

# **EMERGENCY RESPONSE AND BUSINESS CONTINUITY PLAN**

*For*



*Abraham Baldwin Agricultural College*

*2802 Moore Hwy  
Tifton, GA 31793*

*1-800-733-3653 / 229-391-5060*

**Updated October 1, 2024**

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## **I. INTRODUCTION AND PURPOSE**

The purpose of the Abraham Baldwin Agricultural College (ABAC) Emergency Operations Plan (EOP) is to establish policies, procedures, roles, responsibilities, and an organizational structure for responses to a major emergency. The ABAC EOP incorporates operating procedures from the National Incident Management System (NIMS) and Incident Command System (ICS) for handling emergencies resulting from various potential disasters that could impact the ABAC campus. Developed in March 2004, NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

The ABAC EOP has been designed as a strategic plan to provide the administrative procedures necessary to cope with most campus emergencies. Any College's overall ability to respond to an emergency will rely upon building emergency plans and business continuity plans developed by its individual departments.

The purpose of any plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives; establish responsibilities necessary to performing these functions; prevent, minimize and repair damage; and ensure continuity of operations so that essential services may continue to be provided to the College and its clients.

The ABAC EOP assigns roles and responsibilities to departments and units that are directly responsible for emergency response efforts and critical support services and provides a management structure for coordinating and deploying essential resources.

## **II. SECURITY SENSITIVE DOCUMENT STATEMENT**

Records, the disclosure of which would compromise security against sabotage or criminal or terrorist acts and the nondisclosure of which is necessary for the protection of life, safety, or public property, will not be released to members of the public and/or in response to Open Records Requests. O.C.G.A. 50-18-72(a)(15)(A). Sections of this manual, if released, would compromise the safety/security of Abraham Baldwin Agricultural College.

The disclosure of information in this plan could compromise the security of essential equipment, services, and systems of the ABAC or otherwise impair the ABAC's ability to carry out essential emergency responsibilities. Distribution of the ABAC Emergency Operations Plan in its entirety is limited to those ABAC associates who need to know the information in order to successfully activate and implement the plan.

Portions of this plan contain information that raises personal privacy or other concerns, and those portions may be exempt from mandatory disclosure under the Freedom of Information Act. See 5 U.S.C. 552, 41 C.F.R. Part 105-60.

Any decision to disclose information in this plan outside the ABAC or to withhold information in this plan from a non-institution requester must be coordinated with the ABAC Office of the President.

Personnel must maintain the physical security of this plan whether in printed or electronic form. Dissemination of certain sections of the ABAC EOP is prohibited unless prior approval is received from the Office of the President.

### **III. SCOPE**

The ABAC EOP is a campus-level plan that guides the emergency response of ABAC personnel and resources during a major disaster. It is the official Emergency Operations Plan for ABAC and supersedes previous plans and precludes employee actions not in concert with this plan, or the emergency organization by it. In addition, the ABAC EOP includes building level procedures, contained in the Building Emergency Evacuation Plan and Assembly Points for faculty, staff, students, and visitors to follow during an emergency impacting an individual building.

Nothing in this plan shall be construed in a way that limits the use of good judgement and common sense in manners not foreseen or covered by elements of the plan or any appendices hereto. Additionally, this plan assumes all faculty, staff, students, and visitors on the College campus understand that individual preparedness is a key to being ready for emergencies. During large-scale emergencies, where local and state first responders may be delayed due to the scale and impact of the disaster, members of the College community should understand that emergency service could be delayed, and they should take appropriate steps (emergency kit, family and friend communication plans, personal emergency plan, etc.) to prepare themselves to be self-sufficient for a brief period of time.

Numerous natural or man-made disasters and hazards can affect the College and pose an actual or potential threat to public health and safety on the College campus. A comprehensive emergency plan is needed to ensure the protection of students, employees and the public from the effects of critical incidents and emergencies.

This plan may be activated in response to a regional or national crisis that affects the University system. Any emergency that affects ABAC students, faculty, and/or staff community is considered a College emergency.

This plan is designed to enable faculty, staff and students to successfully cope with campus critical incidents and emergencies. The overall ability of College personnel to respond to any incident will rely primarily upon preplanned procedures, Incident Action Plans, Business Continuity Plans, Building Emergency Action Plans, and existing or newly promulgated standard operating procedures (SOP's) and directives.

This plan, while primarily local in scope, is intended to be able to support a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including mitigation, preparedness, response, and recovery.

## **IV. GENERAL ASSUMPTIONS**

The ABAC EOP can provide a realistic approach to the problems likely to be encountered on campus during a critical incident, crisis, or disaster. Therefore, the following general assumptions can be made:

### **An Emergency can occur at any time**

A critical incident, crisis, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning.

### **Most Incidents are handled locally**

Almost all incidents are handled locally, but some incidents may require the support and resources of local, county, state or federal governments, and / private institutions, Non-government Organizations (NGO's), and other entities.

### **Incident plans must be flexible**

The succession of events in any incident are not fully predictable; therefore, this EOP and any Incident Action Plan (IAP) devised prior to or at the time of the event will serve primarily as a guide or checklist and may require modifications in the field to mitigate injuries, damages, and/or to recover from the incident.

### **Outside resources or assistance maybe delayed**

An emergency or a disaster may additionally affect residents within close proximity to the College; therefore, city, county, state, and federal emergency services or resources may or may not be immediately available. In such cases, a delay in the delivery of effective off-campus emergency services may typically not be expected for a period of up to 48-72 hours.

### **Media events must be properly addressed**

Any incident that is likely to result in media coverage should be promptly reported to the Director of marketing and communications, the Public Information Officer (PIO). During non-business hours, report these incidents to ABAC Police Communications; ABAC Police personnel shall then make further notifications. The accurate assessment of received information and its accurate reporting to all will negate the spread of unfounded rumors, panic, and the effects of misinformation.

### **Operational requirements must be sustainable**

During any incident which is perceived to require operations for longer than 24 hours, at the discretion of the College President, impacted personnel may be assigned to 12 hour shifts with cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate.

**Communications are likely to be disrupted or compromised**

“During an emergency or disaster, there is a likelihood of the disruption of communications due to damage to related infrastructure or by the burdens placed on communications due to high levels of usage. This is especially true of cellular telephones. Prior agreements with cellular companies should be in place to secure usable operating channels during any emergency by arranging for Wireless Priority Service (WPS).”

**Declaration of a Campus State of Emergency (CSOE)**

The decision to declare a Campus State of Emergency (CSOE) rests solely with the College President- the Emergency Director, and his or her designee.

Upon notification of a critical incident or emergency by the ABAC Vice President for Finance and Operations or ABAC Police Chief, if the President decides that a CSOE is necessary, he or she shall so inform the Campus Emergency Response Team, who shall, in turn, activate the College Emergency Operations Center, as appropriate.

**Direct all media inquiries to PIO**

All media inquiries should be directed to the Director of Marketing and Communications or (PIO). It is important that information provided to outside media persons be coordinated through the PIO to ensure consistency concerning the status of the College during a critical incident or emergency. If the incident involves entities from other jurisdictions, the external communications function of the PIO shall be coordinated through an established Joint Information Center (JIC).

## V. **PLAN DISTRIBUTION AND AUTHORITY**

## Plan Distribution

The ABAC Police Department will provide a copy of the plan (electronic and /or hard copies) with updates to the following groups:

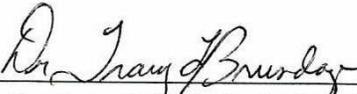
- Director Public Safety Tift County-E911
- ABAC Police Department/Emergency Coordinator
- City of Tifton Police Department
- City of Tifton Fire Department
- Office of the president-Emergency Director
- Office of Vice President for Finance and Operations
- Members of Campus Emergency Response Team (CERT)
- University System of Georgia Safety and Security Department
- Other key departments and administrators on campus

## Plan Authority

The ABAC EOP is promulgated under the Authority of the Office of the President of ABAC.

Plan Authority and Date of Effect

As the President of Abraham Baldwin Agricultural College, I direct that this plan shall be in full force and effect as of 12:01 A.M. on the first day of the month following the date of the last signing of the instrument, as evidenced by my signature affixed below.

  
\_\_\_\_\_  
Abraham Baldwin Agricultural College  
Dr. Tracy L. Brundage, President

  
\_\_\_\_\_  
Date

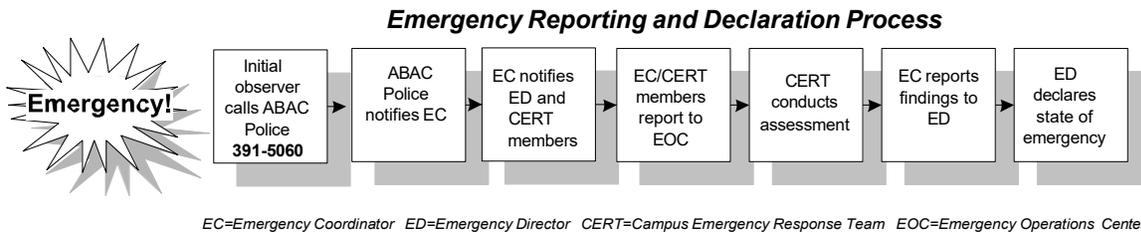
**Revisions**

<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
<b>Section A1</b>	<b>Updated</b>	<b>Primary Contact List</b>	<b>10/1/2021</b>
<b>I. Introduction and Purpose</b>	<b>Added</b>	<b>Purpose of Plan</b>	<b>1/21/2016</b>
<b>II. Security Sensitive Document</b>	<b>Added</b>	<b>Document Statement</b>	<b>1/21/2016</b>
<b>III. Scope</b>	<b>Added</b>	<b>Scope of Plan</b>	<b>1/21/2016</b>
<b>IV. General Assumptions</b>	<b>Added</b>	<b>Assumptions</b>	<b>1/21/2016</b>
<b>V. Plan Distribution and Authority</b>	<b>Added</b>	<b>Plan Authority</b>	<b>1/21/2016</b>
<b>VI. Plan Maintenance</b>	<b>Added</b>	<b>Revisions to Plan</b>	<b>10/1/2021</b>
<b>Appendix A</b>	<b>Added</b>	<b>NIMS/ICS Explanation/Training</b>	<b>1/21/2016</b>
<b>Appendix B</b>	<b>Added</b>	<b>ICS Organization Chart</b>	<b>1/21/2016</b>
<b>Appendix C</b>	<b>Updated</b>	<b>Active Threats/Violence</b>	<b>6/18/2021</b>
<b>Appendix D</b>	<b>Added</b>	<b>Risk Management/Hazard Mitigation</b>	<b>1/21/2016</b>
<b>Appendix E</b>	<b>Added</b>	<b>Definitions and Acronyms</b>	<b>1/21/2016</b>
<b>Appendix F</b>	<b>Updated</b>	<b>USG Notification Plan</b>	<b>10/1/2021</b>
<b>Appendix G</b>	<b>Added</b>	<b>Critical Resource List</b>	<b>10/1/2021</b>
<b>Section D3</b>	<b>Updated</b>	<b>BOR - City of Tifton Agreement</b>	<b>10/1/2021</b>
<b>Section D4</b>	<b>Updated</b>	<b>BOR – Tift County Agreement</b>	<b>7/18/2021</b>
<b>A.3</b>	<b>Updated</b>	<b>Updated Emergency Shelter Info</b>	<b>7/18/2021</b>
<b>Section D7</b>	<b>Added</b>	<b>Emergency Response Organizational Chart</b>	<b>6/18/2016</b>
<b>Section D8</b>	<b>Added</b>	<b>Emergency Collaboration Model</b>	<b>6/18/2016</b>
<b>Section D9</b>	<b>Added</b>	<b>Emergency Communications Procedures</b>	<b>6/18/2016</b>
<b>Separate Document</b>	<b>Updated</b>	<b>Emergency Quick Reference Guide</b>	<b>8/1/2021</b>

## **VI. EMERGENCY RESPONSE**

# A. KEY EMERGENCY RESPONSE INFORMATION

## A1. Primary Emergency Contact List



<b>ABAC Policy (Public Safety)</b>		
ABAC Police	Officer on Duty	229-391-5060
<i>(Note: For Tifton Emergencies, contact 911 first, then contact ABAC Police.)</i>		

<b>Emergency Coordinator (EC)</b>				
	<u>Name</u>	<u>Office</u>	<u>Home</u>	<u>Mobile</u>
Director of Public Safety	**Frank Strickland	229-391-5060	N/A	229-392-8489
Assist Dir. Of Public Safety	*Debbie Pyles	229-391-5059	N/A	229-392-1896

<b>Emergency Director (ED)</b>				
	<u>Name</u>	<u>Office</u>	<u>Home</u>	<u>Mobile</u>
President	**Tracy Brundage	229-391-5050	N/A	570-494-8692
Executive Assist	*Sue Mastrario	229-391-4899	N/A	229-567-6073
VP Finance and Operations	**Deidra Jackson	229-391-4921	N/A	229-848-3898

<b>Campus Emergency Response Team (CERT)</b>				
	<u>Name</u>	<u>Office</u>	<u>Home</u>	<u>Mobile</u>
Director of Public Relations for Marketing and Communications	Chris Beckham	229-391-5066	229-567-9260	229-445-1204
Plant Operations	**Gary Shumaker	229-391-5180	N/A	229-894-9557
	*Jake Adamson	229-391-5184	N/A	229-376-4466
	*James Miley	229-391-5187	N/A	229-406-4365
VP Student and Academic Affairs	**Amy Willis	229-391-5007	N/A	229-254-0991
Provost and VP for Academic Affairs	**Jerry Baker	229-391-4783	229-386-2177	919-323-5785
Director, Health Clinic	**Cheryl Solomon	229-391-5039	N/A	912-381-8648
	*Anita White	229-391-5026	N/A	229-567-1664
Information Technology	**Allen Saylor	229-391-4914	229-566-3329	229-566-3329

*Notes: \*\* Primary Contact, \* Alternate Contact. If the primary contact for an area is unavailable, the alternate contact should be notified and the responsibility to notify their Departmental Emergency Coordinators, if any, will then fall on the alternate. All area codes 229 unless noted otherwise.*

## **A2. Departmental Emergency Coordinator Notification Schedule**

### ***Notification Notes:***

*The success of the notification system and the safety of campus personnel depend on everyone carrying out assigned notification responsibilities. Don't let the notification system break down. **Notify everyone in your area of responsibility.** Those notified should maintain their own sub-group contact lists, if required, to ensure that all appropriate additional notifications are made. All area codes 229 unless noted otherwise.*

<b>President's Office Notifies:</b>				
	<b><u>Name</u></b>	<b><u>Office</u></b>	<b><u>Home</u></b>	<b><u>Mobile</u></b>
Human Resources	Richard Spancake	229-391-4887	N/A	229-364-3946
Institutional Effectiveness	Amy Warren	229-391-5093	N/A	229-326-3778
V. P. for Finance and Operations	Deidra Jackson	229-391-4921	N/A	229-848-3898
Georgia Ag Education Office	Ira Tucker	229-386-3085	N/A	229-425-7619
GPSTC Police Academy-Tifton	Jared York	229-386-3606	N/A	229-740-2010

<b>Fiscal Affairs Notifies:</b>				
	<b><u>Name</u></b>	<b><u>Office</u></b>	<b><u>Home</u></b>	<b><u>Mobile</u></b>
Business Office	Joann Saylor	229-391-4867	N/A	229-567-1047
Bookstore and Post Office	Tonya Carpenter	229-391-4825	N/A	229-339-3921
Golf course/Country Store	Tonya Carpenter	229-391-4825	N/A	229-339-3921
Sodexo (Physical Plant)	Gary Shumaker	229-391-5180	N/A	630-277-2485
Dining Services	Dan Miller	229-391-5170	N/A	229-376-4138

<b>Academic Affairs Notifies:</b>				
	<b><u>Name</u></b>	<b><u>Office</u></b>	<b><u>Home</u></b>	<b><u>Mobile</u></b>
School of Agriculture and Natural resources	Jerry Baker	229-391-4783	229-386-2177	919-323-5785
School of Business	Franzelle Mathis-Pertilla	229-391-4837	N/A	404-788-3181
Athletic Director	Chuck Wimberly	229-391-4930	N/A	478-494-3225
School of Nursing	Jeffrey Ross	229-391-5069 229-243-4270	N/A	229-220-7829
School of Arts and Sciences	Matthew Anderson	229-391-5155	N/A	215-421-5754
Asst. VP Student Affairs Dean of Students	Alan Kramer	229 391-5129 229 391-4928	N/A	229 848-2154
Library	David Edens	229-391-4986	N/A	229 326-1526

<b>Student and Enrollment Services Notifies:</b>				
	<b><u>Name</u></b>	<b><u>Office</u></b>	<b><u>Home</u></b>	<b><u>Mobile</u></b>
VP Enrollment, Marketing and Communications	Ryan Hogan	229-391-5043	N/A	229-539-0796
Financial Aid	Brenda Taylor-Hickey	229-391-4985	N/A	912-996-0125
Student Life and Housing	Trent Hester	229-391-5232	N/A	229-894-6224
Corvais/Campus Living	Crystal DeMaranville	229-391-5140	229-686-0529	850-247-6618
Counseling and Accommodations Services	Shubba Chatterjee	229-391-5135	N/A	973-220-2271
Asst. VP Student success	Nicholas Urquhart	229-391-4917	N/A	229-339-0862
Academic Achievement Center	Joshua Clements	229-391-4918	N/A	229-392-5030

### **A3. Campus Emergency Shelters**

Ag Sciences:	Hallways without windows, west corridor with all doors shut
Alumni House:	Hallway with all doors shut and restrooms
Beef Unit office:	Bathroom
Bowen Hall:	First floor hall and rooms 101 through 103
Branch Hall:	Nickelodeon
Britt Hall:	1 <sup>st</sup> floor hallway with all doors shut
Carlton Center:	1 <sup>st</sup> floor main interior hallways and offices and Stallion Shop (Bookstore) storage room
Chambliss Hall:	Inner labs without windows, room E-111 with partition and Metalworking lab
Chapel:	(No safe emergency shelter area in this building.)
Conger Hall:	1 <sup>st</sup> floor hallway (northside) and 2 <sup>nd</sup> floor hallway and office area
Donaldson Dinning Hall:	Kitchen, coolers and storage room
Edwards Hall:	1 <sup>st</sup> floor restrooms and band instrument storage room
Environmental Horticulture Bldg.:	Restrooms
Evans Hall:	Rear hallway at the squad room with all doors shut
Foundation Legacy Pool complex:	Women's restroom in Thrash Wellness Center
Gaines Hall:	Hallway with all doors shut
Gressette Gym:	Men's and women's locker rooms
Health Sciences:	Clinic with all doors shut
Herring Hall:	1 <sup>st</sup> floor hallway with all doors shut
Howard:	(No safe emergency shelter area in this building.)
King Hall:	Go to Conger Hall
Lab Sciences:	Inner halls and rooms without windows
Lewis Hall:	Inner halls and rooms without windows
Music Bldg.:	Practice rooms and inner hall
Physical Plant:	Internal offices without windows

Red Hill

Athletic

center:

Offices and equipment rooms with no windows and bathrooms

---

Thrash

wellness

Center:

Women's restroom

---

Tift Hall:1st floor hallway with all doors shut, copy rooms (without windows)  
and closets under stairs

---

Town Hall:

Classroom in middle of building

---

Warehouse:

Laundry room and bathrooms

---

Yow:

Hall by office and inner bathrooms by vending area

## **A4. Campus Emergency Evacuation Assembly Points**

### **Assembly Point 1 (Front lawn outside Tift Hall):**

- Herring Hall
- Tift Hall
- Lewis Hall
- Driggers Lecture Hall – Chapel
- Health Sciences
- Bowen Hall
- Branch Student Center

### **Assembly Point 2 (North parking lot outside Yow):**

- Ag Science
- King Hall
- Conger Hall
- Lab Sciences
- Music Building
- Britt Hall
- Gaines Hall- Building Closed
- Yow Building

### **Assembly Point 3 (Field by lake across from water tower):**

- Carlton
- Chambliss Building
- Horticulture Building
- Alumni House
- Golf Facility
- ABAC Place

### **Assembly Point 4 (South parking lot on Davis Road):**

- Dining Hall
- Gressette Gym
- Swimming Pool
- Thrash Gym
- Howard Auditorium
- Edwards Hall
- Evans Hall
- Plant Operations Warehouse
- Plant Operations Building
- Tennis Court

\*Note: These assembly points are to be used for most campus emergencies. In the case of a bomb threat or other special emergencies where the normal assembly point may not be appropriate, ABAC Police will advise where to assemble.

## B. 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 at 229-391-5060.
- **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.
- **MARKETING AND COMMUNICATIONS 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 Marketing and Communications at 229-391-5055.

### 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, Haz Mat 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

## **B1. Emergency Evacuation**

### **B1.1 Preparation**

Departmental Emergency Coordinators are responsible for instructing their personnel on the emergency evacuation routes for their areas. Evacuation routes are posted in visible areas near exits in all buildings. At the beginning of each semester, faculty is 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.

### **B1.2 Building Evacuation**

- All building evacuations will occur when an alarm sounds and/or upon notification by ABAC Police 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 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.

### **B1.3 Campus Area Evacuation**

- Evacuation of all or part of the campus grounds will be announced by ABAC Police Department.
- 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.

## **B2. 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 at 229-391-5060.

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 at 229-391-5060. The Senior Supervisor on-duty will notify the Vice-President of Finance and Operations and the Director of Public Safety.

A decision will be made by the Building Supervisor and Vice-President of Finance and Operations, 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, 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 personnel will conduct an evacuation of the area. ABAC Police 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 employee's 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 they have not already done so, ABAC Police 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 personnel will contact the Explosive Ordinance Disposal Team at the GBI Bomb Disposal Team or through the Georgia Emergency Management Agency.

## ABAC Police - Department

### **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 @ 229-391-5060. The Senior Supervisor on-duty will notify the Emergency Director and the Emergency Coordinator.*

### **B3. 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 material will be reported immediately to the ABAC Police Department at 229-391-5060.
- 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 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.

#### **B3.1 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 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 at 229-391-5060 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 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 suggests that all “junk mail” not be opened and be trashed. If you are not aware of whom the sender of your mail is, do not open it.

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

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

- Call ABAC Police at 229-391-5060 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.

## **B4. 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 Freedom of Expression area located in back of Lewis Hall. Demonstrations will not be disrupted unless one or more of the following conditions exist 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 at 229-391-5060. ABAC Police will notify the President or Appointee. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

### **B4.1 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).

#### **B4.2 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. 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 Finance and Operations 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.

#### **B4.3 Violent Demonstration**

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

##### **During regular office hours:**

- The Vice-President of Finance and Operations and appropriate ABAC Police personnel will be summoned to the scene.
- The Director of Marketing and Communications will be notified and will arrange for a photographer to document the disruptive behavior.
- The Vice-President of Finance and Operations will notify the President and other appropriate College personnel.
- ABAC Police 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 will be notified immediately of the disturbance.
- ABAC Police will investigate the disruption and report findings to the Vice-President of Finance and Operations.
- The Vice-President of Finance and Operations will:
  - Notify the President.
  - Notify the Director of Marketing and Communications.
  - 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.**

## **B5. 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 at 229-391-5060. Protect yourself at all times and be prepared for after-shocks.
- Damaged facilities should be reported to Plant Operations by ABAC Police. **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/LIVESAFE.**

## **B6. 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 at 229-391-5060. 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 BY TELEPHONE OR LIVESAFE AT 229-391-5060.**
- 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 page 22).
- 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.

## **B7. Fire**

All incidents of unintentional/non-control burn fires will be reported to ABAC Police at 229-391-5060 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 at 229-391-5060.
- If a minor fire appears controllable, IMMEDIATELY contact, or direct someone in the area, to contact ABAC Police at 229-391-5060. 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 at 229-391-5060. 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 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 PERSONNEL OR FIRE DEPARTMENT PERSONNEL.**

### **ABAC Police Department Supervisor:**

- The ABAC Police Department 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 Department Supervisor on duty will contact the Fire Commander upon arrival and provide assistance as requested.
- ABAC Police will respond and provide crowd control and assist as directed.

**B8. 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.

**B9. 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 police.
- Maintain communications with POLICE.
- 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 kidnappers 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

**B10. 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 trade winds 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 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 Emergency Management 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.

**B11. 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 Department. 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 at 229-391-5060 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 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 page 18).
- 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 Officers as well as all other ABAC employees are prohibited from transferring any injured individual to any hospital or medical facility.

**B12. 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.

### **B13. 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 of the situation at 229-391-5060. In extreme medical emergencies, dial 911 first and then notify ABAC Police.
- Clearly state that you need immediate assistance and describe the situation.
- Give your name, location, and the area involved.

### **B14. 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 at 229-391-5060.

### **B15. Utility Failure**

- In the event of a major utility failure occurring during regular working hours (Monday–Thursday: 8:00 a.m. to 5:30 p.m., Friday: 8:00 am – 3:00 pm), immediately notify your campus Plant Operations Office at 229-391-5180.

- If there is a potential danger to building occupants, or if the utility failure occurs afterhours, weekends, or holidays, notify ABAC Police at 229-391-5060.
- 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 at 229-391-5060. 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 at 229-391-5060 and Plant Operations **IMMEDIATELY.**

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

If smoke odors come from the ventilation system, immediately notify ABAC Police at 229-391-5060 or Plant Operations. If necessary, cease all operations and vacate the area.

## **B16. Violent or Criminal Behavior**

In the event of hostile/violent behavior ABAC Police 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 at 229-391-5060 if hostile or violent behavior, actual or potential, is witnessed.

- Initiate immediate contact of the ABAC Police at 229-391-5060 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 an Active Shooter be on the campus, you should take cover immediately using all available concealment. Close and lock doors, turn off the lights and silence cell phones to separate yourself and others from the armed suspect. Remember to RUN, HIDE, FIGHT.

**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.

## **B17. 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 following steps will be followed:

**After-Hours Inclement Weather**

ABAC Police 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 Finance and Operations 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 Finance and Operations.)
- The Vice-President of Finance and Operations 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 Finance and Operations will contact the Director of Marketing and Communications regarding the President's decision to close, not to close, or to delay the opening of the College.

- The Director of Marketing and Communications contacts all area radio and television stations with the following message:  
**Abraham Baldwin Agricultural College will be/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 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.
- Inclement Weather notification messages will be posted on the ABAC website [www.abac.edu](http://www.abac.edu) and on the ABAC Inclement Weather and Emergency Information voice mailbox (**229-391-5225**).
- If the college's website is unavailable, the USG OIIT Emergency Web Services will be requested. Instructions for requesting this emergency service are available in Appendix D6. Robert Gerhart, primary; Allen Saylor, secondary; Cindy Barber, Lindsey Roberts, or Janet Haughton can request the service.

**Business Hours Inclement Weather**

- ABAC Police 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 Finance and Operations will consult with appropriate local and College officials. The Vice-President of Finance and Operations 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 Finance and Operations.)
- The Vice-President for Finance and Operations 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 Marketing and Communications regarding the decision to close, not to close, the College.
- The Director of Marketing and Communications contacts all area radio and television stations with the following message:

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

- ABAC Police 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 website [www.abac.edu](http://www.abac.edu) and on the ABAC Inclement Weather and Emergency Information voice mailbox (**229-391-5225**).

- If the college's website is unavailable, the USG OIIT Emergency Web Services will be requested. Instructions for requesting this emergency service are available in Appendix D6 page 61. Robert Gerhart, primary; Allen Saylor, secondary; Cindy Barber, Lindsey Roberts, or Janet Haughton can request the service.

## **B18. 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 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, ABAC Police 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.**

## C. EMERGENCY RESPONSE POLICY MANAGEMENT

### C1. 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 Finance and Operations of Abraham Baldwin Agricultural College.

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

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

#### **C1.1 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:

- i. An emergency or a disaster may occur at any time of the day or night.
- ii. 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.
- iii. 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.
- iv. A major emergency may be declared in advance if information indicates that such a

- v. The President or Appointee will serve as the overall Emergency Director during any major emergency or disaster.
- vi. Damaged areas will be immediately closed off while rescue efforts and firefighting activities are conducted.
- vii. The injured will be taken to the nearest medical facility accepting casualties as designated by Tift County EMS.

## **C1.2 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 will be allowed to enter the immediate disaster site.

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

## **C2. 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.

### **C2.1 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

## **C2.2 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 Marketing and Communications 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)

## **C2.3 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

## **C2.4 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

## **C2.5 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

## **C2.6 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.

## C2.7 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 accounts 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 EMERGENCY MANAGEMENT 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 Marketing and Communications on rumor control activities.
- Coordinate event cause investigation and physical damage assessment with Legal and Facilities.

## C2.8 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 on-site 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

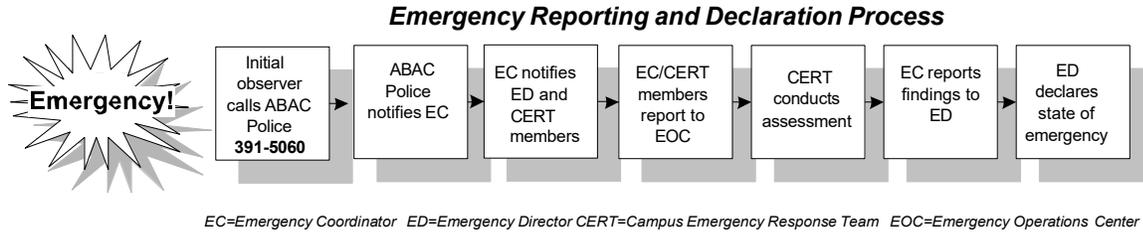
## C2.9 Logistical Support Requirements

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 counsel 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

### **C3. Emergency Declaration Process**



#### **C3.1 ABAC Police Officer on Duty**

The ABAC Police 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.

#### **C3.2 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 Officer on duty if an actual or potential emergency exists. If so, the EC will initiate contact with the President/designee, Marketing and Communications, and the Vice-President of Fiscal Affairs outlining the situation.

#### **C3.3 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.

#### **C3.4 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.

### **C4. Emergency Direction and Coordination**

#### **C4.1 Emergency Direction**

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

## **C4.2 Emergency Coordination**

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

## **C4.3 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.

# **C5. Campus Emergency Response Team Responsibilities**

## **C5.1 Team Members**

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

- **Emergency Director (ED)** – President / VP of Finance and Operations or Appointee
- **Emergency Coordinator (EC)** - Director of Public Safety or Appointee
- **Campus Emergency Response Team (CERT)-**
  - Vice-President of Finance and Operations (Financial and Business Coordinator)
  - Director of Plant Operations or Appointee (Damage Control Coordinator)
  - Director of Marketing and Communications or Appointee (Public Information Coordinator)
  - Chief Information Officer (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.

## **C5.2 Emergency Director**

President / V. P. of Finance and Operations 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.

## **C5.3 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 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 Finance and Operations and the President appraising the final outcome of the emergency.
- Performs other related duties as necessary

#### **C5.4 Financial and Business Coordinator**

##### Vice-President of Finance and Operations

- 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 claim 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 Supervisor, ensures successful implementation of the Emergency Response Plan.

#### **C5.5 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.

#### **C5.6 Public Information Coordinator**

##### Director of Marketing and Communications 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.

## **C5.7 Technology Coordinator**

### Chief Information Officer (CIO) 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.

## **C5.8 ABAC Police (Public Safety)**

### ABAC Police Supervisor

- Maintains the ABAC Police 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.

## **C5.9 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).

- 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.

## **C6. 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 will be kept fully operational as needed. We may utilize the Tift County Sheriff's mobile communications center.

### **C6.1 Field Emergency Operations Center**

If the emergency involves only one building or a small part of the campus, an ABAC Police Department 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)

### **C6.2 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 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.

### **C6.3 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.

## **C6.4 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 Marketing and Communications. 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 Finance and Operations. In restricted areas, the Director of Marketing and Communications 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 Marketing and Communications in all circumstances, whether or not a media center is established. The Director of Marketing and Communications will coordinate interviews, media releases, etc., as appropriate.

## **C6.5 Fiscal Operations Center**

The Vice-President of Finance and Operations 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 Finance and Operations.

# **C7. 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.)

## **C7.1 Crisis Communications Approach**

### **C7.1a 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

### **C7.1b 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)

### **C7.1c 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

**C7.1d 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

**C7.1e Essential Crisis Communications Plans with the Media Outlets**

Develop procedures/tools to manage relationships with the media

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

**C7.1f Exercises for Crisis Communication Plans**

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

**C7.2 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 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.

**C7.2a Methods of Communication**

The following methods of communication may be utilized by ABAC Police 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 occurring frequently. Everyone receiving this information is encouraged to share information with those who may not have e-mail access.
- **TELEPHONE NOTIFICATION**- ABAC Police 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 (229-391-5225) may be utilized to provide emergency information to students, staff, and the general public.
- **BROCHURES, NOTICES, ETC.** - ABAC Police may develop and distribute pamphlets, notices, etc., as appropriate to the information being distributed.

- **PUBLIC ADDRESS SYSTEM-** ABAC Police 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.

#### **C7.2b 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.

#### **C7.2c Media Communication**

In emergency situations, the Director of Marketing and Communications 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.

#### **C7.2d 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.

#### **C7.2e 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.

## **C8. 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.

### **C8.1 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

### **C8.2 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

### **C8.3 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

### **C8.4 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

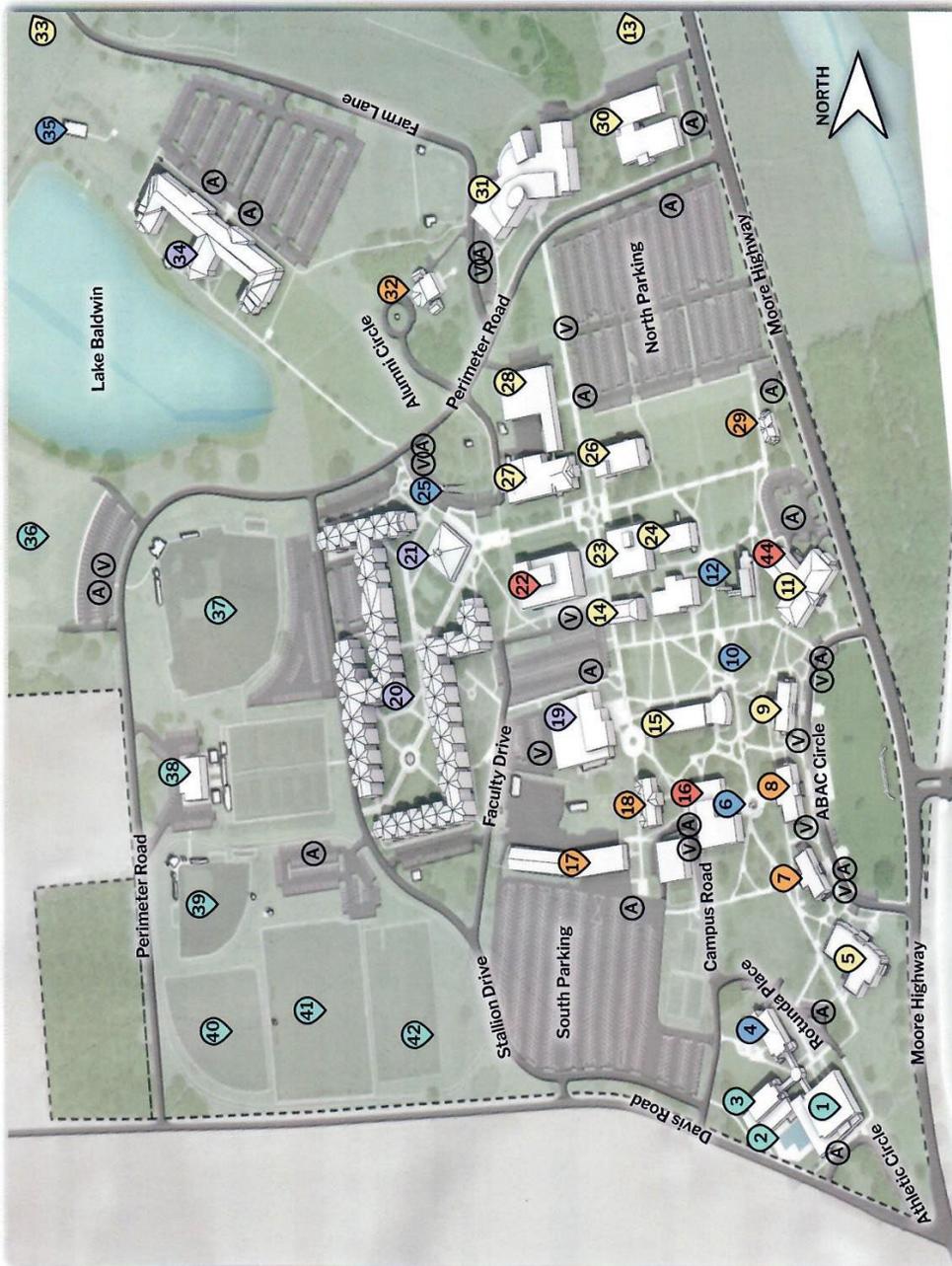
## **C9. Activate Departmental Emergency Response Plans**

### **C9.1 OTS Emergency Response Procedures**

At the direction of the Campus Emergency Response Team, OTS 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 OTS.

# D. EMERGENCY RESPONSE APPENDICES

## D1. Campus Map



### **ABAC** Main Campus 2021

#### Academic

- 5 Edwards Hall
- 9 Lewis Hall
- 11 Health Sciences
- 13 Beef Unit
- 14 King Hall
- 15 Bowen Hall
- 23 Conger Hall
- 24 Britt Hall
- 26 Lab Sciences
- 27 Environmental Horticulture
- 28 Chambliss Building
- 30 Yow Forestry-Wildlife
- 31 Agricultural Sciences
- 33 JG Woodroof Farm

#### Athletic

- 1 Gressette Gymnasium
- 2 Foundation Legacy Pool
- 3 Thrash Wellness Center
- 36 Rodeo/Tractor Pull Arena
- 37 Stallion Baseball Field
- 38 Red Hill Athletic Center
- 39 Fillies Softball Field
- 40 Intramural Field and Track
- 41 Intercollegiate Soccer Field
- 42 Intramural Field

#### Administration

- 7 Herring Hall
- 8 Tift Hall
- 17 Plant Operations
- 18 Evans Hall
- 29 Gaines Hall
- 32 Alumni House

#### Student Services

- 16 Branch Hall
- 22 Carlton Center
- 44 Health Center

#### Points of Interest

- 4 Howard Auditorium
- 6 Stallion
- 10 Baldwin Memorial Gardens
- 12 Driggers Hall
- 25 Water Tower
- 35 Rowan Pavilion

#### Housing/Dining

- 19 Donaldson Dining Hall
- 20 ABAC Place
- 21 John Hunt Town Center
- 34 ABAC Lakeside

#### Parking

- Ⓥ Visitors Parking
- ⓐ Accessible Parking

**D2. Executive Directive to Disperse (script)**

This directive should be read by the President, Vice-President of Finance and Operations, Vice-President for Student and Enrollment Services, or designee.

A camcorder should be used to document the reading of this directive and resulting actions.

I am (person's name and title)

This assembly and the conduct of each participant is seriously disrupting the operations of Abraham Baldwin Agricultural College and is in clear violation of the rules of the College and State Law. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the College. You have been given the opportunity to continue your demonstration in a peaceful and orderly fashion in the free speech area. Accordingly, you are directed to terminate this demonstration. If you have not done so within fifteen (15) minutes, I will, under the authority of the Board of Regents and State Law, take whatever measures are necessary to restore order - including active involvement of ABAC Police (Department of Public Safety). Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension from further classes here at Abraham Baldwin Agricultural College. PLEASE DISPERSE IMMEDIATELY.

**If after fifteen (15) minutes the students have not dispersed, the following notice will be given:**

You have previously been directed to terminate this demonstration and disperse. You have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review.

ABAC Police (Department of Public Safety) will now assist in dispersing this assembly. Those of you who fail to leave immediately will be subject to arrest. PLEASE DISPERSE.

### D3. MOU – BOR and City of Tifton

#### Memorandum of Understanding

This Memorandum of Understanding (hereinafter referred to as “MOU”) is entered into on the 8th of June, 2022, by and between **City of Tifton** and **Abraham Baldwin Agricultural College** an institution within the University System of Georgia and the Board of Regents for the University System of Georgia. **City of Tifton** and **Abraham Baldwin Agricultural College** are hereinafter collectively referred to as “Party” or “Parties.” This agreement incorporates by reference standards contained in O.C.G.A. § 36-69-1 *et seq.*, including subsequent amendments thereto.

#### I. Purpose

WHEREAS, responses to emergency or special circumstances may exceed the immediate resources, skill, and equipment capacities of either Party’s law enforcement agency, Tift County and Abraham Baldwin Agricultural College may request that the other Party provide certified police officers to assist in providing law enforcement services.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 *et seq.*, **Abraham Baldwin Agricultural College** is authorized to furnish assistance extraterritorially to **City of Tifton** upon the approval of Board of Regents for the University System of Georgia and the President of **Abraham Baldwin Agricultural College** with this MOU.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 *et seq.*, **City of Tifton** is authorized to furnish assistance extraterritorially to **Abraham Baldwin Agricultural College** with the approval of the President of **Abraham Baldwin Agricultural College** as well as the governing body for the local political subdivision or county sheriff, as applicable.

NOW, THEREFORE, the parties agree as follows:

1. **Purpose:** The purpose of this MOU is to permit each Party to assign law enforcement officers to the other Party for law enforcement services within the **City of Tifton** or on the **Abraham Baldwin Agricultural College** campus as requested by the law enforcement agencies of the Parties. In accordance with O.C.G.A. § 36-69-8, nothing in this MOU shall be construed as creating a duty on the part of the Parties to respond to a request for assistance, or to stay at the scene of a local emergency for any length of time.
2. **Requests:** Requests for assistance may be made by the **Chief** of the **City of Tifton** or **Chief** of **Abraham Baldwin Agricultural College Police Department** in a local emergency, in the prevention or detection of violations of any law, in the apprehension or arrest of any person who violates a criminal law of this state, or in any criminal case.
3. **Authorities:** The senior officer of the requesting Party shall be in command of the local emergency as to strategy, tactics, and overall direction of the operations.
4. **Powers and Duties of Responding Personnel:** In accordance with O.C.G.A. § 36-69-4, responding employees of either Party “*shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution in which they are normally employed.*”

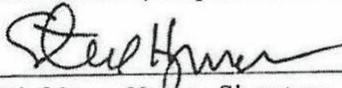
5. **Responsibility for Expenses and Compensation of Employees:** Parties responding to requests in conformance with this MOU shall pay any expense for furnishing of their own equipment, loss or damage to such equipment, and costs incurred in operation and maintenance of their equipment.

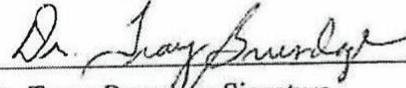
Responding Party shall compensate responding employees during the time they are rendering aid and defray actual travel expenses of employees. Compensation shall include compensation due to personal injury or death while employees are rendering aid. (O.C.G.A. § 36-69-5.)

II. Effective Date

This agreement shall take effect upon execution and approval by the hereinafter named officials, including the Board of Regents for the University System of Georgia, and shall continue in full force and effect unless terminated by any or all of the parties herein.

WHEREFORE, the parties hereto cause these presents to be signed in the 17 day of August, 2022

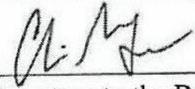
  
Chief Steve Hyman Signature

  
Dr. Tracy Brundage Signature

Steve Hyman  
Chief Steve Hyman Printed

Dr. Tracy Brundage  
President Dr. Tracy Brundage Printed

Presented to and approved by the Board of Regents:

  
Secretary to the Board Signature

9/8/22  
Date

Christopher McGraw  
Name of Secretary to the Board, Printed

## **D4. MOU – BOR and Tift County**

### **Memorandum of Understanding**

This Memorandum of Understanding (hereinafter referred to as “MOU”) is entered into on the 8th of June, 2022, by and between **Tift County** and **Abraham Baldwin Agricultural College** an institution within the University System of Georgia and the Board of Regents for the University System of Georgia. **Tift County** and **Abraham Baldwin Agricultural College** are hereinafter collectively referred to as “Party” or “Parties.” This agreement incorporates by reference standards contained in O.C.G.A. § 36-69-1 *et seq.*, including subsequent amendments thereto.

#### I. Purpose

WHEREAS, responses to emergency or special circumstances may exceed the immediate resources, skill, and equipment capacities of either Party’s law enforcement agency, Tift County and Abraham Baldwin Agricultural College may request that the other Party provide certified police officers to assist in providing law enforcement services.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 *et seq.*, **Abraham Baldwin Agricultural College** is authorized to furnish assistance extraterritorially to **Tift County** upon the approval of Board of Regents for the University System of Georgia and the President of **Abraham Baldwin Agricultural College** with this MOU.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 *et seq.*, **Tift County** is authorized to furnish assistance extraterritorially to **Abraham Baldwin Agricultural College** with the approval of the President of **Abraham Baldwin Agricultural College** as well as the governing body for the local political subdivision or county sheriff, as applicable.

NOW, THEREFORE, the parties agree as follows:

1. **Purpose:** The purpose of this MOU is to permit each Party to assign law enforcement officers to the other Party for law enforcement services within **Tift County** or on the **Abraham Baldwin Agricultural College** campus as requested by the law enforcement agencies of the Parties. In accordance with O.C.G.A. § 36-69-8, nothing in this MOU shall be construed as creating a duty on the part of the Parties to respond to a request for assistance, or to stay at the scene of a local emergency for any length of time.
2. **Requests:** Requests for assistance may be made by the **Sheriff of Tift County** or **Chief of Abraham Baldwin Agricultural College Police Department** in a local emergency, in the prevention or detection of violations of any law, in the apprehension or arrest of any person who violates a criminal law of this state, or in any criminal case.
3. **Authorities:** The senior officer of the requesting Party shall be in command of the local emergency as to strategy, tactics, and overall direction of the operations.
4. **Powers and Duties of Responding Personnel:** In accordance with O.C.G.A. § 36-69-4, responding employees of either Party “*shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution in which they are normally employed.*”

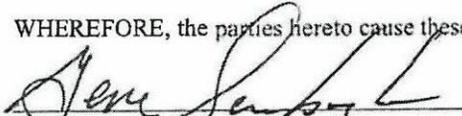
5. **Responsibility for Expenses and Compensation of Employees:** Parties responding to requests in conformance with this MOU shall pay any expense for furnishing of their own equipment, loss or damage to such equipment, and costs incurred in operation and maintenance of their equipment.

Responding Party shall compensate responding employees during the time they are rendering aid and defray actual travel expenses of employees. Compensation shall include compensation due to personal injury or death while employees are rendering aid. (O.C.G.A. § 36-69-5.)

II. Effective Date

This agreement shall take effect upon execution and approval by the hereinafter named officials, including the Board of Regents for the University System of Georgia, and shall continue in full force and effect unless terminated by any or all of the parties herein.

WHEREFORE, the parties hereto cause these presents to be signed in the 17 day of August, 2022

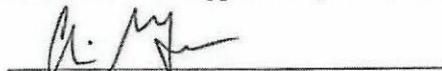
  
Sheriff Gene Scarbrough Signature

  
Dr. Tracy Brundage Signature

Gene Scarbrough  
Sheriff Gene Scarbrough Printed

Dr. Tracy Brundage  
President Dr. Tracy Brundage Printed

Presented to and approved by the Board of Regents:

  
Secretary to the Board Signature

9/8/22  
Date

Christopher McGraw  
Name of Secretary to the Board, Printed

**D5. Red Cross and ABAC**

(Pending - Existing agreement document to be inserted when updated)

**D6. OIIT Emergency Web Service**

This document provides guidelines of use for Emergency Web Services (EWS) provided to University System of Georgia (USG) institutions through the Office of Information and Instructional Technology (OIIT). It serves as reference and is intended for use by USG EWS authorized support contacts and the following ABAC OTS personnel can request this service: Robert Gerhart, primary; Allen Saylor, secondary; Cindy Barber, Lindsey Roberts, or Janet Haughton.

**Definitions**

For the purposes of providing this support service, OIIT defines an emergency as an unplanned event that results in loss of access to a University System of Georgia institution primary website. Further definition and clarification include:

1. A non-routine campus closing that involves electrical power, local area network, security issue, or the institution's data center that results in an institution's web server outage.
2. A protracted, catastrophic failure of an institution's web server or service lasting 72 or more continuous hours.
3. A planned event, involving OIIT in the institution's planning process, which lasts 72 or more continuous hours.

**Prerequisites**

- h. The OIIT DNS service must provide either master or secondary/slave DNS service for a participating USG institution.
- i. To establish secondary/slave DNS service for an institution that does not have this in place, the institution should [contact the OIIT Helpdesk](#) and request the service.
- j. Emergency web directories on the USG production server will provide each participating institution with a single, branded page for information related to an emergency situation.

**Request Emergency Web Services**

The following positions, roles, and/or individuals may contact OIIT to request emergency web service:

- k. Chief Information Officer (CIO), or Alternate CIO as designated by the institution. These individuals may request emergency web services as defined above.
- l. An institution representative as designated by the CIO to include but not limited to Responsible Cyber Security Officer (RCO), Alternate RCO, Marketing and Communications Officer or official, Public Safety Director, Security Director, and/or institution spokesperson. These individuals may request emergency web services as defined above, or requests made through these position/roles can be limited in scope as determined by the CIO.

Institution representatives, for the purposes of requesting EWS, will be entered into OIIT's case management system. To designate an institutional representative authorized to request EWS on behalf of the institution, change an existing institution representative (name), or change profile (contact) information for an existing institution representative, the CIO should contact the OIIT Help Desk and provide the following information for each individual:

- m. Institution Name
- n. First Name

- o. Last Name
- p. E-mail address
- q. Telephone number
- r. Alternate Telephone, Cell Phone, or Pager Number (Optional)

When contacted by an institution, or from a request submitted through the OIIT website Service Request Form (Refer to Contacting OIIT section), the OIIT Help Desk agent will attempt to initiate a telephone call back to verify identity and confirm authorization to implement emergency web services for the institution's primary web site.

### Contacting OIIT

- s. Hours of Operation: Monday–Friday, 8:00 a.m.–5:00 p.m.
- t. Address: 1865 West Broad Street, Athens, GA 30606
- u. Service Request Form: [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services)
- v. Telephone: (888) 875-3697 (toll free within Georgia)
  - Fax: (706) 583-2636
- w. E-mail: [HelpDesk@USG.EDU](mailto:HelpDesk@USG.EDU)
- x. Emergency (production down) after-hours (24/7) support notification is available by telephone.

### Information Required from the Institution

When contacting OIIT and requesting emergency web services for the institution's primary web site, the RCO, CIO, or designated alternate will be requested to provide the following information that will be used to populate the emergency web page:

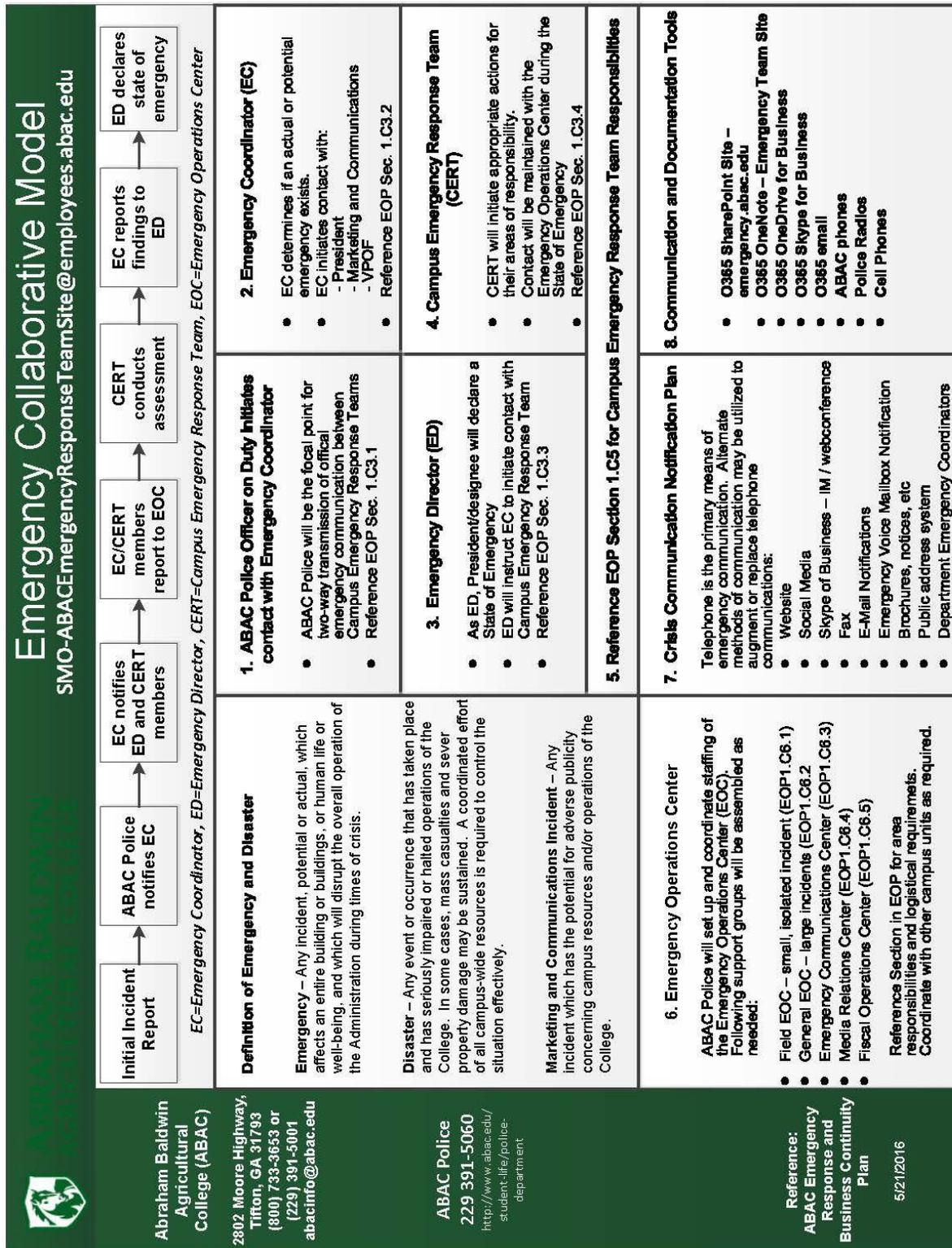
- y. Institution contact information (Optional)
- z. Links (Optional, 2 maximum)
- aa. Narrative announcement (Required)
- bb. Start date (Required)
- cc. Stop date (Optional. If not provided by the institution, the need for emergency web service will be reevaluated by OIIT after 72 continuous hours of service implementation. OIIT will attempt to contact an institution's RCO or CIO. If contact cannot be established to confirm service need, and if it is determined by OIIT that the service is no longer needed, OIIT will restore the institution's primary web service DNS.)
- dd. The primary URL for the institution's primary web site (Required)
- ee. Aliases or alternate names for the institution's primary web site URL (Optional)

### Support

If you have a question or need clarification concerning OIIT's Emergency Web Services procedure, policy, or acceptable use, call the OIIT Customer Services/Help Desk at 1-888-875-3697 or send E-mail to [HelpDesk@USG.EDU](mailto:HelpDesk@USG.EDU).

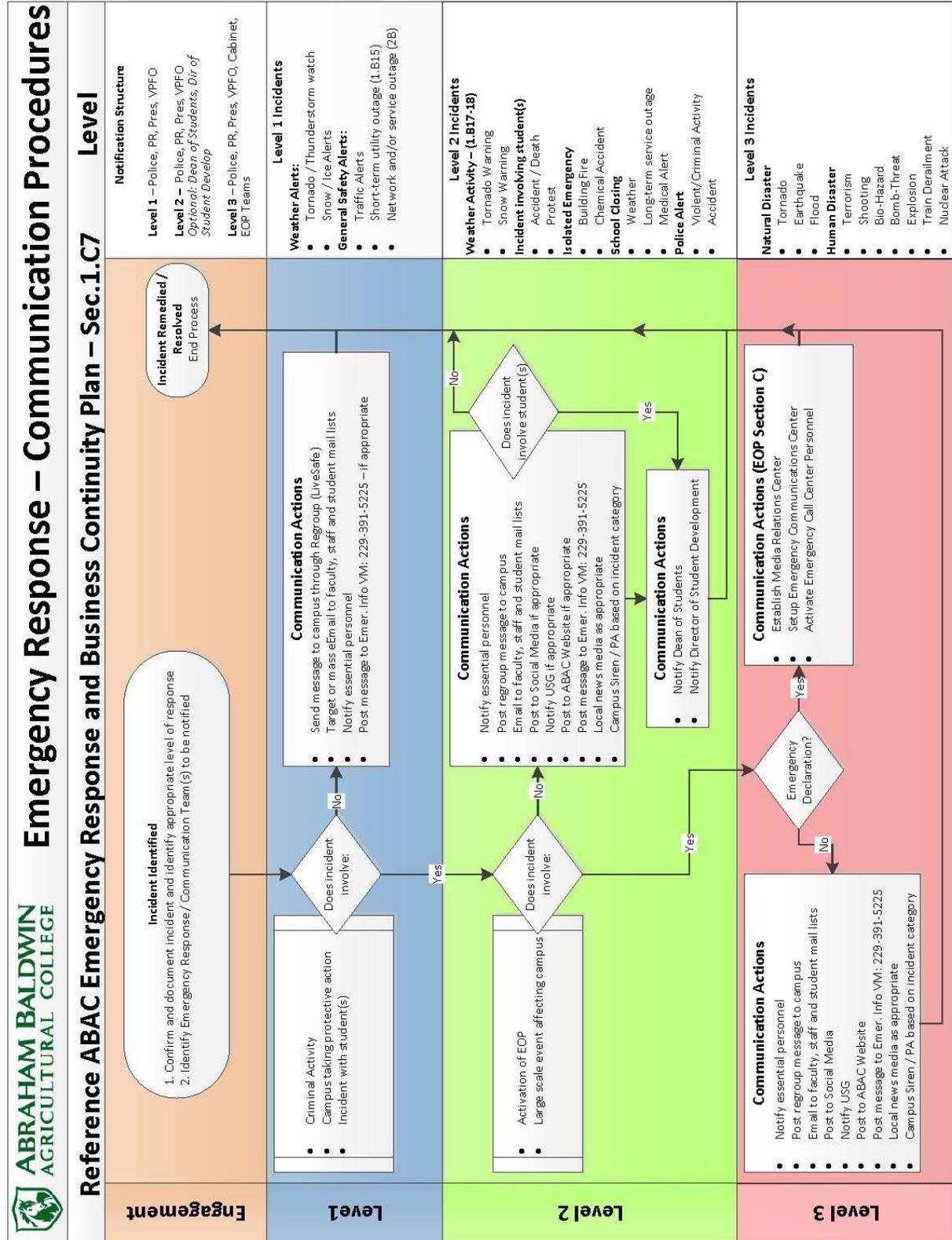


## D8. Emergency Collaboration Model



6/18/2016

## D9. Emergency Communications Procedures



6/18/2016

## E. EMERGENCY PANDEMIC PLAN

### E1. Pandemic Notification Roster

name	postion	Office	home	mobile
Frank Strickland <a href="mailto:fstrickland@abac.edu">fstrickland@abac.edu</a>	Chief of Police	391-5060	N/A	229-392-8489
Alan Kramer <a href="mailto:akramer@abac.edu">akramer@abac.edu</a>	Dean of Students	391-5129	N/A	229-848-2154
Nicholas Urquhart <a href="mailto:nurquhart@abac.edu">nurquhart@abac.edu</a>	Asst. VP Student Success	391-4917	N/A	229-339-0862
Dan Miller <a href="mailto:dmiller@abac.edu">dmiller@abac.edu</a>	Dir. Dining Services	391-5170	N/A	229-376-4138
Gary Shumaker <a href="mailto:gary.shumaker@abac.edu">gary.shumaker@abac.edu</a>	General Manager Sodexo	391-5180	N/A	630-277-2485
Jeffery Ross <a href="mailto:jeffery.ross@abac.edu">jeffery.ross@abac.edu</a>	Dean School of Nursing	391-5069/243-4270	N/A	229-220-7829
Cheryl Solomon <a href="mailto:cheryl.solomon@abac.edu">cheryl.solomon@abac.edu</a>	Director Health Services	391-5025	N/A	912-381-8648
Anita White <a href="mailto:awhite@abac.edu">awhite@abac.edu</a>	Coordinator, Health Services	391-5035	N/A	229-567-1664
ABAC Administration				
Jerry Baker Provost/VP for Academic Affairs <a href="mailto:jbaker@abac.edu">jbaker@abac.edu</a>		391-4783	N/A	919-323-5785
TIFT COUNTY HEALTH DEPARTMENT				
Traci Mullis RN	Lead Nurse	386-4243		
	Primary Contact to District 8-1 (Valdosta) Public Health District			
Judy Goggans	Office Manager	386-4243		
Tift Regional Medical Center				
Mary Key RN	Infection Control	382-0700		326-1854
Langston Cleveland MD	Medical Director ABAC Student Health Center Worksmart			
South Health District				
Kenneth Lowery	Epidemiologist	249-2796		
Southwest Health District				
Jackie Jenkins	Epidemiologist	352-4275		854-4558

## **E2. Pandemic Planning Checklist**

A **pandemic** is an epidemic (an outbreak of an infectious disease) that spreads worldwide or at least across a large region. In the event of a pandemic, ABAC will play an integral role in protecting the health and safety of students, employees, and their families. The following is a framework for the development and improvement of plans to prepare for and respond to such an event. The sources of this information are the University System of Georgia Mandate on Pandemic Illness Planning as well as the Department of Health and Human Services and the Centers for Disease Control and Prevention.

### **E2.1 Planning and Coordination**

Identify a pandemic coordinator and response team (including campus health services and mental health staff, student housing personnel, security, communications staff, physical plant staff, food services director, academic staff, and student representatives) with defined roles and responsibilities for preparedness, response, and recovery planning. Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.

Incorporate into the pandemic plan scenarios that address college/university functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community. Issues to consider include:

- cancellation of classes, sporting events, and/or other public events;
- closure of campus, student housing, and/or public transportation;
- assessment of the suitability of student housing for quarantine of exposed and/or ill students (See [www.hhs.gov/pandemicflu/plan/sup8.html](http://www.hhs.gov/pandemicflu/plan/sup8.html));
- contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home);
- contingency plans for maintaining research laboratories, particularly those using animals;
- stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.

Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college/university. Identify and review the college/university's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on campus.

Ensure that pandemic influenza planning is consistent with any existing college/university emergency operations plan and is coordinated with the pandemic plan of the community and of the state higher education agency. Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college/university and community during and after a pandemic.

Establish an emergency communication plan and revise regularly. This plan should identify key contacts with local and state public health officials as well as the state's higher education officials (including back-ups) and the chain of communications, including alternate mechanisms.

Test the linkages between the college/university's Incident Command System and the Incident Command Systems of the local and/or state health department and the state's

higher education agency. Implement an exercise/drill to test your plan and revise it regularly. Participate in exercises of the community's pandemic plan. Develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption). Share what you have learned from developing your preparedness and response plan with other colleges/universities to improve community response efforts.

## **E2.2 Continuity of Student Learning and Operations**

Develop and disseminate alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of college/university closures. Develop a continuity of operations plan for maintaining the essential operations of the college/university including payroll; ongoing communication with employees, students and families; security; maintenance; as well as housekeeping and food service for student housing.

## **E2.3 Infection Control Policies and Procedures**

Implement infection control policies and procedures that help limit the spread of influenza on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette). (See Infection Control [www.cdc.gov/flu/pandemic/healthprofessional.htm](http://www.cdc.gov/flu/pandemic/healthprofessional.htm)). Make good hygiene a habit now in order to help protect employees and students from many infectious diseases such as influenza. Encourage students and staff to get annual influenza vaccine ([www.cdc.gov/flu/protect/preventing.htm](http://www.cdc.gov/flu/protect/preventing.htm)). Procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).

Establish non-punitive, liberal leave policies for employee and student sick leave absences unique to pandemic influenza. Establish sick leave policies for employees and students suspected to be ill or who become ill on campus. Employees and students with known or suspected pandemic influenza should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.

Establish a pandemic plan for campus-based healthcare facilities that addresses issues unique to healthcare settings (See [www.cdc.gov/flu/pandemic/healthprofessional.htm](http://www.cdc.gov/flu/pandemic/healthprofessional.htm)). Ensure health services and clinics have identified critical supplies needed to support a surge in demand and take steps to have those supplies on hand.

Adopt CDC travel recommendations ([www.cdc.gov/travel/](http://www.cdc.gov/travel/)) during an influenza pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

## **E2.4 Communications Planning**

Assess readiness to meet communications needs in preparation for an influenza pandemic, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders (See [www.hhs.gov/pandemicflu/plan/sup10.html](http://www.hhs.gov/pandemicflu/plan/sup10.html)). Develop a dissemination plan for communication with employees, students, and families, including lead spokespersons and links to other communication networks. Ensure language, culture, and reading level appropriateness in communications.

Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, local radio or television) for communicating college/university response and actions to employees, students, and families. Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.

Advise employees and students where to find up-to-date and reliable pandemic information from federal, state, and local public health sources.

Disseminate information about the college/university's pandemic preparedness and response plan. This should include the potential impact of a pandemic on student housing closure, and the contingency plans for students who depend on student housing and campus food service, including how student safety will be maintained for those who remain in student housing.

Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing /sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (including the HHS Pandemic Influenza Planning Guide for Individuals and Families at [www.pandemicflu.gov/plan/tab3.html](http://www.pandemicflu.gov/plan/tab3.html)), and the at-home care of ill students or employees and their family members. Anticipate and plan communications to address the potential fear and anxiety of employees, students, and families that may result from rumors or misinformation.

### **E3. ABAC Pandemic Preparedness**

#### **E3.1 Notification Roster**

See section e1 “pandemic notification roster”

##### **D12.1a Create Notification Roster**

- Administrators
- Student health center personnel
- Key contacts in community health care agencies
  - Tift Regional Medical Center
  - Tift County Health Department public health district 8-1

##### **D12.1b Distribute Notification Roster**

- Orient key personnel to use of roster
  - Office of Student and Enrollment Services
  - ABAC Police Department
  - ABAC Student Health Center

##### **D12.1c Update Notification Roster**

- As needed and every year

#### **E3.2 Monitoring Latest Information Regarding Pandemic**

##### **D12.2a Via Student and Enrollment Services**

- University System of Georgia

##### **D12.2b Via Student Health Center**

- Georgia Department of Human Resources Division of Public Health
- Centers for Disease Control and Prevention
- American College Health Association
- World Health Organization
- Continuously update recommendations and related materials.
- Maintain these materials in a notebook

### **E3.3 Stock Personal Protective Equipment and Training**

#### **E3.3a Medical supplies stockpiled in the Student Health Center**

Establish minimum par levels:

- (150) n-95 particulate respirator masks (approx. \$0.50 to \$1 each)
- (1) fit testing supplies (approx. \$150)
- (150) long sleeved isolation gowns (approx. \$1.50 each)
- (30) goggles (\$2.50 to \$3.00 each)
- (50) alcohol-based hand rub sanitizer (\$2.00 per 8 oz.)
- Total = \$715
- Order replacement and supplemental supplies as necessary

#### **E3.3b training**

Provide training of health center, student life and housing, student development and ABAC Police Department staffs in the use of personal protective equipment

- Expand training to other staffs as necessary

**To be instituted in consultation with and on advice of the Emergency Director based on public health recommendations in the event of community outbreak**

## **E4. Case Identification**

### **E4.1 Screen for Possible Pandemic Internal to Clinic**

- Post signage in Clinic (see appendix f1 “Health Center screening signage”)
- Triage and isolate high-risk patients to be seen first
  - Apply surgical mask on patients with cough
  - Escort patient to private room
  - Assess the patient immediately
- Diagnose suspected pandemic according to latest case definition

### **E4.2 Screen for Possible Pandemic External to Clinic**

- On campus student housing visits by student Health center personnel as needed
  - Apply surgical mask on patients with cough
  - Assess the patient immediately triage
- Diagnose suspected pandemic according to latest case definition
  - Escort patient to clinic or call ems

## **E5. Case Isolation, Transport, Contact Tracing, Quarantine**

### **E5.1 Isolation within Clinic**

- Follow recommendations outlined in appendix F2 “Isolation within the Student Health Center”
- Begin an exposure log (see appendix F3 “exposure log”)

### **E5.2 Isolation in Student Housing**

- Follow recommendations outlined in appendix F4 “Isolation on Campus”
- Begin an exposure log (see appendix F3 “Exposure Log”)

### **E5.3 Transport**

- Notify EMS and referral source (e.g., Tift Regional Medical Center er)

### **E5.4 Contact Tracing, Isolation and Quarantine**

- Notify District 8-1 Public Health Officials of suspected pandemic case
- Assist District 8-1 Public Health Officials in contact tracing
  - Student Enrollment and Services
  - Student Life and Housing
  - Student Health Center
  - Registrar's Office
  - Human Resources
- Assist Public Health Officials in arranging for isolation and/or quarantine according to their directions

### **E6. Case Referral**

- Establish relationship with area health care agencies:
  - Work Smart of TRMC medical director, as lead contact and resource
  - Tift Regional Medical Center via infection control officer and emergency department director as lead contacts
  - The local health department and hospital operating plans in case of pandemic and will dispose cases as resources allow.

### **E7. School Closure**

- In case of sporadic outbreak of pandemic, the Emergency Director (ED) will anticipate public health directives to close the college.
- With school closure, provisions will be made to those students unable to relocate to their permanent homes (such as out-of-state or international students).
- Availability of non-perishable food items will be provided via ABAC Dining Services
- Monitoring and intervention regarding living conditions and basic needs will be conducted via the student health center and the ABAC Police
- Reopening the college will be at the discretion of the Emergency Director (ED) in consultation with the district health director.

### **E8. Case Reporting**

- Establish diagnosis:
  - Agency accepting referral and District 8-1 public health officials would establish diagnosis according to diagnostic criteria and report cases as required by law.

### **E9. College Community Communication**

- Marketing and Communications for external communication
- Office of Student and Enrollment Services for communication with:
  - Parents
    - Web messages, group emails, telephone recorded message
  - Faculty and ABAC Police regarding quarantined students
    - Email

### **E10. College Community Education and Counseling**

- Student and faculty/staff forums
  - As directed by Emergency Director
  - Email updates and announcement
- Counseling through Student Development Center
  - Crisis Counseling
  - Student Advocacy
  - Academic remediation and withdrawals

**E11. Update and Revise Protocol as Necessary**

- Responsibility of pandemic strategy committee
  - Yearly basis and as needed

**F. EMERGENCY PANDEMIC PLAN APPENDICES**

**F1. Health Center Screening Signage**

**PANDEMIC ALERT:** Due to the recent outbreak of a PANDEMIC in certain parts of the world, we need to know:

Have you been in close contact with someone known to have a Pandemic?

OR

Have you been outside of the country or in a location affected by a Pandemic in the past two weeks?

If you answered “YES,” to either of the above questions, do you have any of the following symptoms?

- Fever
- Shortness of Breath
- Diarrhea
- Cough
- Difficulty breathing

If you answered “YES,” please immediately see emergency personnel

**A Message to Our Patients:**

**Please Practice Cough Etiquette**

**To Prevent the Transmission of Germs**

Cover your nose and mouth with tissues when coughing or sneezing or cough or sneeze into your upper arm sleeves.

Dispose of used tissues in the nearest trash can after use.

Wash your hands with soap and water or rub them with an alcohol-based hand rub after having contact with respiratory secretions and contaminated objects/materials.

**F2. Isolation within the Student Health Center**

Isolation of suspected Pandemic patients incorporates elements of Standard Precautions and Droplet Precautions. These elements are summarized below:

- Minimize air circulation in Student Health Center
- Signage in clinic to have patients self-identify as potentially infectious

- Visual cues to remind patients of cough etiquette
- Reinforce basic hand washing practices among clinic staff and patients
- Provide access to trash cans and alcohol-based hand rubs or soap and water
- Mask coughing patients
- Separate coughing patients from others by at least 3 feet
- Clinic staff to wear N-95 respirator masks when in the vicinity of coughing patients such as in reception area and waiting room
- Coughing patients should be triaged and assessed as soon as possible
- Family members and friends who accompany the patient should be screened for fever and respiratory symptoms. If either is present, mask these people, triage and assess as soon as possible
- Clinic staff tending patients with cough should wear N-95 respirator masks, gowns, gloves and eye protection
- Disposition of the case (e.g., referral and transport by EMS to hospital or clinic) as soon as possible. Keep patient masked
- Few special infection control precautions are recommended following discharge of a patient with a cough from the clinic setting. Standard cleaning of environments includes using medical-grade detergent-disinfectant, cleaning areas frequently giving special attention to touched objects such as exam tables, telephones, lavatories, commodes, door handles, etc.
- Gloves should be worn when handling all waste
- Medical waste potentially contaminated with respiratory secretions such as gloves, masks and gowns is red-bagged and disposed of as contaminated waste
- Medical waste not potentially contaminated with respiratory secretions such as wrappers and table paper is disposed of as regular waste

### **F3. Exposure Log**

In the event of the identification of suspected PANDEMIC cases, contact tracing of exposures to PANDEMIC patients will be conducted by the epidemiology staff of District 8-1 of the Georgia Division of Public Health. Decision making regarding the disposition of these cases such as in-home quarantine, clinical evaluations and laboratory work ups of possible exposures is directed by public health officials. ABAC has records such as Banner and student files that may be very valuable to public health officials. The Student Health Center, the Office of Student and Enrollment Services and the Human Resources Department can facilitate student, faculty, and staff contact tracing by providing public health officials access to these records as permitted by law. A sample exposure log is shown below.



- Disposition of the case (e.g., referral and transport by EMS to hospital or clinic) as soon as possible. Keep patient masked
- Few special infection control precautions are recommended for residential environments occupied by possible PANDEMIC patients. Standard cleaning of environments includes using a household grade detergent-disinfectant, giving special attention to touched objects such as telephones, lavatories, commodes, door handles, desk tops, kitchen surfaces, used dishes, etc.
- Used linens and clothes require no special handling except to use gloves to bag these items, transport to a washing machine and wash with a standard detergent and warm water as usual. Care should be taken to avoid shaking used linens
- Housekeeping staff should wear personal protective equipment such as gloves, gowns, N-95 respirator masks and eye protection when cleaning potentially contaminated environments and handling potentially contaminated waste
- Household waste potentially contaminated with respiratory secretions, such as the contents of waste baskets, should be red bagged and disposed as biohazard waste

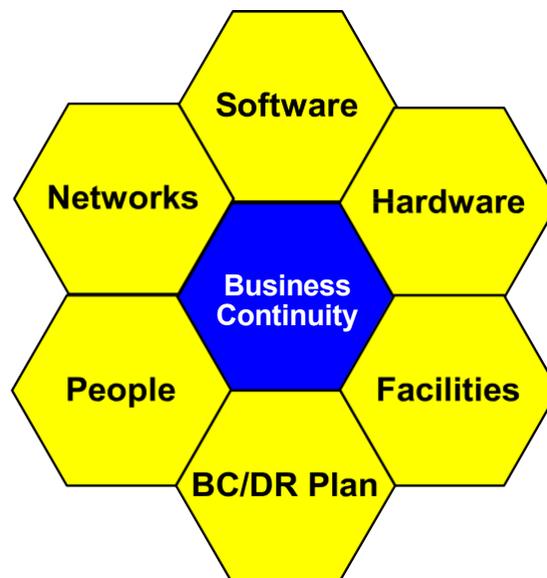
## **VII. BUSINESS CONTINUITY / DISASTER RECOVERY**

## A. BUSINESS CONTINUITY

ABAC has contracted for professional services with the North Highland Company for a campus Business Continuity/Disaster Recovery (BC/DR) Planning Project. The Emergency Response Plan with the Pandemic Plan, for instance have been completed. Portions of this section of the BC/DR Plan, however, such as Disaster Recovery Procedures for critical systems, are completed.

All BC/DR processes used in this project comply with and adhere to the international industry standard common body of knowledge, *Professional Practices for the Business Continuity Planner*, which was jointly adopted by the two largest international Business Continuity training institutions, DRI International (DRI) based in the United States and the Business Continuity Institute (BCI) based in the United Kingdom.

### A1. Business Continuity Basic Ingredients



**Software** – *the right backups, properly maintained, and stored*

**Networks** - *key voice and data network services quickly re-routable*

**Hardware** - *primary replacement systems and supplies available*

**People** – *emergency/recovery teams identified and trained Cert Team Members*

**Facilities** – *alternate sites for data centers and offices prepared*

**BC/DR Plan** – *complete, up-to-date, distributed plan document*

### **Situation**

An important goal for all campuses is to achieve a state of business continuity, where all critical business processes are continuously available, no matter what. Although disaster recovery provisions may have been implemented to protect vital IT systems and data, a lack of overall business continuity readiness to safeguard critical processes may still exist.

It is not enough to only protect IT systems and data. To truly protect the business, attention must also be given to office facilities, user systems/data, communications paths, and staffing, as well as to company-wide business continuity awareness and preparedness training. A state of business continuity can only exist when steps have been taken to ensure continuous operation and availability of all key business processes. IT systems and data alone cannot sustain the business if the company's users have no facilities, no equipment, no training/preparation, and no communications methods to access and utilize them.

*Question: If disaster recovery isn't enough, how much business continuity protection is needed?*

Unlike an insurance policy to provide reimbursement for loss after it occurs, the objective of business continuity is to ensure that all critical business processes will continue without essential change in the event of a calamitous event, thereby preventing great loss. Like insurance, however, the key to providing the appropriate degree of business continuity protection is in knowing how much is needed. The answer to this question requires the co-operation of representative from all parts of the organization participating in a global business continuity examination.

*Answer: The only way to know how much business continuity protection is required is to do the homework.*

### **Solution**

First, the criticalities of key business systems, functions, and processes must be clearly identified, defined, agreed upon, and rated into categories prioritized by level of importance. Next, the direct and indirect impacts of interruptions to critical business processes must be quantified by those who know them best into meaningful orders of magnitude. Then alternative strategies to provide appropriate protection must be developed and cost estimates defined. Finally, the results of these examinations should be compiled into a simple, graphical representation so as to facilitate comparison and selection of the appropriate and most cost-effective business continuity strategies required. With the homework done, the ultimate decisions on business continuity provision are simplified and become straight-forward business case decisions which are supported by broad-based, documented business input.

## **A2. Campus Assessments**

To begin the BC/DR Planning process, several current state assessments were performed. These included:

- Current State BC/DR Preparedness
- System and Service Criticality Assessment
- Critical System and Service Readiness Assessment
- Threat Assessment

The findings of these assessments are crucially important to the BC/DR Planning process. The following sections summarize the results of these campus assessments.

### A2.1 Criticality Assessment

	Business Function, Process, or Service Name	Service Type	Ranked By	User Volume	Service Beneficiaries	Impact on Human Safety	Financial Impact	Impact on Mission	Critical External Interfaces	Time to Reach Critical Impact	Service Inter-Dependencies	Criticality Score (100 Point Max)
Tier 1	O365	IT	OITS	VH	A	10	8	10	7	10	10	100
	ABAC Web	IT	AC	VH	AX	10	5	7	10	7	10	90
	LAN	IT	OITS	VH	A	10	8	7	0	10	10	90
	DHCP Services	IT	OITS	VH	A	10	8	7	0	10	10	90
	DNS Servers	IT	OITS	VH	A	0	8	7	1	10	10	75
	WAN Connection	IT	OITS	VH	AX	0	8	7	10	10	10	80
	Perimeter Firewall	IT	OITS	VH	AX	0	8	7	0	10	10	75
	Domain Server and Global Catalog Services	IT	OITS	VH	A	0	8	7	0	10	10	75
	Call Manager (VoIP)	IT	OITS	M	EFX	10	6	5	0	7	10	75
	External Voice Connection	IT	OITS	M	EFX	10	5	5	10	7	5	75
	Emergency Response Services	IT	Public Safety	VH	AX	10	6	10	7	10	0	80
	Peoplesoft Financials	BA	AC	L	AX	0	10	7	10	7	10	60
	Banner GUI	BA	AC	M	E	0	8	8	0	10	10	75
	Banner INB	BA	AC	M	E	0	8	8	0	10	10	75
	Banner SSB	BA	AC	VH	AX	0	8	7	0	10	10	75
Banner Info System (PROD)	BA	OITS	VH	A	0	8	7	0	10	10	75	
Banner Web Application Service	BA	OITS	VH	A	0	8	7	7	10	5	75	
Tier 2	Bookstore POS System and Web Server	BA	Bookstore	L	AX	0	6	7	10	10	0	63
	D2L (Learning Management System)	BA	AC	H	A	0	5	7	10	10	0	61
	Blackboard Student ID Card System	BA	AC	VH	A	5	6	5	10	7	0	60
	Compass Testing Services	BA	AC	VH	AX	0	7	7	0	10	0	51
	Raiser's Edge (General & Acctg)	BA	D&A	L	AX	0	5	3	7	7	0	42
	Video Conferencing	IT	AC	M	FS	0	6	10	0	10	0	55
	Email Services (Moved to O365 Tier 1 - 3/7/15)	IT	AC	VH	AX	0	5	7	7	7	0	60
	Tech Support for Admin Staff	IT	AC	L	E	0	6	7	0	10	0	49
	Tech Support for Faculty	IT	AC	M	F	0	3	7	0	7	0	35
Tier 3	Public Relations Graphics	BA	PR	L	AX	0	3	5	7	3	0	32
	Arts Connection Acctg (Quickbooks Acctg & Db)	BA	Arts	L	AX	0	3	3	7	3	0	28
	Unity Voice Mail	IT	AC	M	AX	0	3	3	0	7	0	28
	Virus/Antispyware Protection	IT	OITS	VH	A	0	1	3	7	3	0	24
	Public Safety Parking System	BA	Public Safety	L	A	0	3	3	3	3	0	23
	Tech Support for Students	IT	AC	VH	S	0	1	7	0	3	0	23
	File Sharing Services	IT	AC	M	E	0	1	3	0	3	0	15
	Banner Xtender	BA	AC	L	E	0	1	1	0	0	5	14
	WINS Services	IT	OITS	VH	A	0	0	3	0	3	0	13
	Wireless	IT	OITS	L	A	0	0	3	0	3	0	13
	Calendar (CollegeNET Series 25)	BA	AC	H	AX	0	1	1	0	3	0	11
Tier 4	Advisor Evaluations	BA	AC	M	FS	0	0	1	0	3	0	9
	VPN Services	IT	OITS	L	E	0	0	1	3	0	0	6
	ES's PaperVision Imaging	BA	ES	L	EX	0	0	3	0	0	0	6
	Campus Announcements		AC	M	A	0	1	1	0	0	0	4
	Instructor/Course Evaluations	BA	AC	M	FS	0	1	1	0	0	0	4
	TV Studio Production		AC	L	AX	0	1	1	0	0	0	4
	Banner Info System (TEST)	BA	OITS	L	E	0	0	1	1	0	0	3
	Student Elections	BA	AC	H	S	0	0	1	0	0	0	2
	Conference Connection		OITS	L	EFX	0	0	1	0	0	0	2
	Discoverer (Banner Reporting)	BA	OITS	L	EF	0	0	1	0	0	0	2
	Exchange (Outlook) Services	BA	AC	L	E	0	0	1	0	0	0	2
					AC: Gail Dillard, Michael Wright, Deldra Jackson							
					OITS: Robert Gerhart, Allen Saylor, Janet Haughton, Cindy Barber, Ernest Kelly, Mike Williams							
					ES: Amy Willis	PR: Lindsey Roberts	Bookstore: Tracy Dyal	Public Safety: Frank Strickland				
					D&A: Paul Williams	Arts: Wayne Jones						

**A2.2 Readiness Assessment**

Business Function, Process, or Service Name	Data		Documentation		Alternate Site			Equipment and Data		Equipment			People			Informational	
	Tier	Service Type	Off-site Backups & Concurrency	Documentation Stored Off-site	Alternate Site Available With Adequate Secure Remote Access?	Rack Space Requirement - Current	Rack Space Requirement - Recovery	Power Requirements	Complexity to Recover	Location of Production Hardware	Availability of Spare Machines	UPS	Back-up Generator	Number of Support Staff	Uniqueness of Support	Location of Support Staff	DRP Status
LAN	1	IT	n/a	none	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	standard	Conger	pending
DHCP/WINS Services, DNS Servers	1	IT	none	none	none	<1	<1	1-120V/20A	complex	Conger	swap	30 min	none	1	standard	Conger	pending
WAN Connection	1	IT	n/a	none	none	n/a	n/a	n/a	n/a	Conger	buy	n/a	n/a	1	standard	Conger	pending
Perimeter Firewall	1	IT	none	none	none	<1	<1	1-120V/20A	complex	Conger	buy	30 min	none	1	vendor	Conger	pending
Domain Server and Global Catalog Svcs	1	IT	none	none	none	<1	<1	1-120V/20A	complex	Conger	swap	30 min	none	1	standard	Conger	pending
ASBAC Web	1	IT	Hosted	Vendor	n/a	n/a	n/a	n/a	complex	Cloud	n/a	n/a	n/a	1	standard	Branch/Tift Hall	Complete
Call Manager (VoIP)	1	IT	none	none	none	1	1	2-120V/20A	high comp	Conger	buy	30 min	none	2	vendor	Conger, Carlton	pending
External Voice Connection	1	IT	n/a	none	none	n/a	n/a	n/a	n/a	Conger	n/a	n/a	n/a	1	vendor	Branch/Evans	Complete
Emergency Response Services	1	IT	Hosted	Vendor	n/a	n/a	n/a	n/a	n/a	Cloud	n/a	n/a	n/a	1	vendor	Branch/Lewis	Complete
Peoplesoft Financials	1	BA	Hosted	Vendor	n/a	n/a	n/a	n/a	complex	Cloud	n/a	n/a	n/a	1	vendor	Branch	Complete
Banner GUI, INB, SSB, PROD, Web App	1	BA	Hosted	Vendor	n/a	n/a	n/a	n/a	high comp	Cloud	n/a	n/a	n/a	2	vendor	Branch	Complete
Bookstore POS System and Web Server	2	BA	Hosted	Vendor	n/a	n/a	n/a	n/a	n/a	Cloud	n/a	n/a	n/a	1	vendor	Branch	Complete
Blackboard Student ID Card System	2	BA	Hybrid	Vendor	Azure					Conger							
Compass Testing Services	2	BA															
Raisers Edge (General & Acctg)	2	BA	Hosted	Vendor	n/a	n/a	n/a	n/a	n/a	Cloud	n/a	n/a	n/a	0.5	vendor	Conger	Complete
Email Services	2	IT	Hosted	Vendor	n/a	n/a	n/a	n/a	n/a	Cloud	n/a	n/a	n/a	1	vendor	Branch	Complete
Video Conferencing	2	IT	Hosted	Vendor	n/a	n/a	n/a	n/a	n/a	Cloud	n/a	n/a	n/a	1	vendor	Branch	Complete



**Threat Assessment Matrix**

Threat	Probability	Forewarning	Speed to Impact	Frequency	Severity	Human Impact	Property Impact	Economic Impact	Threat Rating
--------	-------------	-------------	-----------------	-----------	----------	--------------	-----------------	-----------------	---------------

**Natural Threats**

Lightning	2	2	2	5	4	4	4	4	80
Tornado	2	2	2	3	4	4	5	5	64
Wind	2	2	2	5	3	3	3	3	60
Extreme Temperature	2	1	1	5	3	3	3	3	51
Hurricane	2	1	1	4	4	3	2	4	49
Earthquake	2	2	2	2	3	3	3	3	34
Hailstorm	2	2	2	4	2	2	2	1	29
Sinkhole	2	2	2	2	2	2	3	3	29
Snowstorm	2	1	1	2	3	3	2	3	24
Ice storm	2	1	1	2	3	3	2	3	24
Fire (External Natural Source)	2	1	2	1	3	3	3	3	21
Flooding (External Natural Source)	2	1	1	1	2	2	3	1	11

**Manmade Threats**

Key Personnel Loss	2	2	2	4	3	5	1	4	57
Human Error	2	2	2	5	3	1	2	3	48
Terrorism (Bomb, Rad, Chem, Bio)	2	2	2	1	4	5	5	5	40
Explosion (Accidental)	2	2	2	1	4	5	5	5	40
Theft (Electronic)	2	2	2	3	3	1	1	5	40
Airplane Crash	2	2	2	1	4	5	4	5	39
Unauthorized Access/Vandalism (Electronic)	2	2	2	5	2	1	1	3	38
Toxic Contamination/Hazardous Materials Spill	2	2	2	1	4	5	4	4	36
Arson	2	2	2	1	4	4	4	4	34
Unauthorized Access/Vandalism (Physical)	2	2	2	4	2	2	1	2	31
Kidnapping	2	2	2	1	4	4	3	3	30
Theft (Physical)	2	2	2	3	2	1	2	3	30
Disgruntled Employee Sabotage	2	2	2	1	3	3	2	3	24
Riot (Social Unrest)	2	2	2	1	2	3	3	3	23
Fraud	2	2	1	1	2	2	2	3	16
Employee Strike	2	1	1	1	2	2	1	3	12
Blackmail	2	2	1	1	1	2	1	2	11

**Technical/Mechanical Threats**

System Hardware Failure (Non-human Caused)	2	2	2	5	3	1	3	4	58
Fire (Internal)	2	2	2	2	4	5	5	5	54
HVAC Failure - Temperature Inadequate	2	2	2	3	4	3	3	4	51
Utility Failure (Communications)	2	2	2	4	3	2	2	4	50
Utility Failure (Power)	2	2	2	4	3	2	2	4	50
Flooding (Internal Plumbing Failure)	2	2	2	2	3	2	3	3	32
Power Flux	2	2	2	4	2	1	2	2	31
Utility Failure (Water)	2	2	2	3	2	2	3	2	31
Utility Failure (Natural Gas)	2	2	2	3	2	2	2	2	29
Utility Failure (Sewer)	2	2	2	2	1	2	2	2	19

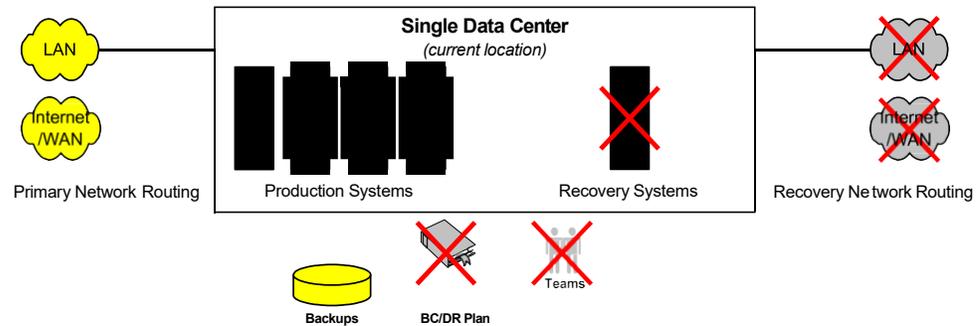
### A3. Disaster Recovery Strategy Development (\*UC)

(\*Under Construction) Currently, development of Disaster Recovery Strategies for the ABAC data center and for all Tier 1 Critical Systems and Services is underway and should be completed in the near future. The following is an example of the data center strategies being considered.

#### Current Data Center DR Situation

Production and development systems maintained in current Conger building location. Currently planned improved back-ups procedures are utilized and limited additional efforts to reduce risk are made. No new system purchases are made for disaster recovery.

**Current DR Strategy - Single Site w/Backups but w/o Plan/Teams/Redundancy**

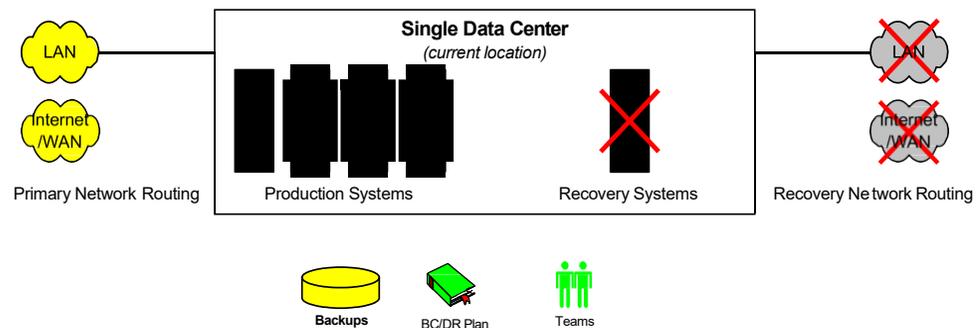


#### **Alternative Data Center DR Strategies for Consideration:**

##### A - Single Data Center

Proper backups maintained, BC/DR plans and teams will be prepared, but no designated recovery facility or network connectivity will be prepared in advance. The availability of space and connectivity will limit the quality, quantity and recovery speed of critical services recovery following a disaster. Distribute old spare equipment to other buildings and develop procedures to better organize the current ad-hoc disaster recovery process (e.g. pre-identify potential alternate recovery facilities). No investment will be made in new systems to support critical disaster recovery requirements. Critical systems and applications will be recovered using equipment obtained following a disaster.

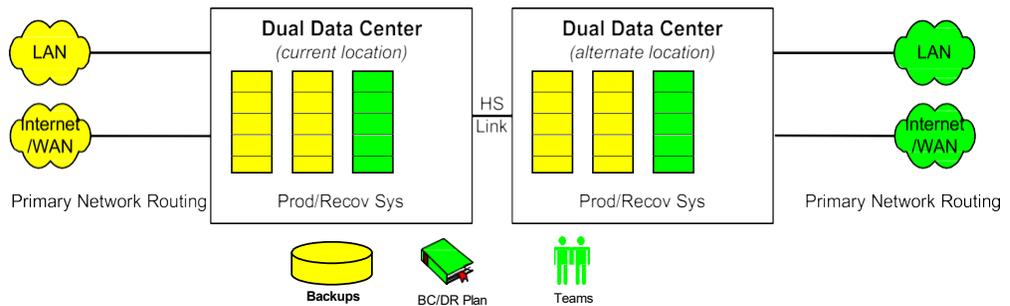
**Minimum DR Strategy - Single Site w/Backups/Plan/Teams but w/o Redundancy**



**B - Split Data Center**

A new, separate space located on the campus will be built-out for use as a second data center. Existing development and production systems will be interleaved between the two data centers. If either the Conger Building or the new data center is lost, then production services will be recovered at the surviving location. Some investment will be made in new/enhanced systems to augment this capability ensuring that critical applications can be recovered. Expansion of the SAN will allow for real-time or near real-time replication of production data in the back-up center. The second data center will be provided with a separate, limited ISP feed to ensure that Internet access is available following a disaster event. OITS staff will work in both locations, lowering the risks associated with loss of key skills during a disaster.

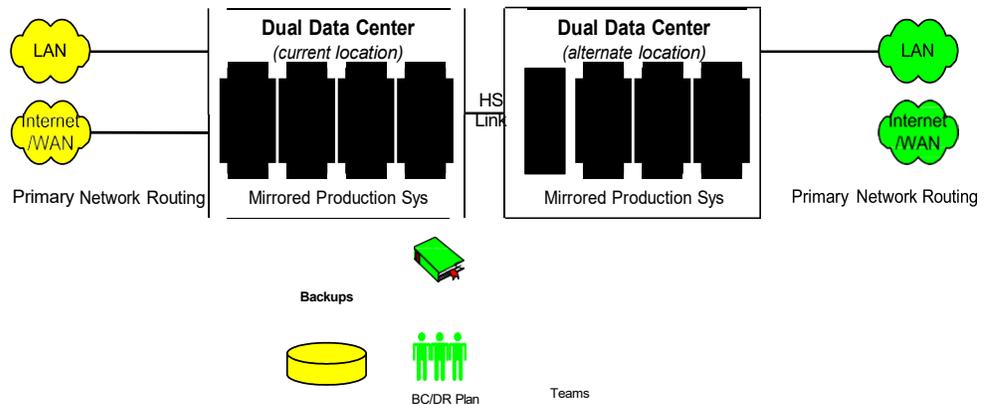
**Better DR Strategy - Dual Sites w/Backups/Plan/Teams/Redundancy**



**C - Duplicate Data Center**

A separate data center will be constructed to act as a “hot-standby” to the current Conger facility. Existing production systems will be fully duplicated in the new data center and configured to allow almost zero downtime for critical applications in the event of a disaster. Development systems will be distributed between the two data centers, providing a level of disaster recovery support for lower priority applications. Full, dual ISP feeds and SAN systems will further minimize the impact of a disaster. Additional OITS staff may be needed to support the redundant facility, and all staff will be shared between the two locations, substantially lowering the risks associated with the loss of key skills during a disaster.

**Best DR Strategy - Dual Site w/Backups/Plan/Teams/Mirroring**



## **B. DISASTER RECOVERY MANAGEMENT GUIDELINES**

The requirement to activate some or all of the following Recovery Procedures will be made by the CAMPUS EMERGENCY RESPONSE TEAM (CERT) based on specific incident circumstances. The CERT is responsible for activating the appropriate forces to oversee all recovery efforts.

### **B1. Provide Logistical Support to Affected Work Groups**

The EMERGENCY MANAGEMENT TEAM will provide personnel and resource support but will need input from Work Group personnel on priorities and location requirements.

### **B2. Organize Recovery Team Schedules**

- Establish work and rotation schedules based on workload, available resources and available personnel.
- Review the employee notification status, noted on the EMERGENCY MANAGEMENT AND RECOVERY TEAMS CONTACT LIST, indicating the availability of personnel. Assign personnel, based on availability, to participate in recovery activities.
- If overtime or additional shifts are required due to workload or facility constraints, establish a personnel rotation schedule.
- Develop a list of personnel who are not required for time sensitive activities during the early part of the recovery.
- Re-assign idle personnel to assist with salvage activities and other time sensitive areas.
- Monitor re-assignment of idle employees throughout the recovery.
- Provide the following information and direction during this briefing:
  - Updated essential business functions, detailing updated timing requirements;
  - Updated MINIMUM ACCEPTABLE RECOVERY CONFIGURATION;
  - The assigned alternate work location(s);
  - Contact information for the Emergency Management Team, Alternate Work Locations, and other relocated departments.

### **B3. Travel to Alternate Site**

Provide directions to the alternate site to each employee as required.

(NOTE: IF A TEMPORARY ALTERNATE SITE IS REQUIRED, LOCAL OFFICE SPACE WILL BE OBTAINED BY THE EMERGENCY MANAGEMENT TEAM.)

Since the alternate site should be local, transportation will be each employee's own responsibility.

**B4. Organize Recovery Site Work Areas**

Organize the assigned alternate work location(s), by locating workstations and equipment:

Determine where personnel will be placed in the alternate work location. Draw a sketch of the facility, identifying where workstations will be set up and where equipment will be located. Pay particular attention to access to telephones and A/C power.

Coordinate acquisition and installation for:

- Replacement electronic equipment and standardized software;
- Voice and data telecommunications;
- Temporary replacement workstations;
- Reestablishing connectivity and access to on-line mainframe resources;

All other resource requirements, including any previously identified and stored off-site.

**B5. Receive Vital Records**

Receive vital record backups from off-site storage, ensuring that all backups identified in the VITAL PROPERTIES AND RECORDS LIST are present and the most recent available.

Duplicate any stored procedure manuals, sample forms and other items retrieved from off-site storage, and distribute to appropriate team members.

- Inventory and organize all tapes, diskettes, and materials in preparation for resumption of recovery.
- If verification identifies retrieval errors, immediately request retrieval of the appropriate tapes.
- Ensure that all salvaged magnetic and optical media is not contaminated or has been properly cleaned and certified to prevent contamination of the hot site.
- Verify backup tape cassettes and recovery materials retrieved from off-site storage.

**B6. Coordinate Response and Recovery Activities**

Provide any necessary support and coordination to the recovery personnel, required to execute their respective recovery procedures, and documented in the respective recovery procedure sections below.

**B7. Assist with Salvage and Media Reclamation Activities**

Because equipment and media (e.g., paper, microfiche, etc.) salvage requires special skills, the EMERGENCY MANAGEMENT TEAM will lead the Salvage and Media Reclamation effort.

Review staffing requirements and identify any excess personnel available to participate in salvage and media reclamation activities. Personnel normally involved in long-term development activities and those idled due to resource constraints are likely candidates to serve in this capacity.

Update salvage related reports and forms reports as the recovery progresses, communicating any changes in priorities or requirements. These forms and reports, originally completed during damage assessment and evaluation, include:

- CRITICAL ITEMS ASSESSMENT FORM;
- RESTORATION PRIORITY LIST (from KEY BUSINESS FUNCTIONS).

Identifying the loss of critical items should be addressed and who should be notified of the loss.

## **B8. Resume Key Business Functions**

Recover Key Business Functions by re-establishing communication with business units and customers, reconstructing any lost work-in-process and resuming business operations as resources become available.

Document each discrete business function's recovery requirements, noting the actions required to reestablish input (including recreate lost records), reestablish outputs, and any changes to standard operating procedures required such as special transaction logging or authorization processes).

Review and implement any portions of the RESPONSE PLANS which may be pertinent to full business recovery.

Manually log requests and transactions until the necessary equipment and support services are available to resume processing.

Identify the status of work that was in progress at the time of event occurrence, using internal sources of information:

- Poll team members regarding their memory of the work that was being performed and the status;
- Identify the "as of" date to which Operations will restore all dependent applications.
- Use computer reports to reconcile transaction status:
- Access on-line computer systems to verify which transactions were entered.

Determine the time frame for which transactions must be recovered.

Communicate alternate site communication information (e.g. phone and facsimile numbers) and expected level of service information to all critical business contacts (identified in Section KEY CONTACTS LIST).

Request work groups resubmit the following information from the recovery "as of" date:

Request appropriate contacts identify and resubmit copies of all transactions that may have been lost since the recovery "as of" date.

The following changes to standard operating practices will be reviewed and implemented as appropriate to the circumstances:

- Instruct customers that normal turnaround will be delayed.
- All orders will be accepted, subject to credit authorization. Credit turn-downs will be referred to appropriate contact for call-backs.

When access to the central applications servers is provided, complete the processing of in-progress and new work.

Verify status of restored system.

Request Operations override system dates so that transaction dates are recorded properly.

Re-enter any lost transactions necessary to synchronize with other systems and customer status.

After resetting system dates, enter any manually logged transactions.

Determine necessity to recreate documentation destroyed and recreate as necessary:

Notify the Work Group Teams when essential processing is re-established.

### **B9. Plan Return to Home Site**

Develop a detailed relocation "Restoration Plan of Action" to return to the restored facility using the Continuity Plan procedures as a guide. Then, coordinate the return to the permanent (new or repaired) facility at the conclusion of the business recovery operation.

Conduct a site restoration-planning meeting for the purpose of developing general return strategies. Define and develop the following guidelines:

- Date and time each Work Group's facility will be available for return;
- Status of support services (e.g. telephone, computer services, etc.);
- Any special logistical requirements or support that will be available to the Work Groups (e.g. transportation for equipment and records, assistance with packing records, etc.).

Conduct a planning session to review and update the Business Recovery Procedures (including Response Procedures) to reflect moving back to the permanent facility from the alternate site.

Review each recovery procedure step, modifying it as appropriate to the circumstances. Note that response procedures may be used to provide a contingency during the actual move.

Consider adding special backups for all electronic media to reduce changes of information loss.

Identify any open issues, requirements or recommendations for the EMERGENCY MANAGEMENT TEAM.

Provide this input back to the EMERGENCY MANAGEMENT TEAM with which to develop a final updated Action Plan.

Develop a final approved schedule and review with all participating Work Group personnel.

Implement the modified Business Recovery procedure, returning operations to the permanent site.

## **C. DISASTER RECOVERY PROCEDURES**

Development of detailed disaster recovery procedures for all Tier 1 and Tier 2 critical systems and services are underway at this time. Procedures for Tiers 3 & 4 will follow when the initial procedure development effort is complete.

**C1. Critical Systems and Services List**

		Business Function, Process, or Service Name	Service Type	Criticality Score (100 Point Max)
Tier 1	1	LAN	IT	90
	1	DHCP Services	IT	90
	1	DNS Servers	IT	75
	1	WAN Connection	IT	87
	1	Perimeter Firewall	IT	73
	1	Domain Server and Global Catalog Services	IT	73
	1	ABAC Web	IT	74
	1	Call Manager (VoIP)	IT	75
	1	Peoplesoft Financials	BA	84
	1	Banner GUI	BA	75
	1	Banner INB	BA	75
	1	Banner SSB	BA	73
	1	Banner Info System (PROD)	BA	73
	1	Banner Web Application Service	BA	73
Tier 2	2	Bookstore POS System and Web Server	BA	63
	2	Vista (On-Line Course Mgmt Service)	BA	61
	2	Blackboard Student ID Card System	BA	60
	2	Compass Testing Services	BA	51
	2	Raiser's Edge (General & Acctg)	BA	42
	2	Aceware (PSBO Course Mgmt)	BA	40
	2	Banner Xtender	BA	33
	2	Video Conferencing	IT	55
	2	Email Services	IT	50
	2	Tech Support for Admin Staff	IT	49
	2	Tech Support for Faculty	IT	36

**C2. Recovery Procedures for Critical Service X**

**C2.1 Prepare Alternate Site for Recovery**

**C2.2 Organize Recovery Site Work Areas and Personnel**

**C2.3 Receive Vital Records**

**C2.4 Implement Critical Service X Recovery Procedures**

**C2.5 Resume Critical Service X**

**C3. Recovery Procedures for Critical Service Y**

**C3.1 Prepare Alternate Site for Recovery**

**C3.2 Organize Recovery Site Work Areas and Personnel**

**C3.3 Receive Vital Records**

**C3.4 Implement Critical Service Y Recovery Procedures**

**C3.5 Resume Critical Service Y**

**D. BUSINESS CONTINUITY / DISASTER RECOVERY APPENDICES (\*UC)**

(\*Under Construction)

**D1. Minimum Acceptable Recovery Configuration**

In order to prepare for prompt replacement of critical services and desktops, it is imperative that each workgroup make estimates of their critical requirements for equipment and personnel during the period immediately following a disaster. Requirements should be quantified in two time periods: 1) Critical requirements needed within the initial 48 hours after the disaster, and 2) Requirements needed within one week after the disaster.

Meet Critical Needs Within:																		
Dept or Work Grp	Usual# Emp.	48 Hours									1 Week							
		People			Data			Voice			People			Data			Voice	
		# At Temp Loc.	# Work at Home	# Not Assigned	# of PC's	# of Printers	# Modem	# Fax	# of Phones	# At Temp Loc.	# Work at Home	# Not Assigned	# of PC's	# of Printers	# Modem	# Fax	# of Phones	
<i>Totals</i>																		

## D2. Vital Properties and Records List

Property/Record Name	Owner/Description	Location	Backup Location

**D3. Phone Number Reroute List**

Critical numbers need to be identified so that they can be set up to forward to another office. Do we want a person answering calls or voice mail? How do we want calls handled?

Name	Type	Vendor	Telephone #	From	To

**D4. Emergency Management Center Location**

**D4.1 Initial Meeting Location: *No Building Evacuation***

In the event of a disaster that does not require building evacuation, the Emergency Management Team will meet as soon as possible at the following location in the building:

Primary location:

Alternate location:

**D4.2 Initial Meeting Location: **Building Evacuation****

In the event of a disaster requiring building evacuation, the Emergency Management Team will meet as soon as possible after evacuation:

Primary Location:

If the situation or if emergency personnel prohibit access to the primary location, proceed to the following alternate initial meeting location:

Alternate location:

**D4.3 Ongoing Meeting Location:**

Based on the specifics of the disaster, after the initial meeting the Emergency Management Team will set up and operate an Emergency Management Center (EMC) as a central control center from which to manage overall disaster response and recovery efforts. If the disaster does not require vacating the building, the EMC will remain at the location previously defined. In the event of a disaster requiring the building to be vacated for an extended period, the Emergency Management Center will be established at the following location:

Primary location (extended evacuation required):

Site:

Address:

Telephone number:

Room or area:

Directions to this facility are as follows:

## **D5. Alternate Site Locations**

In the event of a disaster that requires relocation, ABAC business office staff will be relocated to nearby ABAC facilities (to be determined by the CAMPUS EMERGENCY RESPONSE TEAM). All shared campus systems and networks will be restored at a centralized systems facility (to be provided).

Site: Tift Co. 911

Address:

Phone: 229-

Room or area

## D6. Recovery Teams Contact List

RECOVERY TEAMS CONTACT LIST	
<b>RECOVERY TEAM 1</b>	
+	
-	
<b>RECOVERY TEAM 2</b>	
+	
-	
+	<i>team leader</i>
-	<i>alternate team leader</i>
*	<i>alternate team member</i>



### D11. Critical Items Assessment Form

CRITICAL ITEMS ASSESSMENT FORM			
Assessment Team:			
STATUS			
Item	Condition	Time to salvage	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

**Legend**

Condition: OK Undamaged;  
 DBU Damaged, but usable;  
 DS Damaged requires salvage before use;  
 D Destroyed requires reconstruction.

**D12. Incident Objectives and Strategies Form**

<b>INCIDENT OBJECTIVES AND STRATEGIES FORM</b>	
<b>Incident Name:</b>	<b>Date Prepared:</b>
<b>Expected Duration:</b>	<b>Time Prepared:</b>
<b>General Objectives and Strategies (list):</b>	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
<b>Safety Issues / Concerns (list):</b>	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	



**D14. Recovery Personnel Tracking Form**

**PURPOSE:**

Maintain centralized tracking of all recovery personnel.

**PROCEDURE:**

Make copies of the form on the following page and complete after Plan Activation.

Complete this form indicating work location of recovery personnel. Continue to update the information throughout each day during the recovery operation. As updates are made, send a new copy to the Command Center for their use in maintaining the recovery operation Personnel Location Control Forms.

**LOCATION ASSIGNMENT CODE:**

- Stationed at the Emergency Operations Center
- Prepare to report to alternate processing site
- Report to disaster site to assist with salvage efforts
- Stay home until further notice

RECOVERY PERSONNEL TRACKING FORM						
	<b>Date:</b>			<b>Issued By:</b>		
<b>Contact</b>	<b>Status</b>	<b>Loc Assn</b>	<b>Phone</b>	<b>Work Schedule</b>		
				<b>From</b>	<b>To</b>	

## **VIII. PLANNING PREPAREDNESS GUIDELINES**

## **E. PREPAREDNESS RESPONSIBILITIES**

Preparedness Responsibilities include all ongoing, normal day-to-day business operation responsibilities necessary to maintain Emergency Response and Disaster Recovery readiness. In addition, they include recommended regularly scheduled Plan review and enhancement activities which address changing business requirements, recovery strategies, and personnel training issues.

### **E1. Maintain Current Response and Recovery Preparedness**

- Ensure that the documented Response and Recovery Procedures, including all identified resources and procedures, are maintained in a current state of readiness.
- Maintain printed copies of the current updated version of this Plan both locally and at offsite facilities.
- Ensure that all team members and alternates maintain a current printed copy of this Plan at home.
- Ensure that all recovery team personnel consider recovery preparedness a part of their normal duties.
- Ensure that backup and off-site rotation activities for vital records are being performed.
- Maintain this Plan, including all procedures, checklist and team rosters in an up-to-date condition. Update this plan for any of the following circumstances:
  - Changes to department personnel identified in lists;
  - Significant changes to business recovery requirements which reflect changes to Recovery Windows;
  - Significant changes to business recovery procedures, such as the addition of new business functions, support systems (e.g. new computer applications) or new business practices (e.g. receiving orders via new electronic sources) or organization changes.
- Participate in Plan Tests and Exercises as required.

### **E2. Review and Validate Requirements and Strategies**

On the noted intervals, coordinate the following plan review activities with the team members, including all subordinate work group recovery team leaders.

- Quarterly, ensure each work group's response and recovery procedures are updated according to their respective preparedness requirements.
- Quarterly, review the following locally maintained plan documents (for example) and update as necessary:
  - Vital Properties and Records List
  - Phone Number Reroute List
  - Emergency Management Center Location
  - Alternate Site Locations
  - Local Emergency Management Team Contact List
  - Key Customer Contact List
- Annually, perform the following plan enhancement procedures:
  - Review business recovery requirements
  - Review business recovery strategies and supporting procedures to ensure they still adequately address the business requirements;
  - Conduct a team "Notification" test and document results for audit purposes;
  - Conduct a team "Walk-Through" test and document results for audit purposes;

- Conduct an audit of all recovery resources, including Vital Record backups, identified as being stored off site.

**NOTE: In addition to the above, review and modify plan procedures as required whenever significant changes are made to business functions, applications, or systems.**

### **E3. Train Workgroup Team Members**

Ensure that all Emergency Response and Recovery Team Members and alternates receive basic instructions and awareness training on their responsibilities and duties with respect to this Plan's response and recovery activities. Document participation by team members and alternates in all training and test exercises.

## **F. EXERCISING AND MAINTAINING PLANS**

All Emergency Response and Disaster Recovery Plans will be exercised and evaluated periodically throughout the year in order to ensure their accuracy and effectiveness. Bi-annual testing of fire alarm systems and evacuation techniques will be conducted. Pre-plan and coordinate plan exercises and evaluate and document plan exercise results. Develop processes to maintain the currency of continuity capabilities and the Plan documents in accordance with the organization's strategic direction. Verify that the Plans will prove effective by comparison with a suitable standard, and report results in a clear and concise manner. Procedures will be implemented to ensure that all Emergency Response and Disaster Recovery Plan documentation is properly maintained, updated, published, distributed, and stored.

- Pre-plan and Coordinate the Exercises
- Facilitate the Exercises
- Evaluate and Document the Exercise Results
- Update the Plan
- Report Results/Evaluation to Management
- Coordinate Ongoing Plan Maintenance
- Assist in Establishing Audit Program for the Business Continuity Plan

### **F1. Establish an Exercise Program**

- Develop an exercise strategy that does not put the organization at risk, is practical, cost-effective, and appropriate to the organization, which ensures a high level of confidence in recovery capability
- Employ a logical, structured approach (effectively analyze complex issues)
- Create a suitable set of exercise guidelines

### **F2. Determine Exercise Requirements**

- Define exercise objectives and establish acceptable levels of success
- Identify types of exercises, and their advantages and disadvantages
  - Walk-throughs/tabletop
  - Simulations
  - Modular/component (call trees, applications, etc.)
  - Functional (specific lines of business)
  - Announced/planned
  - Unannounced/surprised
- Establish and document scope of the exercise (participants, timing, etc.)

### **F3. Develop Realistic Scenarios**

- Create exercise scenarios to approximate the types of incidents the organization is likely to experience, and the problems associated with these incidents

- Map scenarios identified to different test types

#### **F4. Establish Exercise Evaluation Criteria and Document Findings**

- Develop criteria aligned with exercise objectives and scope
  - Measurable and quantitative
  - Qualitative
- Document results as per criteria identified
  - Expected versus actual results
  - Unexpected results

#### **F5. Create an Exercise Schedule**

- Develop a progressive, incremental schedule
- Set realistic time scales

#### **F6. Prepare Exercise Control Plan and Reports**

- Define exercise objectives and select an appropriate scenario
- Define assumptions and describe limitations
- Identify resources required to conduct the exercise, identify participants; ensure all understand the objectives and their roles
- Identify exercise adjudicators (umpires), and clearly identify all roles and responsibilities
- Provide an inventory of items required for the exercise and specifications for the exercise environment
- Provide a timetable of events and circulate to all participants, facilitators, and adjudicators
- In the event of a real situation occurring during an exercise, you may want to have a predetermined mechanism for canceling the exercise and invoking your real business continuity process

#### **F7. Exercise the Plan and Audit the Results**

After test exercise procedures have been developed, an initial test of the plan should be performed by conducting a structured walk-through exercise. The exercise will provide additional information regarding any further steps that may need to be included, changes in procedures that are not effective, and other appropriate adjustments. The plan should be updated to correct any problems identified during the exercise. Initially, testing of the plan should be done in sections and after normal business hours to minimize disruptions to the overall operations of the organization. Types of tests include:

- Checklist tests.
- Simulation tests.
- Parallel tests.
- Full interruption tests.

It is essential that the plan be thoroughly tested and evaluated on a regular basis (at least annually). Time has a way of eroding a plan's effectiveness. Environmental changes occur as organizations change, new products are introduced, and new policies and procedures are developed. Such changes can render a plan inadequate. The tests will provide the organization with the assurance that all necessary steps are included in the plan. Other reasons for testing include:

- Determining the feasibility and compatibility of backup facilities and procedures.
- Identifying areas in the plan that needs modification.
- Providing training to the team managers and team members.
- Demonstrating the ability of the organization to recover.
- Providing motivation for maintaining and updating the Disaster Recovery Plan.

Disaster recovery planning software may not be complete unless it facilitates the testing process. Specific areas that should be addressed include:

- Testing schedules and responsibilities
- Testing methods and procedures, such as:
  - Structured Walk-Through Testing
  - Checklist Testing
  - Simulation Testing
  - Integrated Testing
  - Parallel Testing
  - Tactical Testing
  - Other Testing Methods
- Techniques for evaluating results and updating the related section of the plan.

Some vendors have developed PC software that is specifically designed to facilitate the testing process. This software contains sample testing procedures for various types of tests and maintains schedules and history of completed tests.

## **F8. Post-Exercise Reporting**

- Provide a cogent, comprehensive summary with recommendations, commensurate with levels of confidentiality requested by exercise umpire/adjudicator or as specified by the subject organization

## **F9. Feedback and Monitor Actions Resulting from Exercise**

- Conduct debriefing sessions to review exercise results and identify action items for improvement.
- Identify actions and owners for recommendations; confirm owner acceptance
- Confirm time schedules for completing or reviewing agreed actions
- Monitor (and escalate where necessary) progress to completion of agreed actions

## **F10. Define Plan Maintenance Scheme and Schedule**

- Define ownership of plan data
- Prepare maintenance schedules and review procedures
  - Select tools
  - Monitor activities
  - Establish update process
  - Audit and control
- Ensure that scheduled plan maintenance addresses all documented recommendations

## **F11. Formulate Change Control Procedures**

- Analyze business changes with business continuity planning implications
- Set guidelines for feedback of changes to planning function
- Develop change control procedures to monitor changes
- Create proper version control, develop plan reissue, distribution, and circulation procedures
- Identify plan distribution list for circulation

## **F12. Establish Status Reporting Procedures**

- Establish reporting procedures
  - Content
  - Frequency
  - Recipients

## **F13. Audit Objectives**

- Recommend and agree upon objectives for BCM-related audits.
- Audit the BC/DR PLAN's Structure, Contents, and Action Sections
  - Determine if a section in the BC/DR PLAN addresses recovery considerations

- Evaluate the adequacy of emergency provisions and procedures
- Recommend improved positions if weaknesses exist
- Audit the BC/DR PLAN's Documentation Control Procedures
  - Determine whether the BC/DR PLAN is available to key personnel
  - Review update procedures
  - Demonstrate that update procedures are effective
  - Examine the provision of secure backup copies of the BC/DR PLAN for emergency use
  - List those individuals with copies of the BC/DR PLAN
  - Ensure that BC/DR PLAN copies are current

## **G. AWARENESS AND TRAINING PROGRAMS**

Prepare a program to create and maintain campus awareness and enhance the skills required to develop and implement the Emergency Response and Business Continuity Planning program or process and its supporting activities. Training of all Emergency Response and Disaster Recovery Team personnel will be conducted on an ongoing basis to educate and ensure team readiness to assume response and recovery responsibilities.

- Establish Objectives and Components of Plan Awareness and Training Program
- Identify Functional Awareness and Training Requirements
- Develop Awareness and Training Methodology
- Acquire or Develop Awareness and Training Tools
- Identify External Awareness and Training Opportunities
- Identify Alternative Options for Campus Awareness and Training
- Define Awareness and Training Objectives
- Develop and Deliver Various Types of Training Programs as appropriate
  - Computer-based
  - Classroom
  - Test-based
  - Instructional guides and templates

### **G1. Develop Awareness Programs**

- Administration/Management
- Response and Recovery Team members
- New employee orientation and current employee refresher program

### **G2. Identify Other Opportunities for Education**

- Professional business continuity planning conferences and seminars
- User groups and associations
- Publications and related Internet sites

## **IX. APPENDICES**

## **A1. Appendix A: NIMS/ICS EXPLANATION AND TRAINING REQUIREMENTS**

### I. INTRODUCTION

The National Incident Management System (NIMS) is an incident management framework created by a United States Presidential Directive in 2004. Under NIMS all local, state and federal first responder agencies and departments tasked with incident management responsibilities must use the Incident Command System (ICS) and other NIMS principals when responding to a variety of incidents that may occur in their jurisdictions. Local and state governmental agencies must demonstrate NIMS compliance efforts in order to apply for specific emergency preparedness and homeland security grants. In addition, NIMS compliance by local jurisdictions is a requirement to receive federal disaster reimbursement funding should a jurisdiction meet the federal reimbursement threshold during a large-scale disaster.

ABAC has adopted a NIMS training policy in March of 2016 as its primary system for preparing and responding to disasters and emergency incidents. The ABAC Police Department is tasked with the responsibility of managing the College's compliance efforts. This responsibility includes identifying campus personnel who should take NIMS training courses, coordination and delivery of the training and maintaining training records for all identified ABAC employees.

### II. PURPOSE AND NEED

#### A. Scope of the Plan

This NIMS Training Plan is a campus level plan intended to identify appropriate ABAC personnel on the main campus, it's extended campus and personnel on any other UGA owned or leased property or facility who are required to participate in NIMS training courses.

This plan will be a fluid document that can be updated on as needed basis or when appropriate guidance is provided by the U.S. Department of Homeland Security, the State of Georgia or local that necessitates changes or additions to the plan.

#### B. Goals and Objectives

The main objective of the ABAC NIMS Training Plan is to provide details on the ABAC Police Departments approach to promote NIMS compliance on campus. As a result, campus personnel have been identified that are required to complete predetermined NIMS training levels. Additional long-term campus NIMS objectives are included below which are consistent with local and state agency NIMS objectives.

- . Management of all emergency incidents and preplanned events in accordance with ICS structures, doctrine and procedures as defined by NIMS.
- . Revise and update plans and Standard Operating Procedures (SOP's) to incorporate NIMS components, principals and policies to include planning, training, response, exercises, equipment, evaluations and corrective actions.
- . Apply standardized and consistent terminology, including the establishment of plain English or talk communication standards across the public safety sector.
- . Participate in an all hazard exercise program based on NIMS that involves responders from multiple disciplines.
- . Inventory and categorize campus response assets to conform to homeland security resource typing standards.
- . Incorporate corrective actions into preparedness and response plans and procedures.

### C. ABAC NIMS Policy

The ABAC NIMS Policy adopted in March 2016 requires that all ABAC personnel who respond to campus emergencies or those who directly or indirectly make incident management decisions regarding building level or campus wide emergencies participate in NIMS training. The following campus personnel will receive NIMS training in according to their appropriate training level as defined in the ABAC NIMS Training Profile:

- . Administrators at the department head level or above
- . Building Safety and Security Representatives
- . Campus Emergency Response Team (CERT)
- . Campus Emergency responders (ABAC Police, Tifton Police, Tifton Fire, EMS, etc.)
- . All others not specifically identified who are tasked with building emergency planning, safety or security assignments

### III. NIMS COMPLIANCE

#### A. ABAC Personnel to Receive NIMS Training

The ABAC NIMS Policy requires that all ABAC personnel who routinely respond to campus emergencies or those who directly or indirectly make incident management decisions regarding building level or campus wide emergencies participate in NIMS training. The ABAC Training profile highlights the specific level of training that each identified ABAC campus representative is required to achieve under the ABAC NIMS Training Plan. Training levels are identified in this section and were determined by comparing ABAC job positions to comparable positions in a standard local government structure in order to determine NIMS training levels. The most appropriate level of training was then applied to the ABAC position based on the level of responsibility and management assignment for that position during an emergency or disaster.

Training levels:

#### I. Basic Operational Level:

- . ICS-100.HE: Introduction to ICS for higher Education (or ICS-100 or 100.a)
- . \*ICS-100.LEa: Introduction to ICS for Law Enforcement Personnel (ABAC PD requirement) (or ICS-100.LE)
- . FEMA IS-700.a: NIMS, An Introduction (or IS-700)

#### II. Management Level:

- . ICS-200.a: Basic ICS or equivalent (or ICS-200)
- . ICS-100.HE: Introduction to ICS for Higher Education (or ICS-100 or ICS-100.a)
- . \*ICS-100.LEa: Introduction to ICS for Law Enforcement Personnel (ABAC PD requirement) (or ICS-100.LE)
- . FEMA IS-700.a: NIMS, An Introduction (or IS-700)
- . FEMA-800.B: National Response Framework (NRF), An Introduction (or IS-800)

#### III. Command Staff Level:

- . ICS-400: Advanced ICS or equivalent
- . ICS-300: Intermediate ICS or equivalent
- . ICS-200.a: Basic ICS or equivalent (or ICS-200)
- . ICS-100.HE: Introduction to ICS for Higher Education (or ICS-100 or ICS-100.a)

- . \*ICS-100.LEa: Introduction to ICS for Law Enforcement Personnel (ABAC PD requirement) (or ICS-100.LE)
- . FEMA IS-700.a: NIMS, An Introduction (or IS-700)
- . FEMA IS-800.B: National Response Framework (NRF), An Introduction (or IS-800)

## B. Course Summaries

The following list of NIMS and ICS courses is a complete listing of all United States Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) courses identified as potential training courses for ABAC personnel. This list may be modified in the future as DHS and FEMA revise and create new NIMS and ICS course offerings.

ICS-100.HE: Introduction to the Incident Command System (ICS) for Higher Education-This class introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principals and organizational structure of the Incident Command System. It also explains the relationship between ICS and NIMS. ICS -100 L.E. is geared specifically for Law Enforcement officers. This is an on-line course, and it is a new course which replaces ICS-100 (100.a). Any of these NIMS classes satisfies the NIMS 100 requirement.

IS-700.a: National Incident Management System (NIMS), an Introduction- This course introduces NIMS and explains the purpose, principals, key components and benefits of NIMS. This is an on-line course offering which replaces IS-700.

IS-800.B: National Response Framework (NRF), An Introduction- This course describes how the Federal Government will work in concert with State, local, and tribal governments and the private sector to respond to disasters. This is an on-line course.

ICS-200.a: ICS for Single Resources and initial Action Incidents- This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. ICS-200 provides more advanced training and resources for personnel who are likely to assume a supervisory position within the ICS. Although this is offered as an on-line course, it is recommended that it be taken in a classroom setting in order to work with other first responders in completing practical exercises. This is a two-day course conducted in a classroom or can be taken as an on-line course.

ICS-300: Intermediate Incident Command System for Expanding Incidents- This course provides training and resources for personnel who require advanced application of the Incident Command System. This is a three-day course conducted in a classroom setting.

ICS-400: Advanced ICS Command and General Staff- Complex Incidents- Provides instruction on large- scale organization development, roles and relationships of primary staff, considerations related to large and complex incidents or event management, area command and the importance of interagency coordination. This is a three-day course conducted in a classroom setting.

ICS-402: Incident Command System Overview for Executives/Senior Officials-The purpose of this course is to provide an orientation to the Incident Command System for Executives and Senior Officials (including elected officials, city/county managers, agency administrators, etc.) This is a two-hour course conducted in a classroom setting.

C. Suggested Training Courses for Emergency Planning/Preparedness

IV. RECORDKEEPING AND TRAINING DATABASES

ABAC Police Department will maintain all training records, through hard copies of certificates of completion of required NIMS training courses by all ABAC personnel on Campus. This will ensure ABAC compliance efforts for NIMS and ICS training. It is the responsibility of each ABAC employee to forward a copy of their training certificate(s) to the Assistant Chief of Police at the ABAC Police Department via e-mail [dpyles@abac.edu](mailto:dpyles@abac.edu) or fax 229-391-5061.