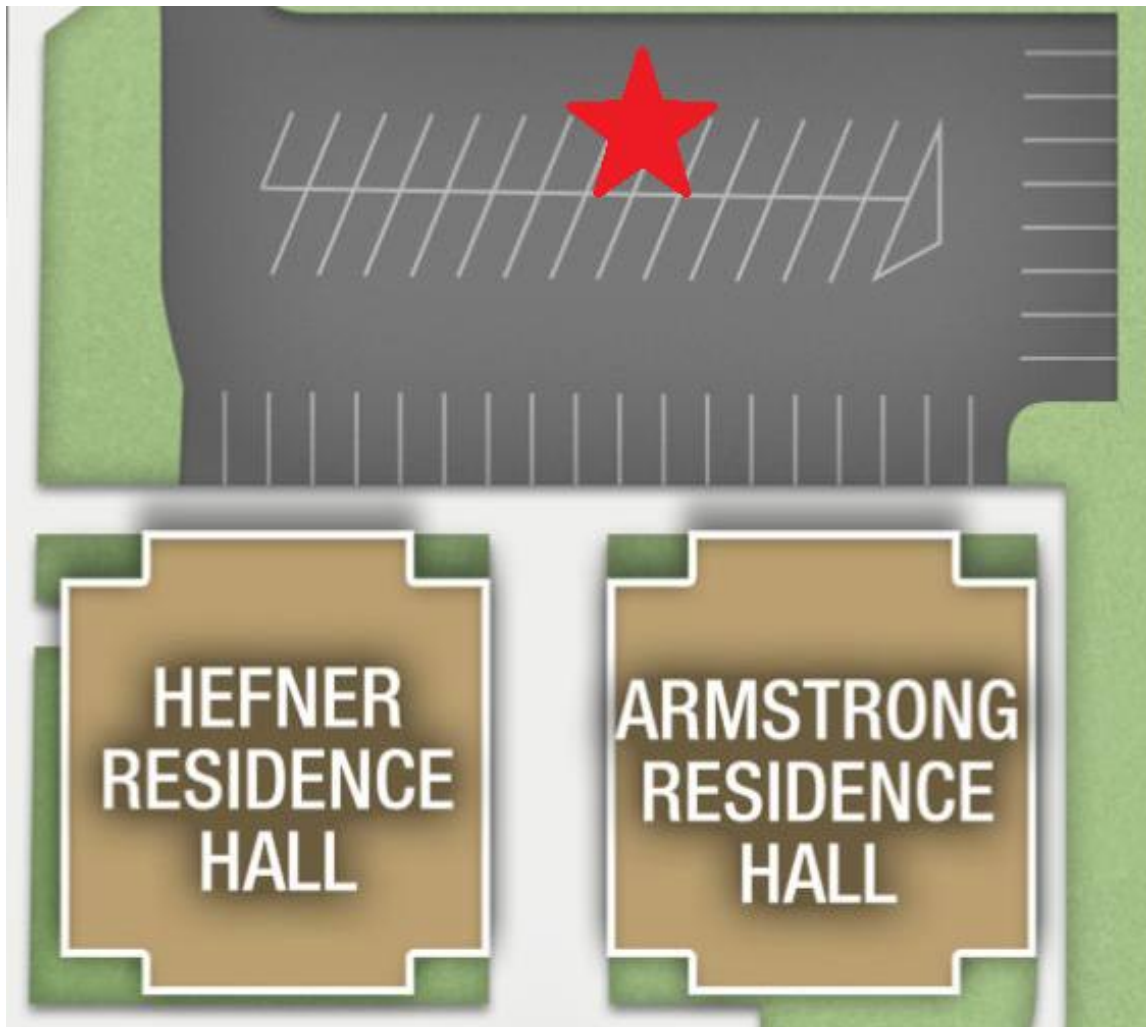


# Emergency Procedures: Hefner Residence Hall

## Fire

Report all fire alarms by calling our office at 404-894-2469 or after hours at 404-428-6752. Assemble at the evacuation spot and begin taking role. Our staff will ask you if you see any signs of smoke or fire, and if everyone is present and accounted for. A roster can be provided to your group if needed. Afterwards, we will dispatch a staff member, Georgia Tech Police, and Atlanta Fire Department to the scene. Our staff will be wearing a safety vest for easy identification and will check-in to make sure all guests evacuated the building. Do not re-enter the building until it is deemed safe by emergency officials.

**Emergency Evacuation Location:** Hefner/Armstrong Parking Lot



## Severe Weather

You are located in: North Fulton County

Inclement weather is very common during the summertime; however, the weather rarely turns severe. As a general precaution, no outdoor activities should be taking place when there is lightning in the area. All outdoor activities should be suspended 30 minutes after the most recent lightning strike. The Office of Conference Services recommends downloading a weather app to get alerts on weather events in the area. Our office can For clarification on any weather warnings or terminology, please contact our office at 404-894-2469 or after hours at 404-428-6752

**Severe Thunderstorms:** Occasionally, the National Weather Service will issue a “Severe Thunderstorm Warning” for the area. If this warning is issued, it is not safe to be outside at all due to threats of heavy wind, torrential rain, and hail larger than a quarter of an inch in diameter. Please stay inside until the warning has expired.

**Tornado Watch:** If the area is on tornado watch, this means that there is a possibility a tornado could form on an incoming storm. Take a moment to review the warning procedures and make any necessary adjustments to shift into warning procedures at any moment. Tornado watches can last anywhere from 4-12 hours

**Tornado Warning:** While rare, the area may be issued a tornado warning. This means that radar has indicated the formation of a tornado via radar, or one has been spotted by a trained storm spotter. Immediate action must be taken. ***For Hefner Residence Hall, the safest location to shelter is on the first floor, away from the entrance door.*** Overflow should go up to the second floor. Take role of all the guests and report any missing persons to our office at 404-894-2469 or after hours at 404-428-6752. Do not leave the shelter location until the warning has expired.

## Campus Lockdown

While extremely rare, if the campus is unsafe, the Georgia Tech Police Department will order campus to be locked down. The Office of Conference Services strongly urges all conference leaders to subscribe to the Georgia Tech Emergency Notification System by downloading the LiveSafe app or by setting up phone notifications through our office prior to arrival. In the event that campus is locked down, all guests should report to their bedrooms and lock the doors. In the event that there is a threat to the building, call the Georgia Tech Police Department at 404-894-2500.