Emergency Action Plan

Fire

If you see smoke or fire, activate the nearest smoke alarm, if available.
Evacuate the building through the nearest safe exit, and dial 9-1-1.
Do not use elevators. Assist the disabled.
Meet at pre-designated outdoor assembly area for accountability and safety.

Tornado Warning

When notified of a tornado warning, take immediate cover.
Meet at pre-designated Shelter-in-Place locations.
Warnings will come through text message, email, website, and sirens.

Violent Behavior/ Active Shooter

If you observe violent behavior or know that a person has a firearm on campus, dial 9-1-1.

If you hear shots fired or witness an active shooter,
"RUN" away from the scene NOW.
Do not use elevators. Assist the disabled.
When you are safe to do so, dial 9-1-1.

If you cannot safely run, "HIDE" in place.
Lock and barricade the door.
Close and lock windows and blinds.
Turn off lights and electronic devices.
Remain silent.

If the attacker finds you, "FIGHT" with whatever you have.

Medical Emergency

If you witness a medical emergency, dial 9-1-1.
Do not move the victim unless the scene is not safe.
If the victim is seizing, roll them onto the side, remove nearby objects, and do not restrain the victim.
If the victim is bleeding, use pressure or tourniquet to stop the bleeding.
If the victim is not breathing and/or has no pulse, begin CPR and use the AED.

Hazardous Material

For Major Spills:
   Evacuate the building through the nearest safe exit, and dial 9-1-1.
   Do not use elevators. Assist the disabled.
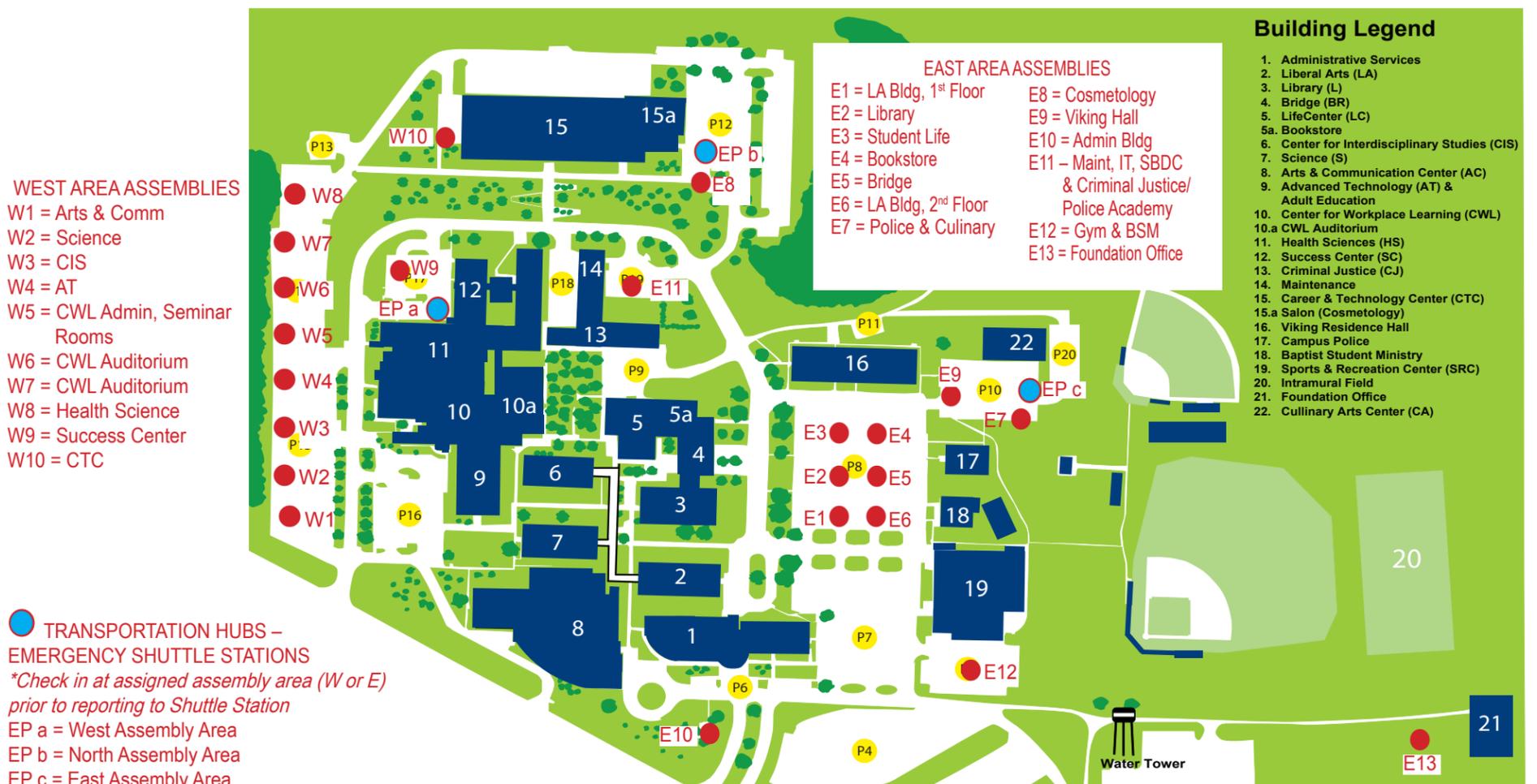   Meet at pre-designated outdoor meeting area for accountability and safety.
For Minor Spills:
   Evacuate the immediate area, assist the disabled, and notify GC Campus Police (903-463-8777).
For Biological (Blood) Spills:
   Isolate the area and notify GC Campus Police (903-463-8777).

- - - - - - - - - - - - - - BUILDING EVACUATION ASSEMBLY AREAS - - - - - - - - - - - - - - - -

EAST AREA ASSEMBLIES

E1 = LA Bldg, 1st Floor
E2 = Library
E3 = Student Life
E4 = Bookstore
E5 = Bridge
E6 = LA Bldg, 2nd Floor
E7 = Police & Culinary
E8 = Cosmetology
E9 = Viking Hall
E10 = Admin Bldg
E11 – Maint, IT, SBDC & Criminal Justice/ Police Academy
E12 = Gym & BSM
E13 = Foundation Office

WEST AREA ASSEMBLIES

W1 = Arts & Comm
W2 = Science
W3 = CIS
W4 = AT
W5 = CWL Admin, Seminar Rooms
W6 = CWL Auditorium
W7 = CWL Auditorium
W8 = Health Science
W9 = Success Center
W10 = CTC

Building Legend

1. Administrative Services
2. Liberal Arts (LA)
3. Library (L)
4. Bridge (BR)
5. LifeCenter (LC)
5.a Bookstore
6. Center for Interdisciplinary Studies (CIS)
7. Science (S)
8. Arts & Communication Center (AC)
9. Advanced Technology (AT) & Adult Education
10. Center for Workplace Learning (CWL)
10.a CWL Auditorium
11. Health Sciences (HS)
12. Success Center (SC)
13. Criminal Justice (CJ)
14. Maintenance
15. Career & Technology Center (CTC)
15.a Salon (Cosmetology)
16. Viking Residence Hall
17. Campus Police
18. Baptist Student Ministry
19. Sports & Recreation Center (SRC)
20. Intramural Field
21. Foundation Office
22. Culinary Arts Center (CA)

TRANSPORTATION HUBS – EMERGENCY SHUTTLE STATIONS
Check in at assigned assembly area (W or E) prior to reporting to Shuttle Station
EP a = West Assembly Area
EP b = North Assembly Area
EP c = East Assembly Area

Sign up for GCALERT to receive emergency notifications. Visit www.grayson.edu for more emergency response information.