

2025 EMERGENCY MANAGEMENT PLAN



WESLEYAN
ACCELERATING EQUALITY FOR WOMEN

WESLEYAN COLLEGE EMERGENCY MANAGEMENT PLAN



Members of the Wesleyan Community:

Wesleyan College ("Wesleyan" or "College") is committed to developing and administering a comprehensive emergency management program to encompass the College community. The Emergency Management Plan (Plan) supports the College's ongoing risk and threat assessment operations, emergency preparedness provisions, and business continuity and recovery plans to provide prompt and effective response for the protection of College students, faculty, staff, and campus visitors in an emergency. The Plan establishes procedures and an organized structure to guide the College in responding to significant foreseeable emergencies on the College campus, or property owned or operated by the College. While no plan can absolutely prevent any damage during an emergency, this Plan has been developed to coordinate the resources, facilities, and personnel of the College, and other external agencies as appropriate, for an effective response to any foreseeable emergency. All personnel assigned specific emergency responsibilities under this Plan (including departmental plans) should have a working knowledge of assigned roles, responsibilities, and applicable procedures. I encourage all College students, faculty, and staff to familiarize themselves with this Plan, particularly the guidance in Section I, "What You Should Do in an Emergency and How to Prepare", and to be vigilant and responsive to actual or threatened emergencies.

Sincerely,

Meaghan Blight, President

WESLEYAN COLLEGE EMERGENCY MANAGEMENT PLAN 2024-2025

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SECTION I

INTRODUCTION

Wesleyan College 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 College personnel will be activated. The Wesleyan College Emergency Management Plan establishes the framework within which the College will provide this response. Our efforts in this area will only be effective through a cooperative effort by all Wesleyan College staff, faculty, and students.

The purpose of this Emergency Management Plan (EMP) is to define procedures for responding to specific types of emergencies on our campus. The central focus of these procedures is the protection and safety of the student body, faculty, staff, general public, and response personnel during emergencies involving the College.

The Wesleyan College Campus Safety Team 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 College resources as requested.

The Wesleyan College 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 College personnel.

WESLEYAN COLLEGE MISSION STATEMENT

Wesleyan College is committed to women's education and helping every student find a unique voice and purpose. As the first college in the world chartered to grant degrees to women and shaped by Methodist values, Wesleyan provides students an academically challenging and relevant liberal arts education. Our diverse, inclusive community encourages creativity, innovation, and leadership so all graduates are prepared to thrive in a complex world.

Wesleyan's community is:

- **Academically challenging:** We believe students succeed when they are challenged academically. Wesleyan's dedicated faculty and staff offer individualized support to motivate students to achieve their potential.
- **Purposeful:** We believe students thrive when they have a purpose and clear vision of their goals. Wesleyan helps students define these goals and strategically plan for the future.
- **Inclusive:** We believe all student voices are important. Wesleyan is diverse and inclusive, gaining strength from and celebrating the many ways we can learn from each other.
- **Connected:** We believe we gain strength from our connections to each other. Wesleyan encourages students to find their own places within a community and to contribute in meaningful ways.

STATEMENT OF NONDISCRIMINATION

Wesleyan College is committed to maintaining a diverse, academically talented, and well-rounded community of learners in an atmosphere of mutual respect and appreciation of differences.

Wesleyan College admits qualified students regardless of race, color, national and ethnic origin, sexual orientation, age, religion, creed, disability, marital status, pregnancy, status with regard to public assistance, veteran status,

citizenship status, sex or other status protected by applicable federal and state laws to all rights, privileges, programs and activities generally accorded to or made available to students at the college.

Wesleyan College does not discriminate on the basis of race, color, national and ethnic origin, sexual orientation, age, religion, creed, disability, marital status, pregnancy, status with regard to public assistance, veteran status, citizenship status, sex, genetic information, gender identity, gender expression, or any other category protected by applicable federal or state laws in its educational policies, programs, activities and employment.

Additional information can be found on the Wesleyan College website under Compliance. Contact Jill Amos, Title IX Coordinator, at (478) 757-3800 or jamos@weslevancollege.edu, with any questions, concerns or reports of discrimination, sexual harassment or sexual misconduct.

*Wesleyan College does not admit men into its baccalaureate programs.

The Title IX Coordinator is responsible for coordinating the college's compliance with Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and all other applicable laws and regulations prohibiting discrimination.

Jill Amos, Title IX Coordinator jamos@weslevancollege.edu

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.

STATEMENT OF ANTI-HAZING

Wesleyan College is steadfast in its commitment to fostering a safe, inclusive, and respectful environment for all students. We unequivocally prohibit hazing in any form, recognizing it as a practice that undermines the dignity, well-being, and safety of individuals. Our dedication aligns with the principles outlined in the Stop Campus Hazing Act and the Max Gruver Act, as well as Georgia state laws.

Hazing encompasses any intentional, knowing, or reckless act—whether occurring on or off-campus—that is committed by one person or in concert with others against an individual for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a student organization. Such acts include, but are not limited to:

- Physical abuse (e.g., whipping, beating, branding, forced calisthenics)
- Psychological harm (e.g., sleep deprivation, isolation, humiliation)
- Forced consumption of food, alcohol, drugs, or other substances
- Engaging in illegal activities or any behavior that poses a risk of harm

Consent or willingness to participate in such activities does not absolve responsibility or mitigate the violation.

Wesleyan College is dedicated to proactive hazing prevention through comprehensive education and awareness initiatives. All students, staff and faculty as well student organizations, athletic teams, and clubs, are required to participate in mandatory hazing prevention training programs.

Wesleyan College encourages all members of the campus community to report suspected hazing incidents. Reports can be made anonymously or with identification through the following channels:

- Online Reporting Form: [here](#)
- Office of Student Affairs: Jill Amos at jamos@weslevancollege.edu
- Campus Safety: 478-960-7969

The college ensures that all reports will be investigated promptly and thoroughly. Individuals who report hazing in good faith are protected from retaliation under college policy.

These measures are in place to uphold the safety and integrity of the Wesleyan College community.

CONTACT INFORMATION FOR EMERGENCY COORDINATORS

PRIMARY EMERGENCY COORDINATOR: 478-361-2721	Jay Bartlett Director Campus Safety
SECONDARY EMERGENCY COORDINATOR: 478-757-5216	Carrie Ingoldsby Vice President/Dean of Students
BACK UP EMERGENCY COORDINATOR: 478-757-3956	Jan Tedders Director of Information Technology

CONTACT NUMBERS FOR EMERGENCIES AND SERVICE

FIRE:	Macon/Bibb Fire Department	911
EMS & Ambulance:		911
Law Enforcement:	Bibb Sheriff Sheriff's Office	911
CAMPUS SAFETY:	Wesleyan College	(478) 960-7969
CAMPUS SAFETY:	Patrol (note) Radio patch phone	(478) 757-5145
CAMPUS SAFETY:	Non- Emergency Director's Office	(478) 757-2038
EMA	Macon/Bibb Emergency Management	(478) 832-6300
HOSPITAL:	Atrium Hospital Downtown	(478) 633-1000
	Atrium Urgent Care North	(478) 474-5600
	Atrium Urgent Care Northwest	(478) 757-7865
	Piedmont Hospital Northside	(478) 765-7000
	Piedmont Hospital East Macon	(478) 757-8200
	Piedmont Urgent Care Ingleside	(478) 309-1004
	Piedmont Behavioral Health	(478) 741-1355
RED CROSS EMERGENCY RELIEF		(478) 743-8671
POISON CONTROL		(800) 222-1222
GEORGIA EMERGENCY MANAGEMENT AGENCY		(800) TRY-GEMA
HAZMAT		911

SECTION II

NOTIFICATIONS AND ALERTS

NOTE: During a pervasive power outage, should an emergency arise that involves personal safety or danger, please use your cell phone and call 911 or Campus Safety at 478- 960-7969.

Warnings regarding emergencies such as hurricanes, tornadoes, other severe weather, terrorism, and civil disturbances are received from local and state emergency management agencies through an emergency notification system, and/or local media. Once in receipt of the information, Wesleyan College's Emergency Management Group will decide on the appropriate response. All Macon-Bibb alerts are received by all faculty, staff and students signed up for Wesleyans emergency communications system, WesAlert.

Emergencies such as bomb threats, explosions, utility failures, violent crimes, fires, medical emergencies, and terrorism should be reported to the Campus Safety Department or 911 when appropriate, who will determine the appropriate response and when appropriate in conjunction with Emergency Coordinators.

Wesleyan College Emergency Coordinators will activate the "High Alert" status and notify all personnel in the Emergency Management Group depending on the situation.

WESLEYAN COLLEGE EMERGENCY COMMUNICATIONS

Wesleyan College has created a "High Alert" status to inform and have ready key personnel in the anticipation of any emergency, to rapidly and effectively coordinate essential assets for the purpose of preventing or minimizing the effects of emergencies, and to help protect the wellbeing of the College community. Emergency Coordinators or Campus Safety will activate "high alert" status and inform the Emergency Management Group.

Depending upon the incident, all students, faculty and staff will be notified via the WESLEYAN COLLEGE "WesALERT" EMERGENCY NOTIFICATION SYSTEMS - p. 4. The "High Alert" status is designed to help facilitate the dissemination of pertinent information, through the WesALERT Emergency Notification Systems, for the purpose of forewarning the college community and to protect personal life and property. It also activates the Emergency Management Group to provide the appropriate response to an emergency.

WEBSITE

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

EMAIL

Wesleyan College emails are sent, when appropriate to announce emergencies, provide response instructions, and report updates. Wesleyan College Communications Departments may also post to relevant social media sites depending on the situation.

EMERGENCY MANAGEMENT GROUP

Wesleyan College Emergency Management Group will be made up of department heads or designees as need to be determined by the Emergency Coordinators, and delegated based on the nature of the emergency. The Emergency Management Group will decide the appropriate response to an emergency. The Emergency Management Group may function by way of electronic communications and are not required to be a command post setting.

Emergency Management Group

Director of Campus Safety	Jay Bartlett	478-757-2038	jbartlett@wesleyancollege.edu
VP/Dean of Student Affairs	Carrie Ingoldsby	478-757-5219	cingsoldsby@wesleyancollege.edu
VP Marketing/Communications	Drew Davidson	478-757-5161	ddavidson@wesleyancollege.edu
Asst. Dean of Student Affairs	Christian Wells	478-757-2869	cwells@wesleyancollege.edu
Chief Financial Officer	Timothy Klocko	478-757-2083	tklocko@wesleyancollege.edu
Director of IT	Jan Tedder	478-757-3956	jtedder@wesleyancollege.edu
Provost	Melody Blake	478-757-5228	mblake@wesleyancollege.edu
Director of HR	Julie Daniels	478-757-3803	jdaniels@wesleyancollege.edu
Director of Plant Facilities	Yasmin Marshcall	478-757-2087	facilities@wesleyancollege.edu

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

- Bomb Threat
- Hazardous Materials Spill
- Contaminated Water- Health Emergency
- Civil Unrest
- Power Failure (extended time)
- Fire
- Death (non accidental)
- Flood
- Gas Leak
- Sewage contamination
- Severe Weather

- Structural Failure

WESLEYAN COLLEGE EMERGENCY NOTIFICATION SYSTEM

Emergency Notifications and Timely Warning:

The Clery Act requires every title IV institution, without exception, to have and disclose emergency response and evacuation procedures that would be used in response to significant emergency or dangerous situations involving an immediate threat to health or safety of students or employees occurring on campus.

- SMS Text (WesALERT)
- Email (@wesleyancollege.edu)
- Wesleyan College Website Homepage

Emergency Management Plan Statement:

Wesleyan College will, without delay, and considering the safety of the community, will determine content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

What is WesALERT?

WesALERT is an emergency messaging system that sends SMS

How will I be notified of an emergency?

Text messages directly to your cell phone, as well as an email notification, in the event of an emergency. It will NOT be used for routine communications.

How do I ensure that I am enrolled to receive the emergency text messages?

You MUST validate your phone number and email address to be contacted in the event of an emergency and ensure it is updated. If you change either your phone number or email simply log in to WesPortal and click on "WesALERT" to update your information.

What does it cost?

The only cost is the amount your cell phone company may charge you to receive a text message. However, Wesleyan College will ONLY use the WesALERT 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 "WesALERT" link on the Wesleyan College portal site. Your number can be removed from the system, however this is NOT recommended.

How will I be alerted if I don't have a cell phone?

Alert notifications will continue to be sent via Wesleyan College e-mail, and the Wesleyan College website homepage banner. However, text messaging offers contact to the greatest amount of people in the least amount of time.

Do I need to renew my WesALERT account?

Yes, your WesALERT is good for two years. You will receive a notification to renew your account. Each semester the college conducts a test of the WesALERT system, if you do not receive the alert you will need to renew your account.

Can my family sign up for WesALERT? At this point, WesALERT is only intended to reach students, faculty and staff.

What kinds of messages will I get through WesALERT?

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 WesALERT system or updating your information, please contact Jan Tedders, Director of Computer Information Resources, ext. 5125 or 3956

SECTION III

DEPARTMENT OF CAMPUS SAFETY

What should I know about Wesleyan College's Campus Safety Department?

The Wesleyan College Campus Safety Department is open 24 hours a day, 365 days a year. Campus Safety Officers can be reached at any time by dialing (478) 960-7969 for emergency calls dial 911 . This will connect you with various Macon Bibb County government agencies. Wesleyan College Campus Safety has a memorandum of understanding agreement with local government first responders. Once emergency first responders have been notified, contact Campus Safety.

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. 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 Patrols
- First Response • Parking Enforcement
- Crime Prevention
- Safety Escorts
- Lost & Found
- Campus Surveillance
- Securing of facilities and gates

More information can be found at www.wesleyancollege.edu under "Student Life," "Campus Security."

What should I know about crime prevention?

The Campus Safety Department encourages all members of the College community to become involved in crime prevention. Information on safety and security precautions is provided to students, faculty, and staff members through seminars, brochures, e-mail and the College website. Campus Safety personnel conduct training and provide crime prevention information yearly on these and other topics:

- Drug & Alcohol Abuse Awareness
- Date/Acquaintance rape programs for women/men
- Personal Safety
- Burglary/Theft Prevention

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?

- 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.
- 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 or the local police department.
- Request an escort to or from your car by calling Campus Safety at 478-690-7969.

ANNUAL CAMPUS SAFETY AND SECURITY REPORT

Daily Crime Log

The daily crime log for the most recent 90-day period is available to the public in the office of the Chief of The Department of Campus Safety and is available for review within two business days at 4760 Forsyth Road, Macon, GA 31210 upon request.

Requesting Annual Safety and Security Report

There are several ways to request a paper copy of the Wesleyan College Annual Safety and Security Report:

- In person — Campus Safety Office, Olive Swann Porter Building, 3rd floor, 4760 Forsyth Road, Macon, GA 31210. Monday through Friday, 8:30 a.m. — 5:00 p.m.
- By mail — 4760 Forsyth Road, Macon, GA 31210
- By e-mail — ibartlett@weslevancollege.edu
- By phone - (478) 757-2038; (478) 960-7969

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 Campus Safety.

What should I know about the building evacuation plan?

- KNOW the evacuation plan of the building and gathering locations
- KNOW the locations of all exits for the building.
- KNOW the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.)
- 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 AFTER 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.
- 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 ENS

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.

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 College needs to be evacuated?

The decision to evacuate all or part of the College grounds will rest with the Leadership Group and will be announced via the Emergency Notification Systems (WesALERT). All persons are to immediately vacate the area in question and move to another part of the College 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 an accurate headcount is taken and you have been cleared to re-enter by emergency personnel in charge.

Will I receive evacuation notices via WesALERT?

There are situations where WesALERT 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.

INDIVIDUAL REQUIRING ASSISTANCE

Campus Evacuation Procedures for People with Disabilities

The following guidelines have been adopted by the College to assist in planning for the evacuation of people with physical disabilities. Every person needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. People with mobility or other concerns that would make independent evacuation difficult are encouraged to make alternative emergency evacuation plans since, while emergency personnel are usually available to assist with evacuation, this may not always be the case. Every individual must quickly become familiar with the area by locating exits, stairwells, elevators, firefighting equipment, fire alarms, and possible areas of rescue.

After an evacuation has been ordered:

- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.
- If the situation is life threatening Wesleyan police will request paramedics once notified of the person's whereabouts. Please call campus police at 478-960-7969 or 91 1 with location.
- Check on people with special needs during an evacuation. A "buddy system," as a method to arrange for volunteers to alert and assist people with disabilities in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

Emergency Preparedness Guidelines for People with Disabilities:

- Make your environment fire safe (make sure your exit route is clear).
- Become familiar with alternate routes in buildings you use frequently.
- Learn what may constitute a safe area in buildings you use frequently. Identify stairwells for waiting on fire rescue, if needed, for your "area of rescue assistance".
- Consider various disaster scenarios and decide ahead of time what you would do in different emergencies.
- Offer visual instructions to advice of the safest route or direction by pointing toward exits for evacuation.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.

Designated Areas of Rescue Assistance

- Designated Areas of Rescue Assistance are generally located in stairwells.
- Other possible areas of rescue may be areas adjacent to stairwells, rooms with windows facing the outside, or in some cases interior rooms without windows (depending on the emergency, e.g., a tornado or an armed intruder).
- It is understood that older structures may not have adequate landings within the stairwells to accommodate wheelchairs. They should contact Campus Safety at 478-960-7969, or call 91 1 for assistance.
- If a student cannot speak, leave the phone off the hook until rescue personnel arrive. Individuals needing assistance should be prepared to give their name, building, floor and location, and other specific information to guide emergency personnel.

Recommendations for People with Disabilities

- Individuals should advise others (supervisors, administrators, instructors, colleagues, fellow students) about any concerns they may have related to emergency exiting and how to provide assistance in the event of an emergency. This can include assistance to exits or possible areas of rescue, and alerting emergency services of their location.

Assisting People Who Are Blind or Have Low Vision

- Tell the person the nature of the emergency, and offer to guide him/her. As you walk, indicate where you are, and advise of any obstacles. Do not grasp the person's arm. Offer your arm for guidance.
- If the person uses a dog guide, the dog may be confused or injured. Attempt to evacuate the dog guide.
- Canes and other mobility aids should be brought along with the individual.

Assisting People Who Are Deaf or Hard of Hearing

Some older buildings do not have visual alarm systems. Therefore, persons who are deaf or hard of hearing may not perceive emergency alarms, and an alternative warning technique is required. Two methods of warning are the following:

- Tap the person on the shoulder, or turn the light switch on and off to gain attention. Then indicate through gestures, or in writing, what is happening and what to do. Do not flip lights in the event of a gas leak.
- For a person who is both deaf and blind, marking an "X" on the person's back indicates an emergency and that the person is about to be guided to safety.

Assisting People with Mobility Limitations

- It is important to communicate with the individual before making the decision to physically assist unless the person is unconscious or otherwise unable to communicate and danger is imminent. A person may choose to stay in an Area of Rescue Assistance or other possible area of rescue rather than take medical risks in being moved.

Assisting People Using Crutches, Canes, or Walkers

- If the person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes. Provide assistance requested, such as using another person for support while exiting. Canes, walkers, and other mobility aids should be carried out of the building and returned to the individual.

SEEK SHELTER/LOCKDOWN

Under what circumstances may I need to seek shelter?

- Hazardous material release, a dangerous person/hostile intruder in the area (lockdown), severe weather that makes travel or being outdoors dangerous, when there is not enough time to evacuate, etc. Follow the recommendations disseminated via the WesAlert Emergency Notification and/or Campus Safety.

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

If the emergency is severe weather:: See SEVERE WEATHER —

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.

See information about fire alarm activation at the end of this section.

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.

The only persons authorized to CANCEL that alarm are:

- Campus Safety
- Director of the Physical Plant
- Fire Department

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 areas for the building.

NOTIFY 911 Fire Department then Campus Safety at (478) 960-7969 to report the fire.

REMAIN OUTSIDE in the assembly area until the ALL CLEAR sounds and/or notice is given by emergency personnel and/or Campus Safety.

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

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

There are times when the Physical Plant staff performs maintenance and must put a particular building fire alarm system on "test" for a specified time frame. This staff member will remain on campus and monitor the building and fire panel during the test. All personnel must notify Campus Safety before placing a building in "test" mode.

ARMED ASSAILANTS AND SHOOTING INCIDENTS

If the situation should arise that someone has entered the College 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 College campuses. Alternative responses may be necessary, depending on the situation.

NOTE: FIREARMS ARE NOT ALLOWED ON CAMPUS. More information on Wesleyan College's Weapon policy is available in the Student Handbook.

EMERGENCY ACTION PLAN

1. RUN

If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you

Your hiding place should:

- Call 911 when you are safe
- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place
- To prevent an active shooter from entering your hiding place:
- Lock and blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet if hiding out and evacuation is not possible.
- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

3. FIGHT

Take action against the active shooter as a last resort, and only when your life is in Imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

If you are able to leave the building, follow the following:

- EXIT the building\area immediately.
- NOTIFY others in the area to flee the area immediately.
- FIND a reasonably safe area and CONTACT Campus Safety at (478) 9607969.
- GIVE Campus Safety the following information:

- Your name
- Location of the incident (as specific as possible)
- Number of known shooters
- Identification of the shooter(s)
- Type of weapon(s) (handgun, rifle, etc.)
- Your current location
- Location(s) of known victim(s)

If you are unable to leave the building, it is recommended you SEEK SHELTER:

- GO to the nearest room, office, or closet.
- CLOSE AND LOCK THE DOOR, if possible.
- COVER the door or windows, if possible.
- STAY quiet and stay out of view.
- DO NOT ANSWER THE DOOR.
- NOTIFY Campus safety at (478) 960-7969, IF SAFE to do so.
- GIVE Campus Safety the following information
 - Your name
 - Location of the incident (as specific as possible)
 - Number of known shooters
 - Identification of the shooter(s)
 - Type of weapon(s) (handgun, rifle, etc.)
 - Your current location
 - Location(s) of known victim(s)
 - WAIT for local police and/or emergency workers to assist you out of the building.

When Campus Safety personnel receive a report of, or observe an active shooter event they will immediately call 911. Campus Safety personnel will also attempt to collect as much information about the threat and the location of the threat to report to emergency responders, using the safest means possible. Campus Safety personnel should also attempt to secure facilities to deny access to the intruder. In some instances, an individual officer may be present within or near the active shooting location. He or she may determine that immediate action is necessary and reasonable to stop the threat. That decision may take into consideration the officer's capability to effectively intervene, based on his or her training.

Campus Safety personnel should also physically secure any facilities within their immediate proximity. Again, this task should be done so, only as safety allows and should not expose themselves or others to any increased level of danger to accomplish this task.

Once the threat has been neutralized, there will be many tasks to accomplish. At this point, Campus Safety personnel will shift to a support role for emergency responders.

CRIMINAL OR VIOLENT BEHAVIOR

Wesleyan College is only as safe as the College Community allows it to be. Everyone is asked to assist in making the College 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. Campus Safety are available 24 hours a day and can be reached by calling (478)960-7969. The Campus Safety Office is located in Olive Swann Porter (OSP), on the third floor in the hall way room 304.

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.

HOSTAGE SITUATION

What should I do if 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.

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.

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 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.

- KEEP CALM AND KEEP THE CALLER ON THE LINE as long as 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 (478) 960-7969 immediately after the call has been completed, giving as much information as possible.
- FOLLOW instructions given by Campus Safety or as directed by the EMS.
- IF instructed to evacuate, FOLLOW evacuation instructions: ASSEMBLE at the assembly area designated for your building (See CAMPUS EVACUATION MASTER PLAN MAP— 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.

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 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 (478) 960-7969. The person opening the letter should handle the document as little as possible

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).

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: (person taking call)
- Phone number: (phone number if caller ID available)

After the caller has disconnected, IMMEDIATELY call 911 then call Campus Safety at (478) 9607969 and follow their instructions.

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 (478) 960-7969. 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 WesALERT, or when told to leave by College officials, WALK 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 College emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.

SEVERE WEATHER EMERGENCIES

When Campus Safety receive 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 WesALERT, email, social media, and/or www.wesleyancollege.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 an hour.
- A tornado's path can be from 24 yards to over a 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 a tornado watch is issued by the National Weather Service. Campus Safety will initiate communication to the Leadership Group, who will then inform the community. 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 monitor their phones at all times 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 College community.

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.

Campus Tornado Safety Locations:

- **Candler** - 1st floor hallway left of lobby (women's bathroom side)
- **Equestrian Center** - Bathroom in center of building, with warning and advisement go to Mathew's Athletic Center. (Stairwell, ground floor)
- **Huckabee** - Behind the front desk, closed partition doors.
- **Library** - Basement
- **Mathews Fitness Center** - In stairwell, stay on ground level
- **Munroe** - 1st floor hallway away from lobby and stairwells, close classroom doors.
- **Murphy** - Center hallway away from doors and windows
- **Olive Swann Porter** - Trice Room
- **Physical Plant** - Murphy Building - central hallways away from doors and windows.
- **Porter Auditorium** - Lower level of building in classrooms in center of building.
- **Porter Gym** - Men's locker room basement area, enter from Wolves Den.
- **Tate** - Hallway on lowest level of building away from stairwells, close class room doors.
- **Taylor** - Hallway on lowest level of building away from windows and stairwells, close class rooms
- **Pierce Chapel** - Lower level restrooms, out of hall way

Residential Tornado Safety Locations: Assembly area

- **Corn Apartments** - 1st. floor hallway away from lobby and stairwells, close emergency doors at stairwell.
- **Hightower** - Basement level in middle of hallway away from stairwell and laundry room.
- **Jones** - Basement level middle of hallway, away from stairwells and laundry room.
- **Persons** - 1st floor hallways away from stairwells, close all room doors
- **Wortham** - Laundry room

THUNDERSTORMS, LIGHTNING, FLOODS

What should I know about thunderstorms?

Thunderstorms are a normal occurrence for Georgia and often develop with little warning. These storms are capable of producing 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, College website and College 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 Police immediately at (478) 960-7969. 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 College to close. Hurricane Warnings and/or closures of the College will be disseminated via the Emergency Notifications System (WesALERT). 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 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 sustained

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.

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 Police at (478) 960-7969. Damaged facilities should be reported to the Campus Police.

PROTECT YOURSELF at all times and **BE PREPARED** for aftershocks.

SNOW AND ICE STORM

Snow, ice and/or flooding can make travel to and from Wesleyan College hazardous. When potential or actual conditions develop that would make travel to and from the College 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 WesALERT, email, and/or the www.wesleyancollege.edu website as necessary.

The Leadership Group will determine if College 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 (WesALERT, which may include SMS Text, e-mail, News Media, Website and/or Wesleyan College Facebook and Twitter Pages.

- Campus Safety will contact the Director of the Physical Plant to identify the potential impact on the immediate area.
- Campus Safety will initiate steps to secure the College, 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, College officials will notify the following local area television and radio stations. The College cannot guarantee that the media will disseminate the information in a timely manner:

<u>Television Stations</u>	<u>Radio Stations</u>
13 WMAZ	WMAZ 940
41 NBC/WMGU	
Fox 24 WGXA	

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

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 Physical Plant (478) 757-5140 from 8:00a.m. - 4:30p.m. Monday - Friday and Campus Safety at (478) 960-7969 after hours and on weekends. (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 (478) 960-7969.

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?

NOTIFY Campus safety at (478) 960-7969.

WAIT for instructions.

When the electricity is off in a building, smoke detectors and fire alarm systems, smoke detectors and emergency lights will function for 30-60 minutes on reserve power.

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

DO NOT PULL THE FIRE ALARM

LEAVE the area immediately

IF SAFE to do so, gather essential personal items (ID, wallet, keys, etc.)

NOTIFY Campus Safety at (478) 960-7969 (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).

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 College 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 911. The secondary contact will be Campus Safety at (478) 960-7969.

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

- Call 911 Immediately.
- NOTIFY Campus Safety as soon as possible at (478) 960-7969.
- 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.

CHEMICAL OR RADIATION EXPOSURE

Hazardous chemicals are utilized on Wesleyan College's campus in various locations. Trains, tractor trailers and contractors traveling on or near the College may carry hazardous chemicals that may threaten the environment of the College 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 no 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 (478) 960-7969, who will then notify the Macon/Bibb 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

CHEMICAL OR BIOLOGICAL TERRORIST EVENT

A chemical or biological terrorist event is a treat brought on by the manipulation of dangerous chemicals with the intent to do harm. Until the appropriate authorities arrive on site this incident will be treated the same as a chemical spill.

Enter the building nearest to you, proceeding to the center of the building. If possible, turn off heating/air conditioning unit. Remain inside until notified that the crisis is over by emergency personnel. Individuals who work or study at Wesleyan are encouraged to keep their Wesleyan College identification card with them at all times and to consult the Federal Emergency Management Agency website at www.fema.org to determine any additional steps they may wish to take for their own safety and comfort. These include:

- Making prior arrangements with friends and family for a meeting place in the event of an interruption in communications
- Storing non-perishable food and bottled water in an amount that will last three days to keep in your office/residence
- Keeping any medications or personal supplies you need on your person.

CHEMICAL SPILL OR CONTAMINATION

Upon notification that a chemical spill or contamination has occurred:

- Evacuate the building, following any specific information given by emergency personnel (such as avoiding an exit that may be blocked by the spill) and assisting disabled persons as necessary.
- Go to the outdoor gathering location (listed under fire) and remain there until given further instructions by emergency personnel.
- If you are aware of anyone who is still in the building after the evacuation or has been injured by the chemical, report it to the emergency personnel immediately.

SUSPICIOUS PACKAGE AND LETTER

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 (478) 960-7969.
- 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 (478) 960-7969 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 and do not let anyone else handle the item.
- If you do handle the suspicious item wash the affected area with soap and water for at least 3 minutes or until the substance is gone.

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 for a minimum of 3 minutes or until the substance is gone.
- 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 (478) 960-7969 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 Macon Bibb 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 (478) 960-7969

AIRCRAFT CRASH

The airspace over Wesleyan College is routinely filled with air traffic. The College is in the direct flight path of Robins Air Force 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 (478) 960-7969.
- 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.
- 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 illequipped 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.

SECTION IV

PSYCHOLOGICAL CRISIS & SUBSTANCE ABUSE

What is a psychological crisis?

A psychological crisis exists when an individual is threatening harm to himself/herself or others, or fails to maintain self-care.

The crisis may manifest as the following, but is not limited to:

- Passive suicidal ideation ("I wish I were not here anymore")
- Direct suicidal statements ("I plan to kill myself tonight")
- Self-mutilation
- Uncontrollable behaviors
- Excessive crying
- Excessive substance use/abuse
- Withdrawal or isolation
- Changes in normal behavior
- Paranoia / Hallucinations
- Manic Behavior

Procedures:

IF you come into contact with someone experiencing a psychological crisis, DO NOT ATTEMPT TO HANDLE THE SITUATION ALONE.

NOTIFY Student Affairs immediately at (478) 757-5216, during business hours and the on duty RA at 478-461-7787 after hours and weekends. Campus Safety can be called anytime for assistance at (478) 960-7969.

The safety of the person in crisis, as well as those around him/her, should be of primary concern. Student Affairs and Campus Safety will work with College counseling professionals when necessary.

REPORT ALL SUICIDE ATTEMPTS OR THREATS TO STUDENT AFFAIRS AND/OR 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, (478) 960-7969, has the emergency numbers for Student Affairs and Counseling Services for referral.

FACULTY/STAFF who are experiencing a psychological crisis should 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 College property, incidents shall be immediately reported to the Campus Safety Department.

Knowledge of suicide situations not on College property shall be immediately reported to the local law enforcement jurisdiction in which the danger exists. The Student Affairs on call Professional should be notified.

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 Professional Staff. You can work with the professional staff to develop a safety plan for maintaining self-care. Our staff is trained to assist students with social, emotional, and academic concerns in a caring, non-judgmental, and confidential manner. Please be aware that the counselor may not be available immediately. Contact the Student Affairs, during business hours, (478) 757-5216 or Campus Safety at (478) 960-7969 to address any emergency. They will assist you in getting to the nearest emergency room for immediate care. In life threatening situations call 911 then notify Campus Safety at (478) 960-7969.

You may contact Piedmont Behavioral Health at (478) 741-1355, River Edge Behavioral Health at (478) 803-7600 or call Suicide and Crisis Lifeline at 988. They provide prevention, treatment and support services for children, youth, families and adults who experience mental illness, addiction, co-occurring disorders or developmental disabilities.

SEXUAL VIOLENCE / ASSAULT

What should I know about sexual violence I assault?

Sexual violence affects every aspect of a person's life: his or her body, emotions, thoughts, behaviors, spirituality, and relationships with family, friends and the outside world. Sexual violence is never the victim's fault and statistics show most victims know their attacker. Sexual violence committed by a total stranger occurs, but not nearly as frequently as by acquaintances. If you have been a victim of sexual violence, there are a number of options available to you. When you are assisting a victim, confidentiality and ensuring the victim maintains a feeling of control over what happens to her/him is extremely important. The victim should make most decisions for herself/himself with assistance from trained personnel, unless a minor.

What should I do if I am a victim of sexual assault, harassment or misconduct?

TAKE IMMEDIATE ACTION:

- CONTACT Student Affairs during normal business hours or Resident Advisor on duty after hours and on weekends at (478) 461-7787 or (478) 461-7788 or Campus safety at (478) 960-7969.
- Campus Safety who will then call the Student Affairs on call professional staff member to assist.
- CONTACT a nearby relative or friend for support and assistance.
- 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-
- Title IX Coordinator [478-757-3800](tel:478-757-3800) jamos@wesleyancollege.edu.

If you choose not to contact the police, it is still important to take care of yourself. You are highly encouraged to contact another member of the campus or Macon community to assist and support you. 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, harassment or misconduct?

As with all protocols, this is for your reference should you be the first Wesleyan College contact person to communicate with the victim. Refer to these guidelines as necessary when talking to the victim so that s/he is aware of all of the options available:

- ASCERTAIN whether or not the victim needs immediate medical assistance. If so, CONTACT Campus Safety IMMEDIATELY at (478) 960-7969. Campus Safety will then contact the Student Affairs on-call professional staff member.
- MOVE the victim to a place where s/he feels safe.
- RESPECT the victim's confidentiality.
- LISTEN. Allow the individual to share details if s/he is comfortable.

- CALL one of the below resources who can speak with the individual to help with her/his emotional response (this can include shock, passivity, anger, tears, guilt, etc).
- BE SUPPORTIVE and allow the individual to take her/his time.
- REMEMBER it is a difficult experience for someone to go through.
- NOTIFY Campus Safety: Federal law requires that all crimes committed on the College campus be reported to Campus Safety (Clery Act of 1990). Campus Safety will:
 - Provide a police report and assistance as needed.
 - Call the Student Affairs on-call professional staff for support.
 - Notify proper authorities as appropriate.

Wesleyan College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, USC), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victims for purposes of this paragraph.

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 for an individual who has experienced sexual assault, harassment or misconduct:

National Sexual Assault Hotline - Will direct individual to closest county sexual assault facility (800) 656HOPE (24-hour hotline).

Wesleyan College Student Counseling Center — (478) 757-4024 Free for all enrolled Wesleyan College students. Outside referrals will be provided if the student's needs necessitate a higher level of care than the Counseling Center is able to provide. Any reports of a sexual assault made to the counselors shall remain confidential unless the victim specifically indicates they would like the matter referred to the Title IX Coordinator for further investigation.

Wesleyan College Student Health Center — (478) 757-4025 Free for all enrolled Wesleyan College students. Outside referrals will be provided if the student's needs necessitate a higher level of care than the Health Center is able to provide. Any reports of a sexual assault made to the Director of Health Services shall remain confidential unless the victim specifically indicates they would like the matter referred to the Title IX Coordinator for further investigation.

College Chaplain - (478) 757-5180 Free for all enrolled Wesleyan College students. Outside referrals will be provided if the student's needs necessitate a higher level of care than the Chaplain is able to provide. Any reports of a sexual assault made to the Director of Student Counseling Services shall remain confidential unless the victim specifically indicates they would like the matter referred to the Title IX Coordinator for further investigation.

Piedmont Health Emergency Room (478) 633-1000

Crisis Line and Safe House — (478) 745-9292 is 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.

SUBSEQUENT PROCEDURES:

All Wesleyan College employees are considered mandatory reporters under Title IX and are required to report incidents of sexual assault, harassment or misconduct to the Title IX Coordinator Jill Amos, at (478) 757-3 or jamos@weslevancollege.edu immediately with the exception of confidential employees to include the Counselors, Nurse Practitioner, and Chaplain. See complete Title IX policies on the Wesleyan College website.

PROTEST

If a non-violent protest is occurring on or near campus, no action other than paying extra attention to your surroundings is necessary. If a protest on or near campus starts to get violent, all persons nearby should enter a building and stay inside away from windows, and then remain inside until Bibb County Sheriff and Campus Safety has resolved the situation.

MISSING PERSON

Wesleyan College follows the procedure outlined below whenever a student who resides in a campus residential facility is reported to be missing for 24 hours. If the circumstances of the disappearance are such that a student's well-being is possibly in jeopardy, a missing person investigation can be commenced quicker than 24 hours.

The following information will be gathered from residential students during the check in process or other designated time. This may be different from the normal emergency contact that a student may list. This information is kept in confidence and accessed only by authorized campus officials in the case of suspected missing person with the exception of law enforcement personnel in furtherance of a missing person investigation.

In the event the College receives notification that I, _____ may be missing, please contact _____ (name/s), _____ (relationship), (phone number) _____.

By providing this information, I am granting permission for College officials to contact this (these) person(s) as needed.

Suspected Missing Person Reporting

Suspected missing persons can be reported to the following:

- **Wesleyan College Campus Safety, 478-960-7969**
- **Director of Campus Safety, 478-361-2721**
- **VP/Dean of Students, 478-757-5216**
- **Assistant Dean of Student Support, Health, and Wellness, 478-757-3800**
- **Assistant Dean of Students and Director of Residence Life, 478-757-2869**
- **Resident Advisor on Duty, 478-461-7787 or 478-461-7788**

Anyone who receives information on a missing student must immediately report that information to Wesleyan College Campus Safety, and Wesleyan College Campus Safety Director will immediately notify the Dean of Students or Student Affairs staff member on call. Immediate Response by Dean of Students:

1. Upon receiving notification, The Dean of Students, or designee, will go to the student's room to look for the student.
2. The Dean of Students, or designee, will attempt to contact the student via the student's cellular phone (if the number was provided to the College) and other electronic means if possible.
3. The Dean of Students, or designee, will notify Wesleyan College Campus Safety of the status

If Over 24 Hours or the Student is in Jeopardy

If Wesleyan College Campus Safety determines that the student has been missing for 24 hours, or the circumstances indicate a student is in jeopardy even under that timeframe, then within the next 24 hours they must collaborate with the Dean of Students to:

1. Notify the individual identified by the student to be contacted in this circumstance
2. If a student is under 18 years old and is not emancipated, their parent or guardian and any other designated contact person will be notified
3. Notify the Bibb County Sheriff's Office regardless of whether the student has identified a contact person, is above the age of 18 or is an emancipated minor. A reported missing individual will be considered missing until direct contact has been made with the Wesleyan College Campus Safety or the Dean of Students.
4. **Uwill** provides telehealth students with no cost, accessible medical and mental healthcare service 24 hours per day, 7 days per week, 365 days per year; call 833-646-1526 or support@uwill.com.

PANDEMIC

In the case of a pandemic, the College will follow recommendations of the CDC and the local Health Department. Communication to students, faculty and staff will be sent via e-mail, The college website and the text alert system.

CAMPUS FIRE SAFETY LOCATIONS: EMERGENCY ASSEMBLY AREA

Candler — Flag Pole	Olive Swann Porter — Flag Pole
Equestrian Center — Parking Lot E	Physical Plant — Parking Lot B
Huckabee — Parking Lot B	Porter Auditorium — Flag Pole
Library — Flag Pole	Porter Gym — Flag Pole
Mathews Fitness Center — Parking Lot E	Tate - Flag Pole
Munroe — Flag Pole	Taylor — Flag Pole
Murphy — Parking Lot B	Pierce Chapel — Grassy area by Hightower Hall

Residential Fire Safety Locations: Emergency Assembly

Area Banks Hall: Parking Lot B
Hightower Hall: Parking Lot B
Jones Hall: Parking Lot G
Persons: Flag Pole
Wortham: Parking Lot G
Corn Hall/South Apartments: Parking Lot A on the corner of Forsyth Rd and Tucker Rd.

SECTION V

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that was known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. The detailed Annual Campus Safety Report outlines all policies and procedures related to campus safety and reporting. Please see the updated report at:

<https://www.wesleyancollege.edu/studentlife/campusservices/safety/upload/CampusSafetySecurityreport.pdf>

It is our intention to make the campus is safe and conducive to an atmosphere that encourages and promotes a positive learning environment.

Online Education Continuity and Student Protections in Catastrophic Events

Addendum to Wesleyan College Emergency Management Plan

1. Purpose and Scope

This section of the Wesleyan College Emergency Management Plan addresses the continuity of online education in the event of a catastrophic event that disrupts normal college operations. It establishes procedures for maintaining instructional continuity, protecting student records, fulfilling financial obligations to students, and, if necessary, managing an orderly discontinuation of operations. These procedures apply to all students enrolled in our online program and are designed to meet the requirements of the State Authorization Reciprocity Agreement (SARA) and applicable accreditation standards.

2. Definitions

Catastrophic Event: An occurrence or condition, whether natural, technological, or human-caused, that significantly disrupts or threatens to disrupt College operations, facilities, personnel, or technology infrastructure to a degree that impairs the normal delivery of educational services. Examples include, but are not limited to: severe weather events or natural disasters, extended power or utility failures, widespread cybersecurity breaches, public health emergencies, or significant structural damage to campus facilities.

Instructional Continuity: The College's ability to resume or maintain the delivery of academic coursework in the online program, through alternative means during or following an emergency.

Closure: A temporary or permanent cessation of College operations, in whole or in part, as determined by the President and Board of Trustees.

SARA: State Authorization Reciprocity Agreement, under which Wesleyan College is authorized to offer distance education to students in member states. SARA policy requires that students receive the educational services for which they have paid or reasonable financial compensation if services cannot be delivered.

3. Online Instructional Continuity

3.1 Immediate Response (Days 1–5)

When a catastrophic event occurs, the Provost and Vice President for Academic Affairs, in coordination with the President and the Chief Information Officer, shall:

- Assess the impact on online course delivery and determine whether the College's learning management system (LMS) and supporting technology infrastructure remain operational.
- Issue an emergency notification to all online program students and faculty within 24 hours of a declared emergency, providing information on the status of courses and anticipated next steps.

- Determine whether online courses can continue as scheduled, must be modified, or must be suspended temporarily.
- Activate the Online Continuity Team, consisting of the Provost, the Chief Information Officer, the Registrar, the Director of Financial Aid, and the Dean for Teaching, Learning, & Student Success. The Provost shall convene the Online Continuity Team within 48 hours of the emergency declaration.

3.2 Continuation of Online Courses

Where the College's LMS and communication systems remain accessible, online courses shall continue without interruption to the greatest extent possible. Faculty teaching online courses are expected to:

- Communicate directly with enrolled students within 48 hours of the emergency declaration regarding any adjustments to course timelines, assignments, or grading policies.
- Provide reasonable accommodations for students who demonstrate that the emergency has directly impacted their ability to complete coursework.
- Document all modifications to course requirements or schedules and report them to the Provost's Office within five (5) business days.

3.3 Technology and Infrastructure Failure

If the College's primary LMS or technical infrastructure is unavailable, the Online Continuity Team shall implement the following contingency measures:

- Activate backup communication channels (institutional email, text notification system, College website) to reach students and faculty.
- Coordinate with the LMS vendor to restore service and establish an estimated timeline for restoration.
- Explore temporary use of alternative platforms (e.g., Google Classroom, Microsoft Teams) to maintain instructional access during system outages exceeding five (5) business days.
- Extend course deadlines and adjust academic calendar milestones as warranted, subject to approval by the Provost and the Registrar.

4. Student Protections

4.1 Obligation to Deliver Services

Wesleyan College is committed to deliver to students the educational services for which they have paid, or, if those services cannot be delivered, to provide reasonable financial compensation. The College's primary commitment is to restore and maintain instruction. Financial remedies are reserved for situations in which instructional continuity cannot be achieved within a reasonable timeframe.

4.2 Instructional Interruptions of Limited Duration

If an emergency results in an interruption to online instruction of fourteen (14) days or fewer, the College will endeavor to restore full instructional access and make up lost instructional time through one or more of the following approaches:

- Extension of the academic term or semester by the number of days of interrupted instruction.
- Provision of additional instructional materials, recorded content, or asynchronous activities to replace synchronous sessions that could not be held.
- Modified course structures and grading approaches, as approved by the Provost and communicated to students in writing.

4.3 Extended Interruptions and Partial Service Delivery

If an emergency results in an interruption exceeding fourteen (14) days and full instructional restoration is not feasible, the College shall:

- Notify all affected online students in writing within five (5) business days of the determination that full services cannot be restored.
- Work with the Director of Financial Aid and the Controller to calculate pro-rated tuition and fee refunds proportionate to the undelivered portion of instruction, in accordance with the College's existing refund policy (available in the Student Handbook and on the College website) and SARA requirements.
- Coordinate with Title IV federal aid programs and the Georgia Student Finance Commission to ensure that any required returns of financial aid funds are processed in compliance with applicable regulations.
- Assist students in identifying alternative pathways for course completion, including transfer credit options or enrollment at other institutions under a teach-out arrangement, where practicable.

4.4 Student Grievances Related to Emergency Impacts

Students who believe they have not received appropriate services or compensation following an emergency may file a complaint through the College's existing academic grievance process. Students enrolled under SARA who are not satisfied with the College's resolution may escalate their complaint to the Georgia Nonpublic Postsecondary Education Commission (GNPEC), the SARA portal entity for Georgia, in accordance with SARA complaint procedures.

5. Discontinuation of Operations

5.1 Decision Authority

The decision to temporarily or permanently discontinue College operations rests with the President, subject to approval of the Board of Trustees. In the event that discontinuation becomes necessary, the Provost shall serve as the academic lead for all teach-out planning and student transition activities, in coordination with the Registrar, Director of Financial Aid, and the Chief Financial Officer.

5.2 Teach-Out Planning

In the event of an imminent or likely closure, Wesleyan College will develop and submit a teach-out plan to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in accordance with accreditation standards and within the timeframe required by SACSCOC policy following the Board's determination. The teach-out plan shall include:

- A complete list of currently enrolled students, including online students, with their program of study and number of credits remaining.
- Identification of partner institutions willing to accept Wesleyan students through teach-out agreements, with preference given to institutions offering comparable programs and tuition rates.
- A student communication plan that provides timely, accurate information about options for program completion.
- Provisions for the refund of unearned tuition and fees and the appropriate handling of financial aid funds in accordance with federal and state regulations.

5.3 SARA Notification Requirements

If Wesleyan College determines that it will discontinue operations, the institution shall provide written notice to GNPEC as the state's SARA portal entity as soon as practicable and in accordance with applicable SARA policy timelines. The College shall cooperate fully with GNPEC and SACSCOC throughout the discontinuation process to ensure that all student protections required under SARA are honored.

6. Student Records: Protection and Maintenance

6.1 Record Systems and Redundancy

Wesleyan College maintains student academic records in a student information system (SIS) with automated, encrypted off-site backup. The following safeguards are in place to protect the integrity and accessibility of student records in the event of an emergency:

- Academic records, including transcripts, enrollment history, grades, and degree audits, can be accessed off-campus through a VPN and are not dependent on on-campus infrastructure for access.
- All student records are maintained in compliance with the Family Educational Rights and Privacy Act (FERPA) and applicable Georgia state records retention requirements, including during and after any emergency or closure event.

6.2 Records Access During an Emergency

During a declared emergency, the Registrar, in coordination with the Chief Information Officer, shall:

- Verify that student records remain accessible through the College's backup systems and that no records have been corrupted or compromised.
- Ensure that students can request unofficial and official transcripts through alternate means (e.g., electronic request via email) if normal web-based request systems are unavailable.
- Continue to process grade submissions, graduation audits, and enrollment verifications to the extent operationally feasible.

6.3 Records Preservation in the Event of Closure

In the event that Wesleyan College permanently closes, the College shall, prior to cessation of operations:

- Transfer all permanent student academic records to GNPEC or a designated records repository in accordance with Georgia state law and SACSCOC requirements, ensuring that students retain the ability to obtain official transcripts indefinitely.
- Notify all current and former students of the location and procedures for requesting records following closure.
- Ensure that records are transferred in a format that can be accessed and maintained by the receiving entity for a period consistent with applicable retention requirements.

7. Communication Protocols

The primary point of contact for online students during a catastrophic event is the Provost's Office, in coordination with the Office of the Registrar and the Office of Financial Aid.

Communications to online students regarding emergency impacts shall be issued:

- Via the College's official student email system as the primary channel.
- Via the College's emergency text notification system for time-sensitive announcements.
- Via a prominently displayed notice on the College's public website.

All communications shall be archived and dated. A log of emergency communications shall be maintained by the Provost's Office and made available to SACSCOC or GNPEC upon request.

8. Roles and Responsibilities

Provost and Vice President for Academic Affairs: Leads the Online Continuity Team; authorizes adjustments to academic calendars, course requirements, and grading policies; oversees teach-out planning and SACSCOC notifications; serves as primary liaison to academic faculty.

Registrar: Ensures continuity of student records access; processes emergency transcript requests; coordinates records transfer in the event of closure; manages enrollment verification.

Chief Information Officer: Maintains and monitors backup systems and cloud infrastructure; coordinates LMS vendor support; activates contingency technology platforms; ensures cybersecurity protections remain in force.

Director of Financial Aid: Calculates and processes pro-rated refunds; manages return of Title IV funds in compliance with federal regulations; communicates financial aid implications to affected students.

Dean for Teaching, Learning, & Student Success: Supports faculty in adapting online courses; monitors LMS functionality; coordinates with faculty on alternative instructional delivery methods.

President: Declares emergency; authorizes temporary or permanent closure; approves teach-out plans; notifies the Board of Trustees.

9. Plan Review and Testing

This section of the Emergency Management Plan shall be reviewed annually by the Provost's Office in coordination with the Online Continuity Team. The Provost's Office shall be responsible for scheduling the tabletop exercise or functional drill related to online education continuity required at least once every three years. Any revisions to this section shall be approved by the President and communicated to relevant personnel. This plan is subject to periodic review to ensure continued compliance with SARA policy, SACSCOC standards, and applicable federal and Georgia state regulations. Procedures governing the physical safety of students, faculty, staff, and campus visitors during on-campus emergencies are addressed in the main body of the Wesleyan College Emergency Management Plan.

This document is a component of the Wesleyan College Emergency Management Plan and should be read in conjunction with the full plan. Questions regarding this section should be directed to the Provost's Office.