



# General Overview and Quick Reference on Emergency Procedures for Morehouse College Employees

**2006-2007**

## **Scope of this Document:**

This is an abbreviated presentation of the campus-level Emergency Action Plan to help guide Morehouse College personnel and resources during general emergencies. This supplement supersedes previous plans and precludes employee actions not in concert with the intent of this plan, or the emergency organization created by it. *Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.*

The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.



# Quick Reference Guide

## CONTENTS

I.	Emergency Procedures.....	Page 3
II.	Building Evacuation Procedures.....	Page 4
III.	Employee with Disabilities.....	Page 5
IV.	Emergency Preparedness .....	Page 5
V.	Directory of Building and Floor Captains.....	Page 8
VI.	Emergency Evacuation Assembly Areas.....	Page 10

## Emergency Management Team

1.	Vice President of Campus Operations:	Andre Bertrand	ext. 2717
2.	Police Chief:	Vernon Worthy	ext. 3459
3.	Physical Plant Supervisor:	Ernest Williams	ext. 2685
4.	Fire and Safety Coordinator:	Kenneth Kilpatrick	ext. 2043

## Important Emergency Contact Numbers

1. Morehouse College Campus Police Department  
Ext. 2666 (on campus) or 404-215-2666 (cell phone or outside line)
2. Atlanta Emergency  
Dial 9-911 (on campus) or 911 (cell phone or outside line)



## **I. Emergency Procedures**

Refer to the following procedures as well as the use of good judgment and common sense when confronted with emergencies affecting yourself or others, for example: medical (i.e. heart attack, stroke or fainting); criminal activity (i.e. robbery, burglary or attack); problems outside of buildings (i.e. auto accident, fire outside or a tree/limb falling in a populated area).

### **Response Procedures:**

**IMMEDIATELY CALL MOREHOUSE CAMPUS POLICE**  
**Ext. 2666 (on campus) or 404-215-2666 (cell phone or outside line)**

**ATLANTA EMERGENCY**  
**Dial 9-911 (on campus) or 911 (cell phone or outside line)**

For maintenance or facility problems, (i.e. plumbing issues, collapsed ceiling, and broken window) call Physical Plant at campus ext. 2664 during regular business hours or Campus Police at campus ext. 2666 after hours.

In order for a prompt response, and to insure you receive the necessary resources to handle your emergency, be prepared to provide the dispatcher with the following information over the phone.

- 1. WHO - persons involved in the emergency**
  - a. necessary details of those involved (i.e. name, gender, medical history, present state of consciousness, involvement in emergency)
  - b. your name and how you learned of the emergency
- 2. WHAT - the nature of the emergency**
  - a. type of emergency (i.e. medical, criminal, auto accident, fire)
  - b. specific details of the emergency – what happened?
- 3. WHEN – at what time did the emergency take place**
  - a. date and time of emergency
  - b. relation to any major event or catastrophe (i.e. fire, football game, inclement weather)
- 4. WHERE – an accurate location of the emergency**
  - a. if outdoors, provide the name of the street, cross-streets, and/or closest building
  - b. if indoors, provide the name of the building, floor and room/s where the emergency is occurring
  - c. if possible, also give your location and orientation to the emergency (i.e. North, South, East or West)
- 5. WHY – any known cause of emergency**
  - a. if known, provide the dispatcher with the cause of the emergency
  - b. relay any known medical history related to/or that may have caused the emergency



## **II. Building Evacuation Procedures**

Some emergencies may create an unsustainable working environment or prohibit normal day-to-day activities (i.e. fire, toxic chemical spill, natural gas leak). Such occurrences may require the evacuation of a campus facility, at which point apply the following procedures.

### **Response Procedures:**

1. Immediately **ACTIVATE** the fire alarm and notify the building captain.
2. **NOTIFY** Morehouse Campus Police by dialing ext. 2666 (on campus) or 404-215-2666 (cell phone or outside line) / Atlanta Emergency dial 9-911 (on campus) or 911 (cell phone or outside line).  
Always give:
  - a. Your name
  - b. The nature of the emergency
  - c. If trapped, building name and floor
  - d. Any specifics that would help the dispatcher to better discern what resources may be necessary to rectify the emergency
3. **EVACUATE** the building using the safest and most convenient fire exit or follow the instructions of your Floor / Building Captain.  
Stay Alert and remember to:
  - a. If possible, close all windows and doors, and join office mates in the designated evacuation assembly area.  
(See Emergency Evacuation Assembly Areas, page 10)
  - b. Be mindful of individual and group safety. With your personal safety as paramount, be cognizant of the evacuation of other personnel on your floor and building.
4. **ASSEMBLE** in the designated **Emergency Evacuation Assembly Area** to prevent interference with emergency personnel.  
Refer to the Emergency Evacuation Assembly Areas on page 10 of this document.
5. **FIND your Building and/or Floor Captain** and follow their directions.  
Notify the Building Captain, or someone in authority, of your presence. Volunteer any information you may have regarding the status of the facility's personnel, windows and doors. Please be honest about any rooms you could not enter before exiting so the emergency responders can expedite clearing that area.



**6. DO NOT LEAVE THE EMERGENCY EVACUATION ASSEMBLY AREA**

Do not go back into the building until instructed to do so by a recognized authority, (i.e. Building Captain or Campus Police, Fire and Safety Coordinator or city official).

**III. Employee With Disabilities**

The area supervisor is responsible for the safety of all disabled persons in their unit and the plan of action in time of an emergency.

Refer to the following suggestions to aid in the planning of assisting persons with disabilities.

1. Make a list of:
  - a. Who needs special help and a general description of each individual?
  - b. What kind of assistance will be necessary to evacuate the disabled?
2. Request volunteers to assist you prior to an emergency.
3. If the individual is unable to move safely, establish multiple prearranged staging locations. Immediately tell the emergency professionals to locate and retrieve the disabled individual.
4. If unavailable, the supervisor should assign an alternate person to act in his/her absence in case of an emergency.
5. If there are more questions or concerns, you can request planning advice from the Emergency Management Team (EMT).

**IV. Emergency Preparedness**

It is important you familiarize yourself with the established Emergency Evacuation Procedures prior to the occurrence of an emergency. Because most emergencies are random and do not allow for strategic planning in time enough for prevention, it is imperative you review all necessary procedures as soon as possible.

1. Locate, and learn how to activate, fire alarms in facilities you frequently visit.
2. Become familiar with the alert (sound) from fire alarms.
3. Never use an elevator as an escape route during emergencies.
4. Familiarize yourself with all the exits in your building, and have at least two escape routes in your plan.



5. Know the Building Captain in all facilities you may frequent. The Building Captain will report the status of the facility to the Fire Safety Coordinator, Police, Incident Commander or recognized authority. A directory of all Building and Floor Captains is on page 8 of this document.
6. Take all emergency evacuation and fire drills seriously.

### **Self-Assessment**

Below are some questions and suggestions to help people plan for an emergency.

#### **Know Yourself:**

1. How do you usually act in an emergency?
2. Did you take the last drill seriously?
3. Do you know what to do in case of an emergency?
4. Do you know all available emergency numbers using the campus phone system, a pay phone or cell phone? (you should program important numbers in your cell phone)
5. Are you familiar with the location of campus phones, both indoors and outdoors? (i.e. office phones, campus security phones and pay phones)
6. Are you familiar with fire alarms and emergency exits in your building?
7. Are you comfortable with what you need to do in time of an emergency?
8. Are your personal items centrally located and easily accessible?
9. Who are the Floor Captains and the Building Captain inside of your building? What does she/he look like? You will need to find her/him in a crowd and under duress.
10. Make your presence known to your co-workers everyday. In case of an emergency evacuation, will people know if you were at work today?

#### **Know the Emergency Numbers:**

7. Morehouse College Campus Police Department  
Ext. 2666 (on campus) or 404-215-2666 (cell phone or outside line)
8. Atlanta Emergency  
Dial 9-911 (on campus) or 911 (cell phone or outside line)

#### **Know Your Co-workers:**

1. Who showed up to work today?
2. Who is out of the office on an errand or break?
3. Who would need “special” help in your area? Can you help them or not?
4. Take notice of who is going and coming in your area. Speak to students, delivery people, janitorial staff or contractors. This helps you notice strangers in your area.

#### **Know your Building and Location:**

1. Know ALL EXITS from your location. How do you get to them?



2. Know what construction or maintenance work that is happening in your building, these can be possible obstructions during evacuation.
3. Where is the pull station for your floor/building? Do you know how to use it?
4. Where is the fire extinguisher? Do you know how to use it?
5. Where is the Evacuation Assembly Area for the building? What do you do if you are visiting another building and the fire alarm goes off?

**Know your Situation:**

1. Does this situation warrant a building evacuation?
  - a. No- See Page 3
  - b. Yes- See Page 4



## V. Directory of Building & Floor Captains

Note: Building Captains are in **Bold**.

<i>Building</i>	<i>Name</i>	<i>Ext.</i>	<i>Email</i>	<i>Floor</i>
<b>Brawley Hall</b>	<b>Merchelle Belinfanti</b>	2200	mbelinf	
	Marilyn Woods	2603	mwoods	basement
	Francine Wright	2605	fwright	
	Judy Manley	2602	jmanley	1st
	Betty Spicer	2620	bspicer	2nd
	Stephany Whitaker	2601	swhitake	3rd
<b>B. T. Harvey Stadium</b>	<b>Troy Berry</b>	2751	tberry	
<b>Dansby Hall</b>	<b>Rena Carr</b>	2615	rcarr	
	Jeanine White-Worrell	2626	jwhite	2nd
	Sandra Strickland	2675	sstrickl	3rd
<b>Davidson House</b>	<b>Shirley Manor</b>	8560	smanor	
<b>Douglas Commons</b>	<b>Herman (Skip) Mason</b>	3662	hmason	
<b>Forbes Arena (2)</b>	<b>Jackie Davis</b>	2668	jdavis	
	<b>Dianne Watkins</b>	2614	dwatkins	
<b>Gloster Hall</b>	<b>Pearl Love</b>	2755	plove	
	Georgia Rolax	0/2169	grolax	1st
	Sheree Benton	2147	sbenton	2nd
	Henry Goodgame	2658	hgoodgame	3rd
<b>Gloster Annex</b>	<b>Margaret Bryant</b>	3796	mbryant	
<b>Hope Hall</b>	<b>Lawrence Blumer</b>	2325	lblumer	
	Cynthia Trawick	2876	ctrawick	1st
	Lea Brooks	3796	lbrooks	2nd
<b>Kilgore Hall</b>	<b>Mike Southern</b>	2681	msouther	
	Gwen Mitchell	2667	gmitchel	1st
<b>King Chapel</b>	<b>Denise Daniels</b>	2608	ddaniel	
<b>Leadership Center</b>	<b>Pat Jackson</b>	2618	pjackson	
	Brenda Steele	2619	bsteele	2nd
	Thedda Edwards	8565	tedwards	4th
<b>Mays Dining Hall</b>	<b>Ron Bell</b>	2051	rbell	
<b>Merrill Hall/Chemistry</b>	<b>Daniel Pambi</b>	2400	dpambi	
	Rose Collins	2655	rcollins	



<i>Building</i>	<i>Name</i>	<i>Ext.</i>	<i>Email</i>	<i>Floor</i>
<b>Merril Hall/Tech Tower</b>	Sheila Worthy	2760	sworthy	
	Martha Banks	2628	mbanks	
	Rose Collins	2655	rcollins	1st
	Beatrice Wyatt	8658	bwyatt	
	Henry Cook	2246	hcook	2nd
	Jeremy Willis	2543	jwillis	3rd
<b>N/M/M</b>	<b>Linda Nelson</b>	2629	lnelson	
	<b>Karen Morris</b>	2609	kmorris	
<b>NROTC</b>	<b>Gabe Johnson</b>	3600	gjohnson	
<b>Physical Plant</b>	<b>Marie Wesley</b>	2807	mwesley	
<b>Sale Hall</b>	<b>Towanda Esquilin</b>	2607	tesquili	
	Sonji Santiago	8633	ssantiag	basement
<b>Sale Annex</b>	<b>Mary Peaks</b>	2636	mpeaks	
<b>Trio Building</b>	<b>Sharon Higgs</b>	2057	shiggs	
<b>Wheeler Hall</b>	<b>Iretha Stoney</b>	2746	istoney	
	<b>Tamara Plummer</b>		tplummer	1 <sup>st</sup>
	<b>Genese Brooks</b>	2623	gbrooks	3rd



## **VII. Emergency Evacuation Assembly Areas**

The Emergency Evacuation Assembly Areas are safe locations established for individuals to gather during an emergency evacuation from their respective buildings. Upon assembling at designated areas, the Building Captains will take roll of every employee assigned to that building. Affected employees should gather and notify the Building Captain of their safe exit. Also, inform the Building Captain of any confirmed absences or knowledge that can help the incident commander (the individual in command during the emergency) during the evacuation. Below is a description of where employees should congregate upon exiting campus facilities.

### **Administrative Buildings or Facilities:**

#### **Douglas Hall**

Douglas Hall has four exits, one on each the north, south, east and west sides of the building. Upon exiting the building, proceed south and assemble in the parking lot between White and Wheeler Halls.

#### **Gloster Hall and Gloster Hall Annex**

Gloster Hall has three exits, two on the north side and one on the east side of the building. If exiting from the north side, assemble on the other side of Westview Dr. between the parking deck and Old Lee St. When exiting Gloster Hall Annex or the east side of Gloster Hall, cross Lee St., walk along the sidewalk in front of the bookstore and assemble between the parking deck and Old Lee St.

#### **Martin Luther King Jr. Chapel**

King Chapel has four exits located at the north, northeast, southeast and southwest sides of the building. During major events, exit all doors in an orderly fashion. After exiting, gather west of the building along Wellborn St., at the corner of Wellborn St. and Westview Dr.

#### **Parking Deck**

All parking deck, bookstore and café employees and patrons should exit to the front of ML King Chapel between the King Statue and the Howard Thurman Memorial.

### **Academic Buildings:**

#### **Brawley Hall**

Brawley Hall has three exits, one each on the north, south and west sides of the building. Upon exiting the building, proceed west, cross over Brown St., and assemble in the parking lot between White Hall and Wheeler Hall.



### Dansby Hall

Dansby Hall has three exits, one each on the north, southeast and southwest sides of the building. Upon exiting the building, proceed west, cross over Brown St., and assemble in the parking lot near Wheeler Hall.

### Hope Hall

Hope Hall has five exits, two on both the north and west sides of the building, and one on the south side. Upon exiting the building, proceed north, cross the campus green and assemble in front of William Danforth Chapel.

### Leadership Center

The Leadership Center has ten exits, two at the north, south, east, west and northwest sides of the building. Upon exiting the building, proceed south towards the sidewalk on Wellborn St., and assemble between the ML King Chapel and the fence of the B.T. Harvey Stadium.

### Mays Hall

Mays Hall has three exits, one each on the east, southeast and west sides of the building. Upon exiting the building, proceed west towards Kilgore Plaza and assemble in the area between Kilgore and Robert Hall.

### Merrill Hall

Merrill Hall has two exits at both the north and south sides of the building. Upon exiting the building, proceed north from both exits, cross the campus green and assemble in front of William Danforth Chapel.

### Nabrit- Mapp- McBay (NMM)

Nabrit- Mapp- McBay has four exits, one each on the north, south, east and west sides of the building. Upon exiting the building, proceed south, cross the campus green and assemble in front of Merrill Hall.

### Sale Hall

Sale Hall has four exits, one each on the north, south, east and west sides of the building. Upon exiting the building, proceed north, cross the campus green and assemble in front of William Danforth Chapel.

### Sale Annex

Sale Annex has two exits, one each on the north and south sides of the building. Upon exiting the building, proceed north, cross the campus green and assemble in front of William Danforth Chapel.



### Tech Tower

Tech Tower has two exits, one each on the north and south sides of the building. Upon exiting the building, proceed north, cross the campus green and assemble in front of William Danforth Chapel.

### Wheeler Hall

Wheeler Hall has four exits, one each on the north, south, northeast and northwest sides of the building. Upon exiting the building, proceed east, cross Brown Street, and assemble in the parking lot near Dansby Hall.

## **Recreational Buildings:**

### Archer Hall

Archer Hall has five exits, three on the north and two on the east side of the building. When exiting the north side, cross over Fair St. and assemble in the Purdue Hall Parking Lot. When exiting the east side, walk towards Graves Hall and assemble in the courtyard in front of Brazeal Hall.

### B. T. Harvey Stadium

B.T. Harvey Stadium has three exits, one being the main exit on the northwest end of the stadium leading to Westview Dr. The other two exits are on the fence surrounding the stadium, one on the east and the other on the southwest side. In case of an emergency during a game or event, follow instructions from Fire and Safety Coordinator, Police or emergency official. For individuals housed in the stadium during non-event times, exit to the Maintenance Shop near the Westview Dr. gate.

### Chivers Hall

Chivers Hall has seven exits, one on the west and two on the north, east and south sides of the building. Exit to the west, proceed through Kilgore Plaza and assemble in the courtyard near Brazeal Hall.

### Forbes Arena

Forbes Arena has fifteen exits, ten located on the upper concourse, four on the main court level. The ten exits on the upper concourse consists of four on the north, two on the east, three on the south and one on the west. The four court level exits are located on the west side of the building. When exiting from the north side of the building cross Fair St. and assemble in the parking lot next to the residence hall. When exiting all other sides of the arena, proceed south, and assemble between Hubert and White Halls.



Kilgore Center

Kilgore Center has eight exits, four on the west and two each on the north and east sides of the building. Exit to the east, cross Kilgore Plaza and assemble on the street between Robert Hall and Sale Annex.

**Residence Halls:**

Brazeal Hall

Upon exiting Brazeal Hall, assemble in the street south of the building, between Kilgore and Brazeal Halls.

DuBois Hall

Upon exiting DuBois Hall, assemble in the parking lot south of the building, between parking spaces 40-49.

Graves Hall

Upon exiting Graves Hall, assemble north of the building on the sidewalk in front of Nabritt-Napp-McBay.

Hubert Hall

Upon exiting Hubert Hall, assemble in the parking lot south of the building, between parking spaces 18-27.

Kilgore hall

Upon exiting Kilgore Hall, assemble east, between Chivers Hall and the Police Department.

LLC Hall

Upon exiting LLC Hall, assemble in the parking lot south of the building, between parking spaces 29-38.

Mays Hall

Upon exiting Mays Hall, assemble in the parking lot south of the building, between Dansby Hall and Brawley Hall (parking spaces 21-35).

Perdue Hall

Upon exiting Purdue Hall, assemble west in the Euharlee Street parking lot near the far concrete wall.



Robert Hall

Upon exiting Robert Hall, assemble east, on the sidewalk in front of Sale Hall.

White Hall

Upon exiting White Hall, assemble in the parking lot south of the building, between parking spaces 5-17.

Morehouse Suites

Upon exiting the Morehouse Suites, proceed south to cross over Parsons St. and assemble on the field behind the Davidson House at the corner of Parsons and Webster St.