



Georgia State
University

EMERGENCY MANAGEMENT POLICY

Review By: Emergency Management Group

Date of Review: January 2008

Authorized By: President, Provost and Administrative Council

Date of Authorization: February 6, 2008

Date of Last Amendment: Original document (drafted 01/24/2008)

Related Documents: Original Policy

Responsible Officer for Implementation: Provost

Any person who requires assistance in understanding any aspect of this document should contact the Director of Emergency Management at extension 30776 or finmdr@langate.gsu.edu.

GEORGIA STATE UNIVERSITY

EMERGENCY MANAGEMENT POLICY

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I. Purpose, Overview, Scope & Authority

A. Purpose

The purpose of this policy is to establish the management framework designed for implementing the Georgia State University Emergency Management Program.

B. Overview

Georgia State University organizes, coordinates, and directs available resources toward an effective response to, and recovery from, emergencies. 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 associated personnel in unpredictable situations.

Therefore, the effectiveness of this effort is dependent on the development of unit / facility emergency action plans. The University, therefore, expects each facility to develop and maintain a detailed Emergency Action Plan based upon the provided guidelines and assistance supplied by the Office of Emergency Management.

This policy includes a chain of command establishing the authority and responsibilities of campus officials and staff members, and requires that Colleges and individual departments designate Emergency Coordinators for each occupied facility with the responsibility to recommend modifications in emergency procedures and to commit resources for emergency preparedness, as necessary.

C. Scope

This Emergency Management Policy applies to all Georgia State University colleges, divisions, departments, programs, research centers, administrative business service centers, or other operating units as determined for this purpose by the college or division at the Dean, or Vice President level.

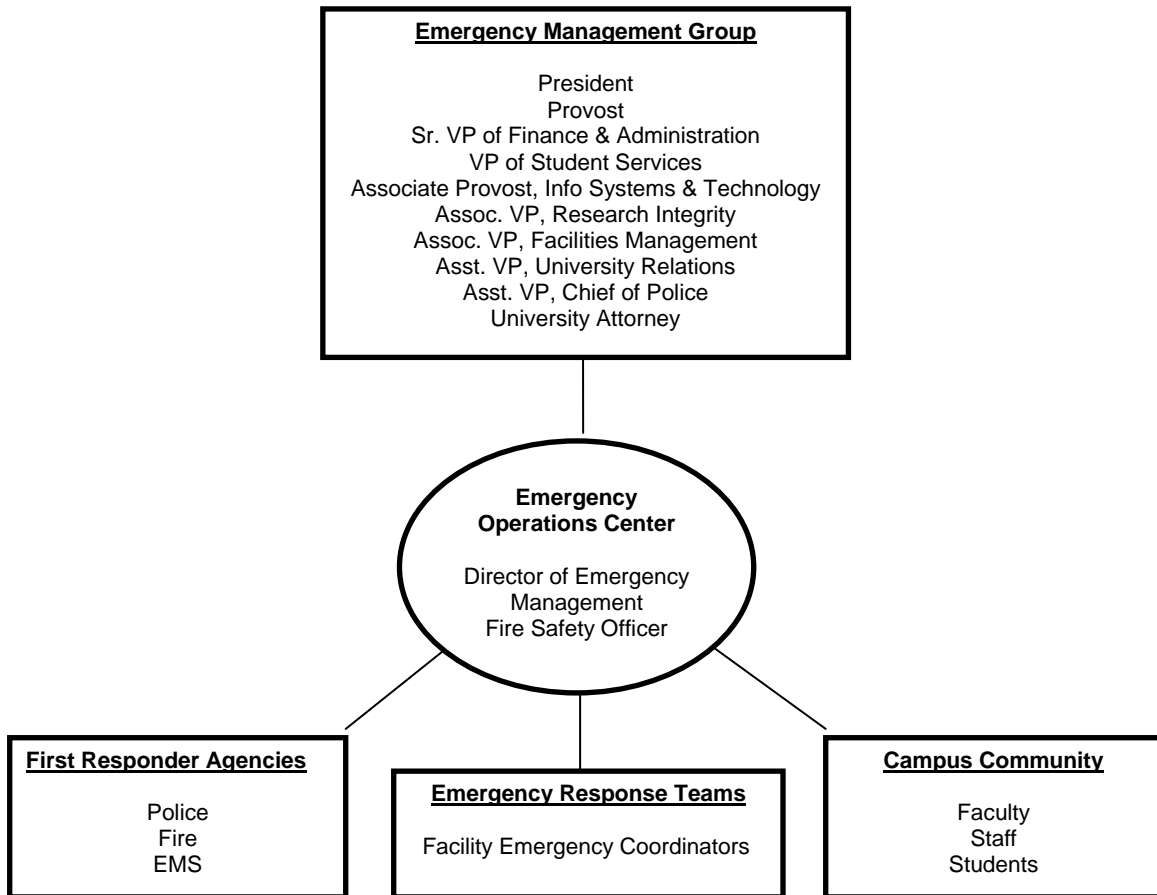
D. Policy Maintenance, Distribution & Authority

1. The University Provost has overall authority for the implementation of this policy.
2. The University Director of Emergency Management has overall responsibility in the maintenance of this policy.
3. The policy will be revised as needed, but at least annually.
4. Personnel associated with the University Emergency Response Organization will re-evaluate their responsibilities in light of the changing world situation, technology, etc. and provide updated information about their emergency responsibilities and operations to the Office of Emergency Management for incorporation into policy and plan revisions. The Director of Emergency Management is responsible for coordinating meetings with established Emergency Management Group members and appointed Facility Emergency Response Teams to ensure all information is current in the University Emergency Action Plan. Revision of emergency policy and plans will be conducted each January to ensure emergency operations are adequately documented and updated on an annual basis.
5. The University is committed to the continuous improvement of Emergency Management, and will review outcomes and implement corrective actions, if applicable, following emergencies and evacuation exercises.
6. Current copies of the policy will be distributed to:
 1. All ERO Personnel (see Section II)
 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

II. 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.
Emergency Action Plan Guidelines	A document that provides guidance in the development and deployment of unit 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 location at which the Emergency Management Group 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 (made up of the Emergency Management Group and Emergency Response Teams.
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 or 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 sets minimum standards for the creation of unit emergency action plans (see the "Georgia State University Emergency Plan" section of this document).
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.

II. University Emergency Response Organization (ERO)



(figure 1.1 – University ERO)

A. **Emergency Management Group (EMG)**

The EMG is headed by the President or Provost 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. During a critical event or large scale emergency, the EMG serves as a comprehensive consultant

team for the President and Provost by interfacing with the community, the media and regulatory agencies.

EMG members should be 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
- Interface with outside organizations, family members and the media
- Issue comprehensive press releases
- Initiate and execute the recovery process

B. Emergency Response Teams (ERT)

The Emergency Response Teams are comprised of facility 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 departmental or 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 Emergency Action Plans, training and guidance for emergency preparedness, mitigation, response and recovery.

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 action plan
- Determine tactical response strategies
- Activate resources
- Oversee all tactical response activities
- Declare that the incident is "safe and over"

Note: Incident Commanders need to be identified and documented within the incident specific annexes of the University Emergency Action Plan (i.e.: Criminal Threat or Hostile Incident = Police Chief is the IC; Hazardous Materials Spill = Radiation/Chemical Officer is the IC).

D. Other Critical Response Personnel

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.

IV. Emergency Action Levels

A. Level 1

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

In these situations, the emergency operations center is generally not opened 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.

In these situations, the emergency operations center may be fully or partially opened and the emergency management group may convene.

C. Level 3

An emergency that involves the entire campus and/or surrounding community.

In these situations, the entire emergency operations center team and emergency management group mobilize, if appropriate, at the emergency operations center.

V. 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**

VI. Emergency Operations Center

A. Purpose

The EOC serves as a centralized management center for emergency operations. The EOC is generally activated by the Director of Emergency Management and staffed during all levels of emergencies (small or large). 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). 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.

VII. Emergency Management Program

A. Emergency Management Program

The University Emergency Management Program is comprised of the following:

- Emergency infrastructure in all University buildings (“fire and life” safety systems);
- The University Emergency Management Policy;
- The University Emergency Action Plan;
- The University Hazard Mitigation Plan (GEMA – Disaster Resistant University Program);
- The University Emergency Communications Plan;
- Unit (Facility) Emergency Action Plans and Evacuation Plans;
- Unit (Facility) Vulnerability and Threat/Hazard Assessments;
- Scheduled testing of alarm systems and other infrastructure;
- Evacuation and shelter-in-place drills;
- Regular (e.g. annual) disaster training exercises (which may be desk-top exercises, but should include a simulated “live” exercise every 3 years);
- Routine debriefing of the EMG and other involved emergency personnel after any (real or false) alarm, evacuation, declared emergency or any drill or exercise, to assist with reviewing the emergency management system and revising it where necessary.

VIII. University Emergency Action Plan

A. Development

The Director of Emergency Management, in coordination with the Emergency Management Group, creates the University Emergency Action Plan. The University Plan is a campus-level plan that guides the emergency response of Georgia State University personnel and resources during a major disaster. It is the official Emergency Operations Plan for Georgia State University and supersedes previous plans and precludes employee actions not in concert with the intent of this plan, or the Emergency Response Organization created by this policy. 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. The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

B. Authority

This University Emergency Action Plan is promulgated under the authority of the President, Provost and Administrative Council.

C. Purpose

The purpose of the Georgia State University Emergency Action Plan (EAP) is to establish policies, procedures, and an organizational structure for response to, and recovery from, a major emergency. The Plan incorporates operating procedures from the "Incident Command System" (ICS) for handling emergencies resulting from fires, floods, storms, hazardous materials incidents, and other potential natural and man-made disasters. The EAP incorporates 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. NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. The University EAP establishes the foundation to coordinate the actions of personnel and to facilitate communication to and from the university EOC. The University EAP also serves as the baseline by which all Unit Emergency Action Plans are developed.

IX. Unit / Facility Emergency Action Plans

A. Development

In an emergency, it may be critical that the emergency operations center or other personnel are able to quickly access individual unit plans. Therefore, it is important that all unit plans follow a uniform format that will be familiar to potential users of the plans.

Two online documents will assist units in the creation and maintenance of unit emergency action plans that follow the prescribed format.

1. The Unit Emergency Action Plan Guidelines provides crucial information for developing a unit emergency plan. It is available in electronic copy at: <http://www.gsu.edu/Emergency/CEP.Unit.Guide/CEP.Unit.Guide.Index.htm>. (Not yet active) or through the Office of Emergency Management
2. The Unit Emergency Action Plan template contains most of the required elements of a Unit Emergency Action Plan. It is available

in electronic copy at:
<http://www.gsu.edu/Emergency/Template.Emerg.Plan.doc>. (Not yet active) or through the Office of Emergency Management.

B. Availability, Submission, and Maintenance of Unit Emergency Plans

All current Unit Emergency Action Plans must be made available a) in hard copy to appropriate individuals in the unit; and b) electronically to the EOC via email (attachment) submission. In addition, units are responsible to review plans at least biannually and update as necessary. There will be a central backup of the EOC online version and will be maintained by the Office of Emergency Management

1. Create Unit Emergency Action Plans using the resources listed above. Contact the Office of Emergency Management for further guidance, training and information to ensure that plans are adequate.
2. Submit Unit Emergency Action Plans and updates (when appropriate) as email attachments to [<eoc@gsu.edu>](mailto:eoc@gsu.edu).
3. All plans and/or updates will be loaded onto the secure EOC website.

C. Maintaining and Updating Unit Emergency Plans

Unit plans should be kept current. They need to be updated as faculty, staff, students and programs in the unit change. Unit plans should be available in both hard copy and electronic formats.

D. The Unit Emergency Plan Guidelines

The Unit Emergency Plan Guide is divided into six major sections: "*Preparedness*," "*Response*," "*Recovery*," "*Glossary*," "*Forms*," and "*Posters*." Following are descriptions of these sections of the guide:

1. The "*Preparedness*" and "*Response*" sections of this guide are designed to help in the development of a unit-specific emergency action plan. These segments focus on some universal concepts that apply to many different types of emergencies, such as: assignments and responsibilities; communication; evacuation; supplies and equipment; emergency response actions; and hazard reduction. These basic concepts form the starting point for the unit emergency action plan. Other parts of the unit plan must contain

information about dealing with specific types of emergencies and with specific unit operations.

2. In the "*Recovery*" section of the unit plan, you will need to develop procedures to continue the unit's critical operations during an emergency and plan on how you will return to normal business operations.

3. There is a "*Glossary of Terms*" included in the guide that will aid you in unit emergency preparedness education.

4. The "*Forms*" and "*Posters*" sections of this guide show examples of the format the unit plan should take.

For questions related to this policy or to request assistance in the development of the Unit Emergency Action Plans, contact

Georgia State University, Director of Emergency Management:
Office of Emergency Management
finmdr@langate.gsu.edu
(O) 404-413-0776

Date approved: February 6, 2008
Approved by: Administrative Council

Signed:
Name _____ Ronald J. Henry _____
Title _____ Provost _____