



EMERGENCY

Procedures Handbook

DIAL 911 for ALL EMERGENCIES!

Then notify the Director of Marketing & Communications at 229-977-1449.

For Campus Security between 6 p.m. and 10 p.m., please call 229-201-3678.



Emergency Procedure Handbook

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INTRODUCTORY INFORMATION

Thomas University has developed this Emergency Information Handbook to assist members of the campus community in reporting and responding to emergency situations.

The success or failure of responding to an emergency is often dependent on you, the individual. Please review the information within this handbook. **If a situation is an emergency**, then the guidelines in this handbook should be followed.

Currently, Thomas University uses three forms of communications to alert faculty, staff, and students of an emergency. The current systems are Alertus (displays a warning on computers on campus); Blackboard Connect (sends text, voice messages and/or e-mails to everyone listed in the system); the TU website; and TU's official social media accounts (Facebook, Twitter and Instagram).

Before an Emergency:

1. Know the location of all emergency exits in your work or living area.
2. Know your evacuation route, which is posted in each room.
 - **KNOW THE REASSEMBLY AREAS.**
 - The Reassembly area for Forbes Campus is the grassy area in front of the Forbes Building next to South Pinetree Boulevard and behind Smith-Bonvillian Hall.
 - The Reassembly area for Pinetree Residence Hall is the lawn in front of the building.
 - The Reassembly area for Magnolia Campus is the grassy area between the Gymnasium and Magnolia Street.
3. Keep a flashlight handy if you are in an area without natural lighting.
4. Take a basic first aid and CPR course.

During an Emergency:

1. Avoid panic, remain calm, and render assistance.
2. Evacuate buildings immediately upon request of authorities, or when remaining would be life-threatening.
3. If not requested to evacuate, stay in a safe place, unless staying in a safe place would be life-threatening.
4. Close doors to affected area.
5. Follow directions from emergency personnel when given.
6. Refer all inquiries from the media and/or non-Thomas University personnel to the Director of Marketing & Communications at 229-977-1449.

To Report an Emergency:

1. Call 911.
2. Then call the Director of Marketing & Communications at 229-977-1449. (If the Director of Marketing & Communications is unavailable, contact the Vice President for Student Life, whose office is located in the Student Life Center.) Be sure to include:
 - Your name
 - Your location and telephone number
 - The nature and location of the emergency

Chain of Command:

The President and the Vice President for Academic Affairs will make the decision on any school closures, and whether to cancel class for students and faculty only, or to close the entire operation of the school. If neither the President nor the VP for Academic Affairs is available, the Quick Response Team will make such determinations as a group. See information about the Quick Response Team on page 4.

The flow of information to and from students, staff, faculty and the community regarding any crisis should go through the Director of Marketing & Communications. Information about school closings, weather alerts, travel conditions, etc. should come only from the Marketing & Communications Office. Questions and concerns about any potential crisis should be handled by that office as well.

Safer classrooms

Thomas University has two security features that make our classrooms even safer for students and faculty. These are features that should be used **ONLY** in the event of an emergency. Both of these new features are intended to make TU a safer place for students and employees. **It is imperative that the panic buttons and the intercom box are only used for emergencies.** Non-emergency situations should be handled through other means.

For more information about TU's emergency procedures, please refer to the *Emergency Procedures Handbook*.



Panic buttons

Beneath the lecterns in most classrooms are panic buttons. In the event of an emergency, the professor should hold both buttons at the same time for at least three seconds. Both buttons must be pressed in order for the emergency notification to happen. This will notify the 911 emergency dispatcher to send help immediately. The 911 dispatcher will know your room location on campus and notify those responding.

Pressing the panic buttons will also send an emergency text message to the Director of Marketing & Communications and the Director of Facilities Management.



Intercom/call system

Also in most classrooms at the lectern is an intercom box. In the event of an emergency, an intercom message can be sent directly through our phone system and through the speakers of these intercom boxes.

If an emergency occurs in a classroom, the professor should press the call button (right button) on the intercom box **AFTER** pressing the panic buttons. When pressing the call button, a call will immediately be placed to an on-campus operator or the Director of Marketing & Communications. Please explain the nature of the emergency and whether emergency personnel have arrived on scene.

If an emergency situation occurs in a classroom:

Step

1

Press and hold both panic buttons simultaneously for at least three seconds.

Step

2

Press the call button on the intercom box. When someone answers, explain the nature of the emergency.

EMERGENCY RESPONSE PLAN

Thomas University maintains an Emergency Response Plan, which is implemented whenever emergency situations escalate to a point which demands the coordinated efforts of numerous University departments and/or officials. This plan activates the Quick Response Team (QRT), which evaluates and responds to crisis situations. The Quick Response Team is comprised of the following individuals, with the associated tasks in an emergency:

President/Assistant to the President

- Determines the nature of the crisis.
- Issues official crisis alert, and activate Quick Response Team (QRT).
- Makes the call to evacuate or “lock down” TU campus.
- Notifies Board of Trustees and other TU affiliates of emergency.
- Contacts each member of QRT with need-to-know information.

Vice President for Academic Affairs

- Meets with President.
- Sends on-campus alerts to department heads, students and faculty.
- Moves with President to crisis headquarters (Birdwood Annex).

Vice President for Student Life

- Pinpoints location and nature of crisis.
- Serves as liaison between authorities and President.
- Alerts additional staff areas and students.
- Helps coordinate alerts to surrounding neighborhoods.

Manager of Housing

- Alerts students and staff at all on-campus housing.
- Coordinates evacuation/lockdown at Pinetree Residence Hall and Magnolia Campus Residence Halls.

Vice President for Finance and Administration

- Oversees use of vehicle pool in transporting Residence Hall and apartment students.

Director of Facilities Management

- Directs evacuation or lockdown of campus, depending on emergency.
- Coordinates with emergency teams (EMS, law officers) for on-campus activity.

Vice President for Institutional Advancement

- Alerts staff members in office.
- Moves with President to crisis headquarters.

Director of Marketing & Communications

- Issues emergency campus-wide emergency notifications as necessary using email, Alertus and Blackboard Connect.
- Alerts media outlets about any school closing.
- Works with President to draft statement/set up press conference.
- Posts school closing information on website and social media pages.

For additional information, contact the Director of Marketing & Communications (229-977-1449).

The primary concerns in managing a crisis center are assuring the safety and health of faculty, staff, students and the public; restoring academic programs; and protecting University property and resources.

Emergency Phone Numbers

EMT Emergency Medical: 911

Thomasville Police Department: 911 for emergency;
229-227-7075 for administration

Thomasville Fire Department: 911 for emergency;
229-227-7015 for administration

Thomas County Sheriff's Department: 911 for emergency;
229-225-3300 for administration

Georgia State Patrol: 229-225-4000

Archbold Medical Center: 229-228-2000

Archbold Urgent Care Center: 229-228-4136

Thomas County Health Department: 229-226-4241

Dept. of Children and Family Services: 229-225-4005

Thomasville Utilities: 229-227-7001 for Customer service;
227-5499 for power outages

Animal Shelter: 229-228-0613

Archbold Student Assistance Program: 1-877-327-2724

UNIVERSITY CLOSINGS AND CANCELLATIONS

The University will provide radio and television stations with timely updates on any campus closings, cancellations and delays due to inclement weather. Thomas University will also post closings on its website and social media pages (Facebook, Twitter and Instagram). *Employees and students are urged not to call campus for weather-related updates.* Employees required at work during campus closings should arrange for suitable transportation ahead of time.

In the event of a University closing, class cancellation or class delay, the Director of Marketing & Communications will:

- Alert media outlets about any University closing, delay or class cancellation.
- Work with President to draft a statement and/or set up press conference, depending on the situation.
- Send via the emergency notification system a text message, e-mail or voice messages about such situations.
- Post messages on the University's website.
- Notify local TV stations:

TELEVISION STATIONS

- WCTV 6
- WTXL 27
- WALB 10

Forbes Campus



- Legend**
- Emergency Reassembly Area
 - Emergency Weather Shelter
 - Emergency Station_B
 - Flag Pole
 - Trees and Shrubs
 - China Pavilion
 - Recycle Bins
 - Book Return
 - Library Purgola
 - Service Drive
 - Public Road
 - Fence
 - Sidewalks
 - Buildings
 - Patio
 - Raised bed
 - Asphalt Drive & Parking
 - Gravel Drive & Parking
 - Landscape Bed
 - Retention Ponds
 - Thomas University Boundary



- A. Campus Center
- B. Library/Rust Science Complex
- C. Smith-Bonvillian Hall
- D. Student Services
- E. Education Building
- F. Forbes Building
- G. Birdwood Annex
- H. Ireland-Poe Building
- I. Rehberg Soccer Fieldhouse
- J. Balfour Chapel
- K. Magnolia Building
- L. Sue Rumble Terrace
- M. Thomasville Genealogical Library (Smitha Building)
- O. Maintenance
- P. Outdoor Playhouse
- Q. Soccer Storage Facility

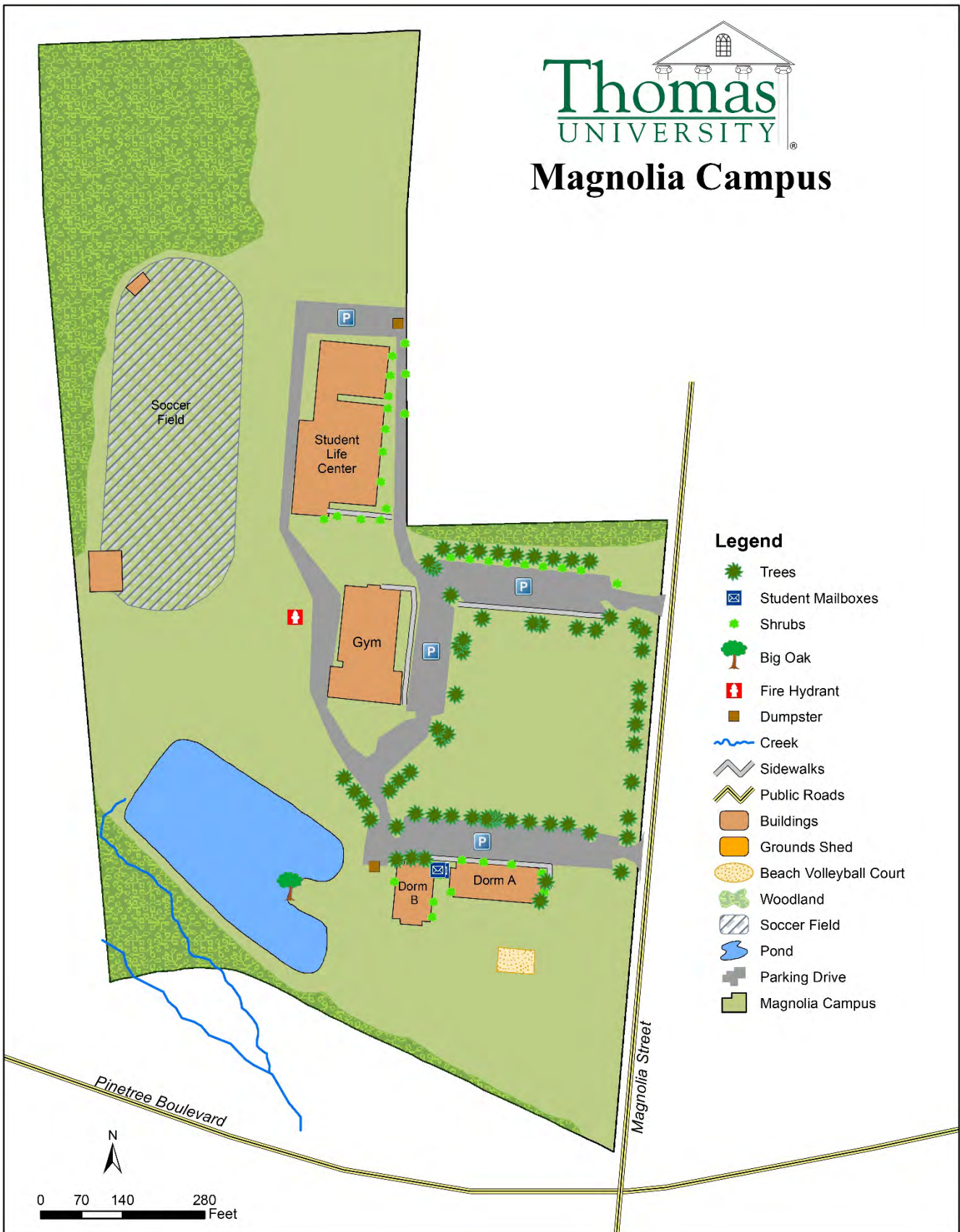


Education
That Engages,
Empowers,
Transforms.



Thomas UNIVERSITY

Magnolia Campus



Legend

-  Trees
-  Student Mailboxes
-  Shrubs
-  Big Oak
-  Fire Hydrant
-  Dumpster
-  Creek
-  Sidewalks
-  Public Roads
-  Buildings
-  Grounds Shed
-  Beach Volleyball Court
-  Woodland
-  Soccer Field
-  Pond
-  Parking Drive
-  Magnolia Campus



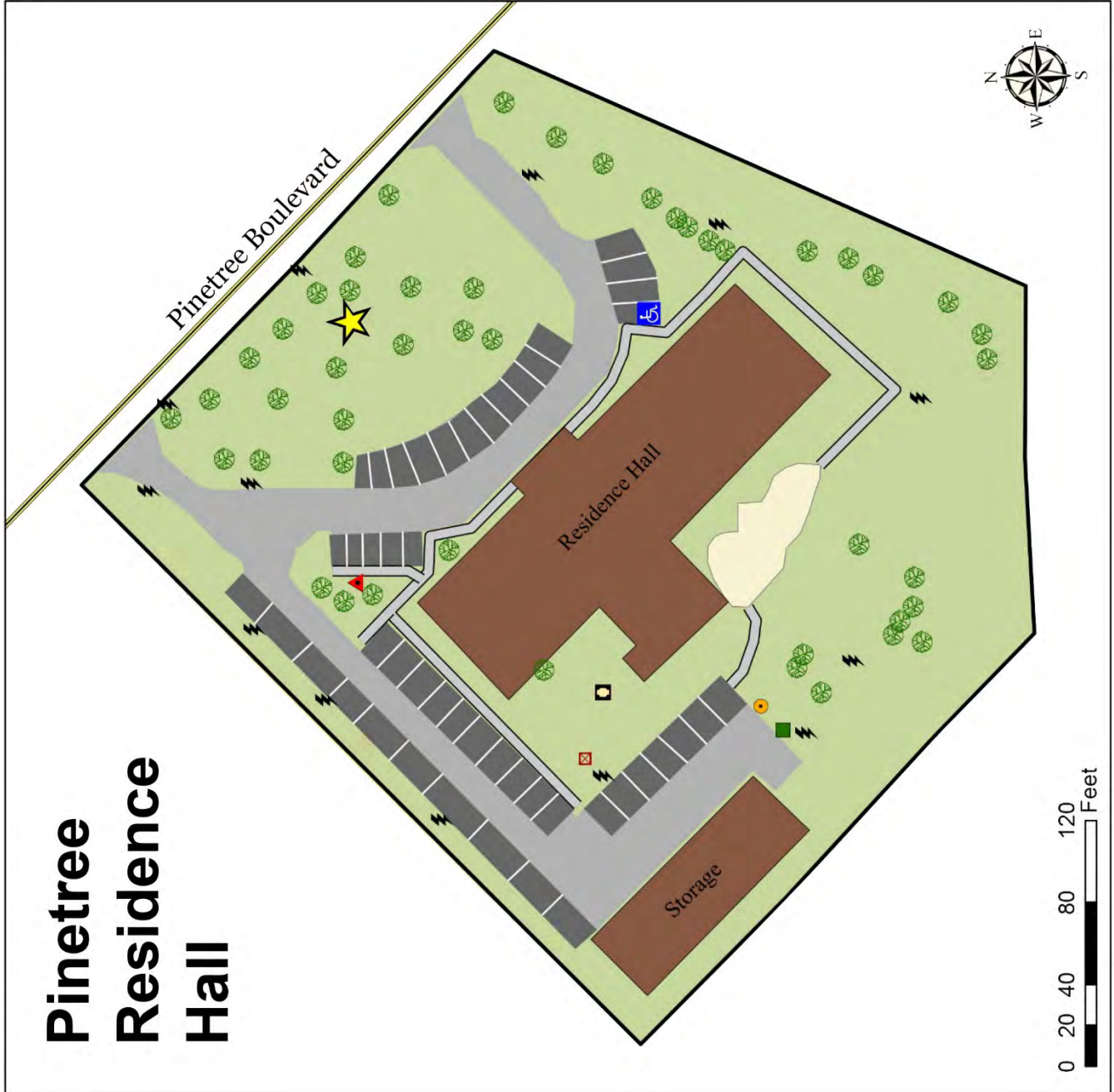
0 70 140 280
Feet



Legend

- Sewer
- Propane
- Handicapped Parking
- Dumpster
- Basketball Goal
- Emergency Pole
- Power Pole
- Trees
- Pinetree Boulevard
- Buildings
- Sidewalk
- Parking
- Driveway
- Patio
- Residence Hall Boundary
- Reassembly Area

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FIRE AND EXPLOSION

Know the location of fire extinguishers, fire exits and alarm pull stations in your area.
Know how to use them.

FIRE

- Remember **R.A.C.E.** = Rescue, Alert, Confine, Extinguish.
- Alert people in the immediate area and/or activate the alarm. CALL 911 to report the fire.
- Please refer to individual building floor plans (contained in this publication) for specific locations of alarm pulls and fire extinguishers.
- Evacuate to designated Reassembly Area. (Refer to campus maps.) Remember to stay calm and do not run.
- Close doors behind you.

EXPLOSION

- Take cover.
- Assist the injured.
- Evacuate to Reassembly Area. (Refer to campus maps.)
- Call 911.

IF YOU ARE TRAPPED IN A BUILDING

- If a window is available, place an article of clothing (shirt, coat, etc.) outside a window as a marker for rescue crews.
- If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.
- If the door is warm, do not open it. If smoke is entering through the cracks around the door, stuff something in the cracks to slow the flow.
- If you are on the first floor with no other option, open the window, remove (or kick out) the screen if necessary. Then climb out the window.

SMALL FIRE PROCEDURES

- Avoid personal injury and excessive risks.
- Alert people in the immediate area and/or activate the alarm.
 - Please refer to individual building floor plans (contained in this publication) for specific locations of alarm pulls and fire extinguishers.
- Call 911. Give specific details of fire location.
- Smother fire or use the nearest fire extinguisher if you have been properly trained.
- Always keep your back to an exit so that you do not become trapped by a fire. Avoid smoke and fumes. Stay low.
- Do not re-enter the building until advised by the Fire Department or Campus Security.

Operating a Fire Extinguisher – P.A.S.S.

- **P**ull the pin.
- **A**im the extinguisher hose at the base of fire.
- **S**queeze the lever.
- **S**weep from side to side.

SEVERE WEATHER AND OTHER NATURAL DISASTERS

Violent weather by its nature is unpredictable; however, the approach of such weather is often known in advance. Good communication and quick response throughout the Thomas University community will minimize serious injuries. Every reasonable effort will be made to notify faculty, staff and students of the approach of violent weather (via voice mail, e-mail, webpage, intercom, etc.)

- Remain calm and act to protect yourself.
- Move away from windows.
- Do not use the fire alarm system unless a fire is present.

TORNADO/HURRICANE

A **tornado watch** is issued when conditions warrant possible tornadic activity. You should be prepared in the event the weather worsens and the watch is upgraded to a warning. A **tornado warning** indicates that a tornado has actually been sighted in the area or is indicated by radar.

- Stay indoors.
- Move away from open doors and windows. Move into an interior hallway.
- Do not use electrical equipment.
- Go to lowest level of the building. Take shelter.
- Sit on the floor and put your head in your lap. Cover head with arms or take cover under sturdy furniture.
- Remain in place of shelter until you are sure that the hazard has passed.

Emergency Weather Shelter Locations

- 1) Individuals in the following buildings should go to the Birdwood Annex Basement: Forbes Building, Birdwood Annex, Soccer Fieldhouse, Balfour Chapel, Ireland Poe.
- 2) Magnolia Building – Go to the Education Building or Library.
- 3) Education Building – Education Building interior hallway or Smith-Bonvillian Hall stairwells. Close all office doors.
- 4) Student Services Building – Server Room or Smith-Bonvillian Hall stairwells.
- 5) Thomasville Genealogical Library – Main TU Library.
- 6) Campus Center – Hallway running north and south.
- 7) Library – Stay put!
- 8) Classroom Building/Rust Science Building – Library or an interior storage room.
- 9) Smith-Bonvillian Hall – First floor stairwells of the building.
- 10) Pinetree Residence Hall – Hallways between bedrooms.
- 11) Magnolia Residence Halls – First floor hallways between apartments away from exterior doors.
- 12) Gymnasium – Women’s locker rooms on home and visitor’s side.
- 13) Student Life Center – Main hallway away from glass windows or Magnolia Conference Room.
- 14) Maintenance Building – Library/Classroom Building.

FLASH FLOOD

A **flash flood warning** is issued when the risk of flooding is imminent. Immediate action must be taken. Flash floods occur when bodies of water quickly overflow due to thunderstorms, hurricanes or other inclement weather.

- Call 911 to report flooding on campus.
- People in the areas subject to flooding must relocate to higher grounds. This includes any low areas on TU campuses.
- Avoid crossing any flooded areas on foot or in a vehicle. The high velocity and/or the depth of the water often are hard to gauge and can be hazardous.
- If a vehicle stalls in high water, leave it immediately and seek higher ground.

THUNDERSTORM WARNING

A **severe thunderstorm warning** is issued when there is imminent danger of a thunderstorm, which may include torrential rainfall, hail, lightning, high winds and possible flooding.

- Take shelter as quickly as possible. Remain inside until the thunderstorm warning has expired.
- Prepare for a possible electrical outage by gathering flashlights and a battery-powered weather radio.
- Avoid driving if at all possible during a severe thunderstorm.
- Monitor weather service notifications to know when the warning has expired.

EARTHQUAKE

- If possible, get outside to an open area.
- If inside, watch for falling objects.
- Crawl under a table or desk, or stand in a doorway, and hang onto something.
- Do not use an open flame because gas leaks may be present.
- Remain calm and be prepared for aftershocks.
- If evacuation is ordered, proceed to reassembly area. (Refer to campus maps.)
- Do not re-enter the building until instructed to do so by the police or fire department.

MEDICAL EMERGENCY/PERSONAL INJURY AND ILLNESS

In most cases, emergency response personnel are only minutes away. For major injuries, wait for emergency personnel to arrive, unless you are trained in CPR and first aid.

INJURY OR ILLNESS

1. Call 911, and wait for medical personnel to arrive.
2. Do not move victim unless safety dictates.
3. State that medical aid is needed, and provide the following information:
 - a. Location of injured person (which building, room number).
 - b. Type of injury or problem and individual's present condition.
 - c. The sequence of events leading to the injury.
 - d. The phone number from which you are calling. (Stay on the phone with the dispatcher.)
4. Then notify the Vice President for Student Life or the Director of Marketing & Communications.

ILLNESS OR INJURY TO STUDENTS

During the regular academic year, students with minor illnesses or injuries should be referred to Archbold Medical Center.

ILLNESS OR INJURY TO FACULTY/STAFF

Emergency treatment for job-related work injuries or medical illness may be obtained by calling the Human Resources Department at (229) 226-1621 Ext. 1080. University administrators will assist immediately and dispatch Emergency Medical Services, if necessary. For minor illnesses or injuries, either apply first aid and/or transport employee to the off-campus facility responsible for providing worker compensation care to university employees. A report must be completed for all incidents of work-related illness or injury.

ILLNESS OR INJURY TO VISITORS AND GUESTS

Request emergency medical assistance by calling 911. Then call the Director of Marketing & Communications at 229-977-1449.

Any injury occurring as a result of an existing hazardous condition should be reported to the Director of Facilities Services at (229) 226-1621 Ext. 1059 or (229) 894-9284.

INFECTIOUS DISEASES

Due to the wide range of infectious diseases, Thomas University officials will contact the local health department and follow the appropriate policies and procedures as outlined by health department personnel. If you become aware of an infectious disease that has exposed the campus, please contact the Vice President for Student Life at (229) 226-1621 Ext. 1136 or (229) 421-2005.

ACCIDENTAL NEEDLE STICKS

If a student is exposed to an accidental needle stick that may result in illness, notify the Vice President for Student Life at (229) 226-1621 Ext. 1136 or (229) 421-2005. He/she will determine what action should be taken next.

PSYCHOLOGICAL CRISIS AND SUICIDE THREAT

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to a severe drug reaction or psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or complete withdrawal. Psychological crises may occur in response to traumatic or tragic events affecting the campus community. **Never try to handle a psychological crisis or suicide threat by yourself. Always call for professional assistance at 911.**

QUICK RESPONSE

For an unusual or potentially dangerous situation:

1. Call 911.
2. Clearly state that you need immediate assistance.
3. Give your name, from where you are calling, and state the nature of the problem.
4. All threats of suicides should be taken seriously and reported to the appropriate authorities.
5. All suicide attempts should be reported to 911 so that proper procedures may be followed to ensure the safety of those involved.

If the incident involves a student, be sure to contact the Vice President for Student Life at (229) 226-1621 Ext. 1136 or (229) 421-2005.

MISSING STUDENT NOTIFICATION POLICY

In compliance with the Higher Education Reauthorization Act of 2008, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any residential student of Thomas University who is reported and believed to be missing.

A Thomas University residential student is presumed to be “missing” when the student’s absence is inconsistent with the student’s established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the person is at their home or campus residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware of where they may be.

Any member of the Thomas University community, including both employees and students, who is concerned that a member of the University community is missing should contact the Office of the Vice President for Student Life (229) 226-1621 ext. 1136 or 229-421-2005 as soon as it is determined that the individual is missing as defined above. The University will then determine the next appropriate course of action within federal guidelines

BOMB THREATS

ALL BOMB THREATS MUST BE TREATED AS A SERIOUS MATTER. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision to make except by the proper authorities as listed below. The procedures described below should be *implemented regardless of whether the bomb threat appears real or not*.

If a suspicious object or potential bomb is discovered, **DO NOT TOUCH OR HANDLE THE OBJECT. EVACUATE THE IMMEDIATE AREA AND CALL 911.** Be sure to include the location and appearance of the object when reporting. **DO NOT USE A RADIO OR CELL PHONE IN THE AREA OF THE DEVICE**, since it could cause the device to detonate.

1. Evacuate the immediate area.
2. Call 911 and report incident!
3. If a suspicious object is observed, **DO NOT TOUCH THE OBJECT!!**

All personnel should respond in the following manner:

If a bomb threat is received via phone, ask the caller:

- Where is the bomb right now?
- What does the bomb look like?
- When is the bomb going to explode?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb? Why?
- What is your name?
- Where are you?

Keep the caller talking as long as possible and try to also determine and record the following information:

- Time and length of call
- Gender and approximate age of caller
- Speech pattern (accent, possible nationality, slur, etc.)
- Caller's voice (calm, soft, stutter, nasal, angry, loud, cracking, whispered, crying, etc.)
- Emotional state of caller
- Background noise (traffic, music, static, factory, machinery, other voices, etc.)
- Do not hang up the phone, even after the caller hangs up. The call may be traceable. Check the caller ID, if available.

**IMPORTANT: After evacuation, report to the EMERGENCY REASSEMBLY AREA.
DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY
APPROPRIATE PERSONNEL (POLICE OR FIRE DEPARTMENT).**

ARMED INTRUDER

It is extremely important that you call 911 immediately!

During the event:

1. Ensure your personal safety and then contact 911 immediately and provide as much information as possible including the exact location and number of intruder(s), and any weapons that he/she may have. Then call the Director of Marketing & Communications at 229-977-1449.

Think of:

- Run – If you can get away from the situation safely, evacuate!
 - Hide – If you cannot get away from the situation, hide! Lock doors, close blinds and move away from doors and windows. Silence phones (Do not use the vibrate setting as this can alert intruders.). Stay calm and quiet. Hide under or behind heavy furniture if possible. Stay out of sight.
 - Fight – Only if necessary and threatened.
2. If a text alert or computer alert is issued and you are on campus, follow the directions given in the message.
 3. Faculty should be prepared at all times by having a list of their students in the class and who is/is not in attendance. Staff and students should make note of who is in the vicinity in order to provide an account for the safety of all individuals.
 4. If approached by emergency responders, have your hands visible and follow their directions. Do not open doors for anyone. Emergency responders will have a master key.

Do not leave the safety of the classroom or area until you receive an “all clear” via text, computer, or phone; or under the direction of emergency responders.

THREATS, SUSPICIOUS ACTIVITIES OR PERSONS AND/OR CRIMINAL OR VIOLENT BEHAVIOR

REPORTING CRIMES IN PROGRESS OR VIOLENT BEHAVIOR

(Do not attempt to apprehend or interfere with the crime except in the case of self-protection.)

Call 911 and provide the following information:

- Nature of the incident. Advise that the incident IS IN PROGRESS!
- Location;
- Description of suspect(s) involved;
- Description of weapons, if any;
- Auto license of vehicle;
- Direction of travel upon escape;
- Stay on the line.

REPORTING CRIMES THAT HAVE ALREADY OCCURRED

All crimes should be reported.

1. Call the police department's non-emergency number (229-227-7075) to report. Do not touch or move anything that may relate to the crime.
2. If the incident happened in a residence hall, the student should immediately notify the resident assistant or the housing manager. If the incident happened elsewhere on campus, notify the Director of Marketing & Communications at 229-977-1449.
3. When police respond, provide a description of the crime and the names/descriptions of any suspects or witnesses.

CRIME PREVENTION

1. Always lock your office, car, and room door(s) when you leave, even if it's just a few minutes.
2. Avoid walking or jogging alone. Avoid poorly lighted areas.
3. Keep a record of all credit cards and property serial numbers.
4. When walking at night to a parking lot, have your keys ready so that you can get into your car quickly and without attracting someone's attention. Be alert of your surroundings.
5. Never leave wallets, purses, book bags, etc. unsecured or unattended.
6. Do not leave keys in your car or valuables in view. Lock all valuables, radios, sporting equipment, cameras, briefcases, luggage, etc., in the trunk.

BUILDING UTILITY/MAINTENANCE PROBLEMS OR FAILURES

The Director of Facilities Management has the responsibility of providing systems and building support, including:

- electrical problems
- power outages
- heating/air conditioning
- plumbing problems
- flooding
- gas systems

Contact Information:

Director of Facilities Management (Ext. 1059 or 229-894-9284)

ELECTRICAL/LIGHT FAILURE

All buildings are equipped with emergency lighting; however, in some areas emergency lighting may not provide sufficient illumination for safe exiting. Therefore, it is advisable to have a flashlight available for emergencies. If it appears that only your area or building is without power, notify the Director of Facilities Management at 229-894-9284.

PLUMBING FAILURE/FLOODING/WATER LEAK

Evacuate the area. Stop using all electrical equipment, and notify the Director of Facilities Management (Ext. 1059 or 229-894-9284).

NATURAL GAS LEAK

Stop all operations. Exit the area immediately. Notify the Director of Facilities Management (Ext. 1059 or 229-894-9284). **TO AVOID SPARKS, DO NOT TOUCH ELECTRICAL EQUIPMENT (LIGHTS, COMPUTERS, APPLIANCES, ETC.) LEAVE THEM AS THEY ARE.** Electrical arcing can trigger an explosion.

VENTILATION/FUME HOOD PROBLEMS

If smoke or odors come from the ventilation system, immediately notify the Director of Facilities Management (Ext. 1059 or 229-894-9284). If necessary, stop all operations/lab work and vacate the area.

UNSAFE WORK CONDITIONS

The primary goal of the Director of Facilities Management is to improve and protect the health and safety of our employees, visitors, students, and the surrounding environment through the identification of workplace hazards and the development of appropriate control measures. All unsafe work conditions or practices are to be reported immediately to Director of Facilities Management (Ext. 1059 or 229-894-9284).

HAZARDOUS MATERIALS

For spills, leak, and incidents:

- Call the Director of Facilities Management (Ext. 1059 or 229-894-9284).
- Protect yourself and secure the area.
- Assist the injured. Know the location of the nearest emergency eyewash station and emergency shower.
 - Emergency eyewashes and showers are located in classrooms 105, 107, 111 and 112 in the Rust Science Complex.
- Evacuate if necessary.

CHEMICAL SPILL PROCEDURES

The range and quantity of hazardous substances used in laboratories requires proper pre-planning in order to respond to chemical spills.

For major spills:

- Call 911 for emergency assistance.
- Call the Director of Facilities Management (Ext. 1059 or 229-894-9284).
- Do not enter the contaminated area.
- Alert people in the area to evacuate.
- Remove any injured personnel to fresh air or nearest emergency shower/eyewash unless there is danger of further injury.
- If spilled material is flammable, turn off any ignition and/or heat sources.
- Close doors to affected area.
- Locate appropriate Material Safety Data Sheets (MSDS) and/or chemical dictionary. MSDS (yellow notebooks) are located in each of the labs and in the Maintenance Building. The MSDS contains sheets for materials used in that lab.
- Have persons knowledgeable of the area assist emergency personnel.

For minor spills:

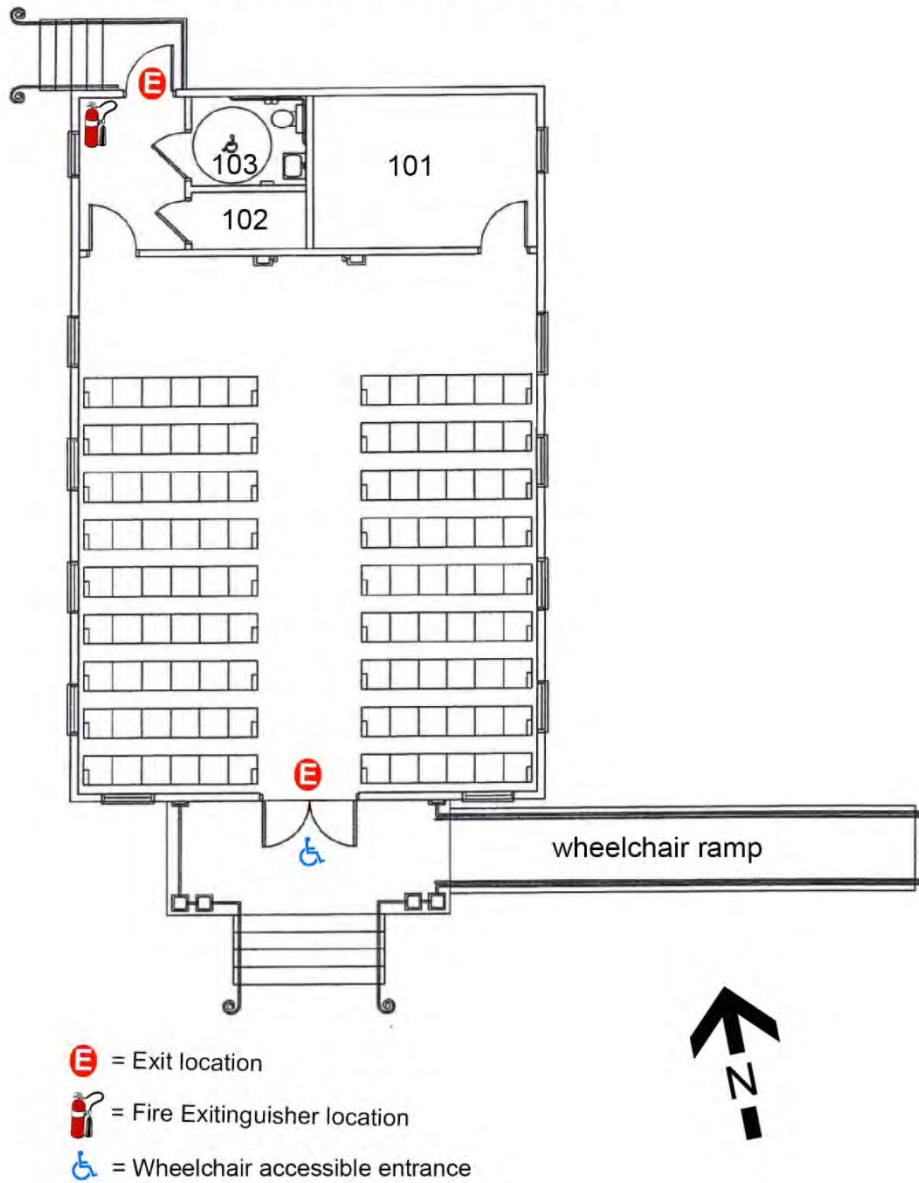
- Alert people in the immediate area of the spill, and avoid breathing vapors from the spill.
- Put on protective equipment, including eye protection, suitable gloves, and long-sleeved lab coat.
- Confine spill to small area.
- Refer to MSDS sheets located in rooms that house hazardous materials on the proper procedures to neutralize and absorb inorganic acids and bases. Collect residue, place in appropriate container, and dispose as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or absorbent pads.

BIOLOGICAL (BLOOD) SPILL PROCEDURES

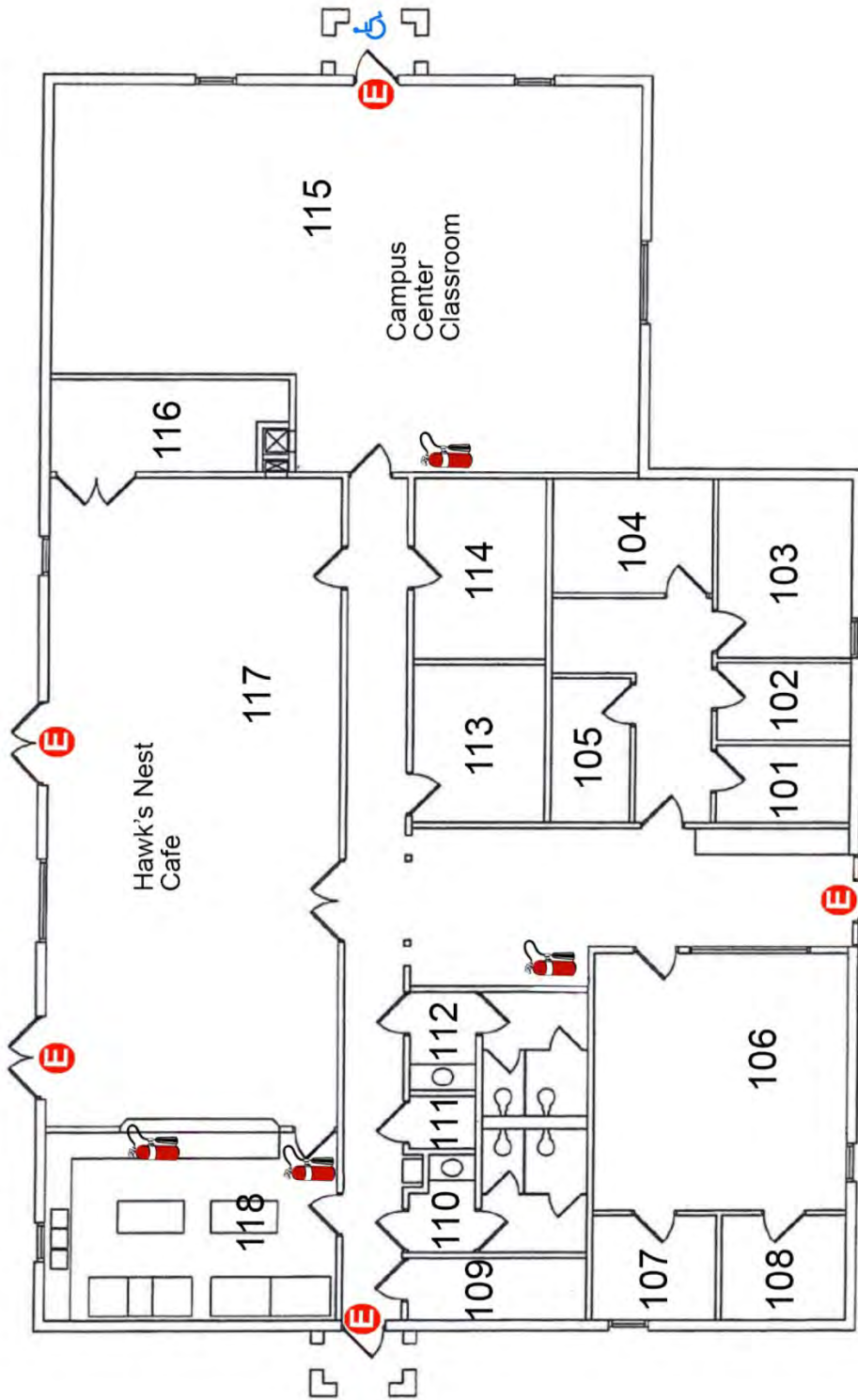
Personnel *trained* in blood-borne pathogen cleanup should follow established protocols. For blood or body fluid spills on campus, contact the Director of Facilities Management (Ext. 1059 or 229-894-9284).

- Always practice “Universal Precautions” when handling human blood or body fluids.
- Wear disposable gloves and absorb fluids with disposable towels or absorbent pads.
- Clean area of all visible fluids with detergent (soap/water).
- Decontaminate area with an appropriate disinfectant, such as diluted bleach.
- Place all disposable materials into a plastic leak-proof bag.





Balfour Chapel (J), Forbes Campus



Campus Center (A), Forbes Campus

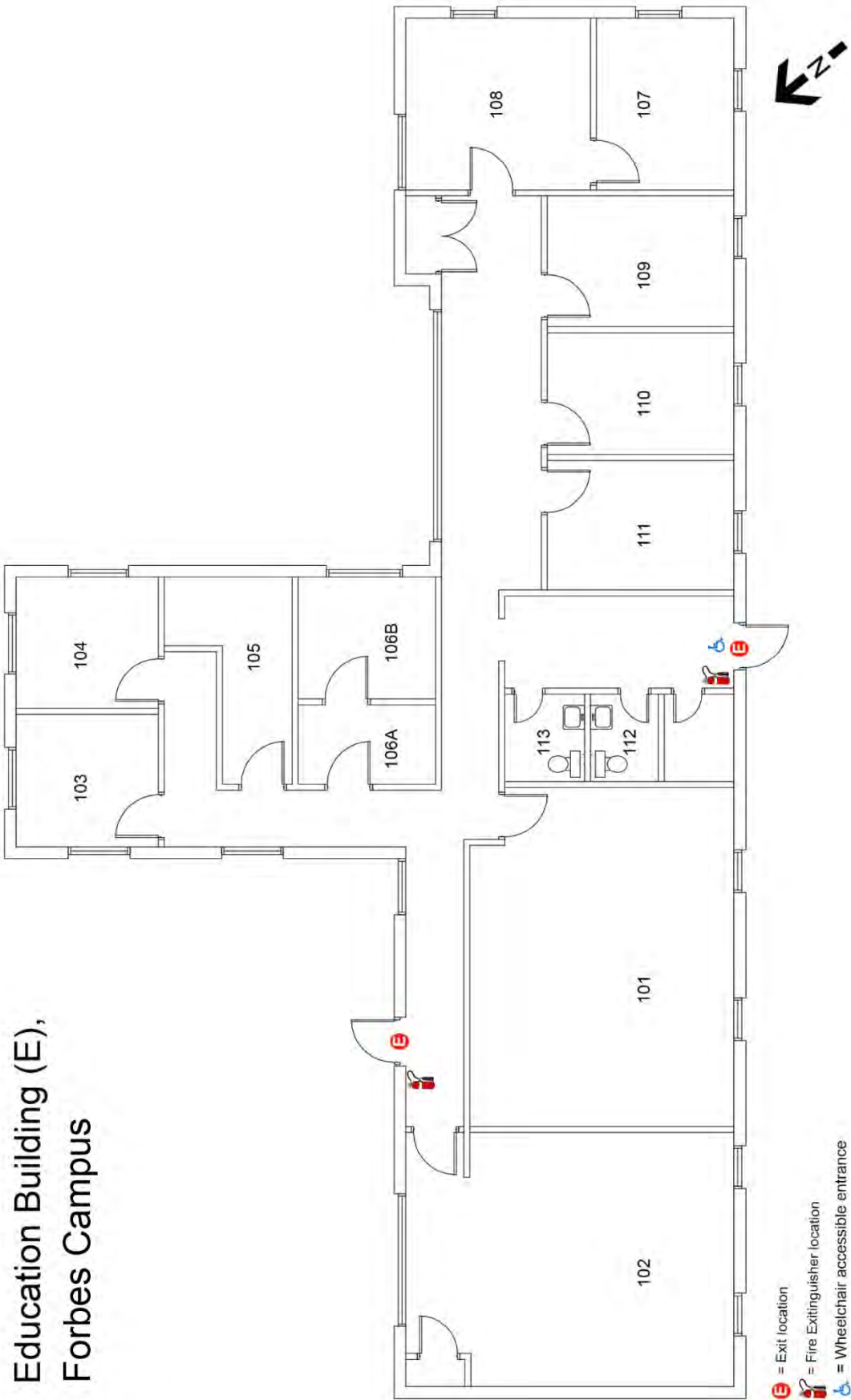


Main entrance

-  = Exit location
-  = Fire Extinguisher location
-  = Wheelchair accessible entrance
-  = Automatic door opener

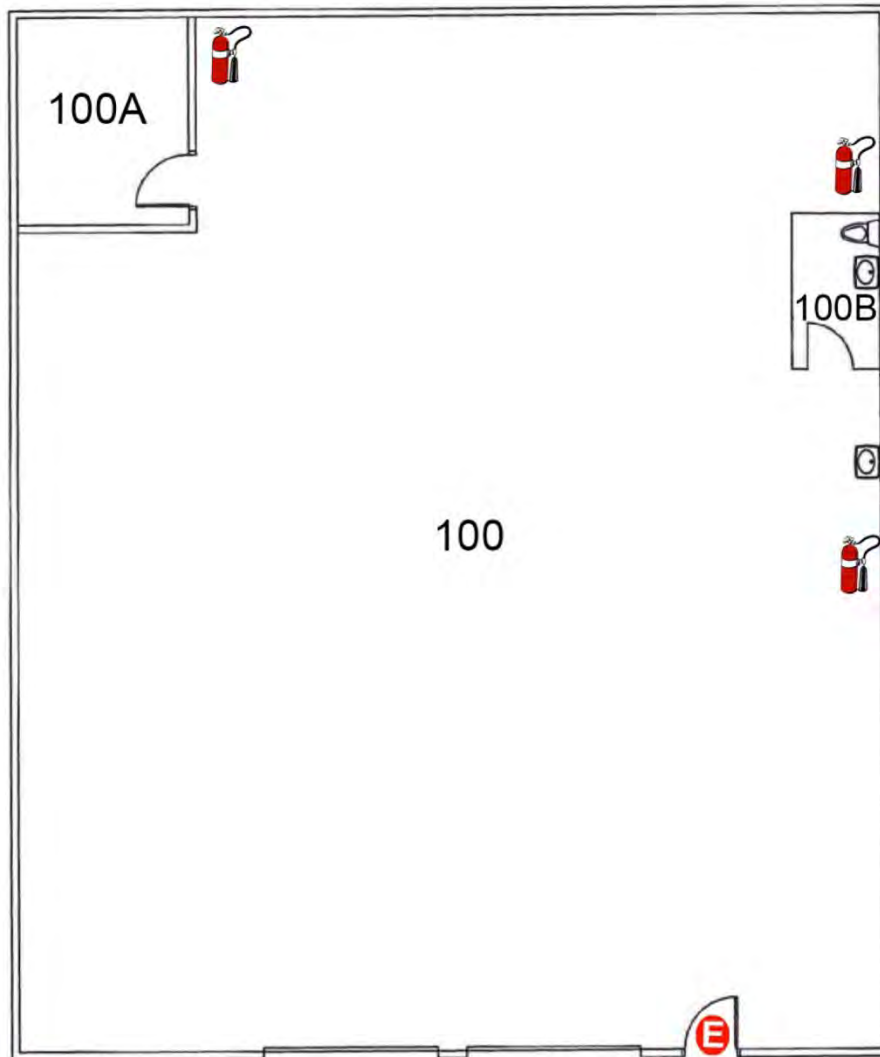



Education Building (E), Forbes Campus




- E = Exit location
- 🔥 = Fire Extinguisher location
- ♿ = Wheelchair accessible entrance

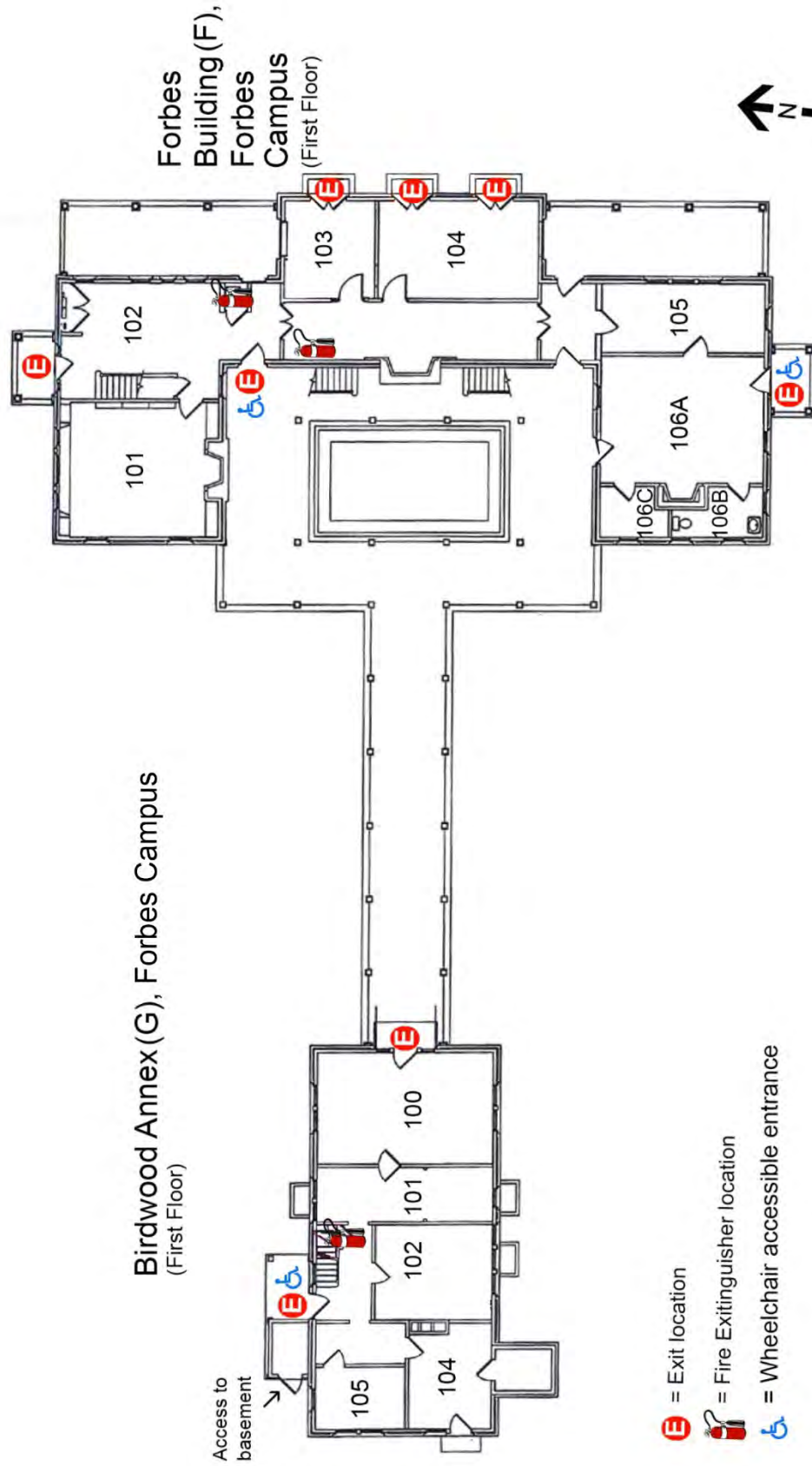
Maintenance Building (O), Forbes Campus

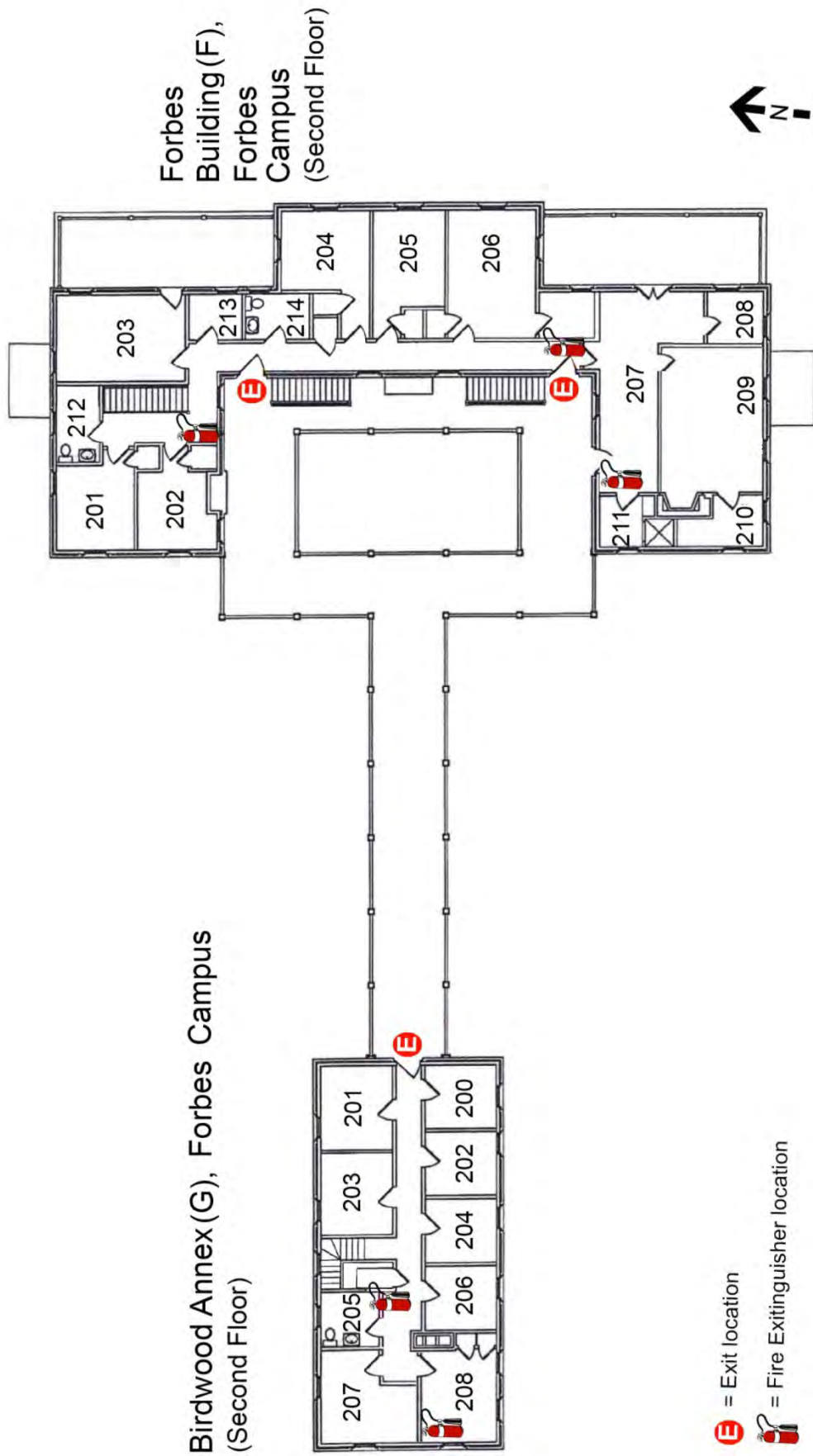


 = Exit location

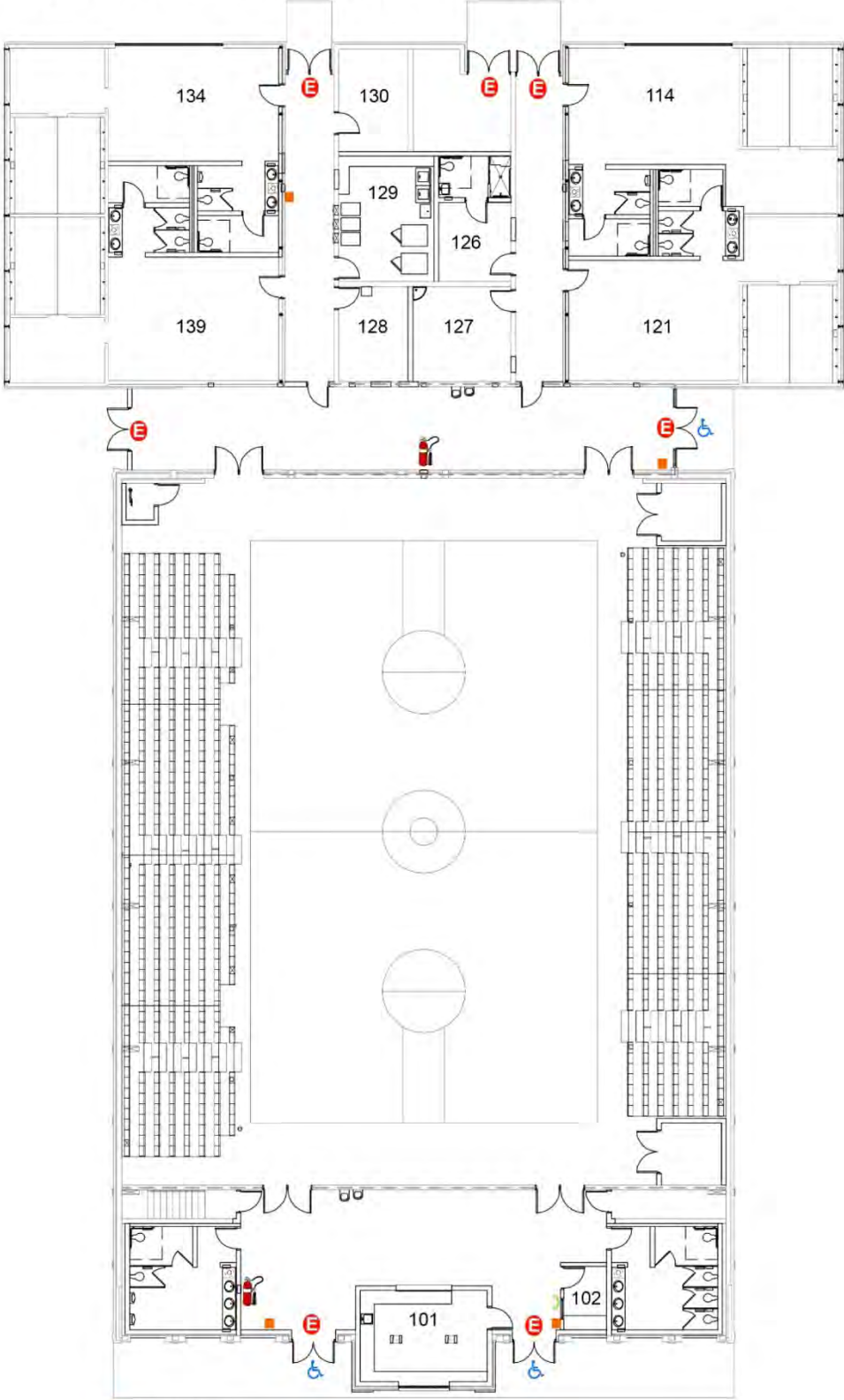
 = Fire Extinguisher location







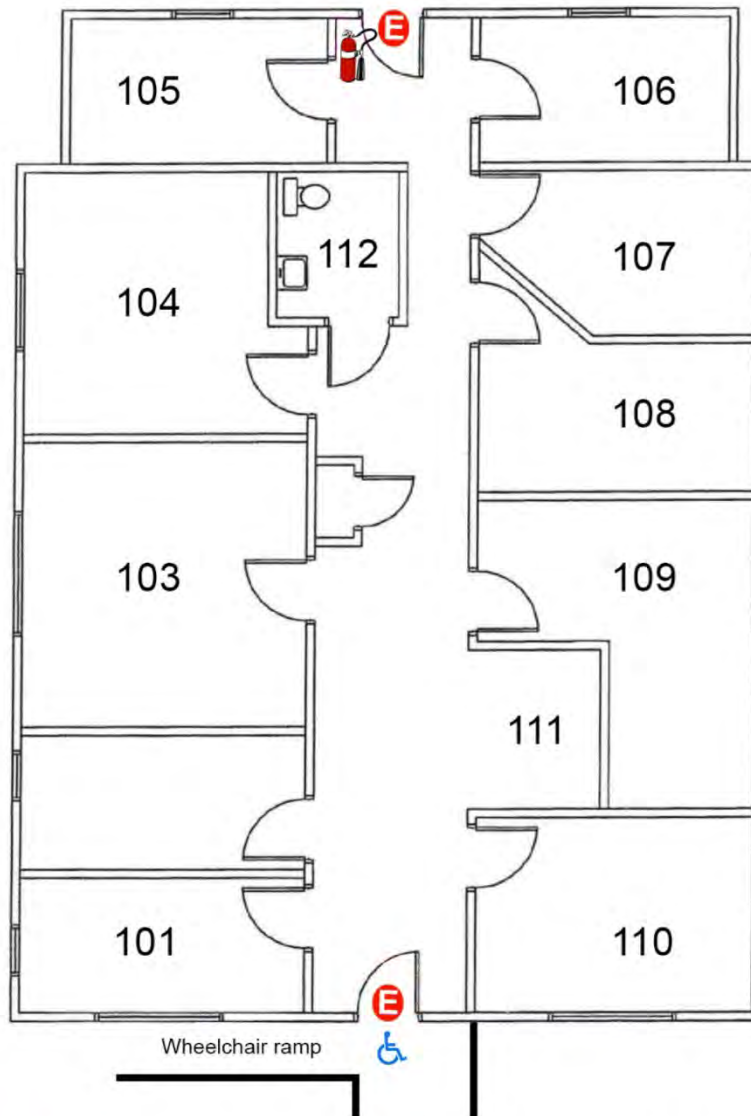
Gymnasium, Magnolia Campus






- = Exit location
- = Fire Extinguisher location
- = Fire alarm pull station
- = Emergency phone
- = Wheelchair accessible entrance

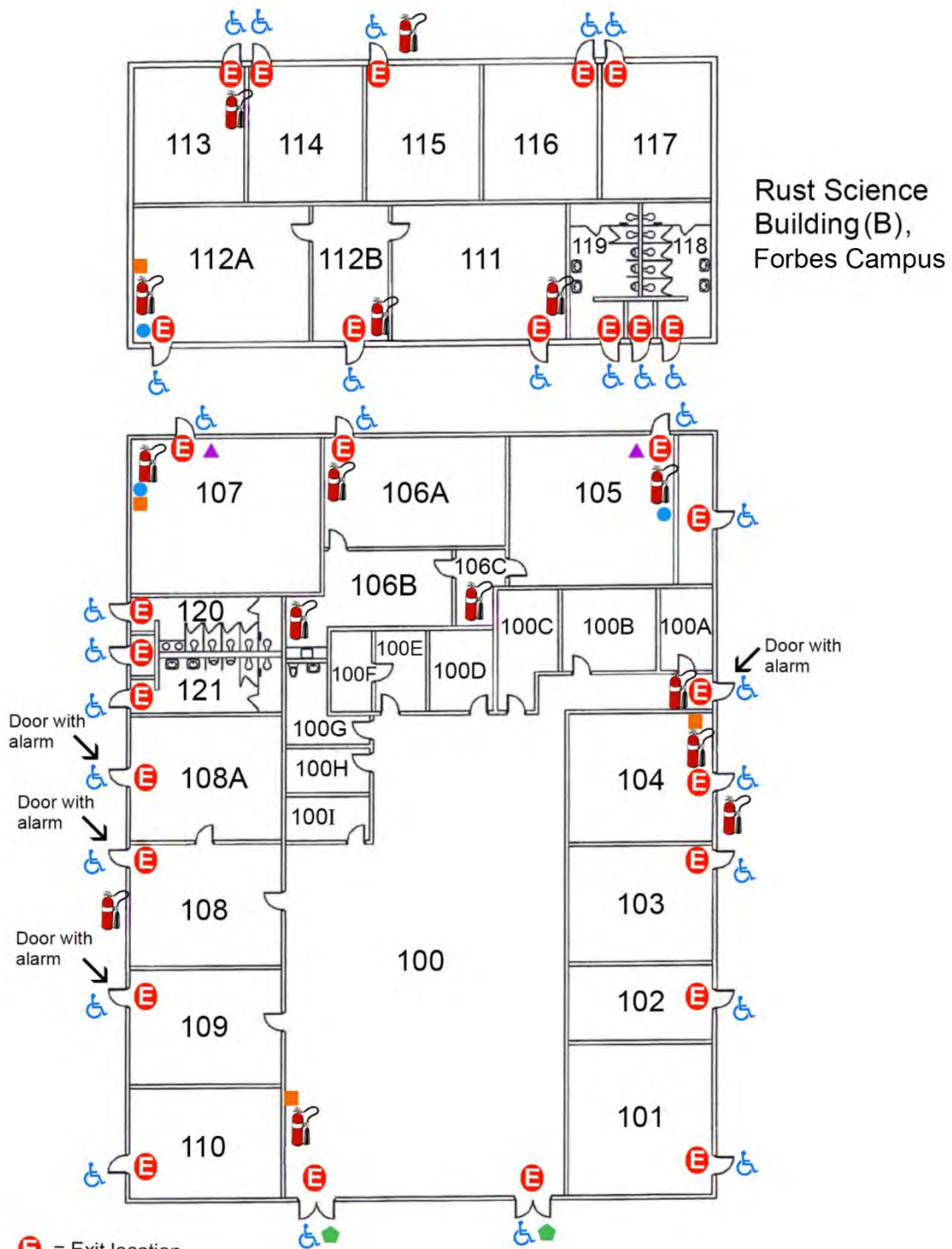


Ireland Poe Building (H), Forbes Campus



-  = Exit location
-  = Fire Extinguisher location
-  = Wheelchair accessible entrance



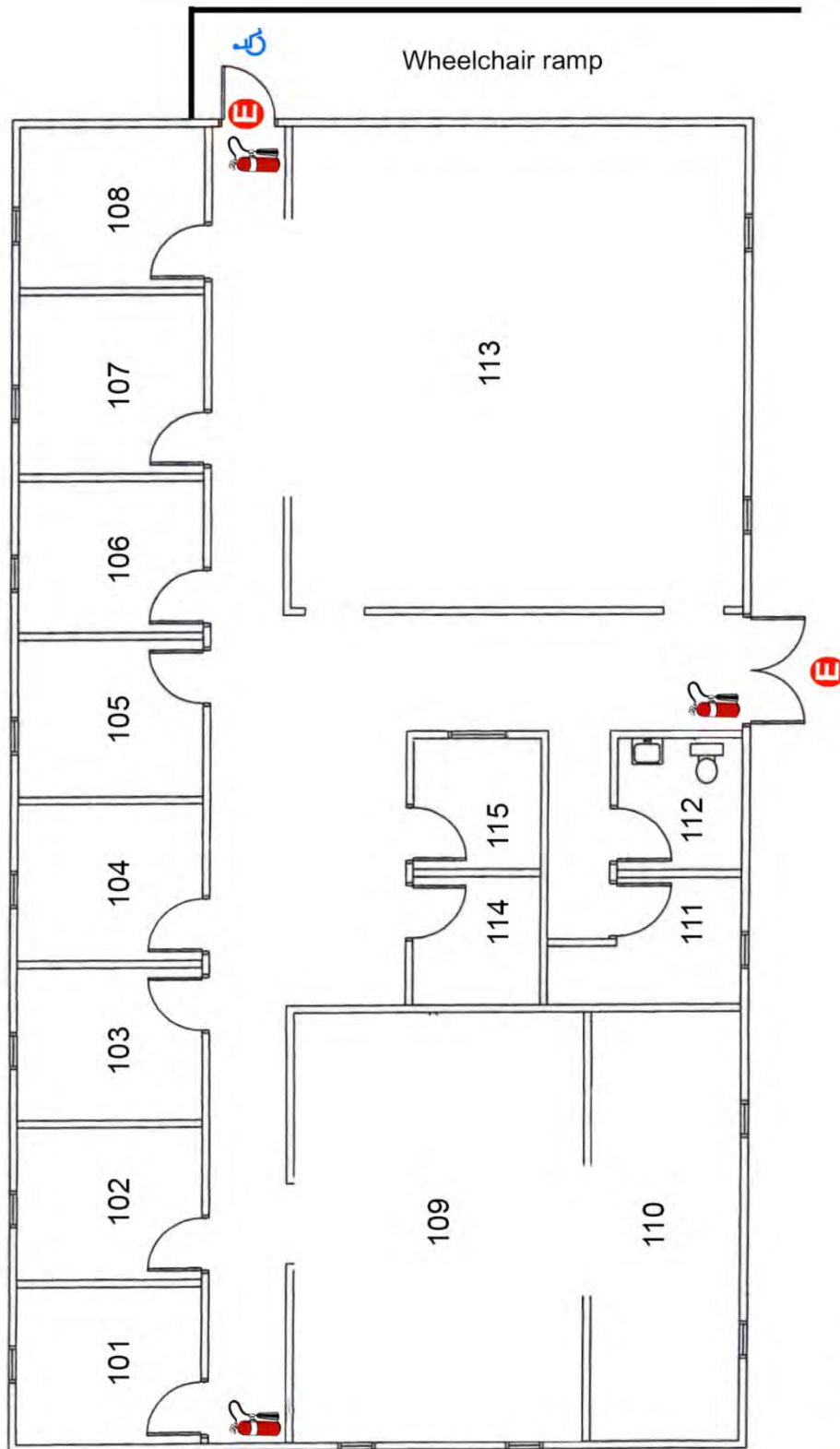


- = Exit location
- = Fire Extinguisher location
- = Fire alarm pull station
- = Eye wash station
- = Fire blanket
- = Wheelchair accessible entrance
- = Automatic door opener


Library (B),
Forbes Campus




Magnolia Building (K), Forbes Campus

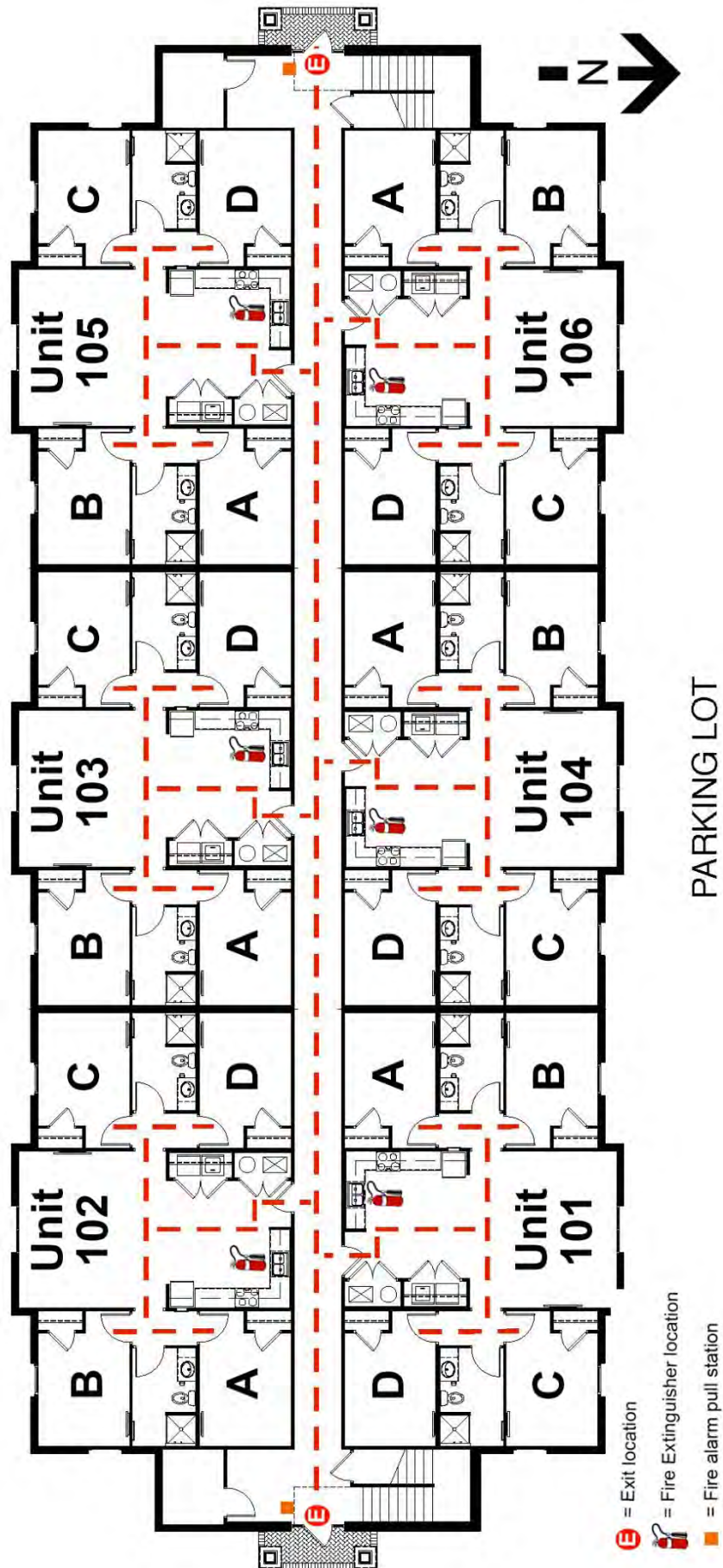


 = Exit location

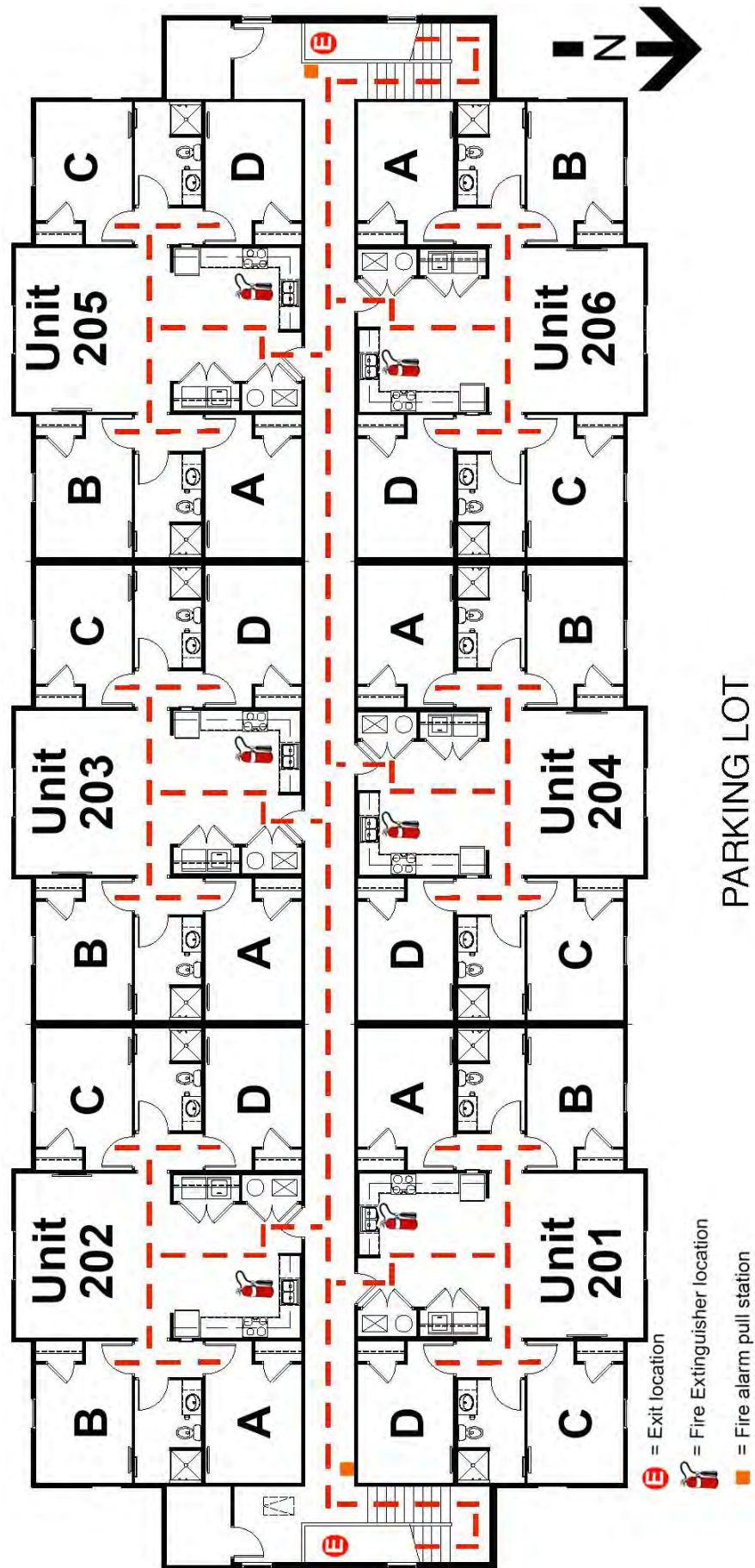
 = Fire Extinguisher location

 = Wheelchair accessible entrance

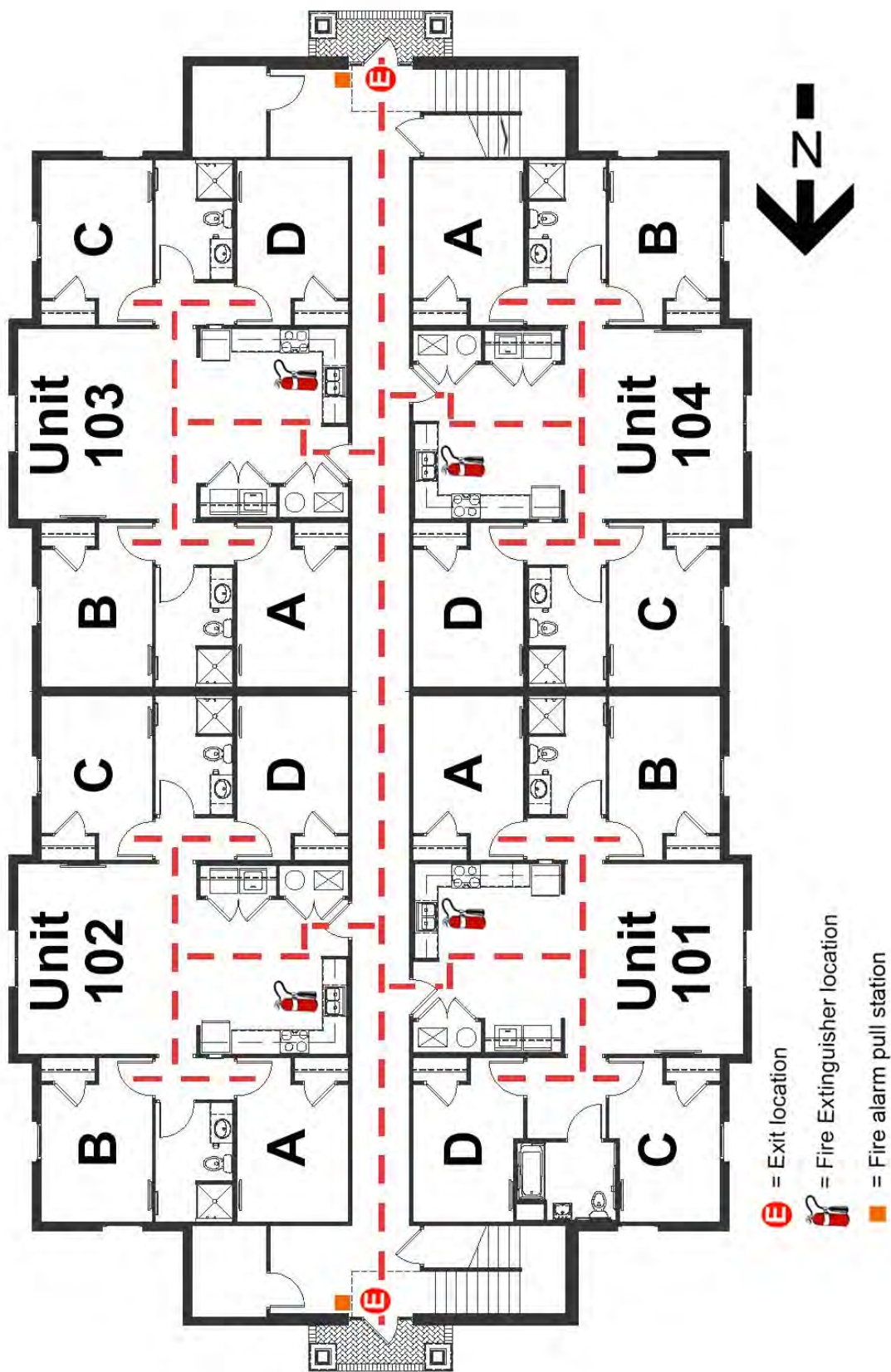
Magnolia Residence Hall,
Magnolia Campus
Building 1700 Ground Floor



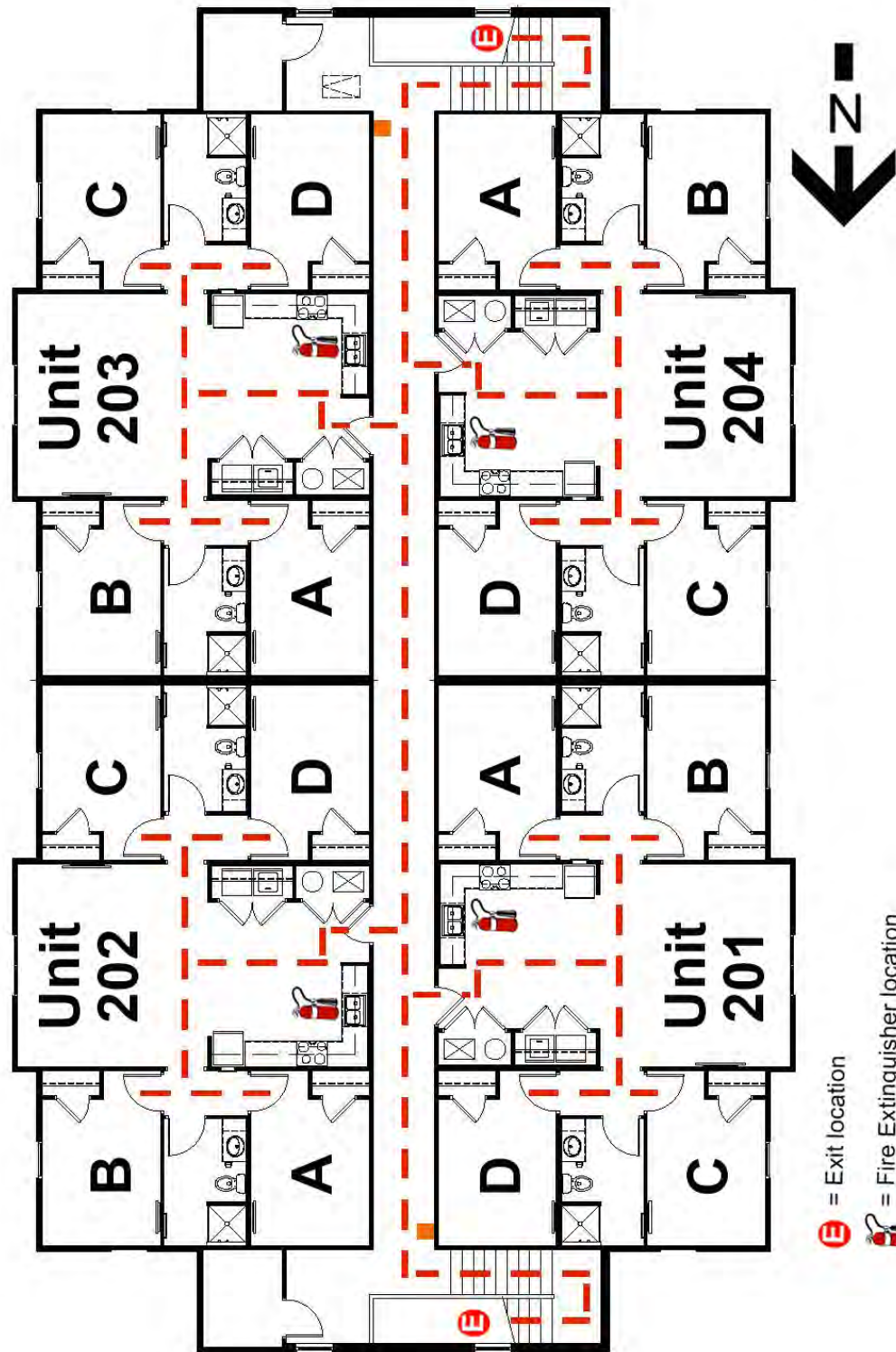
Magnolia Residence Hall,
Magnolia Campus
Building 1700 Second Floor



Magnolia Residence Hall,
Magnolia Campus
Building 1702 Ground Floor

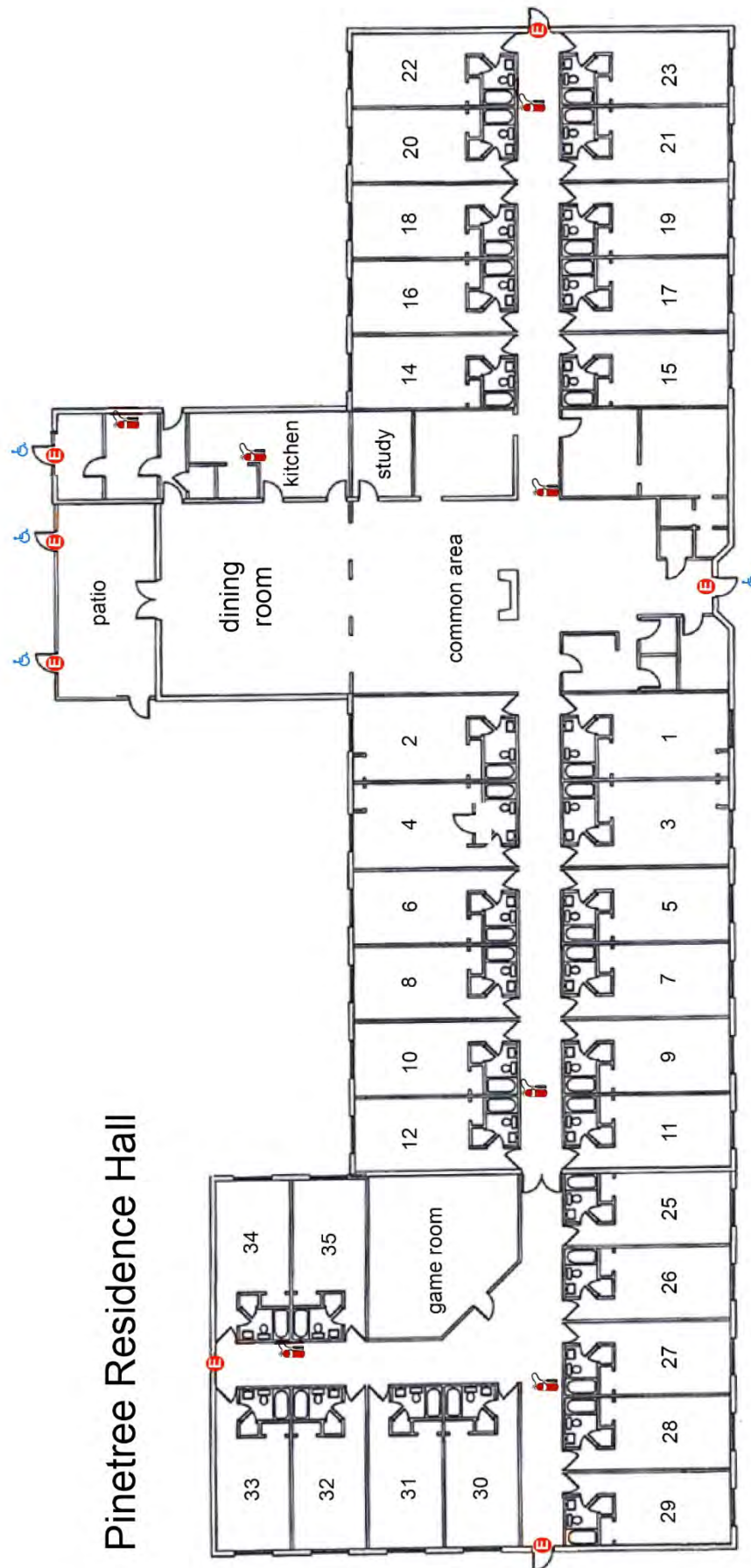


Magnolia Residence Hall,
Magnolia Campus
Building 1702 Second Floor



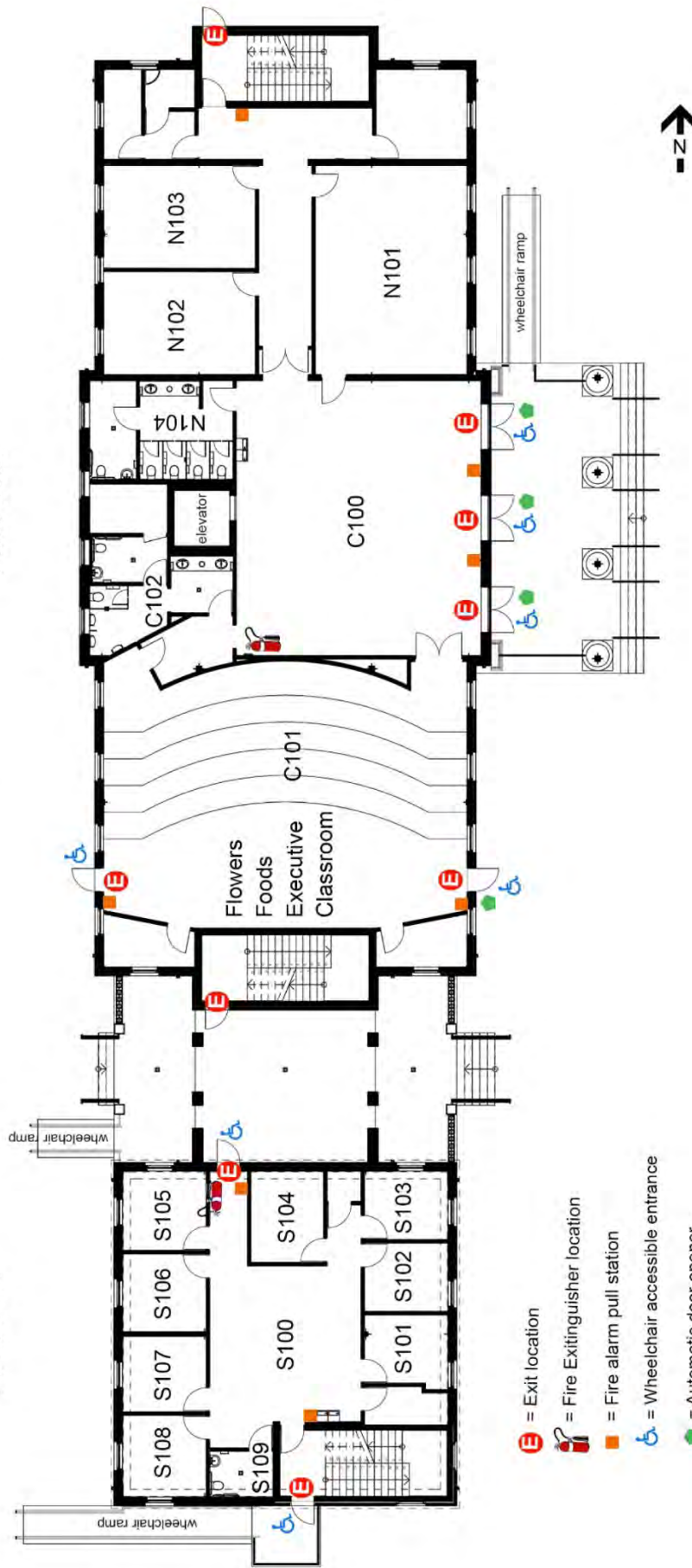
P A R K I N G L O T

Pinetree Residence Hall

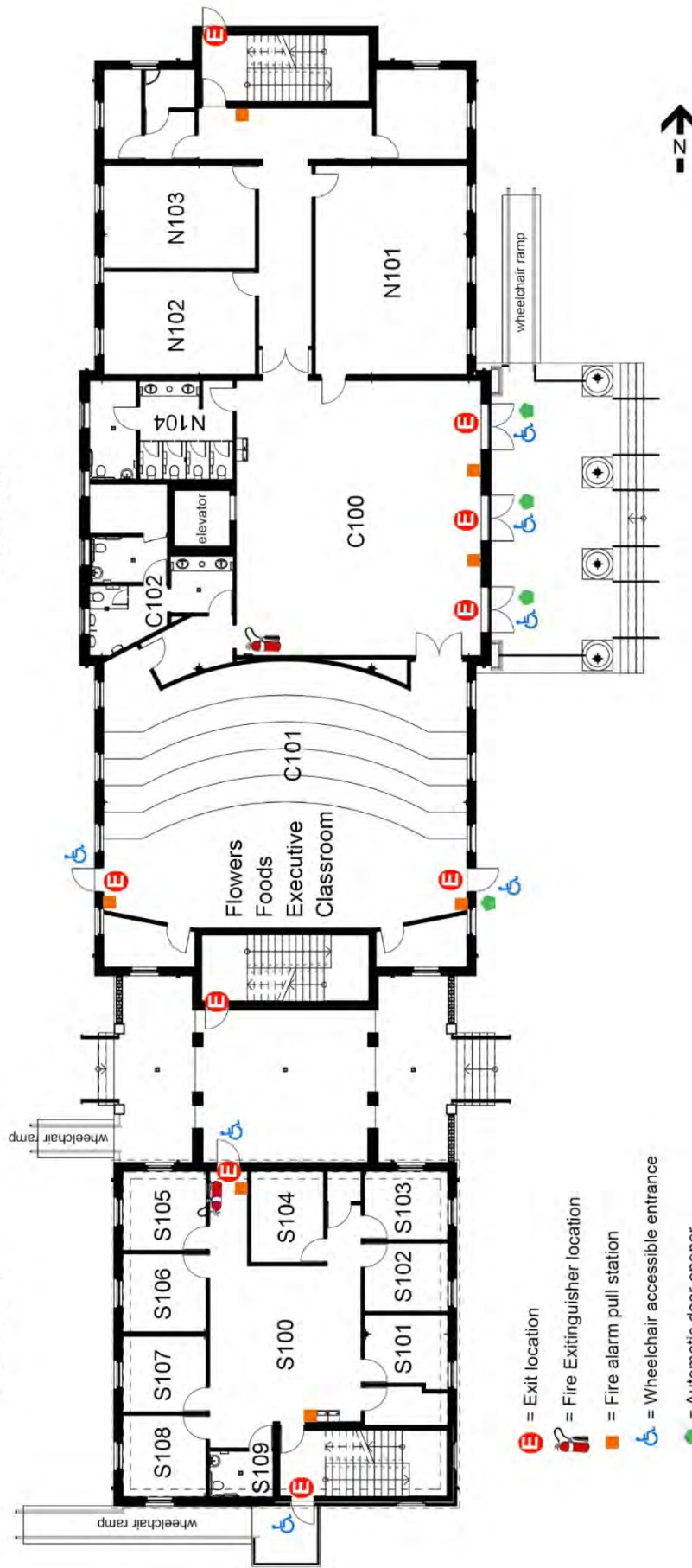


- E = Exit location
- 🔥 = Fire Extinguisher location
- ♿ = Wheelchair accessible entrance

Smith-Bonvillian Hall (C), Forbes Campus
First floor



Davis Annex (C), Forbes Campus
First floor

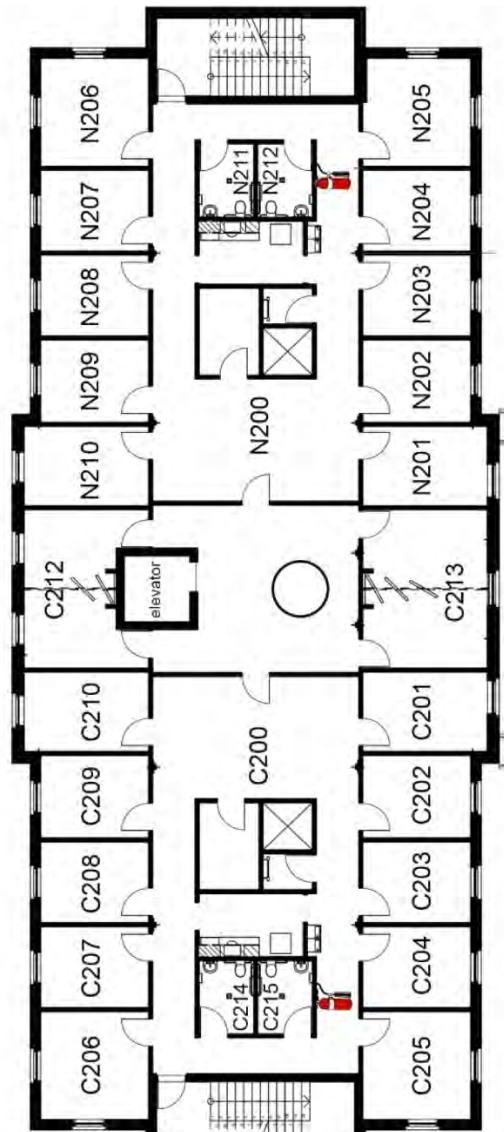





- E = Exit location
- = Fire Extinguisher location
- = Fire alarm pull station
- = Wheelchair accessible entrance
- = Automatic door opener

Davis Annex (C), Forbes Campus
Second floor

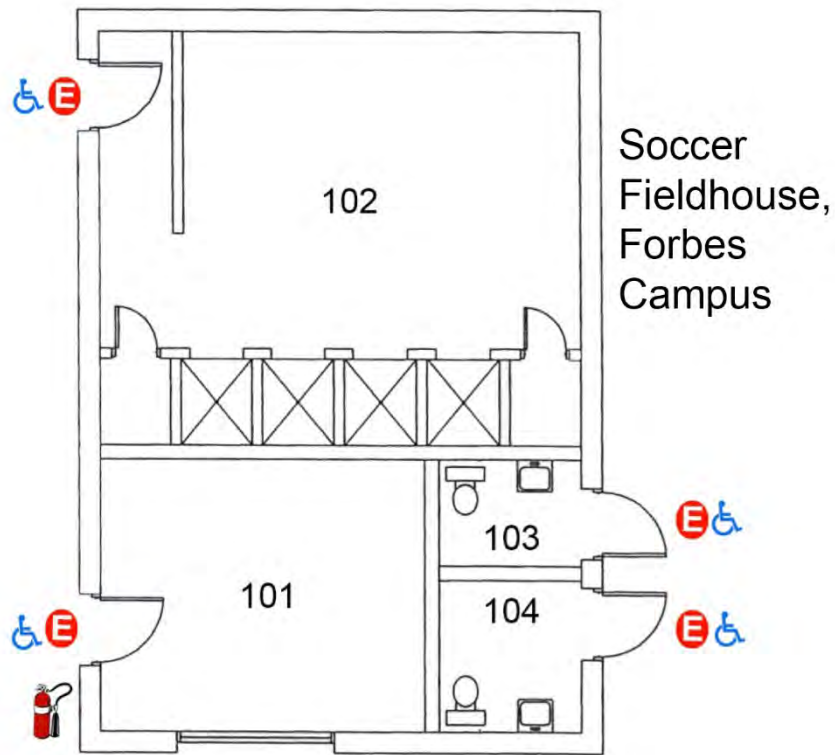



Smith-Bonvillian Hall (C), Forbes Campus
Second floor





-  = Exit location
-  = Fire Extinguisher location
-  = Fire alarm pull station





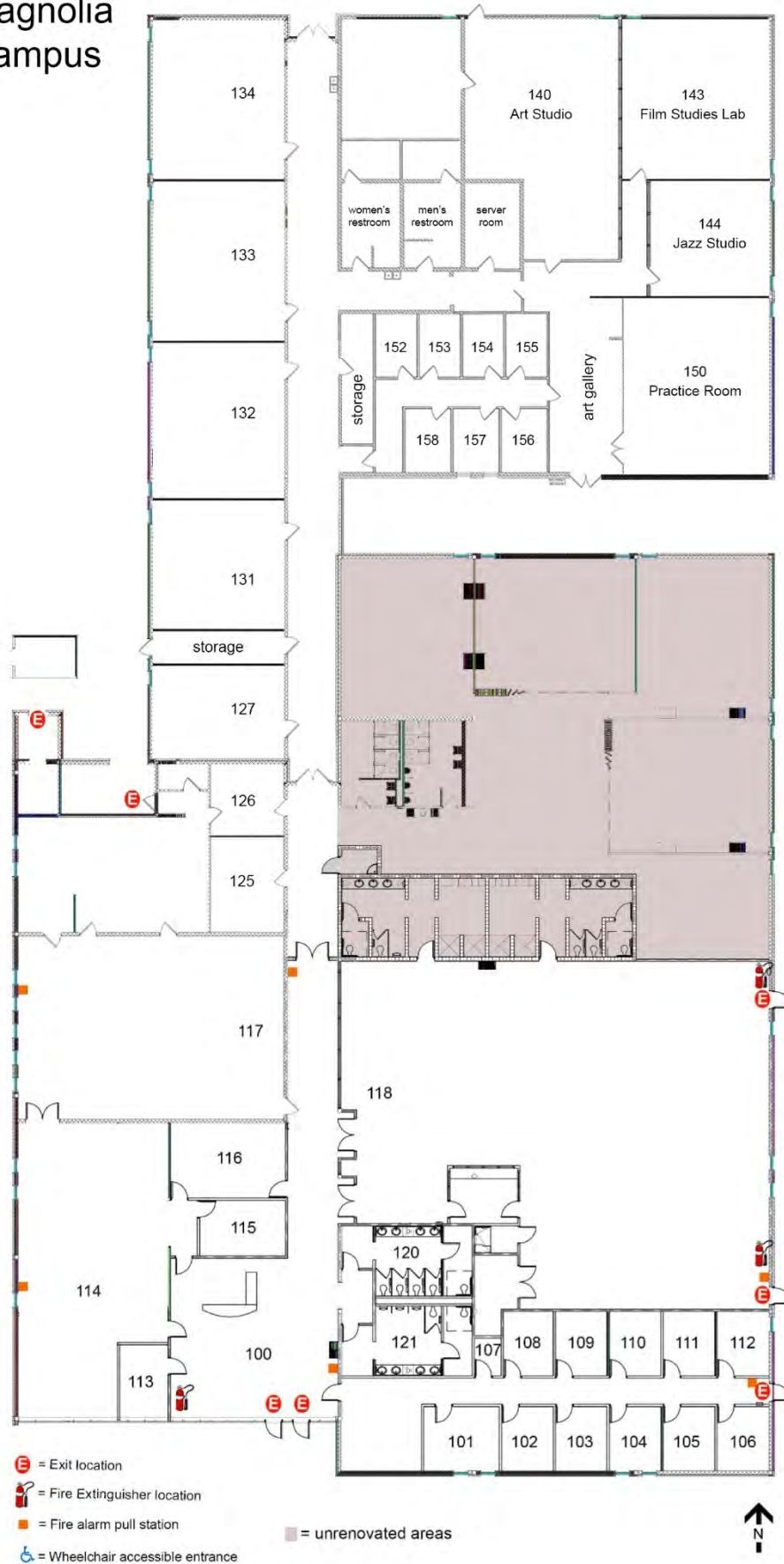
 = Exit location

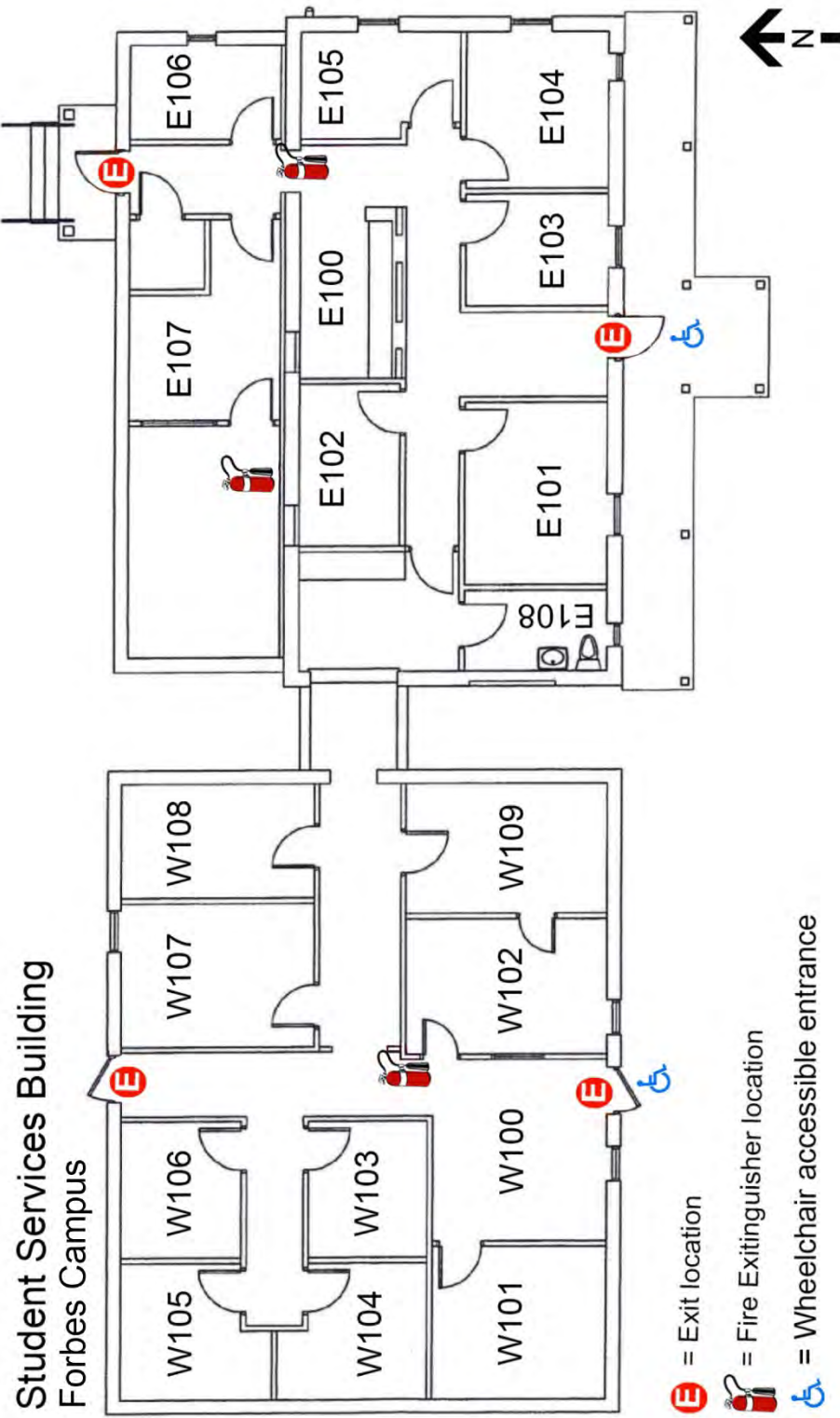
 = Fire Extinguisher location

 = Wheelchair accessible entrance

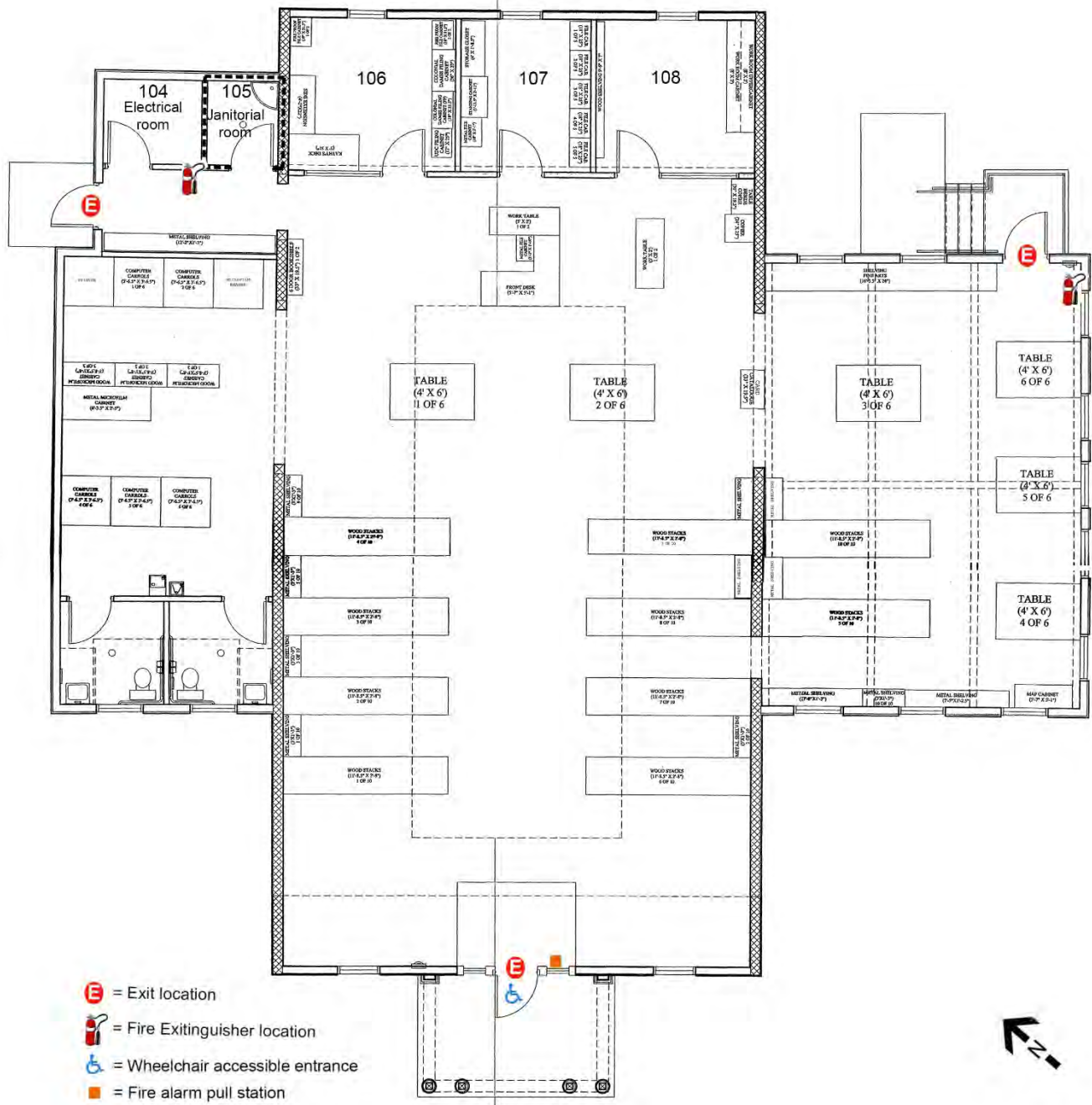


Student Life Center, Magnolia Campus

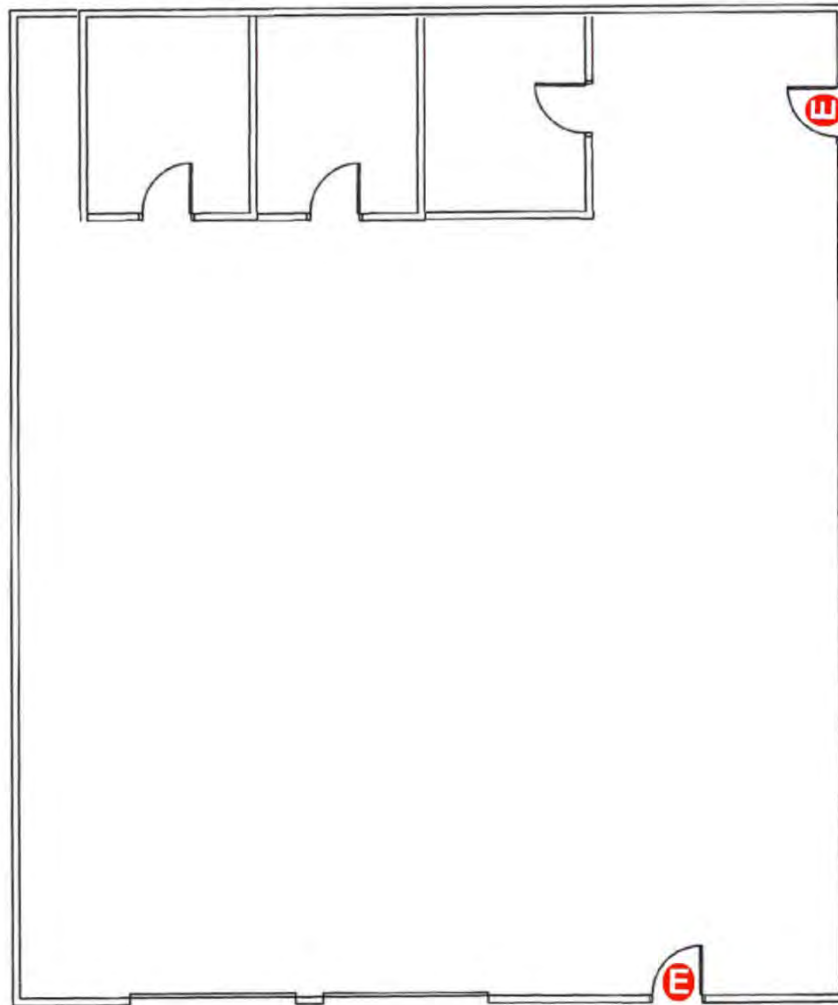




Thomasville Genealogical Library, Forbes Campus



Thomasville Police Department Substation, Magnolia Campus



= Exit location

= Fire Extinguisher location



Appendix A Thomas University's Policy Regarding Transferable Diseases

Persons who know or who have reason to believe that they are infected with a significant infectious disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. In this light, students who have been diagnosed with, exposed to, or show signs of significant infectious diseases, whether symptomatic or not, are expected to seek expert medical advice and are encouraged to advise local health authorities.

The Policy shall be implemented for transferable diseases commonly found in the university population, which can be transmitted by air, object or through casual contact. Examples listed below "include, but not limited to" the following communicable diseases:

- Chicken Pox-Varicella; Rubella - 3day measles, Rubeola – 9-day measles; Meningitis (viral and bacterial); Hepatitis A; Tuberculosis (TB); Severe Adult Respiratory Syndrome (SARS); COVID 19.
- Note: The scope of this policy shall also include other transferable diseases that pose risks similar to the diseases listed above, which would put the university community at risk.

Procedures for Treating Students with Transferable Diseases Who Reside in University Housing:

1. Students suspected of having a transferable disease must be examined by a local health care provider and obtain appropriate medical care based on confirmed diagnosis.
2. If a student has been diagnosed as having a transferable disease by a medical agency and the student is unable to leave campus, the Vice President for Student Life (or his/her designee) shall at the "discretion of University" and "as appropriate under the circumstances," make provisions to mitigate the problem, which may include isolating the patient on campus. This option is intended to prevent the spread of the transferable disease. The preferred practice shall be to return the student to his/her home if at all possible.
3. In the event that a student with a transferable disease must remain on campus in isolation, the Vice President for Student Life will determine the extent of the involvement of the other major university offices in the management of the disease. This decision will be based upon the Vice President's evaluations of the risk to the university community. Major university offices may include but are not limited to: President's Office; Academic Affairs; Business Office, Student Accounts Office, Admissions; Housing & Residence Life, Physical Plant, Housekeeping, University Security, Institutional Advancement, Office of Marketing and Communications, and Human Resources. The directors of each of these offices shall be contacted. These individuals shall implement plans to care for and to maintain a safe and orderly campus environment.
4. Before a student is discharged from isolation and permitted to return to classes/normal activities at the university, he/she must be examined by a physician. The physician must provide the Vice President for Student Life a signed statement, which indicates that the student is safe to return to class/normal activities. When a student convalesces at home, he/she shall provide a statement from his/her family physician before returning to classes/normal activities. The physician shall certify that the student is no longer infectious to others and that the student presents no risk to the university community. The Vice President for Student Life shall notify appropriate parties that the patient has been released from care and may return to class/normal activities.
5. When a transferable disease threatens the university community, the Vice President for Student Life shall inform the President of his/her decision.
6. When deemed appropriate by law or by the President, it is the responsibility of the Director of Marketing and Communications to publicly announce that an epidemic of a transferable disease has been confirmed and to state the related facts that serve to inform and protect the university community.

Procedures for Treating Student with a Transferable Disease Who Reside Off-Campus:

1. A local health care provider shall examine a student suspected of having a transferable disease and determine appropriate medical care based upon a confirmed diagnosis.
2. If a student is diagnosed as having a transferable disease, the Vice President for Student Life shall determine if the student should return to his/her home or to his/her off-campus residence. The preferred practice shall be to return student to his/her home where care can be provided and where exposure to other students is reduced.
3. In the event that a student with a transferable disease must remain off campus and in isolation, the Vice President for Student Life shall determine the extent of the management of a communicable disease. This includes evaluation of the risk to the University community.
4. Before a student is permitted to return to classes at the university, he/she must be examined by a physician. The physician must provide the Vice President for Student Life a signed statement of non-communicability, which also indicates that the student is safe to return to class. The physician shall certify that the student is no longer infectious to others and that the patient presents no risk to the university community. The Vice President for

Student Life shall notify appropriate parties that the patient has been released from care and may return to class/normal activities.

5. When a transferable disease threatens the university community, the Vice President for Student Life shall inform the President of his/her decision.
6. When deemed appropriate by the President, it is the responsibility of the Director of Marketing and Communications to publicly announce that an epidemic of a communicable disease has been confirmed, and to state the related facts that serve to inform and protect the university community.

Procedures for Employees:

1. Any Thomas University faculty or staff member who has been diagnosed with a transferable disease, especially if that employ has been on campus, should contact his/her direct supervisor immediately.
2. The supervisor will report the diagnosis to the appropriate persons and take the required steps.

Procedures for Managing an Epidemic among Participants in University-Sponsored Camps and Conferences:

1. The program supervisor who is working with participants enrolled in university-sponsored camps or conferences shall contact the Vice President for Student Life when an occurrence of a transferable disease has been confirmed.
2. The Vice President for Student Life will determine the extent of the involvement of other major university offices in the management of the communicable disease based upon the physician's evaluation of the risk to the university community.
3. Prior to returning to the program, the participant shall be required to present a signed doctor's certificate to the program supervisor certifying that he/she is no longer contagious to others and that he/she presents no risk to the university community. This certification will be submitted to the Vice President for Student Life prior to the participant being allowed to return to the program.

Definitions:

The following definitions pertain to this policy:

- Transferable Disease – A transferable disease is an illness due to a specific infectious agent or its toxicity, which can be transmitted from one individual to another. This disease may be transmitted directly from one body to another without the aid of other objects or may be transmitted indirectly when an object transmits the organism.
- Transferable Period – The transferable period is that period of time or times during which the infectious agent may be transferred directly or indirectly from an infected person to another person.

Responsibilities:

It is the responsibility of all affected parties to report all transferable diseases to the Vice President for Student Life. The Vice President for Student Life shall in turn notify the President when such a disease threatens the university community. It is the responsibility of certified and licensed health officials, external to the university, to provide a confirmed diagnosis to the appropriate university sources when a university student is known to have a confirmed diagnosis of a communicable disease. When deemed appropriate by the President, it is the responsibility of the Director of Marketing and Communications to publicly announce that an epidemic of a transferable disease has been confirmed and to state the related facts that serve to inform and protect the university community.

For more information about TU's response to the COVID-19 pandemic, please visit www.thomasu.edu/coronavirus-covid-19/. For more detailed information related to students, please refer to the TU student handbook, which is available at www.thomasu.edu/wp-content/uploads/2020/06/Thomas-University-Student-Handbook-rev-June-2020.pdf.

The most current information about Thomas University's response to a transferable disease will be on TU's website, www.thomasu.edu.