

Gwinnett Tech Police 678-226-7377 • Emergency 911

Hazardous Materials

Any spillage of hazardous material must be reported immediately to Gwinnett Tech Police at 678-226-7377.

- Report the material involved and its exact location.
- The key person on-site should vacate the affected area and seal it off to prevent further contamination until Gwinnett Tech Police arrive.
- Anyone contaminated by the spill should avoid contact with others, remain in the vicinity, and give their names to Gwinnett Tech Police.
- If an emergency exists, activate the building alarm.
- When an alarm is sounded, walk quickly to the nearest marked exit.
- Outside, move to a clear area at least 500 feet from the building. DO NOT RE-ENTER.

Medical Emergencies

- If serious injury or illness occurs on campus, CALL 911.
 - For a minor injury or illness, trained personnel should provide basic first aid care.
- Contact Gwinnett Tech Police at 678-226-7377 or 911.**

Utility Failures

If a major utility failure occurs during regular business hours, immediately contact Facilities at 678-226-6748. After hours contact Gwinnett Tech Police at 678-226-7377.

- If an emergency exists, CALL 911. Activate building alarm if needed.
- Building evacuation will occur when an alarm sounds or when an emergency exists.
- Outside, move to a clear area at least 500 feet from the building. DO NOT RE-ENTER.

Fires

- Campus Police extension 7377.
- If a minor fire appears controllable, immediately contact Gwinnett Tech Police at 678.226.7377.
- If an emergency exists, activate the building alarm and CALL 911.
- Building evacuation will occur when an alarm sounds or an emergency exists.
- Outside, move to a clear area at least 500 feet from the building. DO NOT RE-ENTER.

Bomb Threats

- Remain calm.
- If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE OBJECT!
- Clear the area and CALL Gwinnett Tech Police at 678-226-7377 or 911.
- If you receive a phone call bomb threat, attempt to ask the caller:
 1. When is the bomb going to explode?
 2. Where is the bomb located?
 3. What kind of bomb is it?
 4. What does it look like?
 5. Why did you place the bomb?
- Talk to the caller as long as possible and document the following:
 1. Time of call.
 2. Age and sex of caller.
 3. Speech pattern, accent.
 4. Emotional state of the caller.
 5. Background noise.
- Gwinnett Tech Police officers will conduct a cursory bomb search. Employees are requested to make a visual inspection of their area for suspicious objects and report the location to Gwinnett Tech Police. DO NOT HANDLE THE OBJECT!
- If an emergency exists, activate the building alarm.
 1. When the alarm is sounded, walk quickly to the nearest marked exit.
 2. Outside, move to a clear area at least 500 feet from the building. DO NOT RE-ENTER.

Weather Emergencies

- For procedures, refer to www.gwinnettech.edu.
- Throughout the event, continue to check the college website and monitor local television and radio stations for announcements.
- Register for emergency messages with EverBridge.

Psychological Crisis

A psychological crisis may exist when a person is threatening harm to themselves or others or appears to be out of touch with reality. If a psychological crisis occurs:

- Never try to handle on your own a situation you feel is dangerous.
- Notify Gwinnett Tech Police: 678-226-7377.
- In extreme emergencies, CALL 911.

Explosion, Aircraft (Crash) on Campus

- Take cover under tables, desks, or other objects that will protect you from falling glass/debris.
- CALL 911.
- If necessary, activate the building alarm.
- When an alarm is sounded, walk quickly to the nearest marked exit.
- Outside, move to a clear area at least 500 feet from the building. DO NOT RE-ENTER.

Civil Disturbance or Demonstrations

Most campus demonstrations, such as marches, meetings, picketing, and rallies, will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. INTERFERENCE with normal college operations.
2. PREVENTION of access to college offices, buildings, or other facilities.
3. THREAT of physical harm to persons or damage to facilities.

Active Shooters

An active shooter is a person whose activity is immediately causing death and serious injury, and the threat is not contained.

If possible, exit the building and immediately:

- Notify anyone you may encounter to exit the building.
- Evacuate to a safe area.
- CALL 911.
- Individuals not immediately impacted by the situation are to take protective cover. Call Campus Police 678-226-7377

If you are directly involved and exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office.
- Close and lock the door.
- Turn off the lights.
- Seek protective cover.
- Keep quiet and act as if no one is in the room.
- Do not answer the door.
- CALL 911 if it is safe to do so.
- Wait for the police to assist you out of the building.

911 will need Your name, incident location, number of shooters, identification or descriptions of the shooter(s), number of persons involved, your exact location, and injuries to anyone.

Violent or Criminal Behavior

If you are a victim or a witness to any on-campus offense or observe a criminal act or suspicious person on campus, call Gwinnett Tech Police at 678-226-7377, CALL 911.

- Supply the officers with any additional information.
- Everyone can help make the campus a safe place by promptly reporting suspicious situations.

Non-Emergency: 678-226-7377
Facilities: 678-226-6748
CampusPolice@GwinnettTech.edu