

# EXCERPT

## EMERGENCY RESPONSE AND BUSINESS CONTINUITY PLAN

This document is only a portion of the complete plan which is on file in the ABAC Police Office and the Office of Information Technology and Services.



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AGRICULTURAL COLLEGE

**Updated August 2007**

Note: This is a summary document for public information.

## A. IMMEDIATE EMERGENCY RESPONSE PROCEDURES

This section contains procedures to be followed during specific types of emergencies. These procedures should always be followed in sequence, unless conditions dictate otherwise. Also, general guidelines are provided for procedures that may be required depending on the type and degree of emergency.

### Definition of Emergency and Disaster

The following definitions of an emergency are provided as guidelines to assist personnel in determining the appropriate response:

- **EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings, or human life or well-being, and which will disrupt the overall operation of the College. Outside emergency services will probably be required from the College Administration during times of crisis. Report all emergencies to ABAC Police (Department of Public Safety) at 391-5060.
- **DISASTER:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation effectively. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center will be activated, and the appropriate support and operations plans will be executed.
- **PUBLIC RELATIONS INCIDENT:** Any incident which has the potential for adverse publicity concerning campus resources and/or operations of the College should be promptly reported to the Public Information Coordinator in the Office of Public Relations at 391-5055.

### Types of Emergencies

Although not all of the below listed emergencies necessarily warrant a state of emergency to be declared, guidelines and safe practices concerning the following situations are included in this section of the Emergency Response Plan:

- Emergency Evacuation
- Bomb Threat
- Chemical Spill, Radiation Leak, HazMat Situation, Suspicious Parcels
- Demonstrations or Civil Disturbances
- Explosion, Aircraft Down On Campus
- Earthquake
- Fire
- Flood
- Hostage Taking
- Hurricane
- Medical and First Aid
- Nuclear Attack
- Psychological Crisis
- Terrorism

- Utility Failure
- Violent or Criminal Behavior
- Weather – Inclement
- Weather – Severe, Tornado

## **A1. Emergency Evacuation**

### **A1.1 Preparation**

Departmental Emergency Coordinators are responsible for instructing their personnel on the emergency evacuation routes for their areas. Evacuation routes should be posted in visible areas near exits. At the beginning of each semester, faculty are encouraged to instruct students about the location of the emergency evacuation routes for their particular room and designation of an assembly point outside of the building.

### **A1.2 Building Evacuation**

- All building evacuations will occur when an alarm sounds and/or upon notification by ABAC Police (Public Safety) personnel or the Departmental Emergency Coordinator.
- When the building alarm is activated, leave by way of the emergency evacuation route for the area in which you are located. If the exit is blocked, use the nearest marked exit and alert others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING!! DO NOT USE THE ELEVATORS IN CASE OF FIRE AND/OR POTENTIAL FOR POWER LOSS.
- Once outside, proceed to a clear area that is at least 1500 feet (500 yards) away from affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your assembly points.
- DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY THE ASSIGNED DEPARTMENTAL EMERGENCY COORDINATOR.

**IMPORTANT:** During any evacuation, unless ABAC Police (Department of Public Safety) advises otherwise, report to your designated area assembly point. Stay there until an accurate headcount is taken. The Departmental Emergency Coordinator will take attendance and assist in the accounting of personnel.

### **A1.3 Campus Area Evacuation**

- Evacuation of all or part of the campus grounds will be announced by ABAC Police (Department of Public Safety).
- All persons are to vacate immediately the area in question and move to another part of the campus grounds as directed.

- Departmental Emergency Coordinators are responsible for arranging assistance to handicapped persons.

NOTE: Stay in the area until permission to return to the building is given.

## **A2. Bomb Threat**

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area immediately and call ABAC Police (Department of Public Safety) at 391-5060.

Any person receiving a phone call bomb threat should attempt to ask the caller the following questions:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What is your name?

Keep talking to the caller as long possible and record the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc
- Emotional state of caller
- Background noise

Report the incident immediately to ABAC Police (Department of Public Safety) at 391-5060. The Senior Supervisor on-duty will notify the Vice-President of Fiscal and Physical Affairs and the Director of Public Safety.

A decision will be made by the Building Supervisor and Vice-President of Fiscal and Physical Affairs, after consulting the Senior Supervisor on duty and, if possible, the Director of Public Safety as to whether or not the building or area will be evacuated.

**EVACUATION NOT ORDERED-** ABAC Police (Department of Public Safety), in concert with employees in the affected area, may conduct a covert search. Employees will be asked to discreetly check their immediate work areas for any suspicious packages, devices, etc.

**EVACUATION ORDERED-** ABAC Police (Public Safety) personnel will conduct an evacuation of the area. ABAC Police (Public Safety) personnel in conjunction with local agencies, will conduct a search of the area to look for suspicious packages or devices. Should such an item be located, initiate the emergency response as listed below.

### **Searching for a Bomb**

- It should be remembered the best people to search are other employees familiar with the area. They are more aware of items that are out of place or alien to the location.
- The ideal team is two; one employee and one responding officer.
- Actions by those participating in the search should be well planned. Methodically search each room starting from front of building to back.

- Once inside a room, split up each half of the room by person and start from lower baseboard on up to the ceiling. Be consistent in search method.
- There should be no undue movement, bumping, or shaking of items.
- A bomb can be any shape, size, or color.
- If a suspected bomb is found in an occupied building, evacuate the building.

**BOMB/SUSPICIOUS DEVICE/PACKAGE LOCATED-**

If not already done so, ABAC Police (Department of Public Safety) will order the immediate evacuation of the area and identify a telephone in the immediate area to establish a communications center. **TWO-WAY RADIOS WILL NOT BE USED WITHIN 1000 FEET OF THE SUSPECTED DEVICE!** The President and Campus Emergency Response Team members will be contacted immediately. ABAC Police (Public Safety) personnel will contact the Explosive Ordinance Disposal Team at the GBI Bomb Disposal Team or through the Georgia Emergency Management Agency.

## **ABAC Police - Department of Public Safety**

### **Bomb Threat Report Form**

*(It is recommended that a copy of this form be kept readily available to telephone operators and to all those who commonly receive large volumes of incoming telephone calls.)*

#### **THREATENING PHONE CALL:**

Time call received: \_\_\_\_\_ Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Person Receiving Call: \_\_\_\_\_ Dept: \_\_\_\_\_

Telephone number call was received on: \_\_\_\_\_

Exact words of person making the call:

#### **QUESTIONS TO ASK:**

*(Any person receiving a phone call bomb threat should keep talking to the caller as long possible and attempt to ask the caller the following questions.)*

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

What is your name?

Are you a student?

#### **CALL OBSERVATIONS:**

Was caller's voice male or female?

Approximate age of caller?

Speech pattern, tone or accent of caller?

Emotional state of caller?

Background noise heard during call?

*Report the incident immediately to ABAC Police 391-5060 (Department of Public Safety).  
The Senior Supervisor on-duty will notify the Emergency Director and the Emergency Coordinator.*

### **A3. Chemical Spill , Radiation Leak, HazMat Situation, Suspicious Parcels**

Hazardous chemicals are utilized on campus in various locations. Also, trains, tractor trailers and contractors that may be traveling on or near campus may have hazardous chemicals that may threaten the environment of the campus in the event of a spill. The following steps will be followed in the event of a chemical or radiation spill:

- Any spillage of a hazardous chemical or radioactive materials will be reported immediately to the ABAC Police (Department of Public Safety) at 391-5060.
- When reporting, be specific about the material involved and approximate quantities. The Senior Supervisor on duty will contact the Director of Public Safety (or Assistant Director of Public Safety as alternate) and will initiate contact with the appropriate hazardous material response team to clean-up the spill.
- The key person on site should vacate the affected areas at once and seal it off to prevent further contamination of other areas until the arrival of ABAC Police (Department of Public Safety) personnel. **AT NO TIME SHOULD SOMEONE RE-ENTER AN AREA THAT HAS ALREADY BEEN EVACUATED.**
- If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

#### **A3.1 Mail Screening Checklist**

Staff responsible for incoming mail should maintain an awareness of the possibility of anthrax threat letters and/or suspicious parcels. This checklist outlines common features of anthrax threat letters and other suspicious parcels.

- The parcel is unexpected or is from someone unfamiliar to you.
- No return address or the return address can't be verified as legitimate.
- The parcel is addressed to someone no longer with the office or department.
- Excessive postage.
- Hand written or poorly typed addresses.
- Misspelling of common words.
- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive weight oddly shaped, lopsided.
- The parcel has protruding wires, strange odors, or stains.
- The parcel emits or contains a powdery substance.

#### **IF YOU RECEIVE A LETTER OR NOTE THREATENING ANTHRAX CONTAMINATION OR IF YOU DETECT A SUSPICIOUS PARCEL, RELAX AND REMAIN CALM-**

- Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a HOAX.
- If the suspected biological agent is reported as Anthrax, be assured that it is NOT contagious, and that treatment is readily available.

#### **WHAT SHOULD YOU DO**

- If it is a letter that you have opened, set it down gently at the location where you first opened it. If possible, place the envelope or package in a plastic

bag or some other type of container to prevent leakage of the contents. If a container is not available, then cover the envelope or package with anything (clothing, paper, trashcan, etc.) and do not remove this cover.

- Close the door to the office or section off the area to prevent others from entering. Move to an area that will minimize your exposure to others. Avoid contact with others, when possible, and remain in the area. Wash your hands with soap and water to prevent spreading any powder to your face. ABAC Police (Public Safety) and Health responders will come to you.
- Make a list of all people who were in the room/area or have since entered the area where the suspicious letter or parcel was recognized.
- If it is a note that you happen to find, LEAVE IT ALONE.
- Advise a coworker in the immediate area what has happened and ask them to call ABAC Police (Public Safety) at 391-5060 or “911” from any campus phone.
- Do not allow others into the area. If anyone enters, they should stay until instructed to leave by ABAC Police (Public Safety) or Health responders.
- Remain calm. Exposure does not mean that you will become sick. Public Health responders will provide specific information and instructions about the symptoms and effective treatment to prevent illness.

#### **WHAT YOU SHOULD NOT DO**

- **Do not** pass the letter or note to others to look at.
- **Do not** disturb any contents in the letter or note. Handling the letter may spread the substance inside and increase chances of it getting into the air.
- **Do not** ignore the threat. It must be treated as real until properly evaluated.

ABAC Police (Public Safety) suggests that all “junk mail” not be opened and be trashed. If you are not aware of who the sender of your mail is, do not open it.

#### **IF YOU RECEIVE A THREAT BY TELEPHONE**

##### **WHAT YOU SHOULD DO**

- Call ABAC Police (Public Safety) at 391-5060 or “911” from any campus phone.
- Remain calm. Similar threats have proven false and this is likely to be a hoax as well.
- Listen carefully to the caller so you can recall the details later. Listen for background noises. Note the characteristics of the caller’s voice. Review the GBI Bomb Threat caller sheet which was provided to every office and is located in the ABAC Emergency Plan.

##### **WHAT YOU SHOULD NOT DO**

- Do not ignore the threat. It must be treated as real until properly evaluated.
- Do not argue with or antagonize the caller.

## **A4. Civil Disturbance or Demonstration**

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. Demonstrations will be conducted at the Free Speech area located in back of Lewis Hall. Demonstrations will not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with normal operations of the College.
- PREVENTION of access to offices, buildings, or other College facilities.
- THREAT of physical harm to persons or damage to College facilities.

If any of these conditions exist, immediately contact ABAC Police (Department of Public Safety) at 391-5060. ABAC Police (Department of Public Safety) will notify the President or Appointee. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

#### **A4.1 Peaceful, Non-Obstructive Demonstration**

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.

If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- Arrangements will be made by the College Emergency Coordinator to monitor the situation during non-business hours, OR;
- Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (See Section B4.2).

#### **A4.2 Non-Violent, Disruptive Demonstration**

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:

- Demonstrators will be asked to terminate the disruptive activity by the President or designee.
- The President or designee will, if deemed appropriate, have a photographer with them to document the proceedings.
- Key College personnel and student leaders will be asked by the President or designee to go to the areas and persuade the demonstrators to desist.
- If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by ABAC Police (Department of Public Safety). Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- Efforts should be made to secure positive identification (including photographs if deemed advisable) of demonstrators in violation to facilitate later testimony.
- After consultation with the President, the Vice-President of Student and Enrollment Services, Vice-President of Fiscal and Physical Affairs and Director of Public Safety the decision to remove the demonstrators will be determined.
- If a decision is made to remove individuals, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

#### **A4.3 Violent Demonstration**

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the Vice-President of Fiscal and Physical Affairs will be notified immediately:

**During regular office hours:**

- The Vice-President of Fiscal and Physical Affairs and appropriate ABAC Police (Public Safety) personnel will be summoned to the scene.
- The Director of Public Relations will be notified and will arrange for a photographer to document the disruptive behavior.
- The Vice-President of Fiscal and Physical Affairs will notify the President and other appropriate College personnel.
- ABAC Police (Department of Public Safety) will provide sufficient personnel to contain the demonstrators. Should an insufficient number of personnel be available, the Director of Public Safety or designee will request back-up officers from the local agencies as needed.

**After regular office hours:**

- ABAC Police (Department of Public Safety) will be notified immediately of the disturbance.
- ABAC Police (Department of Public Safety) will investigate the disruption and report findings to the Vice-President of Fiscal and Physical Affairs.
- The Vice-President of Fiscal and Physical Affairs will:
  - Notify the President.
  - Notify the Director of Public Relations.
  - Notify all other appropriate College personnel.

**NOTE: The Director of Public Safety or Senior Public Safety Supervisor on-duty may order intervention without counsel from others if it is deemed to be of paramount importance to the safety and security of persons and/or property.**

## **A5. Earthquake**

During an earthquake, remain calm and quickly follow steps outlined below:

- If INDOORS seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If OUTDOORS move quickly away from buildings, utility poles, and other structures. CAUTION: Always avoid power or utility lines as they may be energized.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary, call ABAC Police (Department of Public Safety) at 391-5060. Protect yourself at all times and be prepared for after-shocks.
- Damaged facilities should be reported to Plant Operations by ABAC Police (Public Safety). NOTE: Gas leaks and power failures after earthquakes can create specific additional hazards.

If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS LOCALLY INSIDE THE BUILDING - YOU MUST REPORT THE EMERGENCY TO CAMPUS POLICE BY TELEPHONE/CALL BOX.

## **A6. Explosion**

In the event a disaster occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- After effects of the explosion and/or fire have subsided, notify ABAC Police (Department of Public Safety) at 391-5060. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY LOCALLY INSIDE THE BUILDING - YOU MUST REPORT THE EMERGENCY TO ABAC POLICE (DEPARTMENT OF PUBLIC SAFETY) BY TELEPHONE OR CALL BOX AT 391-5060.
- When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest exit and ask others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CREATE PANIC IN OTHERS.
- Once outside, move to a clear area that is at least **500 yards** away from the affected building. Keep streets and walkways clear for emergency vehicles and crew. Know your assembly points (See Section A4).
- If requested, assist Emergency crews as necessary.
- A campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Building Coordinator.

## **A7. Fire**

All incidents of unintentional/non-control burn fires will be reported to ABAC Police (Department of Public Safety) at 391-5060 immediately whether Fire Department Response is required or not. **All Department Heads, Deans, Supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s).**

All employees should be made aware of emergency evacuation routes for their work area, the location of fire exit windows, etc. Also, do not use elevators in the event of a fire.

### **In the event of a fire:**

- If an emergency exists, activate the building alarm and contact ABAC Police (Department of Public Safety) at 391-5060.
- If a minor fire appears controllable, IMMEDIATELY contact, or direct someone in the area, to contact ABAC Police (Department of Public Safety) at 391-5060. Then promptly direct the charge of the fire extinguisher toward the base of the flame.

- On large fires that do not appear controllable, IMMEDIATELY activate the building alarm and contact, or direct someone to contact, ABAC Police (Department of Public Safety) at 391-5060. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. DO NOT LOCK THE DOORS!
- Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
- If trapped on a second story or higher, hang an article of clothing out the window to signal ABAC Police (Department of Public Safety) personnel. Anyone trapped in the room should remain close to the floor to avoid smoke.
- During the evacuation, direct crowds away from fire hydrants, road ways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside. DO NOT ATTEMPT TO RESCUE. NOTIFY ABAC POLICE (PUBLIC SAFETY) PERSONNEL OR FIRE DEPARTMENT PERSONNEL.

**ABAC Police (Public Safety) Supervisor:**

- The ABAC Police (Public Safety) Supervisor on duty may order personnel to enter and search the building if person(s) are suspected to be inside the building dependent upon, but not limited to the following factors:
  - Response time and availability of properly equipped fire department personnel.
  - Extent of fire engagement to the building.
  - To assist fire fighters in locating/operating elevators, etc.
- The ABAC Police (Public Safety) Supervisor on duty will contact the Fire Commander upon arrival and provide assistance as requested.
- ABAC Police (Public Safety) will respond and provide crowd control and assist as directed.

## **A8. Flood**

**Definition**

A flood is a body of water overflowing land. Localized flooding can also occur from a burst water pipe and is the most likely, of these two types of flooding, to occur.

**Causes**

Nature (heavy rains, thaws, hurricanes, etc.)  
 Rising water levels in nearby lakes, streams and rivers  
 Leaks in roof  
 Leaks in water cooling system  
 Use of sprinkler system  
 Water used to fight fires  
 Plumbing problems  
 Overflowing rains  
 Dam collapse

**Prevention**

Provide plastic equipment covers for the computers and all other electrical equipment.  
 Install drains.

Install water sensors under the raised computer floor pumps.  
 Check drains and pumps periodically to ensure they are in working order.  
 Maintain list of plumbers, roofing contractors, drainage experts, water sprinkler engineers, etc.  
 Provide emergency power and lighting.  
 Ensure that no water pipes, other than those for the sprinkler system, are adjacent to computer room.  
 Investigate flood insurance.  
 Assign priority and responsibility for all items to be moved.

#### **Prevention of Death or Injury**

Because of the high voltages in electrical rooms, the risk of electrocution is very high. Make sure that employees are trained to shut off the power upon notification of a flood.

In addition to the obvious danger of drowning, electrical fires can also be a hazard further complicated by the presence of oil and gasoline in the water. Since a flood is often followed by a shortage or contamination of local water supplies, epidemics are also a threat.

#### **Procedures Checklist**

- Determine source and cause of water.
- Turn off power.
- Turn on emergency power and lighting.
- Attempt to stop flooding. (Be familiar with the water shut off valve locations.)
- Inform Emergency Response Coordinator.
- Enact evacuation procedures, if necessary.
- Operate pumps.
- Remove priority items from area.
- Cover equipment and records.
- Shut off sprinkler system.
- Call plumbers, roofing contractors, drainage experts, water sprinkler engineers, fire department, etc., as required.
- Check electrical connections before restoring power.

## **A9. Hostage Taking**

#### **Definition**

Terrorists feel that human lives must be endangered in order for their demands to be met. In a recent study of over 230 incidents of hostage taking, 90% of all victims were released alive.

#### **Prevention**

Hostage takers usually "stake out" a location before making an attempt, so:  
 Report suspicious activities to security.  
 Maintain communications with security.  
 Avoid routines.

#### **Prevention of Death or Injury**

Employees must be trained to remain calm and not attempt "heroic" actions.

#### **Procedures Checklist**

- Remain calm.
- Follow instructions.
- Avoid arguments.
- Appear sympathetic with kidnapper's views.
- Most kidnapers are intelligent; do not attempt to fool them if there is even the slightest chance they will see through you.
- Show gratitude for:
  - food

- comfort
  - hygiene
- Collect information:
- tire sounds
  - terrain features
  - outside noises
  - distinctive odors
  - distinguish voices
  - differences in motors
  - names
  - descriptions

## **A10. Hurricanes**

### **Definition**

Hurricanes consist of high-velocity winds blowing circularly around a low pressure center, known as the eye of the storm. Wind speed can be as high as 155 mph in a Category 5 hurricane. The eye is a region of relative calm and possibly even clear skies that can fool you into believing that the storm is over. One of the most destructive aspects of hurricanes is caused by high winds from one direction followed by a short period of calm, and then high winds from the opposite direction.

### **Causes**

Most hurricanes originate within a narrow equatorial belt known as the doldrums. The doldrums lie between the northeast and southeast tradewinds in the West Indian region, including the Caribbean Sea and the Gulf of Mexico.

### **Prevention**

There is no way to prevent a hurricane. However, unlike tornadoes, hurricanes generally build up slowly, giving the weather services more time to track and predict its path. Fortunately, there are usually several days of advance warning before a hurricane strikes which provides more time for preparation and thus minimizes loss of life. However, property damage can be very severe.

### **Prevention of Death or Injury**

If the possibility of a hurricane is not immediate, standard evacuation procedures should be followed, except that employees should be sent home or to the nearest storm shelter. If employees are caught outside, they should seek shelter immediately so as not to be hit by debris.

### **Procedures Checklist**

Notify Campus Emergency Response Team Leader, who will:

- obtain current weather conditions through local radio and television reports
- and determine what type of evacuation procedures should be followed (immediate or impending).
- evacuate employees to nearby interior rooms away from outside walls and windows.
- follow the fire and flood prevention procedures, before leaving the area, if there is sufficient time.

## **A11. Medical and First Aid**

In case of serious injury or illness, the immediate concern is to obtain aid for the injured or sick person. Any injury or illness should be reported immediately to the ABAC Police (Public Safety). Coordination of emergency services can then be done from our office.

In extreme emergencies that are **CLEARLY** life threatening, have someone dial **911** and directly report the emergency to Tift County 911 to start emergency services on the way

to the campus. Subsequent to that call, IMMEDIATELY inform ABAC Police (Public Safety) at 391-5060 that you have done so.

Whenever calling for medical assistance, the following information is necessary. This information is vital in sending the appropriate medical response units.

- Is the person breathing?
- Is the person bleeding ?
- Is the person conscious?
- What is the nature of the injury or illness?
- Your **EXACT** location including building, floor and office number.

Upon report, ABAC Police (Department of Public Safety) will:

- Dispatch an officer to the scene to evaluate the situation and render whatever aid the officer can.
- If necessary, call Tift County 911 for medical treatment or notify the ABAC Student Health Center
- Notify appropriate ABAC administrative personnel (listed in Section A1).
- In all cases of serious injury or illness of a student or private citizen, the College's first responsibility is to the injured or sick party until this responsibility can be transferred to either a certified EMT or doctor.
- ABAC police (Public Safety) employees as well as all other ABAC employees are prohibited from transferring any injured individual to any hospital or medical facility.

## **A12. Nuclear Attack**

Campuses should be prepared to meet the emergency, know what action to take, and act immediately.

The shelter program is complemented by the existing warning and communications network. The National Warning System (NAWAS) is a nationwide network of warning stations which can immediately alert the nation to nuclear threat. At Abraham Baldwin Agricultural College, there is a warning station on top of the Student Center. In peacetime, the network is used to pass local emergency information and severe weather information by the National Weather Service. In addition, the warning system includes a network of civil defense sirens located throughout Tift County . These sirens, when sounded in a wavering pattern for three to five minutes, indicate that nuclear attack is imminent and immediate shelter should be sought.

From a nuclear detonation, the greatest threat by far is the effects of nuclear radiation. This radiation is most hazardous during the first 24 hours and fallout shelter protection for up to two weeks is absolutely necessary for survival. Three elements will affect the amount of radiation received at each campus.

- The distance from the burst
- The length of time elapsed since the burst occurred
- The thickness/mass of materials between you and the radiation hazard

Not only should the College staff be prepared to manage the students, but the likelihood of neighborhood survivors seeking shelter at the campus is a distinct possibility. The best shelter is to be found below ground in those areas offering the least exposure to outdoors. In addition, interior hallways and rooms, preferably without windows, will offer a degree of protection from the radiation hazard. Radioactive materials will fall to earth and come to rest on the building roof and the ground surrounding the building.

The thickness and density of the materials between those persons being sheltered and the outside radioactive hazard will have a distinct effect upon reducing the level of exposure. Emergency information on radioactive hazards and survivor actions will be broadcast over radio/television. The conditions will evolve at each campus and should be reported on a recurring basis to the headquarters of the Civil Defense Communications Section for subsequent appropriate action.

### **A13. Psychological Crisis**

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic breakdown may be manifested by hallucinations and uncontrollable behavior.

If a psychological crisis occurs:

- Never try to handle a situation you feel is dangerous on your own.
- Notify ABAC Police (Public Safety) of the situation at 391-5060. In extreme medical emergencies, dial 911 first and then notify ABAC Police (Public Safety).
- Clearly state that you need immediate assistance and describe the situation.
- Give your name, location, and the area involved.

### **A14. Terrorism**

#### **Definition**

The physical attack upon campus personnel or facilities with the design or potential to cripple normal operations.

#### **Causes**

Participation of factions on the campus in a political or controversial cause.

#### **Prevention of Death or Injury**

Campus personnel should be instructed to remain calm, and not to attempt any "heroic" actions.

#### **Procedures Checklist**

- Contact ABAC Police (391-5060).

### **A15. Utility Failure**

- In the event of a major utility failure occurring during regular working hours (8:00 a.m. to 5:00 p.m., Monday through Friday), immediately notify your campus Plant Operations Office.
- If there is a potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify ABAC Police (Department of Public Safety) at 391-5060.

- If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS.** You must report the emergency by phone.
- All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
- **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that the elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE.**
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.
- If requested, assist the emergency crews as necessary.
- A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

#### **ADDITIONAL INFORMATION AND PROCEDURES**

##### **ELECTRICAL / LIGHT FAILURE**

At present, some campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is advisable to have a flashlight and portable radio available for emergencies.

##### **ELEVATOR FAILURE**

If you are trapped in the elevator, use the emergency phone to contact ABAC Police (Department of Public Safety) at 391-5060. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel) which will signal for help.

##### **PLUMBING FAILURE / FLOODING**

Cease using all electrical equipment. Notify Plant Operations. If necessary, vacate the area.

##### **SERIOUS GAS LEAK**

Cease all operations. **DO NOT SMOKE, LIGHT A MATCH OR LIGHTER, OR SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER ELECTRICAL ARCING CAN TRIGGER AN EXPLOSION!** Notify ABAC Police (Department of Public Safety) at 391-5060 and Plant Operations **IMMEDIATELY.**

##### **VENTILATION PROBLEM / SMOKE ODOR**

If smoke odors come from the ventilation system, immediately notify ABAC Police (Department of Public Safety) at 391-5060 or Plant Operations. If necessary, cease all operations and vacate the area.

## **A16. Violent or Criminal Behavior**

In the event of hostile/violent behavior ABAC Police (Department of Public Safety) will coordinate a police response. The Department employs certified police officers and personnel have been trained to respond to hostile/violent actions. Immediately contact ABAC Police (Department of Public Safety) at 391-5060 if hostile or violent behavior, actual or potential, is witnessed.

- Initiate immediate contact of the ABAC Police (Department of Public Safety) at 391-5060 to ensure that a timely response is begun before a situation becomes uncontrollable.
- Leave the immediate area whenever possible and direct others to do so.

Should gunfire or explosives hazard the campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.

### **In the event that you are taken hostage:**

- Be patient. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally unbalanced. Don't make mistakes which could jeopardize your well-being.
- Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected, severe mood swings, irrational actions, etc. Displaying a certain amount of fear can possibly work to your advantage.
- Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
- Be observant; when you are released, the personal safety of others may depend on what you remember about the situation.

## **A17. Weather - Inclement**

Snow, ice, flooding, or other such weather-related conditions can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the follow steps will be followed:

### **After-Hours Inclement Weather**

ABAC Police (Department of Public Safety) will monitor the National Weather Service broadcasts, local reports, and/or contact the Department of Transportation Road Condition office in order to keep apprised of the current atmospheric conditions.

- The Vice-President of Fiscal and Physical Affairs will consult with appropriate local and College officials. At approximately 5:30 a.m. to 6:00 a.m., the Vice-President will contact the President and relay the information. The President will make a decision at that time based on weather reports about closing or delaying the opening

of the College. (The Vice-President for Student and Enrollment Services will serve as the back-up contact person for the Vice-President of Fiscal and Physical Affairs.)

- The Vice-President of Fiscal and Physical Affairs will contact the Director of Public Safety regarding the President's decision to close, not to close, or to delay the opening of the College.
- The Vice-President for Fiscal and Physical Affairs will contact the Director of Public Relations regarding the President's decision to close, not to close, or to delay the opening of the College.
- The Director of Public Relations contacts all area radio and television stations with the following message:  
**Abraham Baldwin Agricultural College will be/is is closed. All day classes and programs of the College have been canceled.**

OR

**Abraham Baldwin Agricultural College will open at (specified time).**

- ABAC Police (Department of Public Safety) will initiate steps to secure the campus, preventing entry to the main entrances under hazardous conditions and start the Emergency Command Post to monitor weather, news, road condition reports, and maintain communications with the Director of Public Safety and Campus Emergency Response Team members.
- The Office of Public Relations will post Inclement Weather notification messages on the ABAC web main page and on the ABAC Inclement Weather and Emergency Information voice mailbox (**391-5225**). If the Office of Public Relations is unavailable, OITS should be notified of the request.
- If the college's web site is unavailable, the USG OIIT Emergency Web Services will be requested. Instructions for requesting this emergency service are available in Appendix D6. Dr. Chrystle Ross, Amy Willis, or Mike Williams can request the service.

#### **Business Hours Inclement Weather**

- ABAC Police (Department of Public Safety) will monitor the National Weather Service broadcasts, local reports, and/or contact the Department of Transportation Road Condition office in order to keep apprised of the current atmospheric conditions.
- The Vice-President of Fiscal and Physical Affairs will consult with appropriate local and College officials. The Vice-President of Fiscal and Physical Affairs will contact the President and relay the information. The President will make a decision at that time based on weather reports about whether or not to close the College due to inclement weather. (The Vice-President for Student and Enrollment Services will serve as the back-up contact person for the Vice-President of Fiscal and Physical Affairs.)
- The Vice-President for Fiscal and Physical Affairs will contact the Director of Public Safety regarding the President's decision to close or not to close the College.

- The President will contact the Director of Public Relations regarding the decision to close, not to close, the College.
- The Director of Public Relations contacts all area radio and television stations with the following message:

**Abraham Baldwin Agricultural College is closed. All remaining day and/or evening classes and programs of the College have been canceled.**

- ABAC Police (Department of Public Safety) will initiate steps to evacuate the campus, preventing entry to the main entrances under hazardous conditions and start the Emergency Command Post to monitor weather, news, road condition reports, and maintain communications with the Director of Public Safety and Campus Emergency Response Team members.
- Inclement Weather notification messages will be posted on the ABAC web main page and on the ABAC Inclement Weather and Emergency Information voice mailbox (**391-5225**) by the Office of Public Relations.
- If the college's web site is unavailable, the USG OIIT Emergency Web Services will be requested. Instructions for requesting this emergency service are available in Appendix D6. Dr. Chrystle Ross, Amy Willis, or Mike Williams can request the service.
- The Registrar will notify students via student listserv; Public Relations will notify the faculty and staff via email and phone contact.

## **A18. Weather – Severe, Tornado**

The primary context of this plan is for severe weather catastrophes. However, the basic emergency procedure is adaptable to other listed occurrences.

### **Concept of Operations**

ABAC Police (Department of Public Safety) will monitor the National Weather Service radio and will initiate notifications when severe weather bulletins are issued for the immediate area:

Tornado/Thunderstorm/Wind Watch- indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue. Employees should keep a close eye on changing weather conditions and be prepared to take action if necessary.

Tornado/Thunderstorm/Wind Warning- indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the ABAC Police (Department of Public Safety) will first sound the campus emergency siren and will then issue notification through telephone communications to the Campus Emergency Response Team members. If necessary, ABAC Police may also issue verbal instructions through the campus emergency siren PA system.

### **Action**

Hazardous weather conditions can develop in seconds and will not allow for formal means of communication. In the event that the campus emergency siren sounds or an

employee feels that weather is immediately threatening, they should initiate the following actions:

**TAKE COVER:** Instruct students, employees, and others in the immediate area to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a ball or fetal position near the wall, place their hands over their head and remain in that position until the severe weather passes.

**DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION DURING THESE CIRCUMSTANCES. WHEN SEVERE WEATHER STRIKES, POWER MAY BE DISRUPTED CAUSING ALARMS TO SOUND. IF FIRE IS NOT IMMEDIATELY PRESENT AND A CLEAR EXIT IS MAINTAINED, EVERYONE SHOULD REMAIN UNTIL SEVERE WEATHER PASSES.**

## **B. EMERGENCY RESPONSE POLICY MANAGEMENT**

### **B1. Introduction**

#### **Purpose**

The following sections are designed provide detailed instructions to inform and prepare all Emergency Response personnel regarding their responsibilities before, during, and after emergencies. The basic goal is to enhance the protection of lives and property through effective use of College and campus community resources in emergency situations.

Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President or Appointee *may* declare a state of emergency and these contingency guidelines *may* be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) Large scale disorder and (2) Large scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

#### **Scope**

These procedures apply to all personnel, buildings and grounds owned or operated by Abraham Baldwin Agricultural College including those peripheral areas adjoining campus and properties leased by Abraham Baldwin Agricultural College for College operations.

#### **Authority**

The Director of Public Safety is responsible for the creation, development and annual review of the Emergency Response Plan. This plan is developed under the authority of the President of Abraham Baldwin Agricultural College and the Vice-President of Fiscal and Physical Affairs of Abraham Baldwin Agricultural College.

#### **Primary Goals of Emergency Response:**

- Prevent or limit injury to personnel on site
- Prevent or limit damage to structures and equipment
- Prevent or limit loss or degradation of vital business functions
- Ensure action, evacuation, medical care, fire fighting, notifications, etc.
- Stabilize facilities and mitigate damage
- Ensure integration of Response and Recovery procedures
- Define the roles, authority, and communications processes necessary to manage and control an emergency

### **B1.1 Assumptions**

The Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night.
- The succession of events in an emergency is not predictable; therefore, published support and operational plans will serve only as a guide and checklist and will likely require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the college; therefore, City, County, State and Federal emergency services may not be available. A delay in off-campus emergency services may be expected for up to 72 hours.
- A major emergency may be declared in advance if information indicates that such a condition is developing or is possible.
- The President or Appointee will serve as the overall Emergency Director during any major emergency or disaster.
- Damaged areas will be immediately closed off while rescue efforts and fire fighting activities are conducted.
- The injured will be taken to the nearest medical facility accepting casualties as designated by Tift County EMS.

### **B1.2 Declaration of Campus State of Emergency**

The authority to declare a campus state of emergency rests with the College President or Appointee as follows:

During the period of any campus major emergency, the Emergency Coordinator as required, shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities. The Emergency Coordinator shall immediately consult with the Emergency Director regarding the emergency and the possible need for a declaration of a campus state of emergency. If a state of emergency is declared by the President, the President or his designee will notify the Chancellor.

When this declaration is made, only registered students, staff, faculty, and affiliates (i.e., person required by employment ) are authorized to be present on campus. Those who cannot present the proper Abraham Baldwin Agricultural College identification (campus I.D. Card) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable Georgia Law.

In addition, only those faculty and staff members who have been assigned emergency duties or issued an emergency pass by ABAC Police (Department of Public Safety) will be allowed to enter the immediate disaster site.

In the event of earthquakes, after shocks, fires, storms or major disaster occurring in or about the campus, or which involve college property, ABAC Police (Department of Public Safety) personnel in conjunction with Plant Operations personnel, will be dispatched to determine the extent of any damage to College property.

## **B2. Emergency Response Management Approach**

The following procedures are provided to educate appropriate personnel to properly respond to an emergency event so as to save lives and to stabilize the situation following the event. These procedures include establishing and managing an Emergency Operations Center to be used as a command and communications center during the emergency.

### **B2.1 Objectives**

- Identify Potential Types of Emergencies and the Responses Needed (e.g., fire, hazardous materials leak, medical)
- Develop Appropriate Emergency Response Procedures
- Integrate Disaster Recovery/Business Continuity Procedures with Emergency Response and Escalation Procedures
- Identify the Command and Control Requirements of Managing an Emergency
- Recommend the Development of Command and Control Procedures to Define Roles, Authority, and Communications Processes for Managing an Emergency
- Ensure Emergency Response Procedures are Integrated with Requirements of Public Authorities

### **B2.2 Emergency Response Components**

- Protection of personnel
  - Personnel assembly locations and process for ensuring identification and safety of all employees, including appropriate escalation procedures as required
  - Recognize and understand the value of supplementing any relevant statutory precautions
  - Identify options for immediate deployment and subsequent contract
  - Provide for communication with staff, next-of-kin, and dependents
  - Understand implications of statutory regulations
- Containment of incident
  - Understand the principles of salvage and loss containment
  - Understand options available to supplement the efforts of the emergency services in limiting business impact
  - Understand possibilities within business functions to limit the impact of a disaster
- Assessment of effect
  - Analyze the situation and provide effective assessment report
  - Estimate the event's direct impact on the organization
  - Communicate situation to employees at involved facility and any other organization locations
  - Demonstrate awareness of the likely media interest and formulate a response in conjunction with any existing public relations and/or existing marketing unit
- Decide optimum actions

- Understand the issues to be considered when recommending or making decisions on continuity options
- Understand the roles of the emergency services
- Maintain principles of security (personnel, physical, and information)

### **B2.3 Command and Control Requirements**

- Designing and equipping the Emergency Operations Center
- Command and decision authority roles during the incident
- Communication vehicles (e.g., e-mail, radio, messengers, and cellular telephones, etc.)
- Logging and documentation methods

### **B2.4 Command and Control Procedures**

- Opening the Emergency Operations Center
- Security for the Emergency Operations Center
- Scheduling the Emergency Operations Center teams
- Management and operations of the Emergency Operations Center
- Closing the Emergency Operations Center

### **B2.5 Emergency Response and Triage**

- Develop, implement, and exercise emergency response and triage procedures, including determination of priorities for actions in an emergency
- Develop, implement, and exercise triage procedures such as first aid and medical treatment; identify location and develop procedures for transportation to nearby hospitals

### **B2.6 Situation Assessment**

Participate in Preliminary Incident Assessment

- Conduct a preliminary evaluation of the situation to determine what operations are affected and which strategies and plans will be activated.
- Document the incident circumstances, using the CRITICAL ITEMS ASSESSMENT FORM.
- Document each significant finding and/or milestone, using the INCIDENT STATUS SUMMARY FORM. Depending upon the incident circumstances, this form may be maintained on a flip chart in the Emergency Management Center for easy reference and visibility.
- Review available information regarding the incident such as areas affected, status of communications, etc.
- Determine and document the probable length of outage, considering such issues as:
  - Severity of damage, if any;
  - Similar past experiences (e.g. power outages);
  - Availability of alternative facilities, equipment and supplies;
  - Repair or installation times for replacement equipment;
  - Retrieval, recovery and restoration timing for affected vital records and electronic equipment.

Determine whether to immediately activate the short term Response Plans.

(Note - under some circumstances, Response Plans may be activated immediately before completing development of the Action Plan. The following criteria will be used to aid in this determination):

- Activate Voice Service Interruption response plans if the expected interruption will exceed 2 business hours;
- Activate Data Service Interruption response plans if the expected interruption will exceed 4 working hours.
- If response plans are to be activated immediately, authorize appropriate personnel to activate their respective Recovery Procedures.

#### Conduct Damage Assessment Inspection

- Evaluate the damage to any affected Work Groups.
- Review assessment requirements, ensuring all participating personnel are familiar with:
  - Assessment procedures;
  - Reporting requirements and forms;
  - Safety and security issues;
  - Any special insurance issues.

**NOTE: Access to the facility following a fire or potential chemical contamination will likely be denied for 24 hours or longer.**

Building access permitting, conduct an on-site inspection of your department's affected areas to assess damage of the following:

- Electronic equipment (destruction, short term restoration, and immediate suitability of use -- not long term salvage potential on contents);
- Essential records -- hard copy (files, manuals, documentation, etc.) and data on other media (personal computer data, microfilm, etc.) -- to assist in finalizing actual recovery strategies and determining an overall restoration/salvage plan.
- Electronic equipment and telecommunications repair times (personal computers, mainframe terminals, telecommunications equipment);
- Physical facility (environmental conditions, physical structure integrity, etc.).
- Instruct team members to provide the following immediately following the on-site inspection:
- Document assessment results using the ASSESSMENT AND EVALUATION FORMS.

Identify the salvage priorities on the above, nothing which vital records and electronic equipment are needed for recovery activities and could be operationally restored and retrieved quickly, or those which have the greatest potential adverse effect on the company.

## **B2.7 Develop Action Plan**

Review pre-planned recovery strategies and select appropriate course of action, depending upon the specific incident circumstances including timing.

The resulting Consolidated Action Plan summarizes the specific strategies and actions selected to address the particular incident. The choice of these strategies may depend upon the amount of damage sustained as a result of the incident and the surviving operational capability.

#### **Develop Response and Recovery Recommendations**

- Develop recommendations on which strategies should be implemented, taking into account results of the assessment process and any special timing

- or business issues (e.g., month-end closing, extraordinary business volumes).
- Review and update any pre-planned recovery strategies, considering:
    - The areas affected by the disaster;
    - Pre-planned recovery timing objectives;
    - Availability of required resources;
    - Any special timing circumstances such as relationship to month-end, quarter-end, etc.;
    - Any special business issues (e.g. unusual business volume or backlog, unusual contractual obligations);
    - Regulatory obligations.
  - Review:
    - Salvageable equipment and supplies
    - Availability of equipment and supplies at potential alternate or off site locations.
    - Salvageable records required for recovery activities;
    - Records which require intensive reconstruction activities.
  - Develop a Restoration Priority List. Update with any recommended changes, taking into account the available resources and current business requirements.
  - Document incident objectives statement to reflect the chosen recovery strategies. This is used to clearly communicate the incident recovery objectives to all participants. The statement of objectives may be updated as the incident progresses, but only one consolidated statement exists per incident.

#### **Determine Safety / Security Strategies**

- At time of disaster, ABAC Police (Department of Public Safety) will be responsible for coordination with local civil authorities and continuance of required security controls.
- Upon receipt of notification of the event occurrence, acquire event related specifics from the following sources:
  - On-site security personnel;
  - Civil and local authorities.
- At a minimal basis, be prepared to answer the following questions on event related specifics:
  - Type of event;
  - Location of occurrence;
  - Time of occurrence;
  - Suspected cause.
- Injuries and fatalities:
  - Number of persons fatally injured;
  - Number of persons seriously injured;
  - Status of persons seriously injured;
  - Potential for additional injuries or fatalities.
- Facilities potentially effected;
- Building access:
  - Current access;
  - Near term potential access.
- Potential for news media attention.
  - Report to the Emergency Operations Center as directed during the alert.
  - Participate in the activation meeting conducted by the CAMPUS EMERGENCY RESPONSE TEAM.

- Ensure access control security has been established within or around the perimeter of the impacted building, as appropriate.
- Ensure a liaison has been established with local authorities having jurisdiction and/or involvement in the event.
- Interface with local regulatory agencies (e.g., OSHA, FEMA, EPA, etc.) regarding the physical condition of the building.
- When written authorization to enter the effected building is received from the local authority having jurisdiction, brief all assessment personnel on any restrictions or time limits which have been imposed.
- Establish control and accountability procedures for assessment personnel entering the building.
- Provide security controls at all alternate operating and off-site storage locations. Utilize external security agencies to acquire additional security personnel, as required.
- Coordinate with Public Relations on rumor control activities.
- Coordinate event cause investigation and physical damage assessment with Legal and Facilities.

## **B2.8 Salvage and Restoration**

### **Assemble appropriate team(s)**

- Understand the need for effective diagnosis of incident by telephone
- Understand the need for effective assembly of relevant resources at the affected site
- Develop internal escalation procedures to provide required level of resources onsite as incident/response develops

### **Define strategy for initial on-site activity**

- Understand the need to identify immediate loss mitigation and salvage requirements
- Understand the need for and, if necessary, prepare an action plan for site safety, security, and stabilization
- Identify appropriate methods for protection of assets on-site, including equipment, premises, and documentation
- Recognize potential need to establish liaison with external agencies (e.g., statutory agencies, emergency services such as fire departments and police, insurers, loss adjusters, etc.), and specify type of information these agencies may require
- Understand business requirements and interpret them to aid physical asset recovery
- Establish procedures with public authorities for facility access
- Establish procedures with third-party service providers, including appropriate contractual agreements

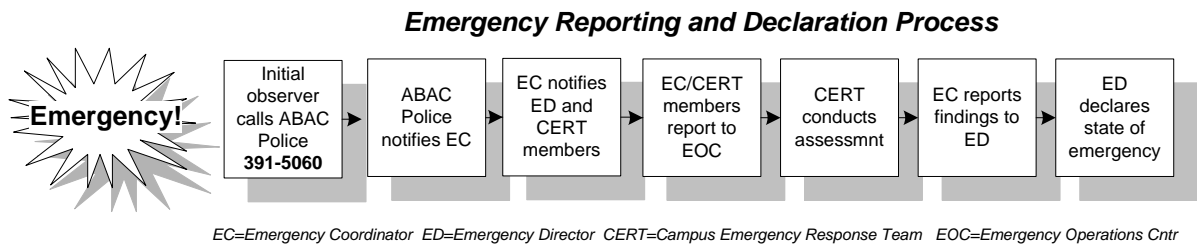
## **B2.9 Logistical Support Requirements**

Logistical coordination will likely be required to support the response and recovery activities listed below.

- Computer Services
  - Install replacement Personal Computer and desktop equipment
  - Re-establish voice and data network connections to alternate sites
- Facilities
  - Rent replacement office space
  - Coordinate installation of all telecommunications wiring within rented office space
- Food Services

- Provide food services to recovery personnel
- Human Resources
  - Manage all next-of-kin notification
  - Coordinate additional or temporary staffing for recovery effort
  - Administer company personnel policies as they apply to response and recovery
- Legal and Regulatory
  - Manage all required regulatory notifications
  - Provide legal council for response and recovery operations
- Mail and Shipping
  - Redirect all mail and parcel receipts
  - Establish temporary mail and shipping service to facilitate recovery
- Purchasing
  - Manage all incident related purchasing, except for incidental supplies
  - Coordinate purchasing support with IT Operations personnel at alternate site
- Records Management
  - Retrieve all off site backup records
  - Lead records reclamation effort
- Travel
  - Arrange any required out of town travel related to incident
  - Implement any required local shuttle services

**B3. Emergency Declaration Process**



**B3.1 ABAC Police Officer on Duty**

The ABAC Police (Department of Public Safety) will be the focal point for two-way transmission of official emergency communications between the Campus Emergency Response Team members. In the event an emergency develops, or the potential to develop exists, the ABAC Police Officer on duty will initiate contact with the Director of Public Safety.

**B3.2 Emergency Coordinator (EC)**

Acting as Emergency Coordinator (EC), the Director or Assistant Director of Public Safety will determine through information provided by the ABAC Police (Public Safety) Officer on duty if an actual or potential emergency exists. If so, the EC will initiate contact with the President/designee, Public Relations, and the Vice-President of Fiscal Affairs outlining the situation.

### **B3.3 Emergency Director (ED)**

Acting in the role of Emergency Director (ED), the College President or designee will declare a State of Emergency, if appropriate, and will instruct the Director of Public Safety to initiate contact with the Campus Emergency Response Team.

### **B3.4 Campus Emergency Response Team (CERT)**

Once contacted, the Campus Emergency Response Team (CERT) will initiate appropriate actions for their areas of responsibility. Contact will be maintained with the Emergency Operations Center during the State of Emergency.

## **B4. Emergency Direction and Coordination**

### **B4.1 Emergency Direction**

All emergency operations shall be directed by the President, The Vice-President for Fiscal and Physical Affairs, or a designee as the Emergency Director (ED).

### **B4.2 Emergency Coordination**

All emergency operations shall be coordinated by the Director of Public Safety or designee as the Emergency Coordinator (EC).

### **B4.3 Campus Emergency Response Team Assistance**

As designated in this plan, the Campus Emergency Response Team (CERT) will assist in response to an emergency by directing support operations, coordination of news releases, repair, and clean-up efforts or as designated. The organization of the Campus Emergency Response Team is the responsibility of the ABAC Police (Department of Public Safety) Supervisor.

## **B5. Campus Emergency Response Team Responsibilities**

### **B5.1 Team Members**

The Campus Emergency Response Team is composed of the following members:

- **Emergency Director (ED)** – President / VP of Fiscal and Physical Affairs or Appointee
- **Emergency Coordinator (EC)** - Director of Public Safety or Appointee
- **Campus Emergency Response Team (CERT)**-
  - Vice-President of Fiscal and Physical Affairs (Financial and Business Coordinator)
  - Director of Plant Operations or Appointee (Damage Control Coordinator)
  - Director of Public Relations or Appointee (Public Information Coordinator)
  - Director of Information Technology (Technology Coordinator)
  - Vice-President of Academic Affairs
  - Vice-President of Student and Enrollment Services
  - Division Chair of Nursing and Health Sciences

- **ABAC Police (Public Safety)**

All Campus Emergency Response Team members will cooperate as necessary with the Emergency Coordinator for implementation, coordination and support of the Emergency Response Plan as it pertains to their area of responsibility. Team members are to be kept in constant communication with the Emergency Operations Center. General responsibilities of the team members are listed below.

## **B5.2 Emergency Director**

### President / V. P. of Fiscal and Physical Affairs or Appointee

- Responsible for the overall direction of the Emergency Response and notification of Chancellor.
- Work with the Emergency Coordinator and others in assessing the emergency and preparing the College's specific response.
- Declares and ends, when appropriate, the campus state of emergency as provided in Part I of this plan.
- Notifies and conducts liaison activities with the College Administration, governmental agencies, Campus Emergency Response Team, and others as necessary.

## **B5.3 Emergency Coordinator**

### Director of Public Safety or Appointee

- Responsible for the overall coordination of the College's emergency response. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
- Initiates immediate contact with the President and begins assessment of the College's situation.
- Notifies and directs ABAC Police (Department of Public Safety) personnel to maintain safety, security and order.
- Contacts the Campus Emergency Response Team members and informs them of the nature of the emergency.
- Notifies and conducts liaison activities with appropriate outside organizations, such as fire, police, Emergency Management Services, etc
- Insures that appropriate notification is made to off-campus personnel when necessary.
- The Emergency Coordinator and the Damage Control Officer prepare and submit a report to the Vice-President of Fiscal and Physical Affairs and the President appraising the final outcome of the emergency.
- Performs other related duties as necessary

## **B5.4 Financial and Business Coordinator**

### Vice-President of Fiscal and Physical Affairs

- Appoints and maintains a specific person to act as Departmental Emergency Coordinator for each department on their campus. A listing that contains the name, office location, office telephone number, home phone number, office fax number, etc., of the appointed Departmental Emergency Coordinators will be forwarded to the Director of Public Safety for inclusion in the Emergency Response Plan.
- Notifies the Departmental Emergency Coordinators of implementation of the Emergency Response Plan.

- Notifies all other appropriate Administrative personnel of current conditions and assigns specific responsibilities as needed.
- Coordinates and approves all fiscal resources.
- Serves as a liaison with Emergency Management Personnel for monetary assistance.
- Directs the staffing and operations of the Fiscal Operations Center.
- Determines appropriate emergency purchases and fiscal responsibility for specific situations.
- Reviews all damage assessment reports, coordinates claims for insurance, and determines if a state of financial emergency exists as a result of a disaster or emergency.
- In consultation with the ABAC Police (Public Safety) Supervisor, ensures successful implementation of the Emergency Response Plan.

### **B5.5 Damage Control Coordinator**

#### Director of Plant Operations or Appointee

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- Provides vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required to the Campus Emergency Response Team for emergency use.
- Obtains the assistance of utility companies as required for emergency operations.
- Furnishes emergency power and lighting as required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

### **B5.6 Public Information Coordinator**

#### Director of Public Relations or Appointee

- Establishes liaison with the news media for dissemination of information as requested by the President.
- Establishes liaison with local radio and TV services for public announcements.
- Arranges for photographic and audio-visual services.
- Advises the President or Appointee of all news concerning the extent of disaster affecting the campus.
- Prepares news releases for approval and releases to the media information concerning the emergency.

### **B5.7 Technology Coordinator**

#### Director of Information Technology or Appointee

- Coordinates all necessary technological resources on campus.
- Establishes liaison with all applicable service providers (OIIT, Bell South, etc.) to maintain and/or restore communication.
- Establishes emergency web service with OIIT if required.
- In conjunction with the Public Information Officer, disseminates information via e-mail/phone as requested by the President.

## **B5.8 ABAC Police (Public Safety)**

### ABAC Police (Public Safety) Supervisor

- Maintains the ABAC Police (Public Safety) Office in a state of constant readiness.
- Notifies the Emergency Coordinator of emergency situations as they develop.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect life and property and to safeguard property.
- Obtains assistance from the City, County, State and Federal Government for radiological monitoring and first aid as required.
- Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- Provides and equips an alternate site for the Emergency Operations Center.

## **B5.9 Departmental Emergency Coordinators**

In conjunction with the Campus Emergency Response Team, the Departmental Emergency Coordinators will be responsible for the following general duties prior to and during an emergency.

### **Emergency Mitigation**

- Evaluate, survey, and estimate their assigned area in order to determine the impact a disaster could have on their department.
- Report all safety hazards to the Director of Plant Operations.
- Submit work orders to Plant Operations to reduce hazards and to minimize accidents.

### **Emergency Preparedness**

- Distribute building evacuation information to all departmental employees with follow-up discussion, or explanations as required.
- Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures.
- In conjunction with the appropriate personnel, help coordinate emergency training for persons within their department.
- Assist in conducting periodic emergency disaster drills.

### **Emergency Response**

- Inform all employees under their direction of the emergency condition.
- Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuations.
- Inform staff and faculty to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a headcount can be taken.
- Maintain emergency telephone communications with officials from their own activity (or from an alternate site if necessary).

### **Emergency Recovery**

- At the culmination of a disaster affecting their area of responsibility, assist in the recovery process by providing information on the emotional as well as physical status of departmental personnel.
- Be available for consultation on matters pertaining to their department in reference to the actual disaster.
- Provide information and suggestions on the rebuilding of the physical structure, so as to minimize future hazards.

## **B6. Emergency Operations Center**

When an emergency occurs, or is eminent, it shall be the responsibility of ABAC Police (Department of Public Safety) to set up and staff an appropriate Emergency Operations Center (EOC) as directed. The ABAC Police (Department of Public Safety) office will be kept fully operational as needed. We may utilize the Tift County Sheriff's mobile communications center.

### **B6.1 Field Emergency Operations Center**

If the emergency involves only one building or a small part of the campus, an ABAC Police (Department of Public Safety) vehicle is to be placed as near the emergency scene as is safely possible. At least one uniformed personnel is to staff the operations center at all times or until the emergency ends. A small office with a desk, chairs and telephone may also be required near the scene.

Field Emergency Operations Center equipment may include:

- Emergency Response Plan
- Portable radios
- Portable public address system
- Cellular telephones
- Desk telephones
- Telephone directories
- Barricades, barrier tape, and sign materials
- Appropriate report forms and supplies
- First aid kit
- Flashlights/lamps
- Computer terminal (in office)

### **B6.2 General Emergency Operations Center**

If the emergency involves a large part of a campus, the Emergency Operations Center is to be set up in the ABAC Police (Public Safety) Office. If this site is unavailable, the Emergency Coordinator is to select an alternate location. A marshaling area for outside and local agency assistance shall be established by the ABAC Police (Department of Public Safety) for operations of the combined on-site Campus Emergency Response Team. A conference room with facilities for emergency teams or media crews which is designed to accommodate multiple telephone and/or electrical appliances is desirable.

The college has an excellent working relationship with all Public Safety personnel in Tift County and their assistance may be utilized depending on the emergency. They can all be contacted by dialing 911 or directly via Public Safety radios.

### **B6.3 Emergency Communications Center**

The Director of Public Safety or Senior Supervisor on-duty will be responsible for establishing an Emergency Communications Center as needed. The Center will coordinate with Campus Emergency Response Team members and establish written records of all communications. The Center will also coordinate all reports and logs as required by State and Federal Law. The location of the communications center will depend on the type of emergency.

### **B6.4 Media Relations Center**

The Director of Public Safety will be responsible for establishing a media relations center when appropriate. All media personnel will be directed to the area established and only allowed in the immediate disaster/emergency site under the authority of the Director of Public Relations. Media personnel will only be allowed in restricted areas with the permission of the Director of Public Safety, Director of Plant Operations and the Vice-President of Fiscal and Physical Affairs. In restricted areas, the Director of Public Relations will designate personnel to provide escorts or issue distinct Abraham Baldwin Agricultural College passes to assist in the identification of personnel.

A list of media personnel including name, employer and telephone number will be maintained in crime scene circumstances.

Any media personnel asking questions will be referred to the Director of Public Relations in all circumstances, whether or not a media center is established. The Director of Public Relations will coordinate interviews, media releases, etc., as appropriate.

### **B6.5 Fiscal Operations Center**

The Vice-President of Fiscal and Physical Affairs will be responsible for establishing a fiscal operations center as appropriate. Requests for purchase, expenditures in excess of normal operations and the coordination of requests for emergency funding from the Georgia Emergency Management Agency or others will be the responsibility of the Vice-President of Fiscal and Physical Affairs.

## **B7. Crisis Communications**

Develop, coordinate, evaluate, and exercise plans to communicate with internal stakeholders (faculty, employees, administration, etc.) external stakeholders (students, vendors, suppliers, etc.) and the media (print, radio, television, Internet, etc.)

### **B7.1 Crisis Communications Approach**

#### **B7.1a Objectives**

- Establish Programs for Proactive Crisis Communications
- Establish Necessary Crisis Communication Coordination with External Agencies (local, state, national government, emergency responders, regulators, etc.)
- Establish Essential Crisis Communications with Relevant Stakeholder Groups
- Establish and Exercise Media Handling Plans for the Organization and its Business Units

**B7.1b Proactive Crisis Communications Program**

- Internal (campus and business unit level) groups
- External groups (customers, vendors, suppliers, public)
- External agencies (local, state, national governments, emergency responders, regulators, etc.)
- Media (print, radio, television, Internet)

**B7.1c Crisis Communication with External Agencies**

Develop procedures/tools to manage relationships with multiple agencies

- Local/state/national emergency services
- Local/state/national civilian defense authorities
- Local/state/national weather bureaus
- Other governmental agencies as appropriate

**B7.1d Essential Communications Plans with Stakeholders**

Develop procedures/tools to manage relationships with multiple stakeholders

- Owners/stockholders
- Employees and their families
- Key customers
- Key suppliers
- Campus administration
- Other stakeholders

**B7.1e Essential Crisis Communications Plans with the Media Outlets**

Develop procedures/tools to manage relationships with the media

- Print (newspapers, journals, etc.)
- Radio
- Television
- Internet

**B7.1f Exercises for Crisis Communication Plans**

- Establish exercise objectives annually
- Coordinate and execute exercises
- Debrief and report on exercise results, including action plans for revisions

**B7.2 Crisis Communication Notification Plan**

The telephone is the primary means of emergency notification at Abraham Baldwin Agricultural College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. The ABAC Police (Department of Public Safety) will provide information to the campus community to increase the awareness of emergency procedures and techniques as applicable. It will also issue weather warning statements and emergency information as appropriate to the situation.

**B7.2a Methods of Communication**

The following methods of communication may be utilized by ABAC Police (Department of Public Safety) to disseminate information to members of the campus community:

- **WEB** – Emergency ABAC main page web services remotely established via OIIT systems as required to provide emergency information to students and general public.
- **FAX** - Information faxed to various offices located on campus. This information can be displayed on bulletin boards, doors, areas frequently utilized by students, staff, or faculty.
- **E-MAIL NOTIFICATIONS**- Utilization of e-mail notices will be occur frequently. Everyone receiving this information is encouraged to share information with those who may not have e-mail access.
- **TELEPHONE NOTIFICATION**- ABAC Police (Public Safety) personnel may contact various offices or specific areas by telephone to disseminate information.
- **EMERGENCY VOICE MAILBOX NOTIFICATION** – The ABAC Inclement Weather and Emergency Notification voice mailbox (391-5225) may be utilized to provide emergency information to students, staff, and the general public.
- **BROCHURES, NOTICES, ETC.**- ABAC Police (Department of Public Safety) may develop and distribute pamphlets, notices, etc., as appropriate to the information being distributed.
- **PUBLIC ADDRESS SYSTEM**- ABAC Police (Public Safety) personnel may utilize campus emergency siren public address system to announce information to large crowds, etc., in emergency situations.
- **DEPARTMENTAL EMERGENCY COORDINATORS**- Assigned Departmental Emergency Coordinators will receive notification of emergency information and in turn, will notify personnel within their department.

**B7.2b Lack of Communication**

Power outages, downed telephone lines, etc., may severely hinder communications in emergency situations. Therefore:

- Employees must be prepared to act without a direct order in emergency situations.
- Communications may be accomplished through non-traditional methods as required for the specific emergency.

**B7.2c Media Communication**

In emergency situations, the Director of Public Relations will be responsible for contacting the news media to initiate news broadcasts and statements and for coordinating all releases in reference to campus operations, conditions, efforts, etc.

**B7.2d Key External Contacts Communication**

- Update all key external contacts with a prepared statement about the incident.
- Develop a statement to be given to all key external contacts. Include only those facts present in the official incident Public Statement. This statement should contain:
  - Brief statement regarding the incident;
  - When is service expected to be restored if known, otherwise, when will the next status update be made;
- Contact each key external contact with the emergency statement;
- Emphasize that this call is part of a contingency plan which has been activated to restore service.
- Be sure to be upbeat and confident about the situation. Reassure the customers that everything that can be done is being done to restore service as quickly as possible.
  - Do not speculate on what you do not know. Do not make any commitments beyond those that you are absolutely sure can be met.

**B7.2e Communications With Emergency Director**

It is imperative that the Emergency Director receive timely updates concerning the status of the emergency. In particular, any new event (good or bad) or any milestones that have been reached should be communicated immediately.

These updates to management should be made by telephone, don't depend on email or other means of electronic communication.

In summary:

- Update the management team at regular intervals, perhaps hourly;
- Report any new important events or milestones immediately;
- Report by telephone.

**B8. Coordination With External Agencies**

Establish applicable procedures and policies for coordinating response, continuity, and restoration activities with external agencies (local, state, national, emergency responders, defense, etc.) while ensuring compliance with applicable statutes or regulations.

**B8.1 Coordination Objectives**

- Identify and Establish Liaison Procedures for Emergency Management
- Coordinate Emergency Management with External Agencies
- Maintain Current Knowledge of Laws and Regulations Concerning Emergency Management as it pertains to a particular organization

**B8.2 Applicable Laws and Regulations Governing Emergency Management**

- Gather/identify sources of information on applicable laws and regulations (disaster recovery, environmental cleanup, business resumption, etc.) and determine their impact to own organization and/or industry
- Identify statutory requirements for the industry in which the organization participates

**B8.3 Coordinate with Agencies Supporting Emergencies**

- Identify and develop procedures with external agencies providing disaster assistance (financial and resources) to manage the ongoing relationships as appropriate
- Work with statutory agencies to conform to legal and regulatory requirements as appropriate

**B8.4 Develop and Facilitate Exercises with External Agencies**

- Establish exercise objectives annually
- Coordinate and execute exercises
- Debrief and report on exercise results, including action plans for revisions

**B9. Activate Departmental Emergency Response Plans****B9.1 OITS Emergency Response Procedures**

At the direction of the Campus Emergency Response Team, OITS Emergency Teams will perform all immediate response actions required to quickly minimize the effects of the disaster that are most visible to customers and to other ABAC personnel who are supported by OITS.