of the locations of all Emergency Call Boxes on campus. Use them if you are concerned or feel your safety is in jeopardy.
- When you enter your vehicle, lock all doors, and turn on headlights (at night).
- If you are unfamiliar with a parking lot, drive through it and check it first. If you don't feel safe, go elsewhere, and wait for someone else to arrive.
- Have your keys in your hand so that you don't have to search for them when you reach your vehicle.
- When you know that you will be returning to your vehicle late at night, park in a well-lit area.
- Before getting into your vehicle, visually inspect the interior for anything suspicious.
- Report any safety concerns to the Campus Safety Department.
- Do not offer rides to strangers.
- If you suspect that someone is following you, drive to the nearest open public place and call the Campus Safety Department or the local police department.
- **LiveSafe is an application that is available to download for free from the Apple Store or Google Play Store. Once downloaded search for Life University and click on it. It will show you a map of the Campus, Highlight areas of interest, and Emergency Procedures. It also allows you to be able to contact Campus Safety in just a few clicks. You can choose to Call or Text. You can also send Campus Safety a notification, picture, or video of activity that they should be aware of. (Criminal Activity, Maintenance issues, Suspicious Person, etc.)**
- **Also available from the Apple Store or Google Play Store for free is an application called Transloc. This app allows you to see where the Life University Shuttles are and the route that they are following.**

EMERGENCY EVACUATION PROCEDURES

What conditions may warrant evacuation of a building?
Fire, bomb threat, hazardous materials spill, hostile intruder, utility failure, etc. Follow the recommendations disseminated via the Emergency Notification Systems and/or Building Safety Representatives (BSRs).

What should I know about the building evacuation plan?

- **KNOW** the evacuation plan of the building. **CAMPUS EVACUATION MASTER PLAN MAP** – p. 34
- **KNOW** the locations of all exits for the building.
- **KNOW** the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, stair chairs etc.)
- **KNOW** your Building Safety Representatives. These faculty/staff members have been trained to assume leadership roles in the event of an emergency.
- **KNOW** the locations of the assembly areas outside the building.
- **ASSIST** with and participate in emergency drills.

What should I do if I discover an event or condition that may warrant building evacuations?

- **NOTIFY** Campus Safety to report the fire/emergency ONCE YOU HAVE REACHED A SAFE PLACE.
- **ACTIVATE THE FIRE ALARM SYSTEM ONLY IF** smoke/fire is present by pulling one of the pull stations located along the exit routes, **IF** the alarm is not already sounding.
- **FOLLOW YOUR EVACUATION ROUTE** and evacuate the building through the nearest exit **if the alarm is sounding**. ***DO NOT USE ELEVATORS.***
- **PROCEED** to the pre-determined outdoor assembly area for the building. Building Safety Representatives can assist in directing you to the assembly area location.
- **REMAIN OUTSIDE** in the assembly area until you have been cleared to re-enter by the emergency personnel in charge. **NOTE: The silencing of the fire alarm does NOT indicate clearance for re-entry. WAIT for verbal instructions from emergency personnel and/or via the Emergency Notification System.**

What should I do when I hear a fire alarm or get an order to evacuate without an activated alarm?

- **TURN OFF ALL HAZARDOUS EXPERIMENTS** or procedures before evacuating. **IF SAFE to do so, take or secure all valuables (wallets, purses, keys, etc.)**
- **EVACUATE** the building using the nearest safe exit or stairway. **DO NOT USE ELEVATORS**.
- **NOTIFY** Campus Safety from a safe area and provide your name, location and nature of the emergency.
- **PROCEED** to the pre-determined assembly area of the building and **remain there** until you are cleared to re-enter by the emergency personnel in charge.
- **DO NOT IMPEDE** access of emergency personnel to the area.
- **INFORM** the emergency personnel of the event, conditions and the location of individuals who require assistance and have not been evacuated.

If you are a Building Safety Representative, or their designee, **REMAIN** near building entrances (when safe and/or when advised by emergency personnel to do so) and **INSTRUCT** others not to enter the building until the ALL CLEAR beacon tone sounds and/or notice is given by emergency personnel and/or Building Safety Representatives.

What should I do to initiate a fire alarm to evacuate a building?

- **ACTIVATE FIRE ALARM SYSTEM** by pulling pull stations located along exit routes.

What if the entire University needs to be evacuated?

The decision to evacuate all or part of the University grounds will rest with the Leadership Group and will be announced via the Emergency Notification Systems. All persons are to immediately vacate the area in question and move to another part of the University grounds, local assembly area or shelter as directed. Emergency personnel are responsible for aiding disabled persons.

What do I do after I have evacuated a building?

Stay in the designated assembly area until you have been cleared to re-enter by emergency personnel in charge. If you are a Building Safety Representative, or their designee, remain near building entrances (when safe and/or when advised by emergency personnel to do so) and instruct others not to enter the building until the ALL CLEAR beacon tone sounds and/or notice is given by emergency personnel and/or Building Safety Representatives.

Will I receive evacuation notices via Rave Alert?

There are situations where Rave Alert may be used to notify the need to evacuate. If this occurs, follow the instructions in the message and alert others in your area to the evacuation instructions.

INDIVIDUALS REQUIRING ASSISTANCE

What should I know as an individual requiring assistance?

It is recommended that individuals requiring assistance prepare for emergencies ahead of time:

- **LEARN** the locations of exit doors and exit stairways.
- **PLAN** an escape route.
- **SHOW** your Building Safety Representative and a co-worker or instructor how to assist you in the event of an emergency.

What should I do as an individual requiring assistance during a building evacuation?

- **MOVE TOWARD AN EXIT and REQUEST ASSISTANCE**. ***DO NOT USE ELEVATORS***.

What should I know in order to help individuals requiring assistance?

- **BE FAMILIAR** with the people requiring assistance who are routinely in your work area.
- **REDUCE THE RISK OF PERSONAL INJURY**: Attempts to lift any immobilized persons are discouraged. ***DO NOT USE ELEVATORS***. Wherever stairs are part of the evacuation route, the following procedures are to be applied:
- **BLIND, BUT MOBILE PERSONS**, should first be moved out of the rush of traffic and then promptly assisted to the nearest exit**.**
- **DEAF, BUT MOBILE PERSONS,** should be calmly advised and guided to the nearest available exit.
- **TEMPORARILY IMMOBILIZED PERSONS,** including those wearing casts and/or using canes or crutches, should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs. If they cannot easily move up and down stairs, temporarily immobilized persons must be assisted in the same manner as those who are permanently impaired (see below).
- **PERMANENTLY IMMOBILIZED PERSONS** are those who have either limited or no use of legs and must rely upon crutches, wheelchairs, or walkers for transport.

What should I do to help individuals requiring assistance?

- **Along with a partner utilize a Stair Chair located at the top of the Stair Well on the 2 story buildings, and middle floor of the multistory buildings (LVR, SHS, Commons).**
- **SUMMON HELP** if you cannot assist the individual on your own.
- **NOTIFY** Campus Safety.

SEEKING SHELTER

Under what circumstances may I need to seek shelter?
Hazardous material release, dangerous person/hostile intruder in the area, severe weather that makes travel or being outdoors dangerous, when there is not enough safety to evacuate, etc. Follow the recommendations disseminated via the Emergency Notification Systems and/or Building Safety Representatives.

What should I know about seeking shelter?

- The goal is to avoid an immediate emergency by creating barriers between yourself and the threat, while maintaining safety and communications as much as possible.
- In many scenarios, the best room in a building to use for seeking shelter is an interior room with as few windows as possible. The lowest portion of the building should be used during a tornado emergency.

What should I do to safely seek shelter?

In General:

- **GO** inside as quickly as possible or
- **PROCEED** to an interior room, if already indoors.
- **CLOSE** all doors and windows.
- **LOCK** all windows and close all blinds and shades **if there is time**.
- **LOCK** doors ***if possible***.
- **DO NOT** use gas stoves, candles or other fire sources due to the dangers of carbon monoxide and the risk of creating a fire hazard.
- **USE** phones only for emergencies.

If the emergency is a hazardous material spill or gas leak:

- **STAY** low and away from windows.
- **TURN OFF** air conditioners and fans, ***if possible.***
- **IMPROVISE** and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- **MAINTAIN PHONE COMMUNICATION,** so you can receive emergency messages.

If the emergency is a dangerous person or hostile intruder:

- See **CRIMINAL OR VIOLENT BEHAVIOR** – p. 29

If the emergency is severe weather:

- See **SEVERE WEATHER** – p. 15

EARTHQUAKE

During an earthquake, remain calm and quickly follow the steps outlined below:

- **IF INDOORS**, seek refuge in a doorway, or under a desk or table. Stay away from glass, windows, shelves and heavy equipment.
- **IF OUTDOORS**, move quickly away from buildings, utility poles and other structures.

  WARNING: **Always avoid power or utility lines.**
- If **IN AN AUTOMOBILE**, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in your vehicle for the shelter it offers.
- **EVALUATE** the situation after the initial shock, and if emergency help is necessary, call Campus Safety at (770) 426-2911. Damaged facilities should be reported to the Campus Safety Department.
- **Always PROTECT YOURSELF** and **BE PREPARED** for aftershocks.
- **IF** there is a gas leak, refer to **UTILITY FAILURE –** p. 19

EXPLOSION

In the event of an explosion on campus, take the following action:

- **TAKE COVER** immediately under tables, desks and/or other objects that will give protection against falling glass or debris.
- **NOTIFY** Campus Safety at (770) 426-2911. Give your name and describe the location and nature of the emergency.
- **IF** necessary, or when directed to do so, **ACTIVATE** the fire alarm.
- When the building evacuation alert is sounded via the fire alarm or ENS, or when told to leave by University officials, **WALK** Do Not Run quickly to the nearest exit and encourage others to do the same.
- **ASSIST DISABLED PERSONS** in exiting the building. **DO NOT USE ELEVATORS** in case of fire or sudden power outage. **DO NOT PANIC** or create panic in others**.**
- **MOVE** to the area designated as your building assembly area.
- **KEEP** streets and walkways clear for emergency vehicles and crews.
- **ASSIST** emergency crews as necessary, if requested. A University emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

FIRE

All incidents of fire MUST be reported to Campus Safety immediately, whether the response of the Fire Department is required or not. All Department heads, Building Safety Representatives and supervisors will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area(s), and locations of fire exits and windows (if applicable). **DO NOT USE ELEVATORS** in the event of a fire.

What should I do if I discover a fire?

- **ACTIVATE THE FIRE ALARM SYSTEM** by pulling one of the pull stations located along exit routes, **IF** the alarm is not already sounding.
- **FOLLOW YOUR EVACUATION ROUTE** and evacuate the building through the nearest exit **if the alarm is sounding**. **DO NOT USE ELEVATORS.**
- **PROCEED** to the predetermined outdoor assembly areas for the building. The Building Safety Representative can assist in directing you to assembly area locations.
- **NOTIFY** Campus Safety at (770) 426-2911 to report the fire.
- **REMAIN OUTSIDE** in the assembly area until the ALL-CLEAR beacon tone sounds and/or notice is given by emergency personnel and/or Building Safety Representatives.

What do I need to know about portable fire extinguishers?

- Portable fire extinguishers are installed in every building.
- Familiarize yourself with the locations of the fire extinguishers and receive hands-on training. The Facilities Department will assist departments who request training for fire extinguishers.
- ABC fire extinguishers are used to fight Class "A," "B" and "C" fires:
    - Class A: Fires caused by ordinary combustibles such as wood, paper or textiles
    - Class B: Fires caused by flammable and combustible liquids such as cooking oil, gasoline, and other solvents
    - Class C: Fires caused by electrically energized equipment or appliances
    - Class D: Fires that are commonly found in a Chemical Laboratory the uses combustible metals.

When should I use a portable fire extinguisher?

Attempt to use fire extinguishers **ONLY** if the following apply:

- 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 extinguisher is readily available.

How do I use a fire extinguisher?

To operate the extinguisher, remember the word **P.A.S.S.**

- **P – Pull the pin**
- **A – Aim low**
- **S – Squeeze**
- **S – Sweep**

SEVERE WEATHER EMERGENCIES

When Campus Safety receives severe weather alerts from the National Weather Service and/or appropriate agencies, they will notify the Leadership Group. The Leadership Group will initiate notifications via Rave Alert, email, and the www.LIFE.edu website as necessary.

TORNADOES

What should I know about tornadoes?

- Georgia has two tornado seasons, one in the spring and one in the fall.
- Land-falling tropical storms and hurricanes also generate tornadoes.
- Tornadoes can last from a few seconds to more than one hour.
- A tornado's path can be from 24 yards to more than one mile.
- The Fujita Scale (F-Scale) is used to measure wind speed, which is derived from actual damage caused by the storm.

What is a *tornado watch*?

The National Weather Service issues a tornado watch when conditions are favorable for the development of tornadoes.

What should I do during a tornado watch?

When the National Weather Service issues a tornado watch, the Campus Safety Department will initiate communication to the Leadership Group, who will then inform the community as appropriate.

- Continue normal activities, but have a safety plan in mind, and be ready to implement it if a *warning* is issued.
- The Leadership Group should always monitor their phones until the watch is lifted.

What is a *tornado warning*? The National Weather Service issues a tornado warning when a tornado has been detected or sighted. The warning will tell you the location and movement of the severe weather along with an estimated time of expiration.

What should I do during a tornado warning? When a tornado warning is issued by the National Weather Service for areas affecting campus, the Leadership Group will notify the University community.

What should I do during a tornado emergency?

- **TAKE COVER**: Instruct students, employees, and others in the immediate area to find a wall near the interior of the building, on the lowest level of the building, away from windows and exterior doors. Individuals should curl up in a "ball" or fetal position near the wall, place their hands over their heads and remain in that position until the severe weather passes.
- **IF** outdoors, with no shelter available, lie flat in a nearby ditch and shield your head with your arms. For a **LAST RESORT**, consider using a vehicle as a shelter. **DO NOT** get into the vehicle, but rather crawl under the vehicle and shield your head with your arms.

THUNDERSTORMS, LIGHTNING, FLOODING

What should I know about thunderstorms?

- Thunderstorms are a normal occurrence for Georgia and often develop with little warning.
- These storms can produce large amounts of rain in short periods of time, along with lots of lightning.
- Hazards to prepare for include wind, lightning, and flash flooding.

What should I do during a thunderstorm?

- **SEEK** shelter and avoid driving if the conditions are too dangerous to do so.
- **AVOID** windows.
- **MONITOR** the National Weather service, University website and University communications for severe thunderstorm warnings and/or tornado warnings.

What should I know about lightning?

- Lightning kills more people annually than all other weather hazards combined.
- Lightning strikes usually occur close to the rain area and are negatively charged.
- The most dangerous lightning is the positively charged ground strike that can occur many miles from the rain area.
- If you can hear thunder, you are in danger of being struck by lightning.

What should I do when I see lightning?

- **SEEK SHELTER** in a fully enclosed building or car.
- **STAY AWAY** from doors, windows, and electrical appliances.
- **STAY OFF** the phone.
- **AVOID** water (including showers, baths, and faucets), high ground, open spaces, metal objects and contact with other people, if outdoors.

What should I know about outdoor flooding?

- Flash flooding occurs quickly and often without warning.
- **DO NOT** attempt to drive across flooded areas.
- **STAY AWAY** from downed power lines.

What should I know about indoor flooding?

- If indoor flooding is detected, call Campus Safety immediately at (770) 426-2911.
- Stay out of the water and, **IF SAFE to do so,** unplug all electronics.
- Warn others to stay out of the water as well.

HURRICANES AND TROPICAL STORMS

What should I know about hurricanes and tropical storms?

- Hurricane season begins June 1 and ends November 30.
- When a hurricane warning is issued by the National Weather Service, the Leadership Group may authorize the University to close. Hurricane Warnings and/or closures of the University will be disseminated via the Emergency Notifications System.
- These storms are capable of producing a great deal of rain.
- There is an increased risk of tornado activity during hurricanes/tropical storms.

Tropical Depression	An organized system of thunderstorms with a defined circulation and top-sustained winds of less than 39 MPH
Tropical Storm	An organized system of thunderstorms with a defined circulation and top sustained winds between 39-74 MPH
Tropical Storm Watch	Conditions are possible in the specified area of the watch within 36 hours
Tropical Storm Warning	Conditions are expected in the specified area within 24 hours
Hurricane	An intense tropical weather system with a well-defined circulation and sustained wind speed of 74 MPH or higher
Hurricane Watch	Conditions are possible within the specified area within 36 hours
Hurricane Warning	Conditions are expected in the specified area within 24 hours

What should I do to prepare for Hurricanes and Tropical Storms?

- **MONITOR** news and weather reports.
- **HAVE** emergency supplies available in the event of utility failure.
- **KNOW** emergency response procedures.

SNOW AND ICE STORMS

Snow, ice and/or flooding can make travel to and from Life University hazardous. When potential or actual conditions develop that would make travel to and from the University hazardous, the following procedure will be followed:

When Campus Safety receives severe weather alerts from the National Weather Service and/or appropriate agencies, they will notify the Leadership Group. The Leadership Group will initiate notifications via Rave Alert, email, and/or the www.LIFE.edu website as necessary.

The Leadership Group will determine if University operations are to be suspended or delayed. If they are to be suspended or delayed, students, faculty and staff will be notified via the Emergency Notification System, which may include SMS Text, LIFE Wire, News Media, Website Banner and\or Life University's Facebook and Twitter Pages.

- Campus Safety will contact the Director of Facilities to identify the potential impact on the immediate area.
- Campus Safety will initiate steps to secure the University, preventing entry to the main entrances under hazardous conditions.
- Campus Safety will continually monitor weather, news and road condition reports and maintain communication with the Leadership Group.
    - If closure of the campus is warranted, either for the entire day or until a specific time, University officials will notify the following local area television and radio stations. **The University cannot guarantee that the media will disseminate the information in a timely manner:**

Television Stations:	Radio Stations:
Channel 2, WSB TV	750 AM (WSB)
FOX 5	FM 98.5
Channel 11, WXIA TV	FM 97.1
CBS-Channel 46	FM 97.5
	WYAY 106.7 FM

    - All students, faculty and staff will be notified via the Emergency Notification Systems advising of any potentially unsafe conditions as well as current conditions. The University website will display information on its homepage.

UTILITY FAILURE

NOTE: In the event of a pervasive power outage, use your cell phone to notify Campus Safety.

In the event of an electrical or plumbing failure, flooding, water leak, natural gas or propane leak, call Campus Safety at (770) 426-2911 (**NOTE**: In the event of a gas or propane leak, evacuate the immediate area and call Campus Safety from a safe distance to reduce risk of fire/explosion from electrical charge). Campus Safety will contact Facilities and other appropriate authorities as necessary.

What should I do if the utility failure causes, or has the potential to cause, serious danger to persons or property?

- **NOTIFY** Campus Safety at (770) 426-2911 or use the LiveSafe App.
- **EVACUATE** the building. **IF SAFE to do so, gather essential personal items (ID, wallet, keys, etc.)**
- **NOTIFY** others in the immediate area as you are exiting the building.

What should I do if the building's power is off?

- When the electricity is off in a building, smoke detectors and fire alert systems will function for 60-90 minutes on reserve power. However, ALERTUS Emergency Beacons will continue to operate. Buildings are equipped with egress lighting and should be evacuated.
- **NOTIFY** Campus Safety at (770) 426 2911 or use the LiveSafe App.
- **WAIT** for instructions.

What should I do if I smell propane or natural gas?

- **DO NOT PULL THE FIRE ALARM**.
- **LEAVE** the area immediately, and **IF SAFE to do so, gather essential personal items (ID, wallet, keys, etc.)**.
- **NOTIFY** Campus Safety at (770) 426-2911 (**NOTE**: In the event of a gas or propane leak, evacuate the immediate area and call Campus Safety from a safe distance to reduce risk of fire/explosion from electrical charge). Do not use your cell phone until clear of the immediate danger.
- **KEEP** others out of area.
- **EVACUATE** the building.
- **NOTIFY** others as you are exiting the building.

If the utility failure is widespread, Campus Safety or University administrators may order the building or area to be evacuated until the problem has been corrected.

MEDICAL EMERGENCY

Medical emergencies – heart attack, fractures, etc. – may arise at any time and without warning. In each incident, the primary emergency contact is Campus Safety at (770) 426-2911; the secondary emergency contact is 911. If possible, use available people to help flag down Campus Safety and EMS as they arrive. Campus Safety will respond with one Officer to the scene and the rest will help to meet the EMS response at the roadway and direct them to the appropriate building and room. Do not move the person in medical distress unless they are in immediate danger. Clear the room of unnecessary people to protect the privacy of the victim. Ask the victim if there is anyone that needs to be notified of the situation.

What do I do if there is a medical emergency occurring or one has occurred?

- **NOTIFY** Campus Safety at (770) 426-2911.
- **PROVIDE** your name, location, number of people injured and description of the medical emergency.
- **REMAIN ON THE PHONE** for instructions.
- **STAY CALM** and keep the injured person(s) calm as well.

MENTAL HEALTH EMERGENCY

A mental health emergency or psychological crisis may include:

- Suicidal behavior
- An individual threatening harm to themselves and/or others
- A psychotic break (sudden loss of contact with reality and/or bizarre behavior)
- An unusual or prolonged reaction to traumatic event(s)
- Any behavior that is unreasonably disturbing to the academic, work or living environment

Procedures

- **IF** you encounter someone experiencing a psychological crisis, **DO NOT ATTEMPT TO HANDLE THE SITUATION ALONE**.
- **NOTIFY** Campus Safety immediately at (770) 426-2911. The safety of the person in crisis, as well as those around the individual, should be of primary concern. Campus Safety will work with University counseling professionals when necessary.
- **REPORT ALL SUICIDE ATTEMPTS OR THREATS TO CAMPUS SAFETY IMMEDIATELY**

STUDENTS	who are experiencing a severe psychological crisis should call Campus Safety or 911 immediately or go to the nearest hospital emergency room. Campus Safety, (770)-426-2911, has the emergency numbers to Counseling Services for referral.
FACULTY/STAFF	who are experiencing a psychological crisis should call Campus Safety or 911 immediately, or go to the nearest hospital emergency room, call their family physician or call 911.

Response to suicide-related situations will vary in nature depending upon the circumstances.

In circumstances involving evidence of actual or imminent harm or danger to a person on University property, incidents shall be immediately reported to the Campus Safety Department.

Knowledge of suicide situations not on University property shall be immediately reported to the local law enforcement jurisdiction in which the danger exists.

Other resources for individuals seeking/requiring assistance:

- For immediate concerns, visit your nearest **emergency room** for assessment and care.
- During school hours for students, contact the **Student Affairs Counseling Department** to speak with a counselor. These counselors are trained to assist students with social, emotional and academic concerns in a caring, non-judgmental and confidential manner. Please be aware that a counselor may not be available immediately. Contact the **Campus Safety Department** at (770) 426-2911 to address any emergency. They will assist you in getting to the nearest emergency room for immediate care.
- You may contact the **Georgia Crisis and Access Line** at 1 (800)715-4225. They are available 24/7 and will connect you with resources in the community, as well as provide information on the most convenient option for immediate care based on your circumstances.
- You may contact **Ridgeview Access Center** at (770) 434-4567. They are available 24/7 and will connect you with resources in the community, as well as provide information on the most convenient option for immediate care based on your circumstances.
- Students at Life University also have access to **SAP (Student Assistance Program).** Counseling is available in a variety of settings including phone counseling, online resources, and face-to-face counseling. Students have access to six free face-to-face and/or phone counseling sessions in a year.
- **Peachford Hospital** is the nearest resource for children in danger. They can be reached at (770) 455-3200.

CHEMICAL OR RADIATION EXPOSURE

Hazardous chemicals are utilized on Life University's campus in various locations. Trains, tractor trailers and contractors traveling on or near the University may carry hazardous chemicals that may threaten the environment of the University in the event of a spill.

What are hazardous materials?

Hazardous materials are chemicals, products and/or agents that can cause harm to humans or the environment when handled improperly.

What should I do if there is a spill in the area and personnel trained in Hazardous Material cleanup and appropriate spill kits are available?

- **EVACUATE** the immediate area, or the entire building if necessary. **IF SAFE to do so, gather essential personal items (ID, wallet, keys, etc.)**
- **KEEP** others out of the area.
- **ASSIST** others to safety.
- **NOTIFY** Campus Safety at (770) 426-2911, who will then notify the Marietta Fire Department.
- **STAY** outside the building, as decontamination may be necessary.

What information do I need to have readily available when reporting a spill?

- Your name and location of the incident
- Details of the incident including:
  - Type of incident - liquid spill, gas leak, bio-hazardous material, etc.
  - Type and quantity of hazardous material involved, if known
  - Type of exposure to personnel – skin or eye contact, inhalation, etc.
  - Extent of injuries or damage if any

BOMB THREAT

What should I know about bomb threats?

Bomb threats can be classified into two categories:

- **The Hoax Caller:** These threats are generally intended to create an atmosphere of panic and chaos. Generally, the motive of the caller(s) is to disrupt normal activities and operations at the location where the explosive device is allegedly placed.
- **The Credible Caller:** The caller believes or knows that an explosive device has been or will be placed in the location, and he/she wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person responsible for the device or someone who has become aware of information they believe to be credible.

Through what methods can I receive a bomb threat?

Most of the time, bomb threats occur over the phone; however, threats can also be made via letters, email and suspicious packages.

- **The Phone Threat:** Telephone bomb threats are the most common. If you receive a bomb threat by phone, **DO NOT DISCONNECT THE CALLER**. Keep the caller on the line as long as possible and get as much information as possible. Once the call is finished, report the call and information to Campus Safety.

  Information you should attempt to obtain:

  - **When** will the bomb explode?
  - **Where** is the bomb located?
  - **What** kind of bomb is it?
  - **Who** is (are) the targets?
  - **Who** is the caller, and how can he or she be reached?
  - **Why** was the bomb placed?

- **The Letter Threat:** Bomb threats can be received via letter or in another form of writing. If you receive this correspondence, keep all materials and contact Campus Safety immediately at (770) 426-2911. The person opening the letter should handle the document as little as possible

- **The Email Threat:** Email is becoming a more and more frequent source of harassing communication. Although email is not very private, anyone can create email accounts under fictitious names and use public computers to send threats. A person receiving a bomb threat via email should contact Campus Safety immediately. **DO NOT DELETE THE MESSAGE.**
- **The Suspicious Package, Letter or Other Item:** Any unusual object or strange vehicle should be immediately reported to Campus Safety (See **SUSPICIOUS PACKAGES AND LETTERS** – p. 24).

What do I do if I receive a bomb threat?

- **KEEP CALM AND KEEP THE CALLER ON THE LINE** if possible.
- **ASK** the caller to repeat the message.
- **RECORD** as much of the spoken words made by the person making the call as possible.
- **ASK** the caller for the exact location and time of possible detonation.
- **PAY PARTICULAR ATTENTION** to any noises, such as motors running, background music, etc. which might give even a remote clue as to the place from which the call is being made.
- **LISTEN** closely to the voice (male or female), quality of the voice (calm or excited), accents and speech impediments.
- **DO NOT HANG UP THE PHONE UNTIL THE CALLER HAS DISCONNECTED.**
- **NOTIFY** Campus Safety at (770) 426-2911 immediately after the call has been completed, giving as much information as possible.
- **FOLLOW** instructions given by Campus Safety or as directed by the Emergency Notification System (ENS).
- **IF** instructed to evacuate, **FOLLOW** evacuation instructions (pg. 9-10).
- **ASSEMBLE** at the assembly area designated for your building (See **CAMPUS EVACUATION MASTER PLAN MAP** – p. 34) or other location as directed by Campus Safety.
- **PRESERVE** any written, electronic, or recorded communications related to the bomb threat for investigation by Campus Safety/local police.

BOMB THREAT CHECK LIST

If someone calls to deliver a bomb threat, follow the recommended instructions:

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What kind of bomb is it?
4. What will cause it to explode?
5. Did you place the bomb?
6. Why?
7. What is your address?
8. What is your name?

Exact wording of the threat:

- Number at which call is received:
- Time:
- Caller's Voice:
  - Soft spoken
  - Educated
  - Irrational
  - Incoherent
  - Sex/gender: M F
  - If voice is familiar, who did it sound like?
- Length of call:
- Remarks (See above questions)
- Name:
- Phone number:

After the caller has disconnected, call Campus Safety IMMEDIATELY at (770) 426-2911 and follow their instructions.

SUSPICIOUS PACKAGES AND LETTERS

Characteristics of Suspicious packages

Mail and package delivery to each department should be screened for suspicious letters and/or packages. Some common features of threat letters/packages include the following:

NOTE: The presence of one or more of these elements does **NOT** necessarily mean that the package is suspicious. Evaluation must depend upon the judgment of the individual screening the mail.

Potential Elements of Suspicion:

- Fictitious, unfamiliar or no return address
- Handwritten or poorly typed address
- Address to a title only or an incorrect title
- Mailed from a foreign country
- Excessive Postage
- Excessive string or tape on package
- Misspelling of common words
- Restrictive markings such as "Confidential," "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Discoloration or stains

If you believe a package is suspicious:

- **DO NOT OPEN OR HANDLE IT.** Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary.
- **NOTIFY** Campus Safety at (770) 426-2911.
- **KEEP** others away from the area.

Letter or Package Claiming Contamination:

If you open a letter/package with information that claims to have contaminated you, but there is no substance seen or felt in the envelope or on the letter, chances are that you have not been contaminated.

- **NOTIFY** Campus Safety at (770) 426-2911 and tell them exactly what has happened. They will dispatch the appropriate personnel to your location to follow up on your possible exposure and to document what has taken place.
- **SECURE** the area until Campus Safety arrives.
- **DO NOT HANDLE** the suspicious item any more than necessary or let anyone else handle the item.

Letter or Package with a Foreign Substance:

If you open a letter/package that claims to have contaminated you, or there is some sort of foreign

substance in the envelope or package **PLACE** the letter back into the envelope/package and close it. The person(s) who opened the envelope/package and anyone who came in contact with the envelope/package or its contents after it was opened should:

- **IMMEDIATELY LEAVE THE ROOM** and **WASH** affected areas with soap and water.
- **REMOVE** any clothing with the substance on it and place the contaminated clothing in a plastic bag.
- **WASH** affected areas with soap and water **AGAIN** after securing contaminated clothing/articles.
- **NOTIFY** Campus Safety at (770) 426-2911 to report the incident and all steps taken up to that point.

The Risk will be Evaluated and Further Measures Taken If Necessary

The Campus Safety Department and the Marietta Fire Department can evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building. Based upon the risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted, and any actions necessary to return the area to normal activity will begin as soon as possible.

If you have questions, contact Campus Safety at (770) 426-2911

ARMED ASSAILANTS AND SHOOTING INCIDENTS

If the situation should arise that someone has entered the University area and brandished or fired a weapon, the following list of actions is recommended. Please note that these situations are highly unpredictable and that the following recommendations are based on past experiences with shooting incidents on University campuses. Alternative responses may be necessary, depending on the situation.

NOTE: FIREARMS ARE NOT ALLOWED ON CAMPUS. More information on Life University's Weapons policy is available at https://www.life.edu/campus-life-pages/campus-safety/general-safety-information/.

If you witness an armed assailant or shooting on campus, the Avoid | Deny | Defend response is recommended:

AVOID starts with your state of mind.

- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.
- The more distance and barriers between you and the threat, the better.

DENY when getting away is difficult or maybe even impossible.

- Keep distance between you and the source.
- Create barriers to prevent or slow down a threat from getting to you.
- Turn the lights off.
- Remain hidden and quiet. Hide behind large objects and silence your phone.
- Use door locks if available

DEFEND because you have the right to protect yourself.

- If you cannot Avoid or Deny, be prepared to defend yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly. THIS IS ABOUT SURVIVAL.

More information on the Avoid | Deny | Defend response to an active shooter scenario, including an instructional video, can be found on their website by clicking here.

Contact Campus Safety and 911 as soon as you are in a safe area. If you cannot talk for fear of revealing yourself to an assailant, then use the Live Safe App text feature. Make sure to turn your notification alert off and to turn the ring tones on your phone off too.

CRIMINAL OR VIOLENT BEHAVIOR

Life University is only as safe as the University Community allows it to be. Everyone is asked to assist in making the University safe by being alert to suspicious situations and promptly reporting them.

What should I do if I observe or am a victim of a criminal act or violent behavior, or if I observe suspicious activity or person(s)?

If you observe a criminal act or are a victim, immediately notify Campus Safety via phone or Emergency Call Box. The Campus Safety Department address is 1085 Barclay Circle, Marietta, GA 30060. The building is open Monday through Friday; excluding University recognized holidays and closings, from 7:00 a.m.-10:00 p.m. However, a Campus Safety official can be reached at any time by dialing (770) 426-2911.

What information do I need to have readily available when reporting?

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of property involved

What do I need to do after reporting the suspicious activity, criminal act or violent behavior?

- If safe, stay on the phone with the Campus Safety Officer and keep a visual on the suspect as long as possible.
- When the officers arrive, assist them by supplying them with all additional information.

What do I need to do if there is gunfire or explosives discharged on University grounds?

- See **ARMED ASSAILANTS AND SHOOTING INCIDENTS** – p. 28

HOSTAGE SITUATION

What should I do if I am taken hostage?

If you feel it is safest to cooperate and not fight back, the following is recommended:

- **FOLLOW INSTRUCTIONS**; be alert and be cooperative.
- **DO NOT** look the intruder in the eyes.
- **DO NOT SPEAK** unless spoken to and then only when necessary.
- **DO NOT TALK DOWN** to the captor who may be in an agitated state. Avoid appearing hostile.
- **BE OBSERVANT**. You may be released or escape. The personal safety of others may depend on your memory.
- **BE PREPARED** to answer police and/or other emergency personnel on the phone.

SEXUAL VIOLENCE (Sexual Assault)

What should I know about sexual violence/assault?

Sexual Violence (Sexual Assault) is a crime prohibited by federal and state law and the Life University Sexual Misconduct and Gender-Based Harassment Policy. The trauma of sexual violence can affect every aspect of a person's life: physical, emotional, mental, spiritual, and personal. Sexual violence is never the fault of the victim. Sexual violence is usually not perpetrated by a stranger; most victims of sexual violence know their attacker. Life University is committed to the prevention of and appropriate responses to sexual violence. If you have been a victim of sexual violence, there are several options available to you.

What should I do if I am a victim of sexual assault?

IMMEDIATE ACTION:

- **CALL 911** for immediate assistance, especially if you are in an unsafe situation.
- **CONTACT** Campus Safety at (770) 426-2911.
- **REMAIN CALM** to avoid destroying or contaminating any available evidence. It is best not to bathe, shower, brush your teeth, urinate, defecate, douche, or change clothing or bedding where evidence may be found. Clothing should be kept as evidence.

If you choose not to contact the police, it is still important to take care of yourself. You may consider making an appointment with a physician or the hospital to be screened for sexually transmitted diseases and pregnancy.

What should I do if I am assisting a victim of a sexual assault?

As with all protocols, this is for your reference should you be the first Life University contact person to communicate with the victim. Refer to these guidelines as necessary when talking to the victim so they are aware of all available options:

- **ASCERTAIN** whether the victim needs immediate medical assistance. If so, **CONTACT** 911 **IMMEDIATELY**.
- **CONTACT** Campus Safety after calling 911 at (770) 426-2911.
- **LISTEN**. Allow the individual to share details if they are comfortable.
- **CALL** one of the below resources who can provide emotional support. Note it is a natural trauma response to behave in seemingly odd ways as means of coping. (These can include shock, passivity, anger, sadness, flat effect, etc.)
- **BE SUPPORTIVE** and allow the individual to act as they deem appropriate. **The last thing you should do at this time is exert control over the person**.
- **REMEMBER** the person has most likely experienced a trauma.
- Federal law requires that all crimes committed on the University campus be reported to Campus Safety (Clery Act of 1990). Campus Safety will:

- Provide a police report and assistance as needed
- Call the Student Success Center, if appropriate
- Notify proper authorities as appropriate

If an individual (adult only) chooses to not take any action:

- **BE RESPECTFUL** of the victim's choices, but let the victim know her/his options.
- **REFER** the victim to below resources for support. **If a minor, sexual assault MUST be reported to the authorities.** Resources can be used to help support the individual through the process as well (i.e., family, friends, significant others, etc.)

Resources: LiveSafe Resources - Free local group and individual counseling; staffed by assault and domestic violence survivors; 24-hour crisis hotline

- (770) 427-3390 (24-hour crisis number); 48 Henderson St., SW Marietta, GA 30064

National Sexual Assault Hotline - Will direct individual to closest county sexual assault facility

- (800) 656-HOPE (4673) (24-hour hotline).

Grady Rape Crisis Center

- (404) 616-4861 (24-hour phone line); Downtown Atlanta.

Life University Student Success Center Counseling Center

- (770) 426-2725. Free for all enrolled Life University students. Outside referrals will be provided if a waiting list exists or the student's needs necessitate a higher level of care than the SSC Counseling Center is able to provide.

Student Assistance Program (SAP)

- Six free counseling sessions funded by Life University, 24/7 availability
- Please call or stop by the SSC for contact information

LIFE's Campus Safety Department

- (770) 426-2911

Police: 911

Kennestone Hospital Emergency Room

- (770) 793-5000

Lawyer referral - $35/30 minute consultation

- (770) 424-7149 (Cobb County Bar Association)

AIRCRAFT CRASH

The airspace over Life University is routinely filled with air traffic. The University is in the direct flight path of Dobbins Air Base. A wide variety of military aircraft operate from this base. Explosion and fire, as well as falling debris resulting from an aircraft crash, pose a serious risk to individuals on the ground.

If you witness an aircraft crash:

- **CONTACT** Campus Safety at (770) 426-2911.
- **MOVE AWAY** from the crash site and seek shelter in a safe location. If it is not possible to move immediately, **DROP, COVER AND HOLD** to protect yourself against blast damage.
- **IF** you are inside, and the building is not damaged, **REMAIN INSIDE** and stay away from windows. Faculty should try to keep their classes together as a unit.
- **REFER** to **EMERGENCY EVACUATION PROCEDURES** – pages 9-10.
- **PROVIDE** care for the injured if you are trained in first aid, **PROVIDED IT IS SAFE TO BE IN THE AREA**.
- Untrained individuals should **NOT** enter the crash site. A well-intentioned, but untrained and ill-equipped person who enters the crash site risks serious injury.
- **IF** you are aware of places where people may be trapped, inform the nearest emergency responder as quickly as possible so that trained and properly equipped personnel can affect a rescue effort.

Glossary of Building Terms

Harris Center for Clinical Education

LRC = Learning Resource Center

CGUS = Center for Graduate & Undergraduate Studies

CCE = Center for Chiropractic Education

C-HOP = Center for Health and Optimum Performance

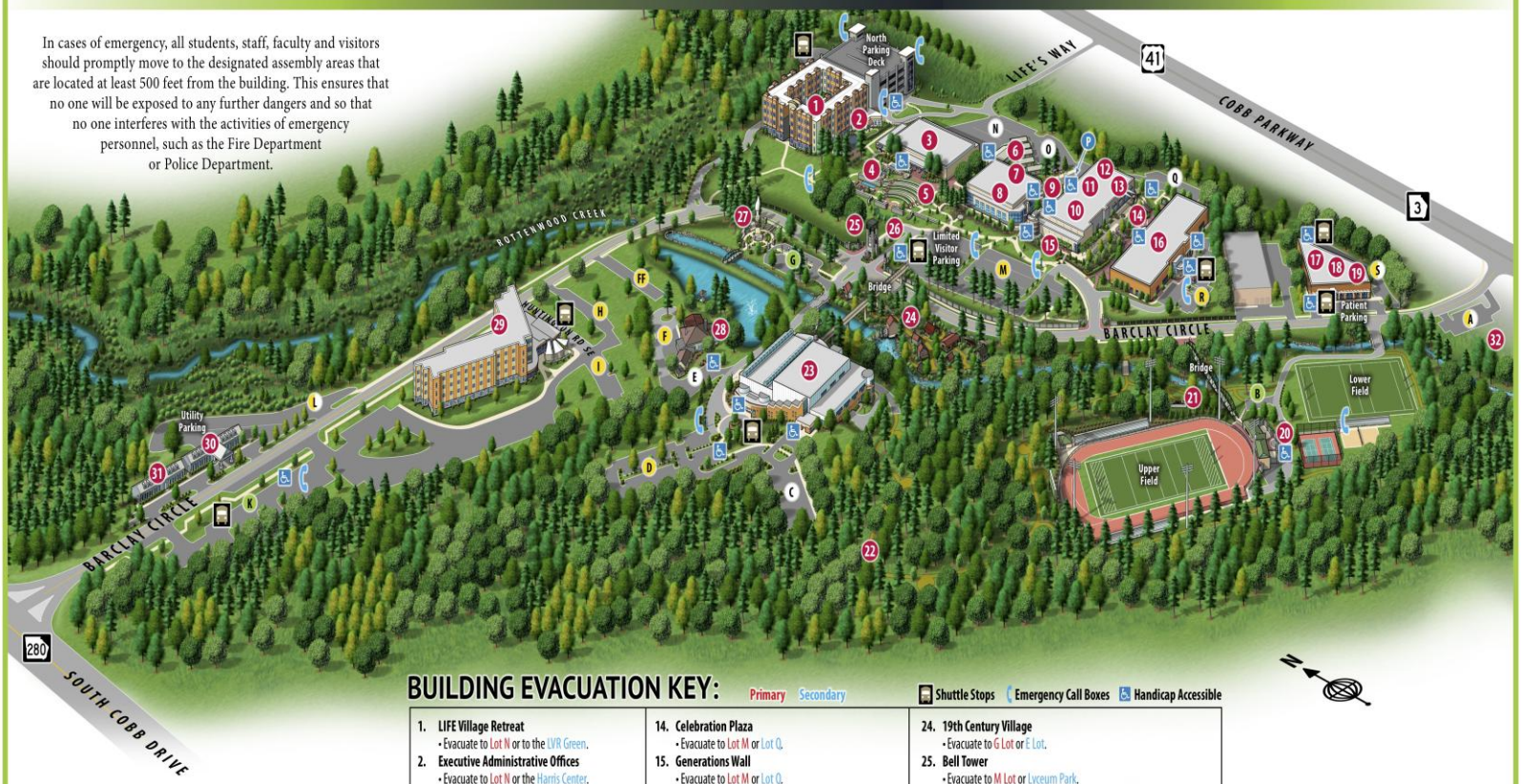
CC-HOP = Campus Center for Health and Optimum Performance

SHS = Center for Athletics and Sport Health Science

LVR = LIFE Village Retreat

CAMPUS EVACUATION MASTER PLAN

In cases of emergency, all students, staff, faculty and visitors should promptly move to the designated assembly areas that are located at least 500 feet from the building. This ensures that no one will be exposed to any further dangers and so that no one interferes with the activities of emergency personnel, such as the Fire Department or Police Department.



BUILDING EVACUATION KEY:

Primary Secondary — Shuttle Stops — Emergency Call Boxes — Handicap Accessible

1. **LIFE Village Retreat**
   - Evacuate to Lot N or to the LVR Green.
2. **Executive Administrative Offices**
   - Evacuate to Lot N or the Harris Center.
3. **William M. Harris Center for Clinical Education**
   - Evacuate to Lot N or to Lyceum Park.
4. **Reflection Pool**
   - Evacuate to the LVR Green or Lot M.
5. **Lyceum Park**
   - Evacuate to Lot M or LVR Green.
6. **Auxiliary Buildings**
   - Evacuate to Lot N or CGUS/Library Courtyard.
7. **Student Affairs**
   - Evacuate to Lot N/O or Lot M.
8. **Drs. Sid E. & Nell K. Williams Library**
   - Evacuate to Lot N/O or Lot M.
9. **Library/CGUS Plaza**
   - Evacuate to Lot N/O or Lot M.
10. **Center for Graduate & Undergraduate Studies**
    - Evacuate to Lot O or Lot M.
11. **Life U Shop**
    - Evacuate to Lot Q or Lot O.
12. **Purchasing, Shipping and Receiving**
    - Evacuate to Lot Q or Lot O.
13. **Socrates Café & Plato II Go**
    - Evacuate to Lot Q or Lot O.
14. **Celebration Plaza**
    - Evacuate to Lot M or Lot Q.
15. **Generations Wall**
    - Evacuate to Lot M or Lot Q.
16. **Center for Chiropractic Education**
    - Evacuate to Lot R/Q or Lot M.
17. **Center for Health & Optimum Performance (C-HOP)**
    - Evacuate to in front of ATCO or Body Repair Shop.
18. **Alumni Relations / University Advancement Life University Information Center**
    - Evacuate to front of ATCO or Body Repair Shop.
19. **NeuroLIFE Institute**
    - Evacuate to front of ATCO or Body Repair Shop.
20. **Sports Complex**
    - Lower Field evacuate to Upper or to 1450 Building.
    - Upper Field evacuate to Lower or bridge to Barclay Circle.
21. **William M. Harris, D.C. Memorial**
    - Evacuate to Lower Field or Upper Field.
22. **Fitness Trail**
    - Nearest possible exit.
23. **Center for Athletics & Sport Health Science**
    - First Level evacuate to rear trails area or to Lot G.
    - Second Level evacuate to far end of Lot D or to Lot E.
    - Third Level evacuate to far end of Lot C or far end of Lot D.
    - Wellness Center evacuate to back of E Lot or F Lot.
24. **19th Century Village**
    - Evacuate to G Lot or E Lot.
25. **Bell Tower**
    - Evacuate to M Lot or Lyceum Park.
26. **Sidney E. Williams, D.C. Memorial**
    - Evacuate to M Lot or Lyceum Park.
27. **Tolerance**
    - Evacuate to 19th Century Village or Lot E.
28. **Ian Grassam Treehouse**
    - Evacuate to Lot D or to Lot F.
29. **The Commons**
    - Evacuate to Lot H or to far end of Lot K.
30. **Marketing & Communications / Facilities Management**
    - Evacuate to Lot K or back end of Lot L.
31. **Human Resources / Institutional Effectiveness and Research**
    - Evacuate to Lot K or back end of Lot L.
32. **1450 Building**
    - Evacuate to Shopping Center Lot or Lower Field.

PARKING LOTS:

Visitor parking available in Lots E, M, N, and R; Visitors pass from Campus Safety required.

STUDENT	EMPLOYEE	OPEN	HANDICAP
• North Deck • Lot L • Lot A • Lot FF • Lot M • Lot D • Lot H • Lot R • Lot F • Lot I • Lot S	• Lot A • Lot N • Lot C • Lot O • Lot E • Lot Q • Lot L • Lot S	• Lot B • Lot G • Lot K	• Lot P (Reserved Handicap Only) • Most lots offer handicap parking

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