



Georgia State
University

EMERGENCY ACTION PLAN

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Responsible Officer for Implementation: Director of Emergency Management

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GEORGIA STATE UNIVERSITY

EMERGENCY ACTION PLAN

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Emergency Action Plan – Table of Contents

I. Overview	5
a) Development	
b) Authority	
c) Purpose	
II. Applicability	6
a) Interoperability	
b) Scope	
III. Plan Maintenance and Distribution	7
IV. Definitions	8
V. Emergency Response Organization (ERO)	9
a) Emergency Management Group	
b) Emergency Response Teams	
c) Incident Commanders	
c) Other Critical Personnel	
VI. Levels of Emergency	16
VII. Response Order of Priority	17
VIII. Declaration of Emergency	18
IX. Emergency Communications	19
a) Strategy and Priority	
b) Objectives	
c) Administrators and Approval	
d) Activation Criteria	
e) Emergency 'Closing' Information	
f) Communication Resources	
g) Concept of Emergency Notifications	
X. Emergency Operations Center	23
a) Purpose	
b) Scope	
c) Location(s)	
d) Field Command Posts	

XI. Incident Briefing and Evaluation	25
a) General	
b) Activation Briefing	
c) Initial Decisions	
d) Involving Outside Agencies	
XII. General Guidelines for Emergencies	26
XIII. Shelters (Emergency) / Overnight Accommodations	28
XIV. Emergency Procedures for People with Disabilities	28
XV. General Evacuation Procedures	29
XVI. Specific Hazard / Incident Response Plans	32
a) Fire	
b) Hazardous Material Spill or Release and Suspicious Packages	
c) Natural Disasters	
1. Tornados and Severe Weather	
2. Winter Storms / Ice	
3. Lightning	
4. Earthquakes	
d) Active Threat and/or Work-Place Violence	
1. Notification procedures	
2. Recommendations – Individual Response Strategies	
3. What to expect from responding Police Officers	
e) Unauthorized Person in the Building	
f) Civil Disturbances	
g) Criminal Behavior or Violent Behavior	
h) Explosion or Bomb Threats	
i) Utility Failure / Interruption	
XVII. Recovery	49
a) Post Incident Guidelines	
b) Faculty and Staff Guidelines	
c) Campus Recovery	
d) Business and Finance	
e) Facilities Management and Services	
f) Information Systems and Technology	

- g) Damage / Consequence assessment
- h) Utilities
- i) Communication and Information Resources
- j) Laboratories
- k) Government Agencies

XVIII. Annexes and Appendices.....53

ANNEX A - Campus Map

ANNEX B - Campus Building List

ANNEX C - Emergency Logistics – Inventory List *

- 1. Emergency Equipment Needs
- 2. Departmentally owned
- 3. Available elsewhere on campus
- 4. Available locally
- 5. Required from regional or national sources

ANNEX D - Disaster Response Vendor Call list *

ANNEX E - Emergency Operations Task List *

ANNEX F – Status / Situational Report Form

ANNEX G - Emergency Incident Critique Sheet

ANNEX H - Facility Damage Assessment Sheet

ANNEX I - Critical Research/Departmental areas *

ANNEX J - Track Emergency Operations Plan Changes

ANNEX K - Risk Assessment¹

ANNEX L - Training Documentation *

ANNEX M – Board of Regents: Emergency Notification Plan

APPENDIX A - Unit Sample Emergency Action Plan

* Contact Office of Emergency Management for copies

I. Overview

A. Development

The Director of Emergency Management, in coordination with the review of the University Emergency Management Group and approval of the University Administrative Council, creates and maintains the University's Emergency Action Plan. The University Emergency Action Plan is a campus-level plan that guides the emergency response of Georgia State University personnel and resources during a major disaster or event that threatens life safety or daily operations. This plan is the official Emergency Operations Plan for Georgia State University and supersedes all previous University Crisis or Disaster Management Plans. This plan complies with the Emergency Response Organization created by the Emergency Management Policy (dated February 6, 2008). Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices.

This plan sets forth the operational fundamentals that will be used to manage response and recovery activities in the event of a disaster or emergency at Georgia State University.

B. Authority

The University Emergency Action Plan is promulgated under the authority of the President and Provost.

C. Purpose

The purpose of the Georgia State University Emergency Action Plan (EAP) is to establish the operational and logistical procedures necessary to respond to, and recover from, a significant emergency event in a timely and organized fashion. The University EAP also serves as the baseline by which all Unit Emergency Action Plans are developed.

This plan and organization shall be subordinate to State and Federal plans during a disaster declaration by those authorities.

II. Applicability

A. Interoperability

Given the complexity of University locations and infrastructure, its large and varying population, range of internal hazards and complexity of

emergencies needing to be considered, the University recognizes that no single University “Emergency Action Plan” will be able to adequately ensure proper preparedness, response and recovery to all facilities and all associated personnel in unpredictable situations.

Therefore, the effectiveness of the collective University Emergency Action Plan is dependent on the development and maintenance of Unit / Facility specific Emergency Action Plans. As stated in the Emergency Management Policy, the University expects each College and individual departments to designate Emergency Coordinators for each facility they occupy or conduct operations within. The Emergency Coordinators in each building comprises the building Emergency Response Team. Collectively, the appointed Emergency Coordinators have the responsibility to recommend modifications in emergency procedures for their specific facility, maintains the Unit/Facility Emergency Action Plan and commits resources for emergency preparedness, as necessary.

B. Scope

This EAP is written at the University level and applies to all Georgia State University colleges, divisions, departments, programs, research centers, administrative business service centers, and other operating units as described in the University Emergency Management Policy.

The principles in this plan incorporate operating procedures for handling emergencies resulting from fires, floods, storms, hazardous materials incidents, and other potential natural and man-made disasters. The plan utilizes the fundamentals of the Incident Command System (ICS) and is in compliance with the National Incident Management System (NIMS), a nationwide standardized approach to incident management and response. The NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response and recovery operations. The University EAP establishes the foundation to coordinate the actions of personnel and to facilitate communication to and from the University Emergency Operations Center.

Georgia State University adheres to the University System of Georgia and the Georgia Emergency Management Agency’s (GEMA) “all hazards” concept for emergency planning where all emergencies or disasters are different with unique issues, but the consequences are typically the same.

All members of the University community are expected to take personal responsibility for following the policies and procedures of Georgia State University and, in the event of an emergency, act in accordance with instructions given them by the Emergency Management Group, the University’s Police Department and the Office of Emergency Management.

Although the University is decentralized, all campus colleges and administrative departments are stakeholders in the business continuity, student well-being and faculty interests and research. A well-conceived Emergency Action Plan will enhance the University's ability to recover, reduce liability and improve Georgia State University's image with the public.

III. Plan Maintenance & Distribution

A. Maintenance

1. The University Director of Emergency Management has overall responsibility for the maintenance of this plan.
2. The plan will be reviewed semi-annually, but will also be reviewed, revised and/or updated as needed after scheduled exercises or actual emergency events.
3. Personnel associated with the University Emergency Response Organization are charged with continually re-evaluating their responsibilities in light of such factors as the changing world situation and technology and provide updated information about their emergency responsibilities and operations to the Office of Emergency Management for incorporation into policy and plan revisions.

B. Distribution

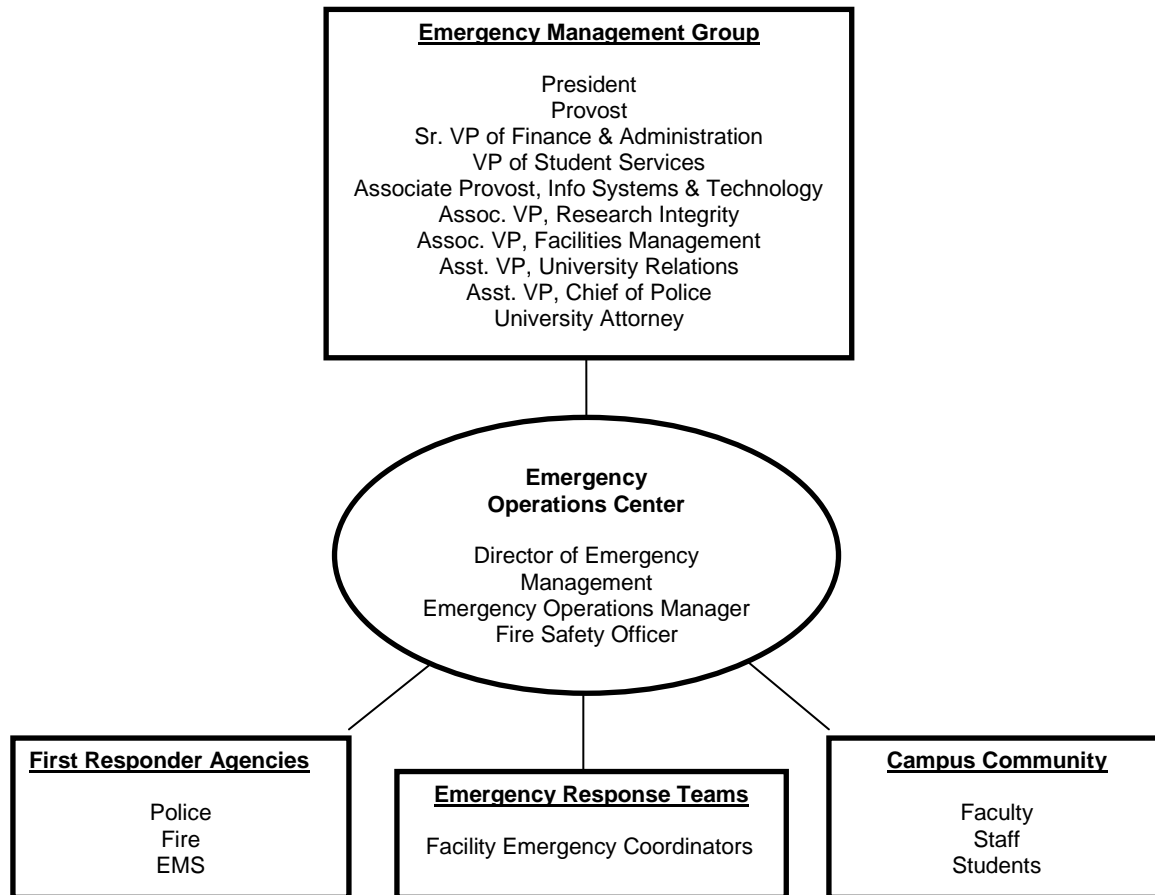
Current copies of this plan will be distributed to:

1. All ERO Personnel (see Section V)
 2. All University Vice Presidents
 3. All University Deans
 4. The University System of Georgia Board of Regents
 5. Atlanta (Fulton County) Office of Emergency Management
 6. GEMA
- A copy of this plan will also be displayed on the University web-site.
<http://www2.gsu.edu/~wwwupo/OEM/Mission.htm>

IV. Definitions

Emergency	A word used to encompass a range of events, which could otherwise be described as incidents, accidents, catastrophes or disasters, which may affect a large group of people on University premises or in University-related activities or which may damage or threaten to damage major University installations or buildings or cause harm to personnel.
Emergency Action Plan Guidelines	A document that provides guidance in the development and deployment of Unit/Facility Emergency Action Plans.
Emergency Level	One of three severity levels of emergency that require specific responses by the University (see the "Emergency Levels" segment of this document).
Emergency Management Group	A group of individuals that may convene at the Emergency Operations Center to establish and carry out response strategies and tactics, deploy resources, and initiate the recovery process at the University level.
Emergency Operation Center	A physical or virtual location at which members of the University Emergency Response Organization and staff members of the Office of Emergency Management convene to establish and carry out response strategies and tactics, deploy resources and initiate the recovery process.
Emergency Response Booklet	A document that provides guidance for individual responses for several types of emergency situations
Emergency Response Organization	The complete set of coordinated individuals who may be mobilized in emergencies to respond to, and recover from, specific emergency events.
Emergency Response Teams	A group of appointed individuals who maintain the unit/facility emergency action plans and assess the scope of a potential emergency incident or situation and respond appropriately to reduce the threat of loss of life, personal injury, damage to property and/or harm to the environment at a specific facility.
Georgia State University: Emergency Action Plan	A document that establishes and outlines the University's collective response to an emergency, and establishes guidelines for the creation of unit emergency action plans.
Unit	A college, division, department, research center or other operating unit as determined for this purpose by the college or division at the Dean or Vice President Level.
Unit/Facility Emergency Action Plan	A document that outlines unit-specific responses to an emergency, in keeping with the Georgia State University Emergency Action Plan, at a specific facility/building.

V. University Emergency Response Organization (ERO)



(figure 1.1 – University ERO)

A. Emergency Management Group (EMG)

The EMG is headed by the President , Provost or designee and facilitated by the Director of Emergency Management. The EMG is comprised of senior University officials, selected by the President and Provost that support the implementation of defined Emergency Management Program objectives and continual refinement of emergency preparedness in general. During a critical event or large scale emergency, the EMG serves as a comprehensive consultant team for the President and Provost by interfacing with University personnel, the community, first responder organizations, the media and regulatory agencies.

EMG members are senior officials who have the authority to:

- Determine the short- and long- term effects of an emergency
- Order the evacuation or shutdown of facilities and the campus, if needed.
- Interface with outside organizations, family members and the media
- Issue comprehensive press releases
- Initiate and execute the recovery process

Current members and duty descriptions of the University EMG are:

1. President and/or Provost – The President and/or Provost of the University or designee serve as the decision making authority for the University. The President and/or Provost are responsible for the overall direction of the Emergency Action Plan and for the declaration of a “Campus State of Emergency”.

2. Vice-President of Finance and Administration – The VP of Finance and Administration provides overall coordination of administration and financial services and advises the President/Provost with status reports regarding multiple support agencies throughout the University. The following agencies and departments are considered support service agencies:

- Facilities
- Auxiliary / Support Services
- Finance/Comptroller
- Police

3. Vice President of Student Affairs - VP of Student Affairs or designee keeps the student body apprised of the current situation and coordinates with students and student groups to solicit cooperation and volunteer workers when necessary. Provides the Director of Housing and necessary departmental leadership with information concerning student needs and other concerns.

4. Associate Provost and Chief Information Officer – Responsible for the establishment of the campus data/technological continuity plan in relation to security and connectivity. Institutes arrangements to allow the institution to continue critical services after a disaster. Coordinates with the VP of Finance and Administration on matters concerning authorization for emergency funding and expenditures.

5. Director of University Relations – Responsible for coordinating the University’s public announcements before, during and after an emergency.

- Serves as the official College Spokesperson and the central source as directed by the President
- Disseminates approved information in public forums
- Provides appropriate information on the emergency situation to faculty, students, staff and parents in addition to emergency mass communication resources
- Initiates contact with the media to provide information or public announcements
- Provides updates to the media as new information is available
- Monitors all news coverage of the emergency and keeps the President and Provost, the University Attorney and other appropriate administrators informed
- Works with appropriate personnel to establish a news center for media crews, and arranges for, if necessary, 24-hour staffing of the center
- Is responsible for ensuring assigned personnel record accurate video and still photo recording of the aftermath of a disaster as soon as it is safe to commence

6. Associate Vice President, Facilities Management - acts as the Technical Coordinator during emergencies or may designate additional personnel to act in this capacity. Provides technical advice relating to facility operations during an emergency. Establishes Facility Damage Assessment Teams and utilities a coordination unit; serves as the principal liaison officer with the companies and organizations supplying utilities and other construction needs; and initiates emergency operational procedures necessary for the continued functioning of University/ college facilities. He/she will advise the Director of Emergency Management and Risk and Insurance Manager with status reports relative to damage including destruction, disruption, and restoration of facilities; and assist in establishing the following:

- Determine how facility functions may be affected by the emergency event
- Assist in the determination of what control and other procedures can be used to isolate the incident

- Coordinate equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection
- Coordinate equipment for emergency generation of power to supply critical areas including the emergency operations center
- Coordinate for vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to members of the Emergency Response Organization for emergency use
- Surveys habitable space and relocated essential services and function
- Coordinates for emergency generator fuel during actual emergency or disaster periods
- Facilitates storage of vital material and records at an alternate site. Coordinates with the Emergency Management Group and Unit/Facility Emergency Coordinators for liaison and necessary support
- Oversees repair, construction and utility specific operations in order to recover from an emergency where facility infrastructure damages were ensued
- Provide Engineering and Technical Assistance as necessary

7. Director of Emergency Management – Responsible for overall coordination of the emergency response and recovery efforts and administration of the University Emergency Operations Center. Through this capacity, the Director facilitates the Emergency Management Group with updated situational status reports and recommends best practices to the President and/or Provost.

- Develops and implements policies and procedures necessary to respond to and recover from the existing emergency condition. In this regard, the Director may conduct meetings and require input from multiple organizational units of specified Colleges and Departments
- Develops communication strategies to ensure response and recovery efforts are synchronized and efficient. Informs personnel that are, were or could be impacted by the emergency event are informed of any threats to injury or life safety in an efficient and timely manner

- Assesses the type and magnitude of the emergency and establishes appropriate emergency response strategies
- Initiates immediate contact with the President and senior University administrators and begins assessment of the University's condition
- Coordinates with safety and security personnel as necessary to maintain safety and order
- Notifies members of the Emergency Management Group and advises them of the nature of the emergency
- Through the Emergency Management Group, notifies and acts as liaison with the appropriate outside agency or organization
- Conducts appropriate notifications to off campus staff when necessary
- Conducts a critique of the emergency and the procedures used when the situation has stabilized or terminated
- Liaison with University Police, local, state and federal agencies
- Identifies best practices and recommends inclusions, modifications and/or revisions with emergency management policy, plans and procedures
- Attends local emergency management meetings

8. University Attorney – Serves as the principle officer for all legal and liability concerns regarding emergency management and operations associated with this plan; responsible for providing professional consultation to the President, Provost or designee and other members of the University's Emergency Response Organization as needed. Consolidates all response and recovery documentation and preserves records in accordance with University policy.

9. Chief of Police – Serves as the principle officer for all safety and security operations throughout the University and contiguous environment. Oversees the most efficient mitigation measure for man-made emergencies by ensuring Police patrols are conducted on a 24/7 basis. Before, during and after an emergency, this position oversees all Police actions to preserve life and safety. This includes, but is not limited to, the following:

- Maintains the Police Communications Center in a state of constant readiness (24/7/365)

- Notifies the Director of Emergency Management of Level 2 or 3 emergencies and ensures a chronological log of the emergency is documented from start to completion
- Monitors campus emergency radio and telephone communications
- Takes immediate and appropriate action to protect life and property, and to safeguard records as required
- Obtains assistance from the City, County, State, and Federal government as dictated by the needs of the emergency event
- Provides traffic control, access control, perimeter and internal security patrols
- Provides and equips alternate sites or vehicles for any field command posts
- Maintains liaison with telecommunications support as necessary
- Coordinates emergency medical services when necessary
- Evaluates potential environmental impacts of the incident
- Interacts with appropriate government agencies
- Assumes or delegates Field Incident Command until responsibilities can be properly transferred to higher authorities, i.e. Public Safety, Fire E.M.S. and other state or federal agencies
- Attends local emergency management meetings

10. Associate Vice President, Office of Research Integrity – Serves as the principle officer for all bio-safety, environmental, hazardous material, and radiation safety matters within the Emergency Management Group; responsible for providing professional and technical advice in relation to lab safety, environmental concerns such as air and water quality, responding to hazardous material incidents and recovery efforts associated with waste disposal, clean up and return to normal operations. Advises the emergency first responders with associated Material Safety Data Sheets (MSDS) and specific information related to response, assessment, containment, isolation and recovery.

B. Emergency Response Teams (ERT)

The Emergency Response Teams are comprised of Facility/Unit Emergency Coordinators (appointed by the appropriate Dean or Vice President) that provide support for emergency preparedness and emergency response guidance for their specific department and facilities. The ERTs are charged with maintaining their Unit/Facility Emergency Action Plans and providing emergency response guidance for their respective groups through established communication measures.

* Note – the intent of these teams is to consolidate specific points of contact (Emergency Coordinators) for each facility throughout the University. The Office of Emergency Management will provide sample Unit Emergency Action Plans, training and guidance for emergency preparedness, mitigation, response and recovery specific to facility (building) ERTs.

C. Incident Commanders (IC)

The Incident Commander (IC) is responsible for: front-line management of the emergency incident, tactical execution, determining whether outside assistance is needed and for relaying requests for internal resources or outside assistance through the Emergency Operations Center (EOC).

The IC can be any employee, but usually is a member of management with assigned responsibility to respond to specific emergency situations and possesses the subject matter expertise, training and authority to make tactical response decisions during a specific emergency.

The IC must have the capability and authority to:

- Assume command for the tactical response during an emergency
- Assess the situation and report status
- Implement a specific emergency response strategy
- Determine tactical response strategies
- Activate resources as required
- Oversee all tactical response activities
- Declare that the incident is "safe and over"

D. Other Critical Response Personnel

1. **Administrators** – According to the University Emergency Management Policy, College Deans and Departmental Vice Presidents must appoint a specific person as a Unit/Facility Emergency Coordinator for specific areas under their control. One is required, but multiple personnel are encouraged for redundancy. This may include certain laboratories, colleges, library, etc. as identified by the need of the college or department. Under major emergency conditions, these Emergency

Coordinators may report to specific members of the Emergency Management Group, which is collectively responsible for the implementation and coordination of the University Emergency Action Plan and Emergency Operations Center.

2. Emergency Coordinators – appointed members of a building Emergency Response Team, Emergency Coordinators represent the college and/or department administrators and have the following responsibilities:

- Maintain the Unit/Facility Emergency Action Plan by working with the Office of Emergency Management
- Provide or coordinate awareness programs to their staff concerning the University and Facility/Unit Emergency Action Plan
- Inform their staff of an emergency and follow emergency instructions in the Unit/Facility Emergency Action Plan
- Check their assigned building/facility to determine if there are any safety hazards for their personnel
- Inform all associated students, staff and faculty to conform to building evacuation procedures during any emergency and to report to a designated assembly area outside the building
- Provide situational updates and logistical requests to the Emergency Operations Center as needed

As identified during the creation and maintenance of the University and Unit Emergency Actions Plans, additional personnel may be added to the defined groups mentioned above.

VI. Emergency Action Levels

A. Level 1

A localized, contained incident that is quickly resolved with internal resources or limited help.

In these situations, the University Emergency Operations Center is generally not activated and the Emergency Management Group is not likely to be mobilized.

B. Level 2

A major emergency that impacts portions of the campus, and that may affect mission critical functions or life safety, or has the potential to pose a threat to life safety.

In these situations, the University Emergency Operations Center may be fully or partially opened and the Emergency Management Group may convene (physically or virtually).

C. Level 3

An emergency that involves the entire campus and/or surrounding community or poses a significant threat to life safety.

In these situations, the University Emergency Operations Center will be fully activated (physically or virtually) and all members of the University Emergency Management Group will be mobilized to convene at the Emergency Operations Center.

VII. Emergency Response - Order of Priority

In any emergency situation, Georgia State University's overriding mission is to:

1. Protect life safety
2. Secure our critical infrastructure and facilities
3. Resume our research and educational programs

Emergency situations have the potential to negatively impact various components throughout the University. Therefore, it is imperative to understand that the University will collectively focus both response and recovery efforts in order of priority. General emergency response priorities follow from these goals. Specific characteristics, such as time or day, may require some adjustments within the following categories:

1. Facilities used by dependent populations (residences, occupied classrooms and offices, childcare centers and special event venues)
2. Facilities critical to health and safety (medical facilities, emergency shelters and sites containing known or suspected hazards – such as laboratories)
3. Facilities that sustain emergency response (emergency and technology systems, utilities, communications services, computer installations and transportation systems)
4. Classroom and research facilities
5. Administrative facilities

VIII. Declaration of Emergency

A. Activation of a 'Campus State of Emergency'

Only the President, or the Provost or a designee acting on behalf of the President, has the authority to declare a campus state of emergency.

B. Sample 'State of Emergency' Memo

DECLARATION OF A CAMPUS STATE OF EMERGENCY

Date: _____ Time: _____

As a result of : _____ occurring on
: _____ at : _____ conditions of peril to the safety of
persons and property have arisen within the Georgia State University campus,
warranting the necessity for, and declaration of, a Campus State of Emergency.
These conditions cannot be fully responded to with available University
resources.

Georgia State University emergency policies and procedures empower the President to declare a Campus State of Emergency when the campus has been affected by an emergency or disaster. A declaration of emergency is made to protect the lives and property of Georgia State University and to comply with laws and regulations for requesting assistance from local, state and federal agencies. During these emergency conditions the powers, functions, and duties of the emergency organization of Georgia State University shall be those prescribed by the Georgia State University Emergency Action Plan.

The Campus State of Emergency shall be deemed to continue to exist until its termination is declared by the President of Georgia State University.

A copy of this declaration will be forwarded to City of Atlanta and Fulton County officials and the University System of Georgia.

President, Georgia State University

IX. Emergency Communications

A. Strategy

Georgia State University emergency communications will be utilized in response to a crucial incident or other emergency that may affect or has affected the health, safety or welfare of students, faculty, staff or campus visitors. Critical incidents require a timely and effective communications response and include situations that:

- Result or may result in significant damage to facilities
- Result or may result in death, injury or health or safety threats to our students, employees or the public
- Significantly disrupt research, teaching or operations
- Call into question our workplace practices or
- Call into question the integrity of our organization, its people, or its products and services
- Result in the activation of the University's Emergency Action Plan, the Emergency Operations Center (EOC) or the notification of designated Emergency Response Organization members.

B. Objectives

The University's emergency communication efforts will strive to meet the following objectives:

- Issue timely notices and alerts for incidents that could negatively impact life safety
- Provide up-to-date and factual information as quickly as possible
- Allow easy access to factual information by media and key stakeholders
- Maintain focus on known facts and positive behavior
- Maintain stakeholder confidence in the University, its faculty and staff
- Effectively communicate with employees, students, Board of Regents, alumni and the public

C. Administration and Approval

1. The University Police Department, Office of Emergency Management and the University Relations Department administer resources and systems designed for emergency communications.
2. While the President, Provost or designee are the only authorized personnel to declare a 'Campus State of Emergency', select officials within the above mentioned departments and offices have the authority to utilize emergency communications to preserve life safety, security and order within the University.

3. The University has designed redundant emergency communications measures so there are multiple ways the University community can be notified during an emergency.

D. Activation of 'Emergency Communications'

Emergency communications will be activated during any event where a known threat to life safety or personal injury exists in as rapid a manner as possible. It is important to note that the activation of emergency communications is NOT the same as declaring a Campus State of Emergency.

All emergencies that fall into the Level 2 or 3 categories should be immediately reported to the University Police Department. The Police Department ensures necessary emergency actions are initiated including activation of fire, Emergency Medical Service (EMS), and hazardous materials response.

The activation of the Emergency Management Group, Emergency Operations Center, and/or emergency communications may be done by the President's and Provost's office, the Chief of the University Police, the University Relations Office and/or the Director of Emergency Management for the University.

Activation of specific emergency communication resources is strictly controlled by administrators in the offices mentioned above and is designed to ensure false activation is mitigated.

E. Emergency Closing Information

In the event of weather conditions or other conditions that might cause any interruption to classes or events, Georgia State University students, faculty, and staff are advised to check the University's website: www.gsu.edu and tune to local radio or TV stations for the reports on the University's status.

Postings on the University website and announcements through local media will serve as prime sources of information for Georgia State University status during inclement weather or other emergency events. Information on the status of classes and specific events may be available from the University website, the specific college or department, or from the centralized University emergency hotline at 1-888-DIAL-GSU (not yet active, as of the date of this publication).

Students, faculty, and staff should not call the University's other on-campus offices for information.

Among the actions that might be taken by the University before, during or after an emergency are:

1. Close the campus.
2. Suspend classes.
3. Suspend events.
4. Delay opening the campus.
5. Remain open with no changes in schedule – normal operations.

If inclement weather conditions occur overnight, the President will make the decision to cancel classes as soon as possible, ideally prior to 5 a.m., and this decision will be communicated to University Relations and media as soon as possible.

In the event that weather or emergency conditions affect University operations during normal operating hours (8:00 a.m. to 8:00 p.m., Monday through Saturday), the decision will be communicated on campus via one or several communications resources depending upon the conditions of the emergency (outdoor broadcast system, Connect-Ed Mass Notification System: text messages, e-mail and phone calls, the University website, and/or via the media as noted above).

F. Communication Resources

1. Outdoor Emergency Broadcast System: this system allows us to notify University personnel of a sudden emergency or incident that threatens life safety while they are in transit throughout the campus. This system has a severe weather warning horn/siren and voice capability and can be activated remotely through command modules currently installed in the Police Communications Center and the Office of Emergency Management. There are a total of four (6 speaker) arrays throughout the campus. This system will be tested once every semester.

2. NTI – Connect-ED (Text Messaging Mass Notification): this system is designed to send email, text and/or phone messages to a large audience in a rapid manner. It may be utilized for more than an emergency and may be used to send specific group announcements (i.e. incoming freshman classmen class receives a welcome message from the President or Provost on their first day of class). This system is most effective during an emergency when all faculty, staff and students are loaded into the system. While this system is effective for ‘initial alerts’, it is not designed to distribute multiple messages and allow for detailed situational awareness. Therefore, redundant communications measures are needed to supplement this system. This system will be tested once every semester.

3. Web-based Emergency Messages: a web-based application that allows select members of the University ERO to broadcast an emergency alert

banner on the University home-page and may act as a hyper-link to a secure Emergency Broadcast Message web-page. In the event of a significant emergency, this capability is the primary means to effectively communicate with the local community and concerned personnel. With this web-based application, the University will be able to post emergency messages and provide updates in a timely and efficient manner.

4. Phone Trees and Group-Wise Email: traditional systems that could be utilized in lesser emergency events that do not pose an immediate threat.

5. Police Vehicle Public Address (PA) System: select police vehicles are outfitted with loud speaker systems that could be utilized in localized emergencies and to disseminate location or event specific information.

G. Concept of Emergency Notification

1. During a Level 1 emergency, the appropriate response units, i.e., University Police Department, Atlanta Department, etc., will alert and notify affected personnel and members of the Emergency Response Organization that may be negatively impacted at the operations level. This may include, but is not restricted or limited to: the Emergency Management Group, Unit/Facility Emergency Coordinators, College Deans, Department Heads, and/or Directors. This can be accomplished in person or by telephone or additional resource, according to the circumstances of the emergency. Periodic updates will be provided to affected areas as necessary and appropriate.

2. During a Level 2 or Level 3 emergency, making timely internal and external emergency announcements requires a broader approach involving many participants. Students, faculty, staff, administrators, researchers, and visitors will receive information as to what happened, where it happened, and what to do next as quickly as possible and as conditions allow.

3. The University Police, Office of Emergency Management and/or the Office of University Relations are responsible for coordinating all internal and external communications during an emergency and are an integral part of the Emergency Operations Center. When life safety is threatened, the University Police, the Office of Emergency Management and/or University Relations may use all available resources and personnel to accomplish this task. Other members of the Emergency Management Group will assist with communicating emergency information as necessary.

4. The Office of University Relations will contact the news media for

dissemination of information as directed by the President or designee; prepare announcements for the media concerning the emergency; arrange for public announcements through local radio and TV stations; and establish, if necessary, an appropriate communications center for media operations during the emergency that is near, but not in the same location as the Emergency Operations Center.

5. The University's GroupWise email server may be used to disseminate information to all active members during an emergency that is not time sensitive.

6. The telephone, if functional, may be used to notify other affected personnel and units. All academic and administrative units will establish unit specific emergency contact lists for emergency notifications of employees and/or students. Periodic updates and sign offs by the appropriate administrator are required.

7. Building fire alarm systems may be used to evacuate buildings during fire and other emergencies.

8. Emergency text messages may be sent to all participants who have registered with the Connect-Ed Mass Notification System (*not implemented as of the date of this draft – 26MAR08*).

9. The University television channel, "GSUTV" and FM 88.5,(WRAS – Atlanta), as well as, local television/radio stations and print media may be used to broadcast emergency information and status reports.

10. The University's web page, <http://www.gsu.edu>, will also be used to broadcast emergency information, status reports, and information about whether the campus is operating at normal capacity or is closed and to what extent as soon as possible.

11. Additional Emergency Response Organization members will be notified as needed and may be asked to report to the Emergency Operations Center, where they will perform their duties as assigned. Each college, division and department is responsible for developing after-hours emergency call list or contact information and maintaining it on file.

X. Emergency Operations Center

A. Purpose

The Emergency Operations Center (EOC) serves as a centralized management center for emergency operations. The EOC is generally activated by the Office of Emergency Management or University Police and staffed during all level 2 or 3 emergencies. The EOC is the primary point of contact for the Incident

Commander to provide situational updates and the unified voice to relay information to the Emergency Management Group (EMG) and, if warranted, University personnel. The EOC also serves as the supervisory authority for all emergency management principles during the response to and recovery from an emergency. The EOC provides situational updates and communications to the President and Provost – the head of the EMG and alerts to the campus population as needed.

B. Scope

When a major emergency or disaster occurs, or is imminent, the Police Department and/or Office of Emergency Management will be responsible for setting up and staffing an appropriate Emergency Operations Center. If possible, regular campus security services will remain in full operation during the duration of the emergency.

C. Location

Primary: One Park Place, 2nd Floor, Police Department
(Conference Room)

Alternate: Alumni Hall, 3rd Floor, Conference Room (315)

Off campus: Alpharetta Center, 3705 Brookside Parkway, Alpharetta,
GA 30022

- If the emergency does not include the Police Department (One Park Place) Conference Room and, if the building still has utilities, the Emergency Operations Center will be established there.
- If the emergency involves a large part of the campus, the Emergency Operations Center may be set up in the Conference Room (315) of Alumni Hall. If this site is unavailable, and the Police Department Conference Room is unavailable, the Director of Emergency Management or designee will select a contingent location. At least one uniformed officer will staff the post at all times until the emergency ends. If needed, a staging area for outside and local agency assistance shall be established by the University Police Department.
- The University also has the capability to conduct Emergency Operations Center tasks in a 'virtual capacity' through wireless communications and web-based resources.
- If needed, a conference room with facilities for emergency teams or media crews designed to accommodate multiple telephone and electrical outlets will be made available at an approved location

D. Field Emergency Command Post – If the emergency involves only one building or a small part of the campus (level 1 emergency), a University Police vehicle may be positioned as near the emergency scene as is reasonably possible and establish a Field Emergency Command Post. The senior Police Officer on shift will act as the Incident Commander until relieved by a higher authority or agency.

XI. INCIDENT BRIEFINGS AND EVALUATION

A. General – Once the incident has been reported and emergency communications are utilized, key personnel will staff the Emergency Operations Center and issue an EOC activation notice. Most, if not all, of the Emergency Management Group members should report to the Emergency Operation Center. Other key personnel will report to other strategic locations such as the following:

- The actual incident site
- Incident Commander (Tactical)
- ORI Personnel (for HAZMAT)
- Key security posts (as needed)
- Police Officers

B. Activation Briefing – Once the Emergency Management Group has been notified and the EOC has been activated, an incident briefing is then given by the Director of Emergency Management or designee. This may be a physical meeting in the command center, may be conducted over communications lines, or may be conducted using both methods. During this briefing, the Director of Emergency Management or designee will provide the following:

- Advise key personnel about the nature of the crisis
 - What is the emergency?
 - Where did it occur?
 - Who is impacted?
 - Who has been notified?
- Direct other Emergency Response Organization members as to the next actions they should take
- Determine whether outside agencies should be involved
- Determine whether evacuation procedures should be initiated or advise as to the status of immediate actions that have already occurred

C. Initial Decisions – Immediate concerns, such as evacuation, life safety and operational and property conservation, will be addressed first. In dealing with evacuations the group will:

- Determine whether only certain areas or the entire site should be evacuated
- Determine if parts of the surrounding community must be involved as well
- Inform the staff involved in the evacuation of specific incident locations, so that they can select the proper evacuation routes or modify evacuation procedures appropriately.

D. Involving Outside Agencies – Based upon the information supplied by other members of the Emergency Response Organization, the Emergency Director and/or the senior Police Officer, will make the final determination as to the need for involving outside agencies in the response process. The following will be considered:

- The nature of the incident
- Severity of the incident
- The existence of injured persons at the incident scene
- Medical treatment
- Traffic control
- Fire fighting capabilities
- Special equipment
- Technical advice
- Specialized services
- If there is a significant risk of life safety (level 3 emergency), external response agencies will be requested immediately

XII. GENERAL GUIDELINES FOR AN EMERGENCY

Once the emergency conditions have been determined, the University Police and/or Office of Emergency Management will take the following measures:

- Activate appropriate emergency communication resources to inform personnel that have, or may be, at personal risk by the affects of the emergency event.
- Notify and mobilize members of the Emergency Response Organization as appropriate

- Notify Emergency Management Group members and place them on alert and instruct them in what their role will be in disseminating information to students and in taking precautionary measures that could include evacuation
- If needed, off-duty Police and Facilities personnel will be put on alert and advised to be prepared for work

Facilities personnel should conduct several or all of the following based upon the severity of the emergency:

- Inventory necessary items and equipment (fuel reserve, chain saws, batteries, flashlights, plywood, caution and masking tapes, etc.) and secure logistical requirements to include emergency generators, fuel, water, etc.
- Items such as generators should be tested
- Shutter or board up windows where possible; otherwise, tape windows as necessary
- Request volunteers for “Facility Damage Assessment Teams”
- Secure power to Emergency Operations Center, if needed
- Secure all HVAC chiller plants and mechanical equipment
- Secure flammable storage lockers
- Secure mattresses, blankets, and pillows from storage, food provisions and eating utensils
- If needed, muster all response college vehicles adjacent to G Parking Deck and Classroom South building

Additional Guidelines:

- Counseling Center and Student Affairs will be placed on alert so that they may formulate plans for alternate emergency care
- Academic, Administrative, Information Technology and College Representatives will be notified
- University Police will ensure security and availability of the Emergency Operations Center.

XIII. EMERGENCY SHELTER

A. In the event of a disaster on campus, students and non-responding faculty and staff members may be asked to stay away from the campus until damage is repaired and classes resume. If the disaster occurs over a large area, it may be necessary to provide shelter to displaced persons.

- The decision to provide shelter to displaced persons will be made by the President or designee
- This decision will, in part, be based upon the structural soundness of buildings, continuing weather conditions, etc.
- Sanitary and safety concerns
- Georgia State University will work with GEMA, Red Cross, and City and County Officials in order to facilitate displaced persons until other arrangements can be made by local emergency personnel

XIV. EMERGENCY GUIDELINES FOR PEOPLE WITH DISABILITIES

A. Some individuals may need special assistance in the event of a fire or emergency requiring evacuation. An emergency plan and able-bodied volunteers will assist in meeting the needs of disabled individuals in the event of an emergency. Able-bodied volunteers should be prepared to assist the disabled during an emergency warning and evacuation.

- **Wheelchair Users** – Wheelchair users must be removed from smoke and fumes as quickly as possible. If available, University Police will assist. Otherwise, volunteers will be necessary. Wheelchair users should be prepared to instruct volunteers on how they prefer to be transported, mobilized, or carried.
- **Visually Impaired** – The visually impaired will need a guide to assist them in an evacuation. Keep in mind that the person with the disability usually knows the best way to be assisted. A volunteer should announce his/her presence, speak directly to the individual and describe, in advance, what actions for evacuation will be taken. The Volunteer should lead the visually impaired to a designated safety area and inform them of the surrounding environment.
- **Hearing Impaired** – The hearing impaired may not be aware that an emergency exists, so they need to be alerted. Means of getting their attention are notes, switching lights on and off, gestures or automated signaling. Always establish eye contact with the hearing impaired and be sure that you are understood.

B. Keep in mind that someone with a disability knows the best way to be assisted. An area of refuge should be established and designated to temporarily wait for help or until further instructions are given. Each part of the emergency plan on disabilities should be practiced and a list of people with disabilities provided to the appropriate Unit/Facility Emergency Coordinator.

XV. General Evacuation Procedures

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. A critical element of any evacuation is transportation. In many campuses and communities, auto-dependent commuters congest roadways to the point of "gridlock." The dense urban population, high number of resident students and use of transportation alternatives at Georgia State University must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, single-occupant auto, carpool, or bicycle.

In a major emergency, the decision to implement city evacuation procedures generally rests with the city of Atlanta. In situations requiring immediate action, public safety responders (Police, Fire, Environmental Health & Safety) can also order an evacuation. When evaluating a possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.) and the recommendation of first responders.

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Follow any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- Move to the established Assembly Area and ensure accountability of building personnel is conducted in a timely manner
- Report any known or suspected missing persons

A building occupant is required by law to evacuate the building when the fire alarm sounds.

A. Evacuation Policy for People with Disabilities

1. The following guidelines have been adopted by Georgia State University to help evacuate people with physical disabilities. Evacuating a disabled or injured person is best performed by a professional. If a professional is not available, or in the event of an immediate danger, you may want to volunteer to help evacuate a disabled or injured person to a safe area. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

- Occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and the evacuation path that will be followed.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call University Police at 404-413-3333.

- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them 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.
- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Facility Zone Chiefs should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Police at 404-413-3333 or (3)3333 from a campus telephone to request evacuation assistance.

2. Blindness or Visual Impairment

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information as needed (i.e. elevators cannot be used).

3. Deafness or Hearing Loss

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

4. Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, e.g.,- most enclosed stairwells - an office with the door shut which is a good distance from the hazard
- If you do not know the safer areas in your building, call University Police at 404-413-3333.
- Notify emergency responders immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe to remain in place or will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.

- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

XVI. Specific Hazard / Incident Response Procedures

A. Fire

Follow General Evacuation Procedures as soon as you hear the fire alarm. A building occupant is required by law to evacuate the building when the fire alarm sounds.

If there is an actual fire or visible smoke in your work area:

- First, notify the Fire Department by pulling the nearest fire alarm (pull station) and, from a safe distance, call the University Police at 404-413-3333 or 911 to provide details of the situation.
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and report to Unit/Facility Emergency Coordinator or supervisor (see "General Evacuation Procedures" above).
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated Assembly Area (AA).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

B. Hazardous Materials Spill or Release & Suspicious Packages

General Information

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call University Police at (404) 413-3333 if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the procedures outlined below.

If you are a hazardous material user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If You Spill A Hazardous Material or Materials:

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
- Isolate the spill area to keep everyone away, and post signs as necessary.
- If you require assistance to clean up the spill:
- Call University Police at (404)-413-3333. University Police will call the Office of Research Integrity (ORI).
- If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call University Police at 404-413-3333. University Police will contact the Office of Research Integrity (ORI). Appropriate agencies will be notified if the situation can not be handled with internal capabilities or if the situation poses a threat to life safety.

Mail

How to Handle Threats of Anthrax or Other Biological Agents

DO NOT PANIC

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with appropriate antibiotics. Anthrax is not spread from person to person.
- For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

For Suspicious Unopened Envelopes or Packages Marked with Threatening Messages:

- Do not shake or empty the contents of any suspicious envelope or package.
- Place any suspicious envelope or package in a plastic bag or other type of container to prevent the contents from leaking.
- If you do not have a container, cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any substance to your face.
- Report the incident to University Police at (404) 413-3333 and notify your building officials or an available supervisor.
- If possible, list all people who were in the room or area when the envelope or package arrived. Give this list to responding authorities.

For Envelopes or Packages That Have Been Opened and Contain Powder:

- Do not try to clean up any powder. Cover any spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Report the incident to University Police at (404) 413-3333 and notify your building officials or an available supervisor.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag or other container that can be sealed. Give this clothing to responding emergency personnel.
- Shower with soap and water as soon as possible. Do not use bleach or other type of disinfectant on your skin.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to responding authorities.
- Follow the instructions of responding agency officials

If There Is Question of Room Contamination

(e.g., a device is triggered or a warning is received that a ventilation system is contaminated or that a biological agent has been released in a public space):

1. Turn off local fans and ventilation units in the area.
2. Leave the area immediately.
3. Close the door or section off the area to prevent others from entering (i.e., keep others away).
4. Report the incident to University Police at (404) 413-3333 and notify your building officials or an available supervisor.

5. If possible, shut down the ventilation system in the building.
6. If possible, list all people who were in the room or area. Give this list to responding authorities.

How to Identify Suspicious Envelopes or Packages

A suspicious envelope or package might include the following:

Excessive postage
Handwritten or poorly typed address
Incorrect title
Title without name
Misspelling of common words
Oily stain, discoloration, or odor
No return address
Excessive weight
Lopsided or uneven envelope
Protruding wires or aluminum foil
Excessive security material such as masking tape, string, etc.
Visual distractions
Ticking sound
Restrictive endorsements, such as "personal" or "confidential"
City or state in the postmark that does not match the return address

C. Natural Disasters

1. Tornado Watch and Warning:

Definitions of Tornado Watch and Tornado Warning:

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued when a tornado has been sighted or indicated by weather radar in the area.

Suggestions for pre-planning within campus buildings:

Pre storm

- Identify and clearly post the location of safe sheltering areas throughout your facilities
- Review and update telephone tree information for faculty and staff working in your building
- Make sure all building or departmental NOAA severe weather radios are functioning and have back-up batteries
- Conduct tornado drills each tornado season (spring and fall). The annual State Severe Weather Drill conducted in mid-February is an ideal time to practice
- Inform all students, faculty, and staff of actions to take in the event of a tornado warning
- Subscribe to a weather related Internet site that sends email weather updates for your zip code (examples include: Weather.com, Breaking Weather.com, WeatherBug, etc.)
- Contact the University Office of Emergency Management at (404)-413-0776 if you need assistance with the emergency plan and safe sheltering areas within your building

When a tornado watch is issued

- Monitor your NOAA severe weather radio for emergency broadcasts or severe weather updates
- Remind students, faculty, and staff of the safe locations within your building
- Listen to a local television news station or radio to obtain up-to-date weather information

When a tornado warning is issued

- Activate any emergency notification systems for your building (public announcements, telephone tree, etc.)
- Follow the instructions issued from the Outdoor Emergency Broadcast System – horns and sirens will sound if forewarning is provided due to a Tornado Warning in the local area.

- Make sure messages are delivered to classrooms, labs, athletic facilities, meeting rooms, etc. in your facility
- Move to the safe sheltering areas in your building. If time permits, take a flashlight, first aid kit, and your NOAA weather radio so you can hear the “all clear” announcement.

List safe sheltering areas in your building here:

Suggestions for students, faculty, and staff:

Sheltering during a storm if inside a building

- Go to the basement or to an inside hallway at the lowest level of the building
- Take your personal belongings if time permits (laptops, purses, book bags, etc.)
- Secure your work computer if time permits (logoff and shut down to minimize damage and potential loss of data)
- Lock offices and secure sensitive or confidential items (grade books, financial records, etc.) when time permits
- Avoid places with wide-span roofs such as auditoriums, theater style rooms, cafeterias, large hallways, or gymnasiums
- Stay away from exterior windows and doors as well as display cases, shelving, or wall mounted audio visual equipment that could collapse on top of you
- Get under a piece of sturdy furniture (if available) such as a workbench, heavy table, or desk, and hold on to it
- Use your arms to protect your head and neck

Sheltering during a storm if outdoors, in a vehicle, or on a campus bus

- Get inside a building if possible
- Follow the instructions of your bus driver if you are riding campus transit or a city bus
- Lie in a ditch, low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors
- Be aware for the potential for flash flooding
- Use your arms to protect to your head and neck

Post storm suggestions

- Help injured, trapped, or persons with disabilities or special needs
- Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury. Call the University Police at (404) 413-3333 or 911 for help.
- Watch out for downed power lines and other damaged utilities when evacuating
- Turn on a radio or television to get the latest emergency information

- Stay out of damaged buildings. Return only when campus officials deem the building(s) to be safe
- Use telephones for emergency calls only after severe weather
- Avoid spilled medicines, bleaches, gasoline, or other flammable liquids. Do not attempt to clean up spills without proper equipment.
- Leave the buildings if you smell gas or chemical fumes and notify the University Police at (404) 413-3333

Severe weather internet resource list:

- www.weather.gov National Weather Service
- www.ohs.state.ga.us Georgia Office of Homeland Security
- www.fema.gov Federal Emergency Management Agency
- www.ready.gov National Readiness Web Site
- www.redcross.org American Red Cross

2. Winter Storm:

The major dangers of winter storms are intense cold, power outages and breakdown of transportation due to poor visibility and road conditions.

One of three announcements will be made:

- University is open and operating on a regular schedule
- University is closed
- University will delay opening or specific events until a specific time

Announcements will be distributed in the following ways:

- Posting to the University home page (www.gsu.edu)
- All-campus e-mail (primary method)
- Announcement through local media
- Connect-Ed Mass Notification System (*not yet active as of the date of this draft – 26MAR08*)

3. Lightning:

Inside:

- Unplug all unnecessary electronics before a thunderstorm and lightning approaches
- Do not stand by open windows or doors during a thunderstorm
- Do not use the telephone except in emergencies, because electrical current can travel through the line and cause injuries

Outside:

- Do not stand under or near an isolated tree or a group of trees

- Avoid open areas. If caught in an open area away from buildings, go to the nearest ditch for safety. Be aware of possible flash flooding.
- If you feel your skin tingle or hair stand on end, drop to your knees and crouch. Lying flat on the ground will cause lightning to more easily pass through vital organs if a strike is unavoidable.
- Remain in hardtop vehicles as they provide better protection

4. Earthquake:

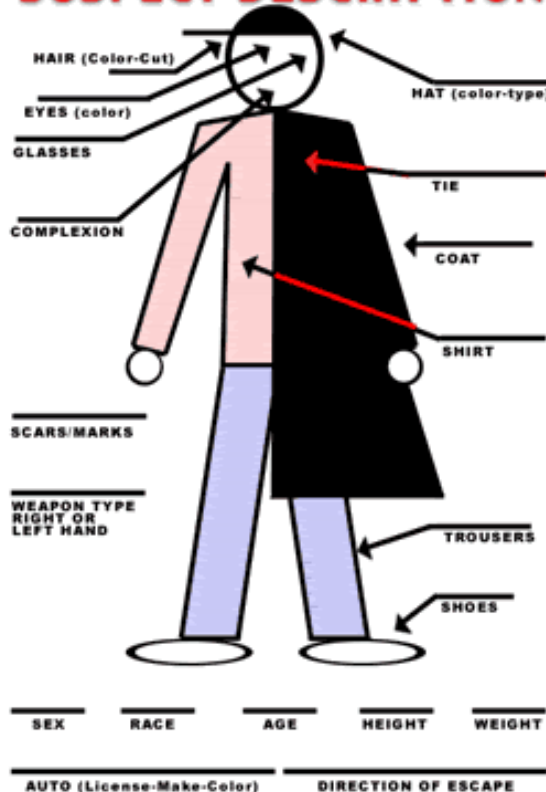
Response Actions:

- Take cover immediately
- Direct others to get under a desk, chair or table for shelter
- Seek shelter between seating rows in a lecture hall or against a corridor wall if in a hallway
- If outside, move to an open area, away from buildings
- Report injuries to the University Police at (404) 413-3333
- Examine your area for damage and report damages to the Facilities and Services Customer Care Center at 404-413-0700
- Be alert for aftershocks, do not use elevators and evacuate carefully
- Await instructions from first responders and do not reenter buildings until they are examined

D. Active Threat and/or Workplace Violence

- Call the University Police Department at **(404)-413-3333**
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life.
- **Perpetrator(s) Inside the Building:** If it is possible to flee the area safely and avoid danger, do so. If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area.
- **Perpetrator(s) Outside the Building:** Close and lock (or barricade) all doors and windows. If you can do so safely, get all students and staff on the floor and out of the line of fire.
- Remain in place until an “all clear” is given by an authorized person or law enforcement official.
- Observe and make notes of the following if this can be done safely:
 - ❖ Descriptions of the people involved in the act
 - ❖ Vehicle(s) description
 - ❖ Types and number of weapons
 - ❖ Statements and other pertinent information

SUSPECT DESCRIPTION



1. What to expect from responding police officers

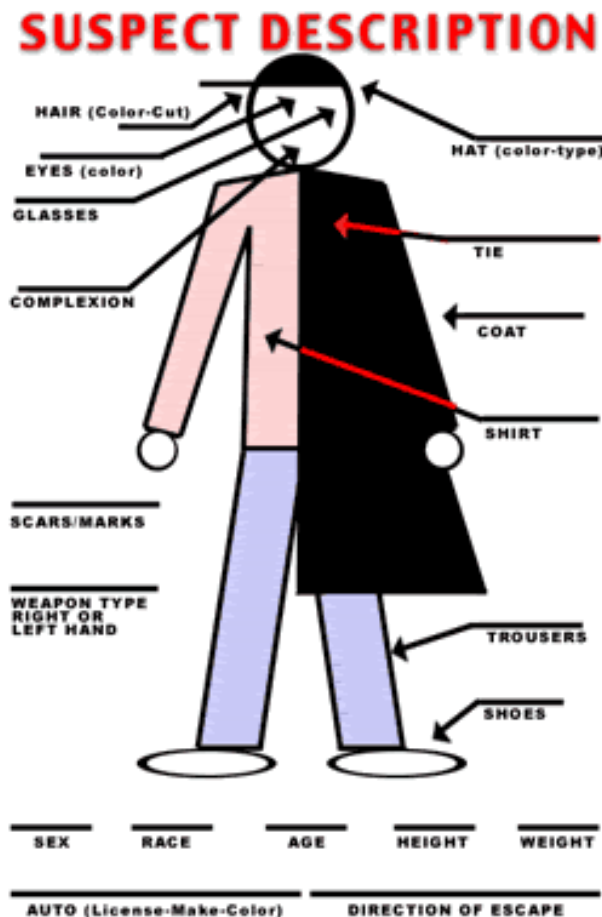
The Georgia State University Police Department has conducted numerous hours of training and purchased response equipment to deal with hostage situations, sniper situations, barricaded persons and other situations that may arise. Untrained personnel intervening in these types of acts may lead to unnecessary injury and may unduly complicate the police response.

- Police officers responding to work place violence are trained in a procedure known as Rapid Deployment and will proceed immediately to the area in which the violent acts were last heard or reported;
- Their purpose is to stop the violent acts as quickly as possible.
- The first responding officers will normally be in teams of four (4), but may be less; they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment.
- The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.
- Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the person committing the violent acts is located, tell the officers.
- The first officers to arrive will not stop to aid injured people – their primary mission is to stop the violence; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons.
- Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain at whatever assembly point authorities designate.

Information relating to crime prevention and education programs offered by the Georgia State University Police Department is available at <http://www2.gsu.edu/~wwwupo/Safety/safetytip.htm> or by calling the Police Department at 404-413-2100.

E. Criminal Activity / Unauthorized Person in the Building

- Call (404) 413-3333 or 404-413-2100 for the University Police
- Relay any descriptive information about the intruder to the Police Dispatcher (physical, clothing, and vehicle description)
- Make sure the hallways and common areas are clear of students and staff
- Put a safe distance or barrier between yourself and the perpetrator —be prepared to seek protection in a nearby room or evacuate (if it is safe to do so) if the intruder/suspicious person approaches and is visibly armed with a weapon
- Monitor the location of the intruder/suspicious person, if monitoring can be done safely, and report his/her location to the University Police
- Initiate a building lock-down as necessary
- Inform all students and staff through your phone tree to stay in their offices or classrooms and lock the door (as applicable)
- Use an emergency communication system (i.e., intercom, handheld radio, call button, etc.)
- Notify all personnel to resume normal activities once the situation is resolved



F. Civil Disturbance/Demonstration Procedures

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the University Police at 404-413-3333.

If a disturbance seems to threaten the occupants of the building, report it immediately to the University Police and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from police.

If evacuation occurs, meet at the Immediate Assembly Area (IAA) designated by your Building Coordinator. (see "General Evacuation Procedures" above).

G. Criminal or Violent Behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify University Police at 404-413-3333 as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify University Police at 404-413-3333.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

H. Explosion or Bomb Threat Procedures

Initial Actions

A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the University Police immediately at 404-413-3333. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If There Is An Explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call University Police at 413-3333. Follow "General Evacuation Procedures" above.

If You Receive a Bomb Threat (via the Telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Observe the caller's:
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.)
 - Age and gender
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)

Georgia State University
Emergency Action Plan

June 1, 2009

- Call University Police at 404-413-3333 and submit your notes from the telephone call or the bomb threat (letter or note) to University Police.
- Follow University Police's or responding agency instructions.

If You Receive a Bomb Threat (via E-mail, Letter or Note):

If you receive a bomb threat via e-mail, letter or note, telephone University Police at 404-413-3333 and save note as evidence to be turned in to University Police.

In Any Bomb Threat Situation:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to University Police at 404-413-3333.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

I. Utility Failure/ Interruption:

Utility interruptions include:

- Natural gas leaks
- Electrical power interruptions
- Water main breaks
- Sewer system leaks
- Telephone system problems
- Chill water system
- Steam pipe breaks

Response Actions:

- Immediately report utility failures during regular work hours (**Monday - Friday 8:00 a.m. – 5:00 p.m.**) to the Facilities and Services Customer Care Center at 404-413-0700
- Immediately report data network and telephone system interruptions to the IS&T Technical Operations Center at (404)-413-4444, located in Room G8, Library South (24 hours operation)

Immediately report utility failures **after regular work hours, on weekends and on holidays** to the University Police Department at **(404) 413-3333**

Gas Leaks (Indoor):

- Evacuate the area immediately
- Activate your phone tree to ensure everyone in the building is notified
- Call the Facilities and Services Customer Care Center at 404-413-0700
- and the University Police Department at (404) 413-3333 to report the problem
- Do not switch on lights or any other electrical equipment. Do not smoke in the area.
- Account for all building personnel once outside and wait for further instructions from the Police and/or the Atlanta Fire Department

Gas Leaks (Outdoor):

- Evacuate the area immediately
- Do not attempt to shut off gas or manipulate valves
- Call the Facilities and Services Customer Care Center at 404-413-0700
- and the University Police Department at (404) 413-3333 to report the problem
- Prevent vehicular traffic and pedestrians from entering the area until the Police arrive to set up a perimeter
- Do not smoke in the area or move any vehicles that are parked near the broken gas line
- Follow the instructions of the Police Department and Atlanta Fire Department

Power Outage:

- Report the outage to the Facilities and Services Customer Care Center at 404-413-0700 and the University Police Department at (404) 413-3333
- Help co-workers in darkened areas move to safer locations
- Secure current experimental work and keep refrigerators and freezers closed
- Unplug personal computers, appliances and non-essential electrical equipment
- Open windows for additional light and ventilation
- Follow the instructions given by the Police, Facilities personnel and the Atlanta Fire Department

XVII. RECOVERY

When conditions have stabilized and normal University operations can resume, the Plan will be deactivated by the Emergency Management Group and/or the Office of Emergency Management based upon advice and recommendations from members of the ERO and external participants, as appropriate. An official announcement will be disseminated.

If the nature of the incident requires continuation of some emergency services, the Emergency Management Group may appoint special work groups to coordinate those activities. Continuing concerns may include: ongoing repairs to structures; academic or administrative space adjustments; support services for affected students, faculty, and staff

Academic and administrative units will prepare post-event claims based on their loss(es) and submit them to: Facilities Management and Services, which will then be forwarded to the Office of Emergency Management and Risk and Safety for documentation. Additional materials and documents from external funding sources, such as the GEMA and FEMA, will be distributed as needed.

A. Post Incident Guidelines – Once the emergency is over, members of the Emergency Management Group and on-call personnel will conduct the following:

- Perform a general inspection of the campus grounds and report status to the Emergency Operations Center for the following items:
 - Scene safety and hazardous conditions
 - Damaged live power lines
 - Broken sewer/water mains
 - Clear critical roads of debris for access
 - Verify the structural integrity of buildings.
 - Secure electrical power to any building deemed necessary for safety.
 - Report abnormal power outages to physical plant
 - Board up broken windows
 - Inspect roofs and roof-mounted equipment (exhaust fans, HVAC equipment, lights, skylights, antennas). Cover holes in roof with waterproofing materials
 - Inspect parking lots, lighting poles, roads, signage, satellite dishes, etc.
 - Arrange for the restoration of utilities and communications
 - Commence post-incident clean up process
 - General grounds debris removal
 - Tree cutting/clearing/righting
 - Building repairs

- Remove protective boards and tape from windows
 - De-water buildings/standing water decontamination
 - Remove or relocate, when appropriate:
- Restore services:
 - Utilities
 - HVAC chiller plants and mechanical equipment
 - Provide damage assessment report to the Emergency Operations Center or Facilities Management and Services Customer Care Center at (404) 413-0700
 - Provide post-incident restoration updates as repairs are completed and services are restored

B. Faculty and Staff – Another aspect of recovery is determining the safety and well being of the faculty and staff. Under the direction of the Unit Emergency Coordinator, a full accountability of administrative personnel must be made. If an employee was not seriously affected by the disaster, determine whether they are able to report and assist others. Inform the employee where to go for University wide messages and information

C. Campus Recovery – Each college and/or department will be responsible to provide assistance in certain recovery items. The following are some examples of planning needs by the department:

- **Academic Planning** – A campus calendar may be drafted to include rescheduling of classes and classrooms. In doing so, careful attention must be paid to accreditation standards. This work will be coordinated with the Registrar, the V. P. for Student Affairs and the University Relations Office. Faculty members may be asked to assume additional responsibilities in connection with the recovery both on campus and in the community. The need for their professional practice or expertise may be great. These demands are most predictable in the health sciences

D. Business and Finance – The responsibility for bringing the physical campus, buildings, systems, etc, back together will fall under the collective efforts of the Emergency Management Group.

E. Facilities Management and Services – Responsible for returning the campus to its pre-disaster condition. This will involve all members of the staff from housekeeping, to landscape and lawn maintenance, to facilities repair. From demolition to reconstruction of buildings, utilities and other structures, both temporary and permanent repairs may be required. It is a costly and time-consuming process. Facilities Management and Services will

also review ongoing construction projects, which may have been damaged during the disaster and revisit construction contracts.

F. Information Systems and Telecommunications – Information Systems is the heart of the data systems of the University; from students' records, to student accounts, college accounts, research, and college records. Planning for alternate mainframe backup is a high priority. This effort will be collectively directed by the Associate Provost of IS&T and staff.

G. Assessment and Recovery –

1. Damage assessment – Under the direction of the Emergency Operations Center and/or Facilities Management and Services leadership, Facility Service members will tour all facilities to assess damage and note major problems. While the first instinct may be to get started with quick repairs, it is most important to complete the survey and assessment. The order of repairs will depend on input from several sources, including:

- Safety of students and staff
- Loss of valuable equipment
- IS&T needs
- Prevention of additional damages

2. Assessment Prioritizing – When the initial survey is complete, priorities will then be set. The assessment will include the availability of personnel and outside member resources. Wherever possible, temporary repairs should be undertaken. The Interim Associate Vice President of Facilities Management and Services and Office of Risk and Safety will be primarily responsible for contacting all governing bodies to ascertain the process and procedures they will require for inspecting reconstruction and repairs.

Priorities will include:

- Traffic ingress and egress
- Clearing of debris for safety
- Repairing roofs on essential buildings
- Communication and electrical services
- Library
- Other weather protection and safety concerns

Repairs to buildings will usually occur in the same priority of emergency response (as listed in Section VII of this plan)

H. Utilities – Loss of power and other utilities are often the most common secondary affects after emergencies. The single greatest

problem usually being loss of electricity. Local utility companies will follow their restoration plan, which will be adapted to the specific conditions. Facilities Management and Services establishes a liaison with the utility companies in order to establish the University's priority needs

- I. Communications and Information Resources –** Initial assessment of damage and emergency capabilities is extremely important. Telephone systems must be checked and readied if service is not available. Emergency backup power or alternative systems should be checked, including cellular phones. Computer systems and backup systems should be analyzed for damage

- J. Laboratories –** Due to the sensitivity and importance of research and analysis conducted throughout the University's laboratories, all members of the University ERO will collectively report on conditions that negatively impact laboratory operations. If life safety is not a threat, every effort will be made to restore normal operations affecting the lab as quickly as possible. (See Annex _ - Select Agent Response Plan)

- K. Governmental Agencies -** Under the collective direction of the University Police, the Office of Emergency Management, Facilities Management and Services, and the Office of Risk and Safety, communications will be established with local, state and federal agencies. The Office of Risk and Safety will work with GEMA, FEMA and local insurance brokers and claims services regarding insurance policy, claims procedures and other available financial assistance programs.

XVIII: Annexes and Appendices

ANNEX A - Campus Map

ANNEX B - Campus Building List

ANNEX C - Emergency Logistics – Inventory List *

1. Emergency Equipment Needs
2. Departmentally owned
3. Available elsewhere on campus
4. Available locally
5. Required from regional or national sources

ANNEX D - Disaster Response Vendor Call list *

ANNEX E - Emergency Operations Task List *

ANNEX F – Status / Situational Report Form

ANNEX G - Emergency Incident Critique Sheet

ANNEX H - Facility Damage Assessment Sheet

ANNEX I - Critical Research/Departmental areas *

ANNEX J - Track Emergency Operations Plan Changes

ANNEX K - Risk Assessment²

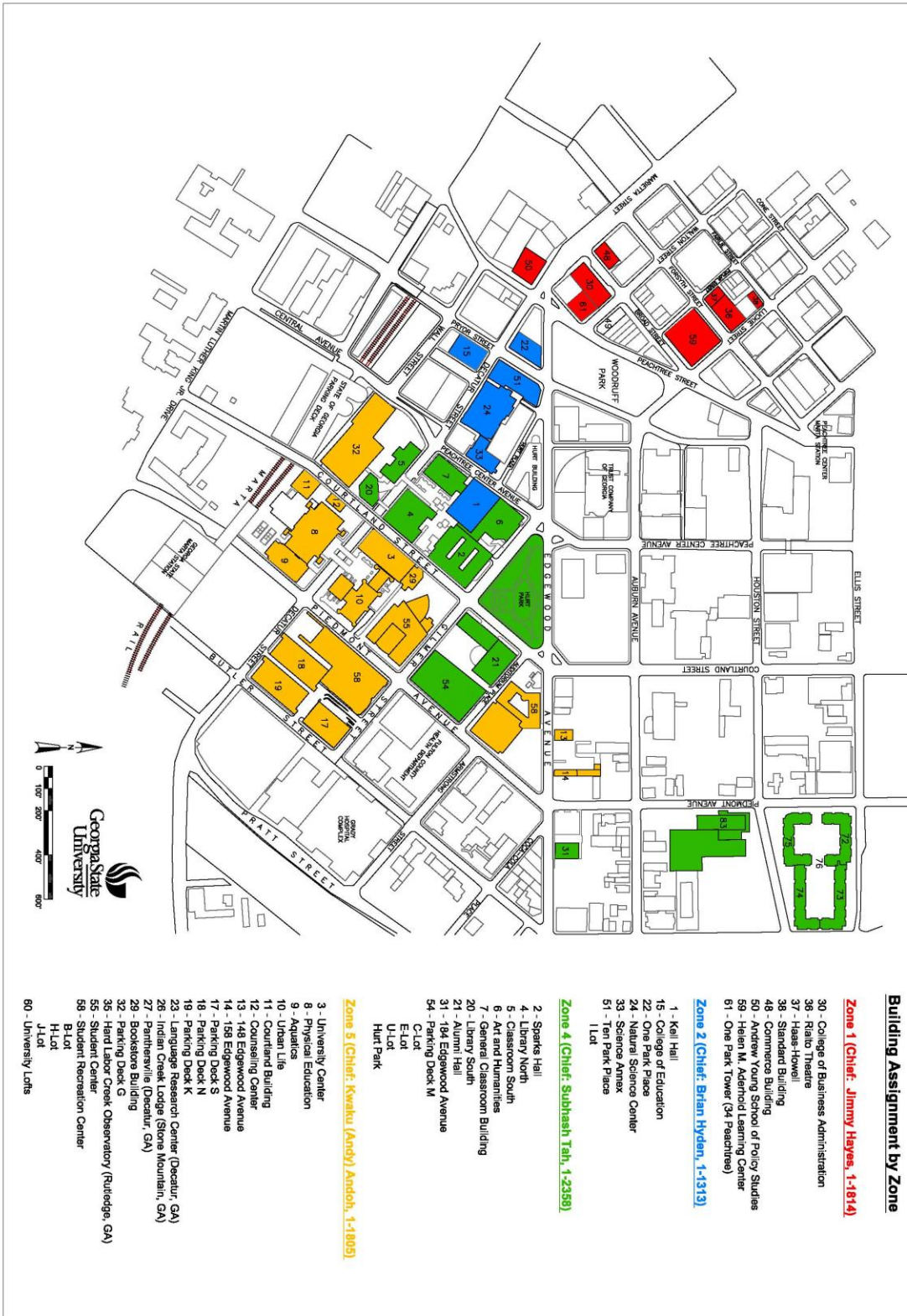
ANNEX L - Training Documentation *

ANNEX M – Board of Regents: Emergency Notification Plan

APPENDIX A - Unit Sample Emergency Action Plan

* Contact Office of Emergency Management for copies

ANNEX A: CAMPUS MAP



Zone Map



Zone Mapping
5/14/05

ANNEX B: CAMPUS BUILDING LIST

Georgia State University Building Information

Board Of Regents Building #	Building Name	Address	Abbreviation
0000	GSU Campus Wide	University Plaza	CW
0001	Kell Hall	24 Peachtree Center Avenue	KH
0002	Sparks Hall	30 Gilmer Street	SH
0003	University Center	66 Courtland Street	UC
0004	Library North	100 Decatur Street	LN
0005	Classroom South	95 Decatur Street	CS
0006	Art and Humanities	10 Peachtree Center Avenue	AH
0007	General Classroom	38 Peachtree Center Avenue	GCB
0008	Physical Education (Sports Arena)	125 Decatur Street	PE
0009	Aquatics Center	145 Decatur Street	AQ
0010	Urban Life	140 Decatur Street	UL
0011	Courtland Building	120 Courtland/Collins	CB
0012	Counseling Center	106 Courtland Street	CC
0013	148 Edgewood Avenue	148 Edgewood Avenue	148E
0014	158 Edgewood Avenue	158 Edgewood Avenue	158E
0015	College of Education	30 Pryor Street	COE
0017	Parking Deck S	99 Gilmer Street	PDS
0018	Parking Deck N	110 Piedmont Avenue	PDN
0019	Parking Deck K	99 Gilmer Street	PDK
0020	Library South	103 Decatur Street	LS
0021	Alumni Hall	30 Courtland Street	AL
0022	One Park Place	1 Park Place South	1PP
0023	Language Research Center	3401 Panthersville Road (Decatur, GA)	LRC
0024	Natural Science Center	50 Decatur Street	NSC
0026	Indian Creek Lodge	1010 S. Indian Creek Drive (Stone Mountain, GA)	ICL
0027	Panthersville Complex (Decatur, GA)	2401 Wildcat Road (Decatur, GA)	PC
0028	290 Martin Luther King Drive	290 Martin Luther King Drive	290MLK
0029	University Bookstore Building	66 Courtland Street	BB
0030	J. Mack Robinson College of Business	35 Broad Street	RCB
0031	184 Edgewood Avenue	184 Edgewood Avenue	184E
0032	Parking Deck G	121 Collins Street	PDG
0033	Science Annex	29 Peachtree Center Avenue	SA
0034	(Not Used)		
0035	Hard Labor Creek Observatory (Rutledge, GA)	Rutledge, GA 30663	HLC
0036	Rialto Center for the Performing Arts	80 Forsyth Street	RC

**Georgia State University
Emergency Action Plan**

June 1, 2009

0037	Haas-Howell Building	75 Forsyth Street	HH
0038	Standard Building	92 Luckie Street	SB
0041	CHARA (Mt. Wilson, CA)		CHR
0042	Commerce Building	34 Broad Street	CM
0043	Muse's Building	52 Peachtree Street	MU
0044	Two Peachtree Building Annex (Wachovia)	2 Peachtree Street	PBA
0045	Ten Park Place	10 Park Place South	10PP
0046	Parking Deck M	33 Auditorium Place	PDM
0047	Student Center	44 Courtland Street	SC
0048	North Metro Center at Alpharetta	3705 Brookside Parkway, Alpharetta, GA 30022	NMA
0049	Student Recreation Center	101 Piedmont Avenue	RC
0050	Helen M. Aderhold Learning Center	60 Luckie Street	ALC
0051	University Lofts	135 Edgewood Avenue	ULF
0052	34 Peachtree Street	34 Peachtree Street	34P

ANNEX C. EMERGENCY LOGISTICS – INVENTORY LIST

Institution: Georgia State University		CRITICAL RESOURCE LIST - MARCH, 2009			
<i>Only include equipment that on average is in good repair and can be transported.</i>			Complete where applicable		
ASSET	Description	Capacity/Size	# On Hand	# Drivers/Operators	
Tractor/Trailer Rig	Tractors (truck), Commercial				
<i>All "Tractors" are tractor-Trailer rig vehicle types</i>	Tractors (truck), Military All Wheel Drive				
	Flat Bed Trailer				
	Enclosed Cargo Trailer				
<i>Only include equipment that is capable of traveling on roadways.</i>	Refrigerated (Reefer) Trailer				
	Heavy Equip. (Low Boy) Trailer				
	Sleeper/Crew Trailer				
	Restroom Trailer				
	Shower Trailer				
	Kitchen Trailer				
	Water Tanker Trailer, Potable				
	Water Tanker Trailer, Non-Potable				
	Fuel Trailer				
Truck					
	Flatbed Truck				
	Stake Truck	2 axle		1	numerous
	Enclosed Cargo Truck	2 axle 1 ton		2	numerous
	Straight Truck	2 axle 1.5 ton		14	numerous
	Tow Truck				
	Refrigerated Cargo Truck				
	Dump Truck				
	Fire Fighting Truck (Engine)				
	Fire Fighting, All Terrain Truck (Engine)				
	Fire Fighting Truck (Tender)				
	Fire Fighting Truck, All Terrain (Tender)				
	Fire Fighting Truck, Ladder				
	Fire Fighting Truck, All Terrain, Brush/Knocker				
	Utility, Hydraulic Lift (Bucket) Truck				
	Water Tender Truck (Potable)				
	Water Tender Truck (Non-Potable)				
	Fuel Tender Truck				
	Fuel Tender Truck w/vehicle dispensing capability				
Bus	School Bus				
	Commercial Passenger	50 pax		6	Foundation Contract - 9
	Handicap/Special Needs capable				
Van	Passenger	8 to 12		6	numerous

**Georgia State University
Emergency Action Plan**

June 1, 2009

	Handicap/Special Needs capable			
Law Enf. Vehicle (marked with lights & radio)	SUVs	Expedition	1	numerous
	Pickup Trucks			
	Cars	4 door sedans	10	numerous
Motorhomes	Commercial			
	Command/Operations/Communications Center			
Mobile Home/House Trailer	Commercial			
Camper Trailer	Commercial			
Aircraft, Fixed Wing	Passenger			
	Cargo			
	Recon/Assessment			
	Fire Fighting			
	Aerial Spraying/Vector Control			
Aircraft, Rotary Wing (list special capabilities)	Recon/Assessment/Light lift			
	Utility/Medium lift			
	Cargo/heavy lift			
"Bambi" Water Bucket	For Use With Helicopter			
Boat	Ferry (vehicle)			
	Passenger			
	Motor Boat (flat bottom)			
	Motor Boat (V hull)			
	Jet Boat			
	Airboat			
ATV (4-wheeler)				
Armored Vehicle	Law Enforcement			
Heavy Equipment	Forklift, hard tire		1	4
	Forklift, all terrain			
	Forklift, extended reach			
	Forklift, CONEX			
	Front End Loader (track)			
	Front End Loader (wheeled)			
	Crane			
	Track Hoe			
	Back Hoe			
	Motor Grader			
	Bulldozer/tractor w/straight blade			
	Bulldozer/tractor w/V blade			
	Bulldozer, w/low ground pressure track			
	Pallet Jack			
	Fire Plow (pulled by bulldozer/tractor)			
	Loading Ramp (portable)			
Generator, electrical	Hand Portable	20W	1	
	Trailer Mounted			

**Georgia State University
Emergency Action Plan**

June 1, 2009

Water Pump	Hand portable or trailer mounted			
Water Bladder	Portable			
Light Set	Trailer Mounted, Gen. Powered			
HVAC Unit	Portable			
Sandbag Machine				
Porta-Potty/Toilet	Portable		3	
Tent/Portable Shelter				
Wheelchair				
Hospital Bed				
Supplies/Commodities				
	Sandbags			
	Bodybags			
	Meals, shelf-stable emergency type		36	
	Tarps		12	
	Cots			
	Blankets			
	Pillows			
Response Teams				
	Urban Search & Rescue			
	Mountain Search & Rescue			
	Swift Water Rescue			
	SWAT/SRT			
	Riot Control			
	HAZMAT			
	Medical, mobile			
	Canine, patrol			
	Canine, tracking			
	Canine, cadaver			
	Canine, air scent			
	Canine, bomb detection			
	Canine, drug detection			
	Chain Saw			
	Diver			
	Decontamination			
	Radiation/Chemical Detection		1	4
	Incident Management		1	8
Communications				
	Tower, portable			
	Relay station, portable/mobile			
	SATCOM vehicle/trailer			
	Satellite Phone			
	Communications Center Vehicle			
	Cellular On Wheels (COW)			
	Handheld, portable radio - by frequency			
	800 mhz		90	currently transitioning to digital
	FM			
<i>Information below is for BOR use</i>				
Personnel				

**Georgia State University
Emergency Action Plan**

June 1, 2009

<i>Do not include contract, or part-time</i>	Law enforcement officers - sworn/certified		65	
officers	Security officers - non-sworn/certified		32	
<i>#s may include officers identified above</i>	SWAT- Tactical Officers			
	K-9 Units <i>identify capabilities</i>			
	Bomb			
	Drug			
	Cadaver			
	Search & Rescue			
	Tracking			

ANNEX D: DISASTER RESPONSE VENDOR LIST

// Password Protected//

ANNEX E: EMERGENCY OPERATIONS CENTER TASK LIST

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ANNEX F: STATUS / SITUATIONAL REPORT FORM

SITUATIONAL REPORT FORM

USE: Remove and photocopy as necessary; provide to the University Emergency Operations Center in hardcopy, or email to eoc@gsu.edu or Fax to 404-413-3231

Source of information: _____

Type of incident: _____

What happened? _____

Where did it happen? _____

When did it happen? Time: _____ Date: _____

Are there deaths or injuries? _____

Number of casualties: _____

What is the situation now? _____

What are we doing in response? _____

Other confirmed information:

Prepared by: _____

Date: _____ Time: _____

ANNEX G: EMERGENCY INCIDENT CRITIQUE SHEET

// Password Protected//

ANNEX H: FACILITY DAMAGE ASSESSMENT SHEET

I. The following PRINCIPAL ACTIONS AFTER THE EMERGENCY SUBSIDES

1. Document impacts on constituent departments, including

Detailed Space Assessment
Detailed Equipment Assessment
Detailed Personnel Impacts

(Departments record and forward data on the Post Incident Recovery & Damage Assessment Form supplied below)

2. Determine resources needed to restart mission-critical programs
3. Organize operational recovery and staging of repairs with service departments dispatched from the EOC.
4. Coordinate with the University EOC to locate alternate program space and other temporary resources needed to resume essential program and business functions.
5. Collect and record pertinent to track emergency expenses.
6. Collect documentation about the emergency costs for insurance and other claims, and communicate the data to the University
7. Re-evaluate and amend your emergency plans and procedures.

**USE THE FOLLOWING FORM TO SEND A SUMMARY OF
DEPARTMENT CONDITIONS TO THE EOC**

**POST-INCIDENT RECOVERY & DAMAGE ASSESSMENT
REPORT**

Make additional copies, as needed. Fax this information to the EOC at 404-413-3231 or email to eoc@gsu.edu

I. OVERVIEW OF DEPARTMENTAL RECOVERY

<u>Department Name</u>	<u>Operational</u>	<u>Not Operational</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. REQUIREMENTS FOR RECOVERY:

DEPARTMENT _____ BUILDING(S) _____

Personnel: _____

Facilities: _____

Equipment: _____

DEPARTMENT _____ BUILDING(S) _____

Personnel: _____

Facilities: _____

Equipment: _____

DEPARTMENT _____ BUILDING(S) _____

Personnel: _____

Facilities: _____

Equipment: _____

ANNEX I: CRITICAL INFRASTRUCTURE / RESEARCH / DEPARTMENTAL AREAS

// Password Protected //

ANNEX J: TRACK EMERGENCY ACTION PLAN CHANGES

- *Original Version – drafted on March 24, 2008*
- *1st Draft Approval – Emergency Management Group on April 16, 2008*
- *Final Approval – Administrative Council on August 6, 2008*
- *First Revision due – January 6, 2009*

ANNEX K: RISK ASSESSMENT

I. OPERATIONAL

Loss or inaccessibility of facility
Unavailability of employees (*retired, laid off, home emergency*)
Utility failures (power, heating, air, water)
Campus or departmental transportation unavailable
Critical equipment/hardware failures
Vital records destroyed or unavailable to access
Dependent business unit or third party provider suffers a business disruption
Off-site storage locations unavailable
Environmental controls inoperable (heating, air, humidity)
Loss of laboratory supplies and materials, research samples
No Service Level Agreements
Student protests/lack of participation, payment, etc.

II. TECHNOLOGY

Telephone services Unavailable
Critical software unavailable (client server or web)
Data (electronic or paper based) unavailable or destroyed.
Data corruption or Theft
Computer hardware failures or computer theft

III. LEGAL

Lawsuits
Noncompliance with regulations
Contract violations
Personal liability issues in case of injury or sickness or harassment

IV. FINANCIAL

Fines
Penalties
Fees
Overdraft charges
Increase in insurance premiums
Insurance deductibles
Replacement cost for equipment/hardware and office assets
Loss of grant or funding
Loss of financial contributions from alumni, gifts, etc.
Loss of interest
Theft or misuse of funds

V. MARKET/STRATEGIC

Decreased enrollment
Loss of key staff and faculty
Jeopardized accreditations
Loss of permits
Loss of competitive advantage
Lower University standing
Loss of patents and technology Transfer

VI. REPUTATION

Loss of trust (public, UNC system, institutions, and internal)
Negative media publicity
Degradation in Customer Service
Insufficient business continuity and disaster recovery planning causing inappropriate response time.

VII. HAZARDS

Severe Weather (Tornadoes, Floods, Thunderstorms)
Power Outages / Black Outs
Theft
Arson
Robbery

ANNEX L: EMERGENCY UPDATES, DRILLS AND TRAINING

A. The Office of Emergency Management has overall responsibility for coordinating and implementing the University Emergency Action Plan. The Emergency Management Group will meet regularly to evaluate the emergency procedures outlined in the Plan and to consider revisions and updates.

B. The Fire Safety Officer will ensure that each campus building has appropriate Emergency Coordinators assigned, and that emergency evacuation procedures are posted throughout each facility.

C. The Emergency Management Group will coordinate routine table-top exercises to test the Emergency Action Plan's validity and will conduct at least one mock disaster drill annually. After evaluating the results of the exercise and/or mock disaster drill, the Office of Emergency Management will provide training to individuals and/or units as needed.

D. The Chief of Police will ensure assigned personnel, as primary first responders for the University, train with local and state emergency units when training is available.

E. The Emergency Operations Manager is responsible for training unit/facility Emergency Coordinators and other employees as appropriate and necessary. This training, which will include a familiarization with the University's Emergency Management Program, will be made available to all University employees through coordination with the Department of Human Resources.

F. Each member of the Emergency Management Group receives at least 4 hours of Emergency Management training per year (NIMS/ICS, EOC principles, etc.).

G. The Emergency Action Plan will be posted on the University's website with instructions for obtaining printed copies.

ANNEX M: BOARD OF REGENT – EMERGENCY CONTACT PLAN



BOARD OF REGENTS OF THE
UNIVERSITY SYSTEM OF GEORGIA

**EMERGENCY
NOTIFICATION PLAN**

March 2008

Replaces the Emergency Communication Plan dated November 2007

Part I. Purpose, Scope & Authority

I. A. Purpose

To establish procedures for University System of Georgia (USG) Unit(s), University System Office Departments/Divisions to notify University System Office core personnel of incidents or emergency situations. Procedures are identified for responding to requests for USG resources from the Georgia Emergency Management Agency (GEMA).

II. B. Scope

This Emergency Notification Plan applies to all USG Unit(s) and USO Departments/Divisions.

III. C. Authority

This plan is developed under the authority of the Chancellor for the Board of Regents of the University System of Georgia.

IV. D. Responsibility

1. The USO Office of Facilities will be responsible for conducting an annual review of the Emergency Notification Plan, completing revisions as required.
2. USG Units are responsible for maintaining accurate, up-to-date contact information for core personnel and providing the information to the Director of Safety & Security, USO.

E. Distribution

This plan will be disseminated to:

1. Core USO personnel identified in Part II.
2. Core USG Unit personnel identified in Part II.

Part II, Definitions

V. A. Situation Definitions

For the purposes of this Emergency Notification Plan, situations are defined as follows:

1. **Disaster** – Any event or occurrence seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
2. **Emergency** – Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.
3. **Emergency Conditions** – Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.
4. **Incident** – Any event that temporarily results in the disruption of operations or impairs the use of facilities where the primary threat to safety/security has ended or has been greatly reduced.

B. USG Unit Core Personnel

1. President
2. Chief Business Officer
3. Chief Information Officer
4. Chief Academic Officer
5. Emergency Coordinator
6. Physical Plant Director
7. Director of Public Safety or Security Director

C. USO Core Personnel

1. Chancellor
2. Executive & Senior Vice Chancellors
3. Vice Chancellors
4. Associate & Assistant Vice Chancellors
5. Director of Safety & Security

VI.

VII. Part III. General Responses/Notifications

A. USG Unit(s)

The following diagram provides general guidance for USG Unit(s) in notifying the Director of Safety & Security, USO.

	Event			
	Incident	Emergency Conditions	Emergency	Disaster
Definition	Any event that temporarily results in the disruption of operations or impairs the use of facilities where the primary threat to safety/security has ended or has been greatly reduced.	Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.	Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.	Any event or occurrence seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
Operations	No disruption to minor disruption	Minor temporary disruption	Medium to severe interruption	Full interruption of operations
Duration	Generally event has concluded prior to being reported	Predictable amount of time, generally not exceeding 48 hours	Extended period of time in the response and recovery from the event.	Extended period of time to allow for recovery

**Georgia State University
Emergency Action Plan**

June 1, 2009

Response	Limited to standard USG Unit , USO response(s)	USG Unit/USO, or local services responses	Low to high response required from USG Unit, USO and/or off- campus personnel.	Significant response from local, state and/or federal agencies, as well as other USG Unit(s) or USO personnel.
Notification	Immediate notification of the Director of Safety & Security is generally not required.	Director of Safety & Security is notified as soon as possible	Director of Safety & Security is notified as soon as possible	Director of Safety & Security is notified as soon as possible

B. USO Notifications

Dependent upon the circumstances and situation reported, the Director of Safety and Security may notify:

1. Chief Operating Officer
2. Associate Vice Chancellor for Media and Public Relations and/or Senior Vice Chancellor for External Affairs
3. Others as required for response to the situation/incident.

C. Requests for USG Resources

1. Requests received from, or in response to Georgia Emergency Management Agency requests:

In the event USG resources, personnel and/or equipment are requested by the Georgia Emergency Management Agency, the Director of Safety and Security will be notified and will coordinate the response to the request.

2. Requests received by USG Unit(s) by local agencies, or in response to localized emergency:

Requests received by USG Unit(s) in response to localized emergencies as a part of mutual aid agreements will be coordinated by the USG Unit. USG units will direct requests for resources beyond their capability to the Director of Safety and Security.

