

TOCCOA FALLS COLLEGE EMERGENCY PREPAREDNESS

Toccoa Falls College's Emergency Action Plan requires the cooperation of the entire TFC community to be effective. By following the plan, lives can be saved and damage can be minimized. Panic can be the greatest hazard. Remember, being prepared and staying calm are keys to surviving an emergency.

GENERAL EMERGENCY PROCEDURES

Medical Emergencies

- From campus, dial 9, then 911 to report the location and nature of the illness or injury.
- Notify your supervisor or other person in charge.
- Stay with the victim until help arrives if there is no immediate danger to yourself.

Violent Crime

- From campus dial 9, then 911 to report the location and nature of the crime.
- Contact campus security at ext 5550.
- Stay with the victim until help arrives if there is no immediate danger to yourself.

Fire

- From campus, dial 9, then 911 and report the location and nature of the fire.
- Notify Campus Security at ext 5550.
- Activate the closest fire alarm.
- Alert others in the building, if safely possible.
- Evacuate the building.

Bomb Threat

- From campus, dial 9, then 911 and ext 5550 if you see a suspicious object or potential bomb on campus.
- If you receive a bomb threat, ask the caller: Where is the bomb? When is it set to explode? What does the bomb look like?
- Take notes about everything said and take notice of background noise, voice characteristics, etc.
- Do NOT activate a building alarm, open cabinets or closets, or turn on/off electrical equipment.
- Evacuate the building calmly and do not re-enter until cleared by Campus security.

Terrorism

- From campus, dial 9, then 911.
- Contact Security at ext 5550.
- Follow evacuation procedures as listed under Bomb Threat.

Tornado

- Take cover in a first floor interior hallway or other enclosed area away from windows.
- Avoid going into auditoriums, gymnasiums or other large rooms where roof collapse is likely.

Flood

- Do not enter any flooded area.
- Contact Operations at ext 5309 to report any flooding or leaks.

Hazardous Spills

- Contact Operations at ext 5309 and Security at ext 5550.
- Do not attempt to clean the spill.

Utility Outages

- Contact Operations at 5309.
- If necessary, (in the case of a gas leak or if injuries have occurred) dial 9, then 911.