



Albany State
University

2018
Emergency Operations Plan
ASU Police Department

Table of Contents

PURPOSE	2
CONTACT NUMBERS	3-4
PREPARING FOR EMERGENCIES	5
DO YOUR PART	
EMERGENCY NOTIFICATION SYSTEM	6
THE EMERGENCY MANAGEMENT TEAM	7
INCIDENT COMMAND STAFF ORGANIZATION	9
ICS ORGANIZATION	10
INCIDENT COMMANDER FOR EMERGENCY CONDITIONS	11
EMERGENCY OPERATION CENTER	12
EXECUTIVE NOTIFICATION	13-14
UNIVERSITY OF GEORGIA BOR EMERGENCY NOTIFICATION PLAN	15-20
REPORTING SUSPICIOUS ACTIVITY	21
SEVERE WEATHER	22
TORNADOS	22
HURRICANES	23
UPON THE ARRIVAL OF SEVERE WEATHER	24-27
THUNDER, LIGHTNING, FLOODING	28
SNOW AND ICE	29
EARTHQUAKE	29
UTILITY FAILURE/ POWER OUTAGE	30
MEDICAL EMERGENCY	31
EXPLOSION	32
FIRE	32
CHEMICAL RADIATION SPILL	33
BOMB THREAT	34-35
BOMB THREAT “CHECK LIST”	36
SUSPICIOUS PACKAGES AND LETTERS	37-38
EVACUATION AND SHELTER PLAN	39-49
ASSISTING INDIVIDUALS WITH SPECIAL NEEDS	50-51
FACULTY, STAFF, AND STUDENT CRISIS RESPONSE	52
SUICIDE PROTOCOL	53
MISSING PERSON PROTOCOL	54
EMERGENCY PROCEDURES FOR VIOLENT OR CRIMINAL BEHAVIOR	55
HOSTAGE SITUATIONS	55
ACTIVE SHOOTER EMERGENCY PREPAREDNESS	56
LOCKDOWN PROCEDURES	56
ALBANY STATE UNIVERSITY CAMPUSES	57-59
CRITICAL FACILITIES INVENTORY ASSET WORKSHEET	60-61
ALBANY DOUGHERTY HAZARD FREQUENCY TABLE	62
DISASTER RECOVERY SERVICE VENDORS	63-66
APPENDIX 1	67
MUTUAL AID AGREEMENTS	67-77
MAINTENANCE AND REVISIONS	78

Purpose

The Albany State University Emergency Operation Plan was created to provide guidance to the college community in an effort to save lives, protect property, and ensure the continued operations of Albany State University through the means of preparedness, education, and individual readiness.

In the past, communities have suffered loss of life, damage to property, and severe economic impacts. We must remember that Colleges and Universities are subject to the same types of incidents threatening local communities. More than ever University communities are increasingly aware that proper planning and preparation can reduce the negative impacts of such events.

On February 28, 2003, President Bush issued the Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, directing the U.S. Department of Homeland Security to establish an incident management system template that would allow the federal, state, local, tribal governments, and private-sector organizations to work together collectively. The Federal Emergency Management Agency established the National Incident Management System (NIMS) which incorporated the “best practices” used by incident managers at all levels. The Albany State University Management Plan incorporates the NIMS concept in conformance with HSPD-5.

This Emergency Operation Plan applies to the all faculty, staff, students, and visitors of Albany State University’s Radium Springs, Gillionville, and Cordele Campuses.

Contact Numbers

ASU Core and Extended Team	PERSONNEL / PHONE NUMBER
President	Office: 229-500-3500
Vice President of University Relations/ Chief of Staff	Office: 229-500-3503 Cell: 229-894-7381
ASU Legal Counsel	Office: 229-500-3301 Cell: 229-603-3631
Interim Provost/Vice President of Academic Affairs	Office: 229-500-2806 Cell: 229-809-4593
Vice President of Administration	Office: 229-500-3026 Cell: 229-344-5182
Vice President for Student Affairs	Office: 229-500-3553 Cell: 229-319-1669
Vice President of Institutional Advancement	Office: 229-500-3286 Cell: 229-733-8297
Vice President of Enrollment Management and Student Success	Office: 229-500-2925 Cell: 229-319-7170
Director of Facilities Management	Office: 229-500-3041 Cell: 229-288-8199
Vice President of Information Technology	Office: 229-500-2027 Cell: 229-589-6842
Interim dean of the Darton College of Health Professions	Office: 229-500-2173
Interim dean of the College of Professional Studies	Office: 229-500-2156 Cell: 229-733-0323
Interim dean of the College of Arts and Sciences	Office: 229-500-2121
Director of Student Health Services	Office: 229-500-3546 Cell: 229-809-1847
Executive Director of Housing and Residence Life	Office: 229-500-3062 Cell: 229-733-6639
Executive Director, Cordele campus	Office: 229-500-3411
ASU Chief of Police	Office: 229-500-3076
Emergency Management Coordinator	Office: 229-500-3075 Cell: 229-894-0606
ASU Police Dispatch/Office	Main: 229-430-4711 Office 229-500-3080
Environmental Health & Safety Coordinator	Office: 229-500-3048 Cell: 229-364-2039
Board of Regents' Police Support Unit (s)	Office: 404-656-2247
Bruce Holmes (USG Chief of Police)	Office: 404-962-3157

City of Albany

TITLE	PERSONNEL / PHONE NUMBER
Mayor	Office: 229-431-3244
City Manager	Office: 229-431-3234
Chief of Police	Main: 229-431-2100

Dougherty County

TITLE	PERSONNEL / PHONE NUMBER
Sheriff	Office: 229-431-2166 (Primary) Office: 229-430-6503 (Jail-Central Control) Office: 229-430-6508 (Sheriff's secretary)
Fire Chief	911
Dougherty County Police Chief	Office: 229-430-6600
Dougherty County Schools Police Chief	Office: 229-431-1264
SWAT Commander (Sheriff's Office)	Office: 229-430-6675/229-431-2166
Emergency Medical Services	911

State of Georgia

TITLE	PERSONNEL / PHONE NUMBER
Fire Emergency Management	Office: 229-431-3266
Georgia Bureau of Investigation	Office: 229-777-2080
Georgia Emergency Management Agency	Office: 404-624-6077
Georgia State Patrol	Office: 404-624-7000
FBI	Office: 229-434-1489
Forestry	Office: 229-430-5122
Phoebe Putney Memorial Hospital Charge Nurse	Office: 229-312-1000
Dougherty County Health Department	Office: 229-430-6322
District Health Officer	Office: 229-430-4599
National Response Center	Main: 800-424-8802
Poison Control Center	Main: 800-282-5846

Preparing For Emergencies Do Your Part!!!

Emergency Action is required whenever safety is threatened. The primary focus is to ensure safety and prevent the loss of life to all faculty, staff, students, and visitors. The secondary concern is protecting property.

In order to be prepared, you should:

- Familiarize yourself with the emergency procedures and evacuation routes
- Assess situations quickly and thoroughly, using common sense to determine your course of action
- Evacuate in an orderly manner when directed to do so by emergency personnel or at the sound of an alarm
- Discuss emergency communication plan with your family
- Keep a printed list of phone numbers for family and friends
- Designate an out of town emergency contact person that can be called so that family and friends can check in and relay messages
- Take CPR/First Aid classes and participate in training programs offered by Albany State University geared toward emergency preparedness

Additionally faculty members should direct their students in emergency situations. Before an emergency takes place faculty members should discuss where students should meet upon receiving an evacuation order. They should also stay in groups so that students can be easily accounted for.

Stay Connected!!!

Emergency situations, such as natural disasters, health scares, and threats of violence, shed light on the fact that we must always be fully prepared. Accordingly, Albany State University has implemented a service to enhance communication and emergency preparedness. Blackboard Connect 5 is a mass notification computer based program used to send text messages, e-mails, and voice messages to faculty, staff, and students.

The system allows students to add up to ten telephone numbers which adds to our ability to provide an environment in which students, employees, and parents can feel safe and informed. Albany State University is working hard to provide you with the latest in priority messaging technology.

Now you must DO YOUR PART!!! Please update your contact information at



Blackboard
Connect 5 Emergen

<https://asurams.bbcportal.com/> per the instructions at

Emergency Notification System

The Blackboard Connect 5 and Early Warning Siren System are in place to notify faculty, staff, students, and visitors of potential disasters, inclement weather, active shooter situations, and any other activities on campus. The system **WILL NOT** be used for routine communications.

Timely Warnings and Emergency Notifications

TIMELY WARNINGS In the event that a serious crime arises, that, in the judgment of the Chief of Police or the College Administration, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warnings are sent out as soon as the pertinent information is available. Timely Warnings will be issued in a manner likely to reach the entire campus community, therefore they will be issued through the Connect 5 system to students, faculty, and staff. The message will usually contain guidance about how to avoid victimization and contact information in addition to the actual warning.

Anyone with information warranting a timely warning should report the circumstances to the ASU Police Department by phone at **229-430-4711** or in person at the following locations: 504 College Drive, Albany, Ga 31705 (Radium Springs, East Campus) or 2400 Gillionville Road, Albany, Ga 31707 (Gillionville, West campus).

EMERGENCY NOTIFICATIONS In the event that any significant emergency or dangerous situation occurs involving an immediate threat to the health or safety of students, faculty, and staff on the campus then an “Emergency Notification” will be issued without delay upon confirmation of the emergency by responsible authorities. Notifications can be localized to one area or building, but they may also be issued campus wide. Means of dispersal of the notification will be dependent upon the nature of the emergency.

Messages will be disseminated through the following avenues:

Internet:

When an incident occurs, updates can be posted on the Albany State University home webpage at <http://www.asurams.edu> or the ASU PD Facebook page at [ASU PD](#).

E-mail:

E-mails are sent via Connect 5 to all students, faculty, and staff members that currently have an active ASU e-mail account. If for whatever reason you do not have an email account, please contact the Technology Services Help desk at (229)-430-4909 or helpdesk@asurams.edu.

Outdoor Early Warning Siren:

This system is designed to alert the University Community of emergencies through sirens and prescribed messages. These emergencies include Tornado Warnings, Severe Thunderstorm Warnings, and other severe incidents in which immediate forewarning is required. This system is designed to reach the outdoor areas of campus. The Albany State University Dispatch Center is the coordination center for siren activation for Albany State University. All dispatchers have the authority to activate warning systems. (Connect 5 and Sirens) The dispatcher on duty is also responsible for notifying the Albany 911 Center of warning siren activation. Albany State University's Radium Springs, East campus outdoor sirens are manually activated whereas the outdoor sirens on the Gillionville, West campus are connected to the City of Albany therefore there will be a slight delay in activation.

Indoor Alarm Systems:

This system is designed to alert the College Community located inside of the buildings of emergencies through weather radios, bells, and/or prescribed messages. These emergencies include, Tornado Warnings, Severe Thunderstorm Warnings, and other severe incidents with which immediate forewarning is required.

The fire alarm systems in the Billy C. Black building are connected to the outdoor warning system therefore the warning sirens can be heard inside of the building.

Media Communications:

The Office of University Communications is responsible for any news media contacts to include; development and distribution of press releases, and initiate news broadcasts in reference to suspension of University operations with the approval of the President. In addition, the Office of University Communications will assist in the development and/or distribution of information to faculty/staff. Additional outlets are ASU Radio 92.7, Courier message service, ASU police vehicle intercom system, and electronic bulletin board.

Faculty, staff and/or students will direct all requests for information from the news media to the Office of University Communications. Staff and/or faculty are not authorized to communicate with the media without receiving prior approval from the University Communication Director or the President.

When the Incident Command system is established in most situations the University Communication Associate VP/IA or the President will serve as a member of the command staff in the position of Public Information Officer.

The Emergency Management Team (Core Team)

The following are members of the Emergency Management Team whom act upon the President's direction. They are listed by organizational structure and title, no names are listed. The President has the right to change or modify these positions at any time.

Vice President of Student Affairs
Vice President of Fiscal Affairs
Provost/Vice President of Academic Affairs
Vice President of Institutional Advancement
Vice President of Information Technology
Attorney/Legal Affairs
ASU Police Department Chief of Police and Senior Staff Members
Director of Facilities Management

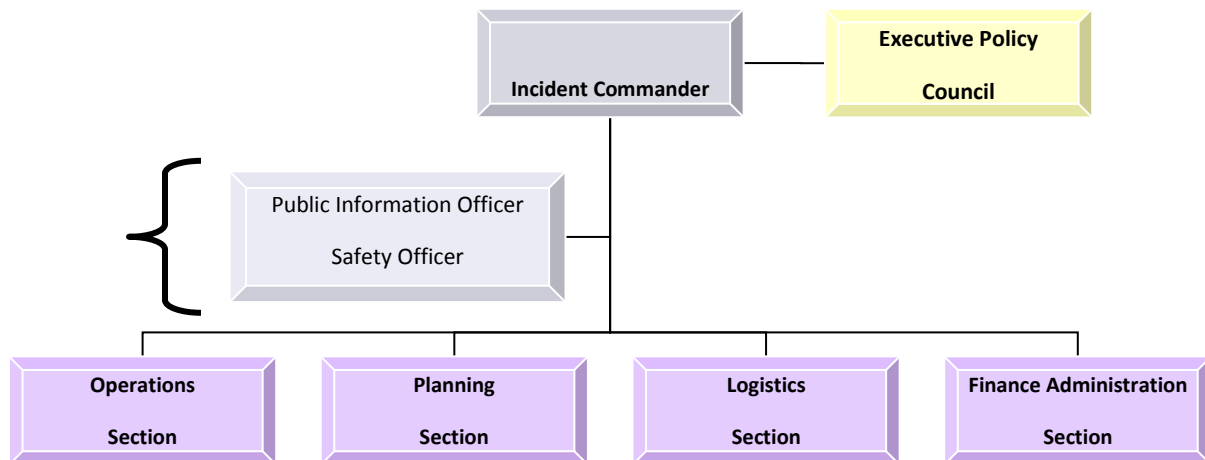
The Emergency Management Team members will be called upon to provide services or decisions according to the event. A member of the cabinet may be called on to take command of an emergency until the team can be assembled. The President's Cabinet and Deans' Council will be apprised so they may advise and assist in making major emergency-related policy decisions. The Emergency Management Team may declare a state of emergency throughout the entire campus or a portion of the campus and can officially downgrade the state of emergency to a business-as-usual state.

The Incident Commander also assigns personnel to additional ICS roles as required. Those assigned by the Incident Commander have the ***authority of their assigned positions, regardless of the rank they hold within their respective agencies.***

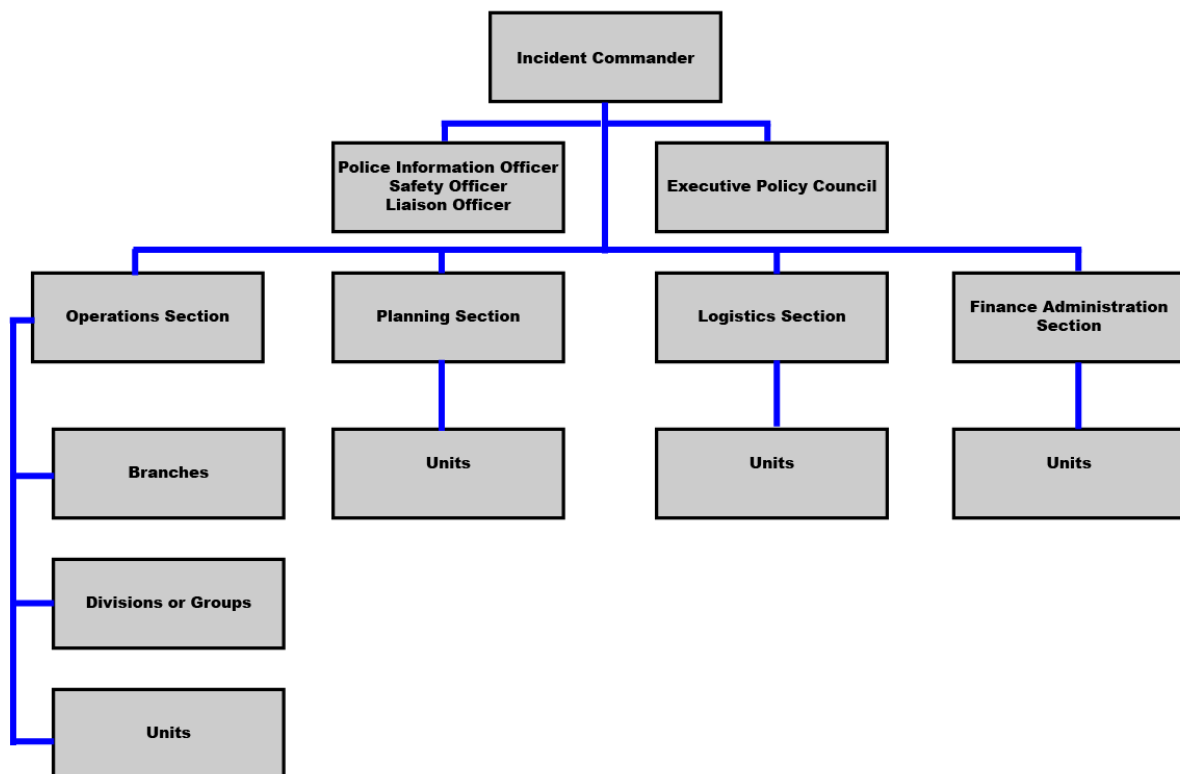
Incident Command Staff

Depending upon the severity of the situation, the Incident Command may require the services of the Command Staff which include: the Safety Officer, Liaison Officer, and Public Information Officer. These individuals will be identified and section chiefs will be made aware of their responsibilities.

Incident Command Staff Organization



The Incident Command Organizational structure can be expanded as required for specific situations at which time it is sub-divided to include Branches, Divisions, Groups, or Units.



ICS Organization

Organizational Element	Leadership Position	Primary Responsibilities/Assignments
Incident Command	Incident Commander	Overall responsibility for incident response
Executive Policy Council	President's Cabinet	Identifies policy modifications, establishes directives, for the University operations and communicates situation reports to the University System Offices.
Command Staff	Officer	Public Information Officer (PIO); Safety Officer (SO); Liaison Officer (LO) supporting IC.
Section	Section Chief	Oversee section assigned, (Operations, Planning, Logistics, Finance/Administration)
Branch	Branch Director	Reports to Section Chief
Divisions & Groups	Supervisors (Operations Only)	Provides supervision of assigned divisions
Unit	Unit Leader	(Applies to subunits of Planning, Logistics, and Finance/Administration Divisions)

Incident Commander for Emergency Conditions

	<i>Incident Commander</i>	<i>Command Center Location</i>	<i>Alternate Location*</i>	<i>Additional Incident Description/Assignments</i>
Facility damage, Recovery operations	Director of Facilities Management	Facilities Maintenance Building	Police Department Communications Command Center JPL 215	Due to natural disaster, extensive repairs, or other facility related damage.
Security Threats, Severe Weather, unruly crowd situations, large events	Chief of Police Or Designee	Police Department BCB 172	Facilities Maintenance Building Police Communication Command Center JPL 215	Immediate security threats as a result of domestic unrest, criminal action(s), threatening weather and/or immediate response situations.
Fire, Hazardous Materials Incident	City or County Fire Chief or Designee	To be determined by Incident Commander	Police Department Communication Command Center JPL 215	Situations involving fire to grounds or facilities, hazardous materials spills, CBRNE incidents.
Local Emergency Conditions	Chief of Police	Police Department	Maintenance Building	Situations immediately surrounding the University that threaten the safety of the University Community.
Community Health issues	Director of Health Services	BCB 172	Nurse Managed Clinic	Threats of pandemic, airborne pathogens, or diseases that threaten the community.
University community domestic unrest/protest	Vice President for Student Affairs	BCB 172 VP of Student Affairs Conference Room	Vice President for Student Affairs	Student protests that have the potential for violent acts, etc.

ICS for Emergency Operation Center (EOC)

The Incident Command Post, ICP, is the location from which the Incident Commander oversees all incident operations. There will only be one incident commander depending on the complexity of the incident. The ICP will be positioned outside of the present and potential hazardous zone but close enough to the incident to maintain command.

The Incident Command System chain of command means that there is an orderly line of authority within the ranks of the organization with lower level subordinates. These principles clarify reporting relationships and eliminate the confusion caused by multiple conflicting directives. Although orders must flow through the chain of command members of the organization may directly communicate with each other to ask for or share information.

Emergency Operations Center (EOC) Activation

The Emergency Operations Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interagency coordination. The Chief of Police and/or Emergency Management Coordinator will make the decision regarding EOC activation. Billy C. Black Building, ITC Room 172, will be maintained as campus headquarters during periods of emergency on the East campus. In the event that that location is unavailable, the alternate location will be on the Gillionville, West campus in the Technology Building A room 183. The EOC shall be equipped with a computer, high-quality printer, internet and e-mail access, and a minimum of three telephone lines having long distance capabilities, a cable connected television, a weather band radio and portable ASU Police Department radios.

The command center for the Police Department personnel, and for any additional police that may be called in, will be located in the BCB auditorium. In the event that the BCB auditorium is not available, an alternate location will be advised. Once the President of the University, Chief of Police, or Emergency Management Coordinator deem the emergency response to be under control and response is concluded, the Emergency Operations Center will be deactivated.

Authority

In an emergency the highest-ranking member of Albany State University Police department, the President, or a designee will activate this plan and immediately notify members of the Emergency Management Team. The Emergency Management Team will exercise authority until relieved by a senior officer that has the legal responsibility, for the type of incident.

Executive Notification

Upon the occurrence of an emergency, the President or one of the President's cabinet members will be notified as soon as practical. The Chief of Police is charged with overseeing the college's emergency response, assuming the role of Incident Commander and determining the need for notification of other Senior Officials as the event is resolved and/or the President has been contacted. The President or designee will determine if the need exists to contact the Board of Regents. The **Board of Regents Emergency Action Plan** established guidelines that outline the proper procedures to determine how and when this communication should be implemented.

Responsibility

President of the University

- Communication with the Chancellor of the Board of Regents of the University System or his Chief Provost/Vice President for Academic Affairs apprising him or her of the state of affairs at the University relative to the disaster. In consultation with the Disaster Committee and the Office of the Chancellor, the President or his or her designee will declare a State of Emergency at Albany State University if the situation warrants.
- Keep the Chancellor advised at all times of the general situation, the activities of the Board of Regents personnel and the use of the Board of Regents' equipment and facilities in carrying out this plan.
- All official communications will come from the President's Office.

Chief of Police

The Chief of Police, under the direction of the University President or the Provost for Academic Affairs shall be responsible for the following:

- Advise the administrative staff of the nature, magnitude and effects.
- Notify the Board of Regents' Police Support Unit.
- Implement the unit's disaster plan, with the particular condition, subject to any instructions from the Regents' Police Support Unit.

- Take such actions as may be necessary outside the unit's Disaster plan, subject to any instructions from the Regents' Police Support Unit, and coordinate cooperative activities with outside agencies and authorities.
- Upon learning of impending or actual disaster conditions before receipt of notification or instructions from the Regents' Police Support Unit he or she should:
 1. Take such actions as may be necessary immediately to cope with the impending or actual disaster conditions.
 2. Notify the Regent's Police Support Unit of conditions and any actions already taken as soon as possible.
- Coordinate the function of all elements of the local agencies engaged in emergency operations.
- Brief and assist EOC.
- Coordinate with emergency management organizations, the Georgia Emergency Management Agency and other agencies that have emergency capability, depending on need and the extent of the disaster.
- Maintain a list of all county and other agency points of contact.

To ensure that all members of the emergency management team understand how to effectively and safely exercise their designated roles during an emergency, members should review the Emergency Operations Plan, upon appointment and annually thereafter. It would also be beneficial to receive training on NIMS, ICS, and attend trainings and workshops offered by the Albany State University Police Department.

University System of Georgia Board of Regents Emergency Notification Plan

Revised January 2017

Part I. Purpose, Scope & Authority

A. Purpose

To establish procedures for University System of Georgia (USG) Unit(s), University System Office Departments/Divisions to notify University System Office core personnel of incidents or emergency situations.

B. Scope

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

C. Authority

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

D. Responsibility

1. The USO Safety office will be responsible for conducting an annual review of the Emergency Notification Plan, completing revisions as required.
2. USG Units are responsible for maintaining accurate, up-to-date contact information for core personnel and providing the information to the USG Chief of Police.
3. USG Chief of Police/Alternate, Vice Chancellor for Communications and Governmental Affairs/designee and Executive Vice Chancellor for Administration will coordinate notifications to the Board of Regents, and/or other agencies as required.

E. Distribution

This plan will be disseminated to:

1. Core USO personnel identified in Part II.
2. Core USG Unit personnel identified in Part II.
3. Copy of this plan will be included in each institution's Emergency Action/Operations Plan as an appendix or annex.

F. Requests for USG Resources

1. Each institution will complete and submit a critical resource inventory when requested by the USG Chief of Police for inclusion in the USG Coordination Plan.
NOTE: Dependent updates or resource information apart from GEMA requests.
2. Requests received from, or in response to Georgia Emergency Management Agency requests.

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

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

The USG unit will coordinate requests received by USG Unit(s) in response to local mutual aid response agreements. USG units will direct requests for resources beyond their capability to the USG Chief of Police.

G. Notification Procedure

Institutions and USO personnel will notify the USG Chief of Police as defined in Parts II & III, and/or when a request is received for resources in response to an emergency as noted in F above as follows:

Bruce Holmes, USG Chief of Police

Cell 678-561-4745
Cell 404-831-2959
Office 404-962-3157
Email bruce.holmes@usg.edu

Sandra Neuse, Associate Vice Chancellor for Development & Administration

Office 404-962-3162

Cell 404-831-2961

H. USO Notifications

Dependent upon situation reported, the USG Chief of Police/alternate may notify:

1. Chancellor
2. Executive Vice Chancellor of Administration
3. Vice Chancellor for Communications and Governmental Affairs
4. Others as required by situation/incident

Part II, Definitions

A. Definitions

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

Disaster Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.

Emergency Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.

Emergency Conditions Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.

Incident Any situation or event that may result in the temporary disruption of operations; impair the use of facilities; or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced.

B. USG Unit Core Personnel

1. President
2. Chief Business Officer
3. Chief Information Officer
4. Chief Academic Officer
5. Emergency Coordinator
6. Physical Plant Director
7. Chief of Police
8. Media Relations
9. Senior Advisor to the President

C. USO Core Personnel

1. Chancellor
2. Executive Vice Chancellor of Administration
3. Vice Chancellors for Communications and Governmental Affairs
4. Vice Chancellor of Legal Affairs
5. Vice Chancellors- as required
6. USG Chief of Police

Part III. General Responses/Notifications

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

	Event			
	Incident	Emergency Conditions	Emergency	Disaster
Definition	Any situation or event that may result in the temporary disruption of operations; impair the use of facilities or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced.	Conditions that are developing or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.	Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.	Any event or occurrence seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
Operations	No disruption to minor disruption	Minor temporary disruption	Medium to severe interruption	Full interruption of operations
Duration	Generally, event has concluded prior to being reported	Predictable amount of time, generally not exceeding 48 hours	Extended period of time in the response and recovery from the event.	Extended period of time to allow for recovery.
Response	Limited to standard USG Unit, USO response(s)	USG Unit/USO, or local services responses	Low to high response required from USG Unit, USO and/or off-campus personnel.	Significant response from local, state and/or federal agencies, as well as other USG Unit(s) or USO personnel.
Notification	USG Chief of Police is notified as soon as practicable to allow for timely System office notifications and mitigation of risk.	USG Chief of Police is notified as soon as possible.	USG Chief of Police is notified as soon as possible.	USG Chief of Police is notified as soon as possible.
Examples	Serious crimes, such as felonies, involving students, on or off campus; facility evacuations due to fires or threats of violence.	Threats of violence or harm to others have been received; Confirmed case of Pandemic type flu.	Long-term power outages, other than routine maintenance/repairs; structure failures.	Severe flooding, and facility damage in severe weather event.

The President or in his/her absence, the President Chief of Staff, or the Provost/Vice-President of Academic Affairs shall declare that an emergency exists on campus and shall notify the following:

Provost/Vice President for Academic Affairs
Vice President for Fiscal Affairs
Vice President for Student Affairs
Vice President for Institutional Advancement
ASU Chief of Police
Vice President of Information Technology
Director Student Health Services (Emergency Specific)
Director of Residence Life (Emergency Specific)

The President will also notify the following off- campus persons and acquaint them with the seriousness of the disorder and the possibility of the increased disruption:

Chancellor
Executive Vice Chancellor
Executive Secretary
Mayor, City of Albany
District Attorney
Police Chief, Albany Police Department
Chief of Fire Department
Sheriff, Dougherty County
Chief of Police, Dougherty County
Superior Court Judge

These persons should report to EOC in Billy C. Black Room 172:

The **Provost/Vice President for Academic Affairs** will notify all Academic Department Heads/Deans and instruct them to implement all portions of their emergency plan.

The **Vice President for Fiscal Affairs** will coordinate the activities of Facilities Management and clerical personnel.

The **Interim Vice President for Enrollment Management & Vice President for Student Affairs** will notify and coordinate all members of his/her Division to assume their responsibilities as per that division's Emergency plan.

Personnel other than members of the Chancellor's office will be advised that no action is to be taken except for specific request and authorization of the President of the University.

Reporting Suspicious Activity

It Takes a Community to Protect a Community

"If You See Something, Say Something" is a national campaign that raises public awareness of the indicators of terrorism and terrorism-related crime, as well as the importance of reporting suspicious activity to state and local law enforcement.

What is suspicious activity?

Suspicious activity is any observed behavior that could indicate terrorism or terrorism-related crime. This includes, but is not limited to:

Unusual items or situations: A vehicle is parked in an odd location, a package/luggage is unattended, a window/door is open that is usually closed, or other out-of-the-ordinary situations occur.

Eliciting information: A person questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc.

Observation/surveillance: Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); unusual, repeated, and/or prolonged observation of a building (e.g., with binoculars or video camera); taking notes or measurements; counting paces; sketching floor plans, etc.

Factors such as race, ethnicity, and/or religious affiliation are not suspicious.

Protecting Citizens' Privacy & Civil Liberties

The ***"If You See Something, Say Something"*** campaign respects citizens' privacy, civil rights, and civil liberties by emphasizing behavior, rather than appearance, in identifying suspicious activity.

How to Report Suspicious Activity

Public safety is everyone's responsibility. If you see suspicious activity, report it to the ASU Police Department or a person of authority.

Describe specifically what you observed, including:

Who, What, When, Where, and Why

Severe Weather

Tornados

The Emergency Management Coordinator and ASU dispatchers will monitor the National Weather Service for severe weather. In the event that the severe weather is in the immediate area, notifications will be made via Blackboard Connect 5 and/or the outdoor Emergency Weather Sirens. ***Albany State University is recognized by the National Weather Service center as a Storm Ready certified University.***

What should I know about tornados?

- Georgia has two tornado seasons: Spring and Fall
- They are caused when several masses of air meet from different directions along a weather front
- Tornados can last from a few seconds to more than an hour
- The base of the storm can be as small as a few feet to over a mile
- The Fujita Scale (F-Scale) is used to measure wind speed which is derived from actual damage caused by the storm

What is a tornado watch?

The National Weather Service issues a **tornado watch** when ***conditions are favorable for the development of tornados.***

What should I do during a tornado watch?

When a tornado watch is issued by the National Weather Service, ASU Police will continue to monitor the weather activity. We do not send out notifications for a tornado watch.

CONTINUE normal activities, but have a safety plan in mind, and be ready to implement it if the warning is issued.

What is a tornado warning?

The National Weather Service issues a **tornado warning** when a tornado ***has been detected or sighted.*** The warning will tell you the location, movement of the severe weather, and an estimated time of expiration.

What should I do during a tornado warning?

When a tornado warning is issued by the National Weather Service, the outdoor weather siren will be activated and the ASU dispatcher will send an alert via Blackboard Connect 5 to the campus community.



TAKE COVER: Instruct students, employees and others in the immediate area to find a wall near the interior of the building, on the lowest level of the building, away from windows and exterior doors. Individuals should 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. If outdoors, with no shelter available, lie flat in a nearby ditch and shield the head with arms. For a LAST resort, you should consider using a vehicle as a shelter.

DO not get into the vehicle, but rather crawl under the vehicle and shield your head with your arms.

Hurricanes

What should I know about Hurricanes?

Hurricane Season is from May 15th thru November 30th.

The hurricane wind scale is categorized from 1 to 5 based on the hurricane’s intensity.

Category	Wind Speeds	Summary of Damages
1	74-95 mph winds	Very dangerous/some damage
2	96-110 mph winds	Extremely dangerous/extensive damage
3	111-130 mph winds	Devastating damage
4	131-155 mph winds	Catastrophic damage
5	> 156 mph winds	Catastrophic damage

What is a Hurricane watch?

The National Weather Service issues a **hurricane watch when hurricane conditions are possible within a specific area.**

What should I do during a hurricane watch?

When a hurricane watch is issued by the National Weather Service, ASU Police will continue to monitor the weather activity. During a watch, prepare and review the evacuation plan just in case an evacuation is ordered. Further instructions will be given by ASU police. **Watches are issued 48 hours in advance of the anticipated onset of tropical storm force winds.**

What is a Hurricane warning?

The National Weather Service issues a **hurricane warning when conditions are expected to produce a hurricane within a specific area.**

What should I do during a hurricane warning?

When a hurricane warning is issued by the National Weather Service, complete storm preparations and immediately leave the threatened area if directed to do so by local officials or ASU police. **Warnings are issued 36 hours in advance of the anticipated onset of tropical storm force winds.**

Definitions

Tropical Depression- An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38mph or less.

Tropical Storm- An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph.

Extreme Wind Warning- Extreme sustained winds of a major hurricane (115mph or greater), usually associated with the eyewall, **expected to begin within an hour of the warning.**

Upon the Arrival of Severe Weather

Staffing

*Each department will need to determine their own staffing needs; **however it is expected that the following departments will identify essential staff to remain on hand while Severe Weather is in progress:***

Student Affairs

University Police

Facilities

Dining Services

The department of Student Affairs can assist in providing temporary housing for staff required to remain on campus.

Evacuation/Shelter

In the event that the housing facilities need to be evacuated for safety purposes, the following locations will be possibly designated as emergency shelters:

The Albany Civic Center

Surrounding USG schools (Fort Valley State University and Columbus State University)

Class Cancellation

The decision to cancel classes rests with the President or his/her designee. When making a decision on whether or not to cancel classes, student travel should be taken into account. Students living in residential housing should notify Housing if they plan to evacuate from campus. This notification will assist with the accountability and planning efforts.

72 Hours before estimated arrival of Severe Weather (such as a Hurricane or Tornado)

Task	Responsible Party
Emergency Response Team may be activated to review current conditions and discuss general plans and readiness in the EOC.	Emergency Management Team
Review Emergency Preparedness Plan as needed.	Emergency Response Team
Begin Frequent monitoring of weather related media sources including but not limited to, the National Weather Service, NOAA, and FEMA	University Police, Facilities
Review available inventory of emergency supplies. Purchase additional as needed.	Facilities, University Police
Check grounds and remove dead limbs, clean up loose debris and begin moving all loose equipment and materials.	Facilities, Athletics
Ensure that we have current telephone numbers for support responders (water suppliers, emergency generator suppliers, food suppliers...etc.)	University Police, Facilities, Dining Services
Identify students with disabilities who may require assistance.	Student Affairs
Ensure emergency generators and all vehicles are fueled and serviced.	Facilities, University Police
Review inventory and ensure food and water can be provided for all students and essential staff for at least a 72 hours duration.	Dining Services
Make sure all storm drains are clear.	Facilities
Review any scheduled events that are scheduled to use a space on the ASU campus and prepare to contact them in the event of a school closure.	Events Planning

48 Hours before estimated arrival of Severe Weather

Task	Responsible Party
Emergency Response Team reviews current conditions and recommends actions to the President.	Emergency Response Team
Verify backups of critical data	IT Department
University Communications should begin to provide instructions and updates on the ASU website and through email. (emailed to faculty, staff, and students)	University Communications, University Police
Prepare response to media inquiries regarding University's readiness and plans	University Communications, University Police
Ensure trash receptacles, benches, athletic equipment, and all other loose items that may become projectiles in high winds are appropriately secured.	Facilities, Athletics, University Police, Housing
Make sure all essential vehicles are fully fueled, stocked and inspected.	Facilities, University Police
Ensure all storm response equipment is inspected and ready for operation.	Facilities
A decision regarding cancellation of classes should be made and communicated	President or his/her designee
Depending on severity of storm, make a determination regarding evacuating students living in residential housing.	Student Affairs, Emergency Response Team

36 Hours before estimated arrival of Severe Weather

Task	Responsible Party
If based on current conditions, warning, and forecast all University related functions are to be cancelled including classes, sporting events, and other functions	Chief of Police, President
University departments initiate any specific departmental shut down procedures	

24 Hours before estimated arrival of Severe Weather

Task	Responsible Party
Refuel all vehicles and continue to secure equipment, assess buildings, and protect property from storm conditions.	University Police, Facilities
Close non-essential offices and departments	President, Chief of Police
Verify that all non-essential personnel have evacuated the campus and unoccupied buildings have been secured	University Police
Communicate with students that have not left that it is best for them to stay on campus and shelter in place	University Police, University Communications, Housing
Remind faculty, staff, and students to power down all electronic devices before they leave campus.	IT Department

During Severe Weather

Task	Responsible Party
It is essential that all remaining residents stay indoors throughout the duration of the severe weather. During the storm, for maximum protection, residents should remain in hallways. Storms will often have intense and dull periods therefore it is best to stay indoors. During a hurricane rain may not be constantly present but winds may be detrimental.	Student Affairs, Housing
Except for staff responding to emergency situations, all staff remaining on campus should stay indoors during the storm.	University Police, Facilities
Report Accidents, Injuries, etc. to ASU Police 229-430-4711	

Thunderstorms, Lightning, Flooding

What should I know about thunderstorms?

- Thunderstorms are a normal occurrence for Southwest Georgia and often develop with little warning
- These storms are capable of producing large amounts of rain in short periods of time along with lots of lightning
- Hazards to prepare for are wind, lightning, and flash flooding

What should I do during a thunderstorm?

- **SEEK** shelter and avoid driving if the conditions are too dangerous
- **AVOID** windows
- **MONITOR** the National Weather Service

What should I know about lightning?

- Lightning kills more people annually than all other weather hazards combined
- Lightning strikes usually occur close to the rain area and are negatively charged
- The most dangerous lightning is the positively charged ground strike that can occur many miles from the rain area
- If you can hear thunder you are in danger of getting struck by lightning

What should I do when I see lightning?

- **SEEK SHELTER** in a fully enclosed building or car
- **STAY AWAY** from doors, windows and electrical appliances
- **STAY OFF** the phone
- **AVOID** water, high ground, open spaces, metal objects and contact with other people, if outdoors.

What should I know about outdoor flooding?

- Flash flooding occurs quickly and often without warning
- If the area is flooded, do not attempt to drive across
- Stay away from downed power lines

What should I know about indoor flooding?

- If indoor flooding is detected, call ASU Police immediately
- Unplug all electronics and stay out of the water
- Warn others to stay out of the water as well

Snow and Ice

Snow, ice and/or flooding can make travel to and from campus hazardous. When potential or actual conditions develop that would make travel to and from campus hazardous, the following procedure will be followed:

What should I know about Snow and Ice?

Snow and Ice storms typically come with some warning. The ASU Police will monitor the National Weather Service and Georgia Department of Transportation for changing conditions. If the GDOT issues a travel warning for drivers to stay off the roadways, we will consult with the University President for campus closure.

How will I be notified of a campus closure?

Albany State University will use E-Mail notifications, Website notifications, and local media to announce a campus closure.

If I am a campus resident, will I need to go get food?

The ASU Dining Services will continue to operate during emergency situations including snow and ice storms.

Earthquake

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

- If **INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from windows, shelves, and heavy equipment.
- If **OUTDOORS**, move quickly away from buildings, utility poles, or 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 the 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 229-430-4711. Protect yourself at all times and be prepared for aftershock.
- Damaged facilities should be reported to ASU Police.
- If an emergency exists, activate the building alarm and call ASU Police, 229-430-4711.

Utility Failure/ Power Outage

In the event of an electrical or plumbing failure, flood, water leak, natural gas or propane leak call ASU Police. ASU Police will coordinate with Facilities and other appropriate authorities.

What should I do if the utility failure causes or has the potential to cause serious danger to persons or property?

- **NOTIFY** ASU Police
- **EVACUATE** the building
- **NOTIFY** the building manager and others in the immediate area as you are exiting the building

What should I do if the building's power is turned off and the building is not equipped with a generator or emergency lighting?

- When the electricity is turned off in a building, smoke detectors and fire alarms no longer function.
- **NOTIFY** your ASU Police
- Wait for instructions of what to do

What should I do if I smell propane or natural gas?

- **LEAVE** the area immediately
- **KEEP** others out of area
- **NOTIFY** ASU Police
- **EVACUATE** the building and others as you are exiting the building

If the utility failure is wide spread ASU Police or other University administrators may order the building or area be evacuated until the problem has been corrected.

- **DO NOT PULL THE FIRE ALARM!**
- **NOTIFY** the building manager and ASU Police

What should I do if there is a power outage?

- Notify ASU Police and Facilities immediately of a power outage.
- ASU Police will notify Information Technology to ensure computer systems on uninterruptible power supplies are properly handled.
- Remain where you are unless directed by ASU Police to relocate or evacuate.
- If the situation could expose students, faculty or staff to danger, implement appropriate emergency procedures, i.e. evacuate to another building, or move outside to a safe location.

- Turn off electrical equipment or appliances that may be damaged or cause damage once power is restored, i.e., computers, monitors-cooking equipment, etc.
- If instructed to evacuate, proceed cautiously to the nearest exit. Consider persons with disabilities who may need assistance evacuating.

MEDICAL EMERGENCY

Medical emergencies may occur at any time and without warning. AEDs are strategically installed in university buildings to be used during a cardiac emergency. ASU Police have the ability to coordinate the response efforts of fire and ambulance emergency services at every campus.

What do I do if there is a medical emergency occurring or one has occurred?

- Call ASU Police
- ASU police will notify the local fire and/or ambulance service
- Provide your name, location, number of people injured, and description of the medical emergency
- Stay on the phone for instructions of what to do
- Stay calm and keep the patient calm as well
- When ASU Police arrive they will administer first aid until EMS arrives, if ASU Police are not on scene and immediate action is required, locate an AED box/ First aid kit and use accordingly.

Explosion

In the event of an explosion on campus take the following actions:

- Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, call 229-430-4711. Give your name and describe the location and the nature of the emergency.
- If necessary, or when directed to do so, activate building alarm.
- When the building evacuation alarm is sounded or when told to leave by University Officials, walk quickly to the nearest marked exit and ask others to do the same.
- **ASSIST DISABLED PERSONS IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC OR CREATE PANIC IN OTHERS.**
- Once outside, move to the area designated as your building assembly area.
- Keep streets and walkways clear for emergency responders as necessary.

- A campus 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 AN OFFICIAL.

Fire

All incidents of unintentional/non-control burn fires will be reported to ASU Police immediately whether Fire Department response is required or not. All Department heads, building coordinators, and supervisors will ensure that their employees are aware of the location of the 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 the fire exits, windows (if applicable) and reminded not to use elevators in the event of fire.

What should I do if I discover a fire?

- **ACTIVATE THE FIRE ALARM SYSTEM** by pulling one of the pull stations that are located along the exit routes, IF the alarm is not already sounding. **FOLLOW YOUR EVACUATION ROUTE** and evacuate the building through the nearest exit. **DO NOT USE ELEVATORS.**
- **PROCEED** to the pre-determined outdoor assembly area for the building
- **CALL ASU Police** to report the fire.
- **REMAIN OUTSIDE** in the assembly area until you have been told to re-enter the building by the emergency personnel in charge.

What do I need to know about portable fire extinguishers?

- Portable fire extinguishers are installed in every building
- Familiarize yourself with the locations of the fire extinguishers and receive hands-on training.

When should I use a portable fire extinguisher?

Attempt to use fire extinguishers **ONLY** if the following apply:

- The fire is small and can be contained safely with a fire extinguisher
- The exit is clear and there is no imminent danger
- The proper extinguisher is readily available

How do I use a fire extinguisher?

P – pull the pin
A – aim low
S – squeeze
S – sweep

CHEMICAL OR RADIATION SPILL

What are hazardous materials?

Hazardous materials are chemicals, products, and agents that can cause harm to humans or the environment when handled improperly.

What should I do if there is a small spill in the area and personnel trained in Hazardous Material clean up and appropriate spill kits are not available?

- **EVACUATE** the immediate area, or the entire building if necessary
- **KEEP** others out of the area
- **ASSIST** others to safety
- **CALL ASU Police** immediately

What should I do if there is a large spill in the area, or there is a small spill where personnel trained in hazardous material clean up or an appropriate spill kit is not available?

- **EVACUATE** the entire building
- **KEEP** others outside of the area
- **ASSIST** others to safety

- **CALL ASU Police** immediately. They will call the Environmental Health and Safety Coordinator and the local Fire Department.
- **NOTIFY** the building coordinator
- **STAY** outside of the building as decontamination may be necessary

What information do I need to have readily available when reporting a spill?

Your name and location of the incident

Details of the incident including:

Type of incident, liquid spill, gas leak, bio hazardous material, etc.

Type and quantity of hazardous material involved, if known

Type of exposure to personnel, skin or eye contact, inhalation, etc.

Extent of injuries or damage, if applicable

BOMB THREAT

What should I know about bomb threats?

Bomb threats can be classified into two categories:

The Hoax Caller: These threats are generally motivated to create an atmosphere of panic and chaos. Generally, the motive of these callers is to disrupt the normal activities and operations to the location where the explosive device is alleged to be placed.

The Credible Caller: This caller believes that an explosive device has been or will be placed, and he or she wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

What methods can I receive a bomb threat?

Most of the time, bomb threats occur over the phone, however these threats can also be made via letters, e-mail, and suspicious packages.

The Phone Threat: Telephone bomb threats are the most common. A person receiving a bomb threat by phone **SHOULD NOT** disconnect the caller. Keep the caller on the phone as long as possible and get as much information as possible. Once the call is finished, report the call and information to ASU Police.

Information you should obtain:

When will the bomb explode?
Where is the bomb located?
What kind of bomb is it?
Who is (are) the targets?
Who is the caller and how can he or she be reached?
Why was the bomb placed there?

The Letter Threat: Bomb threats can be received via letter or in another form or writing. If you receive this correspondence, keep all materials and contact ASU Police immediately. The person opening the letter should handle the document as little as possible

The E-Mail Threat: E-mail is becoming a more and more frequent source of harassing communication. Although e-mail is not very private, experienced persons can create e-mail accounts under fictitious names and use public computers to send threats. A person receiving a bomb threat via e-mail should contact ASU Police immediately. Do not delete the message.

The Suspicious Package, Letter or Other Item: Any unusual object or even a strange vehicle should be immediately reported to ASU Police.

What do I do if I receive a bomb threat?

- Keep calm and keep the caller on the line as long as possible. Ask the caller to repeat the message. Record as much of the spoken words made by the person making the call as possible.
- Ask the caller for the exact location and time of possible detonation (if this information was not provided).
- Pay particular attention for any strange or peculiar noises, such as, motors running, background music and type of music, and any other noises, which might give even a remote clue as to the place from which the call is being made
- Listen closely to the voice (male or female), quality of the voice (calm or excited), accents and speech impediments.
DO NOT HANG UP THE PHONE UNTIL THE CALLER HAS DISCONNECTED.
- Call ASU Police immediately when the call has been completed, giving as much information as possible. ASU Police will disseminate the information.
- If the bomb threat is directed to your building, notify the Dean or other appropriate directors and proceed with an orderly evacuation of all building occupants.
- Assemble at an area away from the building or other location as directed by ASU Police.
- Preserve any written, electronic or recorded communications related to the bomb threat for investigation by ASU Police.

Bomb Threat “Check List”

The exact wording of the threat:

Number at which the call is received: _____ Time: _____
Date: _____ Length of call: _____

Questions to ask the caller:

When is the bomb going to explode?

What is the exact location of the threat? _____

Where is the bomb right now? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause the bomb to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

What is your address? _____

Sex of caller: _____ Race: _____

Caller's language

☐ Well spoken (educated) ☐ Foul ☐ Irrational ☐ Incoherent ☐ Taped

☐ Message Read

Caller's Voice

☐ Calm ☐ Nasal ☐ Angry ☐ Stutter ☐ Excited ☐ Cracking Voice

☐ Lisp ☐ Slow ☐ Raspy ☐ Soft ☐ Deep ☐ Distinct

☐ Loud

☐ Accent ☐ Ragged

☐ Crying ☐ Laughter

☐ Slurred ☐ Familiar

☐ Normal ☐ Clear throat

☐ Disguised ☐ Whispered

If voice is familiar, who did it sound like?

Background sounds:

☐ Street ☐ Animal Noises ☐ Voices ☐ PA System ☐ Music

☐ House ☐ Motor ☐ Office machinery ☐ Factory machinery noises

☐ Disguised ☐ Clear ☐ Static ☐ Local ☐ Long Distance

☐ Booth ☐ Other

Date: _____ Name: _____

Position: _____

Phone Number: _____

After the conversation, call ASU Police IMMEDIATELY and follow the instructions of the Dispatcher!!!

SUSPICIOUS PACKAGES AND LETTERS

1. Characteristics of Suspicious packages

Mail and package deliveries to each department should be screened for suspicious letters and/or packages. Some common features of threat letters/packages include the following, but the presence of one or more of these elements does not always mean that the package is suspicious. The evaluation depends upon the judgment of the individual screening the mail.

Potential Elements of Suspicion:

- Fictitious, unfamiliar or no return address
- Handwritten or poorly typed address
- Address to a title only or an incorrect title
- Mailed from a foreign country
- Excessive postage
- Excessive string or tape on package
- Misspelling of common words
- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Discoloration or stains

2. Do Not Open or Handle

Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary. If there is nothing leaking from the suspicious item leave it alone and **CALL ASU POLICE**. Keep others away from the area.

3. Letter or Package Claiming Contamination

If you open a letter/package with information that claims to have contaminated you, but there is no substance seen or felt in the envelope or on the letter, the chances are that you have not been contaminated. **CALL ASU POLICE** and tell them exactly what has happened. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken place. Secure the area until ASU Police arrive. Do not handle the suspicious item anymore and do not let anyone else handle the item.

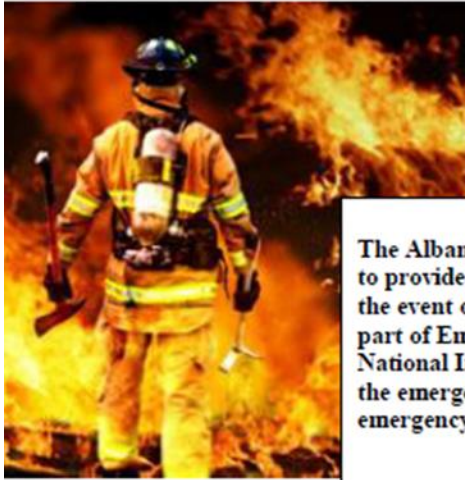
4. Letter or Package with a Foreign Substance

If you open a letter/package that claims to have contaminated you or there is some sort of foreign substance in the envelope or package, place the letter back into the envelope/package and close it back up. The person that opened the envelope/package and anyone who came in contact with the envelope/package or its contents after it was opened should immediately leave the room and wash their hands with soap and water. Remove any clothing that has the substance on it and place the contaminated clothing in a plastic trash bag. Then wash your hands with soap and water. **CALL ASU POLICE** to report the letter and tell the dispatcher you have opened the envelope/package, there is a substance inside, and what you have done up to that point.

5. The Risk will be Evaluated and Further Measures Taken If Necessary

The ASU Police and the local Fire Department can evaluate the risk to those in the room at the time of potential exposure as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the area involved to normal activity will begin as soon as possible.

Albany State University Building Evacuation and Shelter in Place Plan



The Albany State University Evacuation Plan is designed to provide guidance for the ASU Campus Community in the event of a crisis on campus. The plan will be used as part of Emergency Operations in conjunction with the National Incident Management System (NIMS). NIMS is the emergency guidelines which is used by multiple emergency responders.

FIRE

TORNADO

HURRICANE

MAN-MADE DISASTER



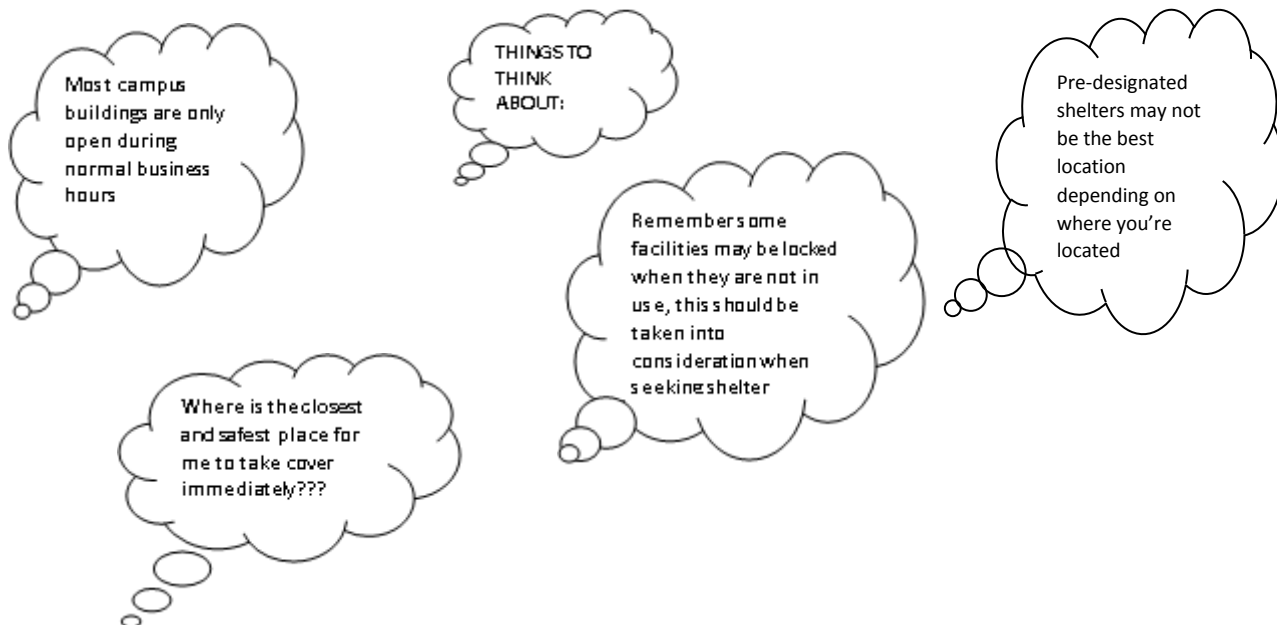
Evacuation and Shelter

The evacuation/shelter plan is to be implemented upon notification from the Police Department. In the event of building evacuation, all students, faculty, staff and visitors are to proceed to the nearest exit (if not obstructed) and meet at the designated areas and remain until accounted for by a designee. In the event of a tornado warning or severe weather conditions, all students, faculty, staff and visitors are to proceed to the designated shelters within each facility on campus and remain until accounted for or conditions permit departure. Detailed list on next page.

- During a contained incident, local law enforcement and fire departments will provide evacuation and search and rescue services, as resources allow. Other organizations may provide assistance, including health, engineering, and local organizations, such as the American Red Cross.
- In a large scale incident, local fire and law enforcement capability may be overwhelmed due to evacuation and emergency search and rescue operations.

The following shelter list can be altered to fit circumstances. If by any chance students, faculty, or staff are unable to locate a designated shelter, seek shelter in place. Always stay clear of windows, go to the lowest level, and do not use elevators. Bathrooms and hallways are also a good option.

Pre-designated Shelters are used when conditions aren't inclement and time is on your side.



	Location	Evacuation	Shelter
East ASU Campus Upper Campus	ASU Early Learning Center	Occupants should exit the building and assemble across the street in the west parking area of the Hyper Gym	Occupants should assemble in the hallways and bathrooms without windows . Stay away from doors and windows
	Billy C. Black Building	Occupants should exit the building and assemble in the BCB parking area located on the east side of the building.	Occupants should assemble in Rooms 141, 143 or 150(Auditorium) - Predesignated Shelter all located on the first floor.
	Central Energy Plant (CEP) ASU Police Department	Occupants should exit the facility and assemble in BCB parking area.	Occupants should assemble in either the restrooms and or rooms 105,110 and 112.
	Health and Physical Education Building (HYPER)	Occupants should exit the building and assemble in the student parking area located on the east side of the building.	Occupants should assemble in the locker rooms and the sports medicine or weight room.
	Lovett Hall	Occupants should exit the building and assemble on the grassy area south of the building near North Joseph Holley Drive.	Occupants should assemble in the bathrooms and the Kitchen area . If you are in the west or east locker rooms, remain there until an "All Clear" notice has been given.
	The Quarterback Club	Occupants should exit the building and assemble on the grassy areas south of the building near North Joseph Holley Drive.	Occupants should assemble in both bathrooms or in the storage room by the kitchen area.
Lower Campus	Daisy Brown Building	Occupants should proceed to the Pedestrian Mall Area	Occupants should assemble in the office spaces 103,104 and 105 or the bathrooms of the facility.

	Location	Evacuation	Shelter
Lower Campus	Harnett Hall (Criminal Justice)	Occupants should exit the building and assemble in the large parking area in front of the Harnett Hall Building.	Occupants should assemble in the auditorium located on the first floor of the building, room 111. The bathrooms are also suitable for shelter.
	James Pendergrast Memorial Library	Occupants on the first floor of the library should proceed to the parking lot area on the north side of the Pedestrian Mall. Occupants on the second and third floors should proceed to the parking lot area on the southeast side of the building near the main entrance	Occupants should assemble in the first floor auditorium (room 114).
	Military Science Facility: ROTC	Occupants should exit the building and assemble in the parking lot in the front of the R.O.T.C. building.	Occupants should assemble in the classrooms or the bathrooms
	Orene Hall	Occupants should proceed out of the facility and assemble in the parking lot area located on the north side of the facility.	Occupants in the building should assemble in the basement of the facility located in the rear of the building
	Peace Hall	Occupants should exit the facility and assemble in the parking lot area in front of Sanford Hall.	Occupants should assemble in conference room of the facility room 127 or first floor office spaces on the east end of the hallway.

	Location	Evacuation	Shelter
Lower Campus	Reese Building	Occupants should exit the building and assemble in the parking lot area near the track.	Occupants should assemble in the post office located on the first floor . The bathroom is also suitable for shelter
	Sanford Gym	Occupants should exit the building and assemble in the parking lot area near the track.	Occupants should assemble in the meeting rooms located around the south entrance .
North Campus	Facilities Management	Occupants should exit the building and assemble in the large parking area located across from Simmons Hall.	Occupants should assemble in the back hallway bathrooms and office spaces rooms 104, 105, 106, 116 and 117 .
	Holley Hall	Occupants should exit the building and assemble in the large parking area near the Pedestrian Mall.	Occupants should assemble in the band room or bathrooms located on the first floor of the building and also rooms 106 and 110 .
	New Student Center	Occupants should exit the building and assemble in the Pedestrian Mall area if on the first floor. Occupants on the second floor should exit the building and assemble in the Residence Hall 3 parking area.	Occupants on the first floor should assemble in the restrooms. Occupants on the second floor should assemble in the following areas: Dining Hall area room 123, 124, hallway area of the ballroom, hallway area 169, staging area 133,175,176 and formal meeting area .
	Old Presidents House	Occupants should proceed to the rear parking area of the facility.	Occupants should assemble in the kitchen and/or bathroom of the facility.
	Simmons Hall	Occupants should exit the building and assemble in the large Simmons parking area in front of the building.	Occupants should assemble in the auditorium located on the first floor if the building room 101 or rooms 103,111 and 112 .

	Location	Evacuation	Shelter
North Campus	The Subway Shop	Occupants should exit the building and assemble in Residence Hall 3 parking area.	Occupants should assemble in the storage rooms .
	South Residence Hall	Occupants should exit the building and assemble in the ROTC parking lot.	Occupants should assemble in the hallways of the first floor of the facility . Close all doors and windows. Do not remain in rooms with exposed windows. Bathrooms are also suitable for shelter.
	Residence Halls 1 & 2	Occupants should exit the building and assemble in the east parking area of the Pendergrast Library near Radium Springs Road.	Occupants should assemble in the hallways of the first floor of the building . Close all doors and windows. Do not remain in upper floor rooms. Stay away from rooms with exposed windows. First floor rooms without windows and bathrooms are most suitable for shelter.
	Residence Halls 3 & 4	Occupants should exit the building and assemble in Residence Hall 3 parking area and on the south side roadway grassy area and the gravel parking area.	Occupants should assemble in the hallways of the first floor of the building . Close all doors and windows. Do not remain in the upper floor rooms. Stay away from rooms with exposed windows. First floor rooms without windows and bathrooms are most suitable for shelter.

	Location	Evacuation	Shelter
North Campus	Wiley Building	Occupants should exit the building and assemble in the parking lot near Daisy Brown Building.	Occupants should assemble in the hallways of the first floor of the building . Close all doors windows. Do not remain in offices with exposed windows.
	East Resident Hall	Occupants should exit the building and assemble in the South ROTC parking lot.	Occupants should assemble in the hallways of the first floor of the facility . Close all doors and windows. Do not remain in rooms with exposed windows. Bathrooms are also suitable for shelter.
	North Residence Hall	Occupants should exit the building and assemble in the ROTC parking lot.	Occupants should assemble in the hallways of the first floors of the building . Close all windows and doors. Do not remain in the rooms with exposed windows. Bathrooms are also suitable for shelter.
	Residence Halls 5 & 6	Occupants should exit the building and assemble in the residence student parking area and the overflow parking area (East parking).	Occupants should assemble in hallway of the first floor of the building . Close all doors and windows. Do not remain on the upper floors. Stay away from rooms with exposed windows. First floor rooms without windows and bathrooms are most suitable for shelter.

	Location	Evacuation	Shelter
West ASU Campus	Building A- Technology/Computer Lab	Proceed North of A Building to the grassy area at the far end of the loop.	Occupants should assemble in the hallways of the first floor of the facility. Close all doors and windows. Do not remain in rooms with exposed windows. Bathrooms are also suitable for shelter.
	Building B- Math and Dental Hygiene	Proceed south across the student parking lot to the grassy area.	Occupants should assemble in hallway of the first floor of the building. Close all doors and windows. Do not remain on the upper floors. Stay away from rooms with exposed windows. First floor rooms without windows and bathroom are most suitable for shelter.
	Building C- Student Center	Proceed south across the student parking lot to the grassy area.	Occupants on the first floor should assemble in the restrooms. Occupants on the second floor should assemble in the following areas: Dining Hall hallway area of the ballroom.
	Building D- Plant Operations	Proceed north of the Plant Operations building to the grassy area across the parking lot.	Occupants should assemble in the bathrooms.

	Location	Evacuation	Shelter
	Building E- Physical Education	Proceed southwest of E building to the tennis courts.	Occupants should assemble in the locker rooms and the sports medicine or weight room.
	Building F- Arts and Humanities	Proceed northwest of F Building and west of the library to the grassy area.	Occupants should assemble in hallway of the first floor of the building. Close all doors and windows. Do not remain on the upper floors. Stay away from rooms with exposed windows. First floor rooms without windows and bathroom are most suitable for shelter.
	Building G- Library and Testing Center	Proceed to the west side of the G building to the grassy area behind the library facing the gym side (200 feet from the building).	Occupants should assemble in the back hallway, bathrooms, and office spaces.
	Building H- Warehouse	Proceed to the southeast corner of the parking lot located to the east of the warehouse (graveled covered parking lot).	Occupants should assemble in the bathrooms.
	Building I- Business and Social Science	Proceed north of I building across the faculty parking lot and to the grassy area.	Occupants should assemble in hallway of the first floor of the building. Close all doors and windows. Stay away from rooms with exposed windows.

	Location	Evacuation	Shelter
	Building J- Allied Health	Proceed east of J building and cross the access road.	Occupants should assemble in the first floor auditorium.
	Building K- Academic Services	Proceed north of K building across the faculty parking lot and to the grassy area.	Occupants should assemble in the hallways of the first floor of the building. Close all doors windows. Do not remain in offices with exposed windows.
	Building L- Nursing	Proceed to the front lawn (west side) of the Nursing building	Occupants should assemble in the first floor auditorium.
	Building M- Bookstore	Proceed south across the student parking lot to the grassy area.	Occupants should assemble in the rear office.
	Darton Commons	Proceed to east side of building (by woods).	Occupants should assemble in the hallways of the first floor of the building. Close all doors windows. Do not remain in offices with exposed windows. Bathroom also suitable for shelter.
	Darton Village South	Proceed to grass area located near northeast corner of Foundation Lane.	Occupants should assemble in the hallways of the first floor of the building. Close all doors windows. Do not remain in offices with exposed windows. Bathrooms also suitable for shelter.

	Location	Evacuation	Shelter
Cordele Campus	First Floor	Exits are located in each corner of the first floor. Proceed across the street into parking lot.	Occupants should assemble in the bathrooms .
	Third Floor	Take nearest exit down the stairs to the first floor then proceed to the nearest exit. Proceed across the street into parking lot.	Occupants should assemble in the hallways of the first floor of the building . Close all doors and windows. Do not remain in offices with exposed windows. Bathrooms also suitable for shelter.

Assisting Individuals with Special Needs

Individuals who are blind or have low vision

- **Communicate nature of emergency.** Describe nature of emergency and the location if relevant.
- **Offer assistance.** Offer your arm to assist with guiding the individual.
- **Communicate verbally.** Provide details about where you are going and any obstacles the person may encounter along the route
- **Orient and inquire.** Once at a safe location, orient the individual to the location and inquire if further assistance is needed before leaving the location.

Individuals who are deaf or hard of hearing

- **Alert individual.** Turn the lights on/off or wave your arms to gain the person's attention.
- **Use gestures or written notes.** Indicate directions with gestures or write a note with evacuation instructions.

Individuals with mobility limitations- Non wheelchair users

- **Discuss needs and preferences- ask if assistance is needed.** Inquire if the person is able to evacuate using the stairs without help or with minor assistance
- **Ensure clear path of travel.** If debris is present, it may be necessary to clear a path to the exit route.
- **No imminent danger.** If there is no imminent danger, the person may choose to remain in the building or to be directed to an Area of Refuge (stairwell) until emergency personnel arrive.
- **Imminent danger.** If danger is imminent, use a sturdy chair, with or without wheels, to move the person, or help carry the person to safety using a carry technique, or, if available, use an evacuation chair.
- **Mobility aids or devices.** Return any mobility aids or devices to the person as soon as possible.
- **Notify emergency personnel.** Notify emergency personnel immediately about any individuals remaining in the building and their locations.

Mobility limitations- Wheelchair User

- **Discuss needs and preferences.** Non-ambulatory persons' needs and preferences vary widely and therefore require you to ask them how they would like to be assisted.

- **Wheelchair-user on the ground floor.** Individuals who use wheelchairs may choose to evacuate themselves from the ground floor with minimal assistance.
- **Ensure clear path of travel.** If debris is present, it may be necessary to clear a path to the exit.
- **No imminent danger.** If there is no imminent danger, the person may choose to remain in the building or to be directed to a safe area (stairwell) until emergency personnel arrive. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist the person in exiting the building, either down the stairs or using the emergency elevator recall.
- **Imminent danger.** If danger is imminent and the individual does not wish to be removed from his or her wheelchair, direct the person to the nearest safe area (stairwell) and notify emergency personnel immediately. While staying in place, the wheelchair user should keep in direct contact with ASU Communications by dialing (229) 430-4711 from a (cell) phone and reporting directly pertinent information including the location.

Carrying Techniques

One person Carry Technique (The Cradle Lift)

- The Cradle Lift is the preferred carry method when the person to be carried has little to no arm strength.

Two person Carry Technique (The Swing Carry or Chair Carry)

- Carry partners stand on opposite sides of the individual.
- Wrap individual's closest arm around one carry partner's shoulder.
- Grasp carry partner's forearm behind the individual in the small of the back.
- Reach under the individual's knees to grasp the wrist of carry partner's other hand.
- Both carry partners should then lean in close to the individual and lift on the count of three.
- Continue pressing into the individual being carried for additional support in the carry.

If you observe a person with a disability having difficulty evacuating, remember to ask if assistance is needed before taking action.

Faculty, Staff and Student Crisis Response

Albany State University has resources and professionals to deal with a crisis that may take place on its campus. The focus is to narrow down the time, focus on intervention, identify the crisis, confront and resolve the crisis, restore equilibrium, and support appropriate adaptive responses.

What is psychological crisis?

A Psychological crisis exists when an individual is threatening to harm themselves or others, or is out of touch with reality.

The crisis can manifest as Paranoia, Hallucinations, Uncontrollable behavior, or withdrawal.

Crises: shall include but is not limited to situations involving the death of a student, staff member, faculty member, or member of a student's immediate family by suicide, substance abuse, illness, or accident.

Critical incidents: shall include situations involving threats of harm to students, personnel or facilities. Critical incidents include but are not limited natural disasters, fire, use of weapons/explosives, and the taking of hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies.

PROCEDURES

- Should you come in contact with someone experiencing a crisis, do not attempt to handle the potentially dangerous situation alone
- **Call ASU Police**
- The safety of the person in crisis and those around him should be your first concern. ASU Police will work closely with campus counseling professionals when necessary to correct the situation.

Other Resources:

GLBT National Youth Talkline: 1-800-246-7743

Suicide Prevention Line: 1-800-273-8255

Ga Crisis Line: 1-800-715-4225

ASU Counseling and Disability Office 229-903-3610

Albany State University Police Department 229-430-4711 and Albany 911)

Suicide Protocol and Procedures

All college and university campuses need to be aware of the need to be prepared to deal with students who are under extreme emotional distress. Some students who are under stress may have suicidal thoughts, or attempt suicide. It is very important that all universities and colleges develop protocols so that the campus can handle crisis situations in a methodical and consistent manner. See full Suicide Protocol [HERE](#).

All procedures **MUST** be followed by the faculty and staff of Albany State University.

- 1. Immediately Call 911 and ASU Police Department (ASU PD) (229) 430- 4711
Take any threat of self-harm seriously**
- 2. Please remain calm and call/send for help.**
- 3. Please remain with the student until proper authorities arrive to secure the location.
Do Not Leave Person Alone.**
- 4. ASU PD will contact the Counseling Director, and/or Housing Director and/or other resource persons at Albany State University.**
- 5. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and contact Student Affairs.**

If a student needs to be transported to a psychiatric facility for further evaluation, that process will be more productive if the ASU PD or Counseling Director and/or staff contact the facility, either by phone or in person, to give them the information about what has been going on. This information will help the personnel do a better evaluation.

- 6. ASU PD or the Vice President for Student Affairs will contact family members or the guardian of the student if necessary.**

The Counseling Department will provide counseling to those who may have been affected by the events.

- 7. File a report of incident. Proper documentation of the incident is very important.**

Missing Person Protocol

Introduction

Albany State University (ASU) is committed to creating and preserving a safe and secure environment for its campus constituents. In order to support this commitment, this Policy sets forth rules and procedures to be followed in the event a person who resides in an ASU campus housing facility, is participating in an ASU sponsored activity, and/or is an enrolled student is reported missing.

Purpose

The Clery Act requires institutions that maintain on campus housing facilities to establish policies and procedures to address reports of missing students. Since individuals other than those enrolled in classes at ASU may reside in the campus housing facility, the intent is to cover those persons as well.

Definition

Missing Person: For the purpose of this policy, the term “missing person” generally refers to any person who was residing in an ASU residential facility, participating in an ASU sponsored/sanctioned activity, and/or enrolled as an ASU student at the time he/she is believed to have gone missing.

Scope

This policy outlines the actions which will be taken when a person is reported missing and it is determined the he or she has been missing for 24 hours or greater.

Policy

Members of the University community should immediately report a missing person(s) to the Albany State University Police Department (ASUPD) by calling 229-430-4711. Within the University, responsibility for investigation of a missing person report rests with the ASUPD. There is no waiting period for reporting a missing person. Responding officers will carefully record and investigate the factual circumstances surrounding the disappearance in accordance with Departmental directives. Particular care will be exercised in instances involving those who may be mentally or physically impaired or others who are insufficiently prepared to care for themselves.

The full missing person protocol can be located at <https://www.asurams.edu/police/missing-persons-protocol/>.

Emergency Procedures for Violent or Criminal Behavior

Everyone is asked to assist in making the campus safe by being alert, and reporting suspicious activity promptly.

If you witness any criminal or violent behavior, AVOID RISKS, notify the ASU Police immediately via Phone or Emergency Callbox.

Have the following information readily available:

1. Nature of the Incident
2. Location of the Incident
3. Description of the person or persons involved
4. Description of property involved (weapons)

Keep a visual on the suspect and assist the officers when they arrive by supplying them with additional information. Encourage others to cooperate as well.

Hostage Situations

What should I do if I am taken hostage?

- Be patient. Time is on your side. Avoid drastic actions.
- The initial 45 minutes are the most dangerous, follow instructions.
- Be alert and cooperative, do not make mistakes which could endanger your well-being
- Do not speak unless spoken to and then only when necessary. Avoid appearing hostile. Do not talk down to the captor who may be agitated.
- Remain calm and avoid speculation. Comply with instructions as best as you can, avoid arguments.
- Be observant. The personal safety of yourself and others may depend on your memory.
- Expect the unexpected.

Active Shooter Emergency Preparedness

If the situation should arise where someone has entered the campus area and started shooting or has threatened to do so, Albany State University will enter into a lockdown mode. Be advised that these situations are highly unpredictable, and the following guidelines are based on past experiences. Altering responses may be necessary depending on the situation.

When an active shooter begins their attack it is imperative that the initial police responders immediately pursue and establish contact with the shooter at their earliest opportunity. The sooner the shooter can be contained, captured, or neutralized, the fewer casualties. ASU Police officers have trained to respond to any potential threat to the campus community. We must be smart in the swift decisions we make during an emergency which comes with training and yields an equal efficient response.

Lockdown Procedures:

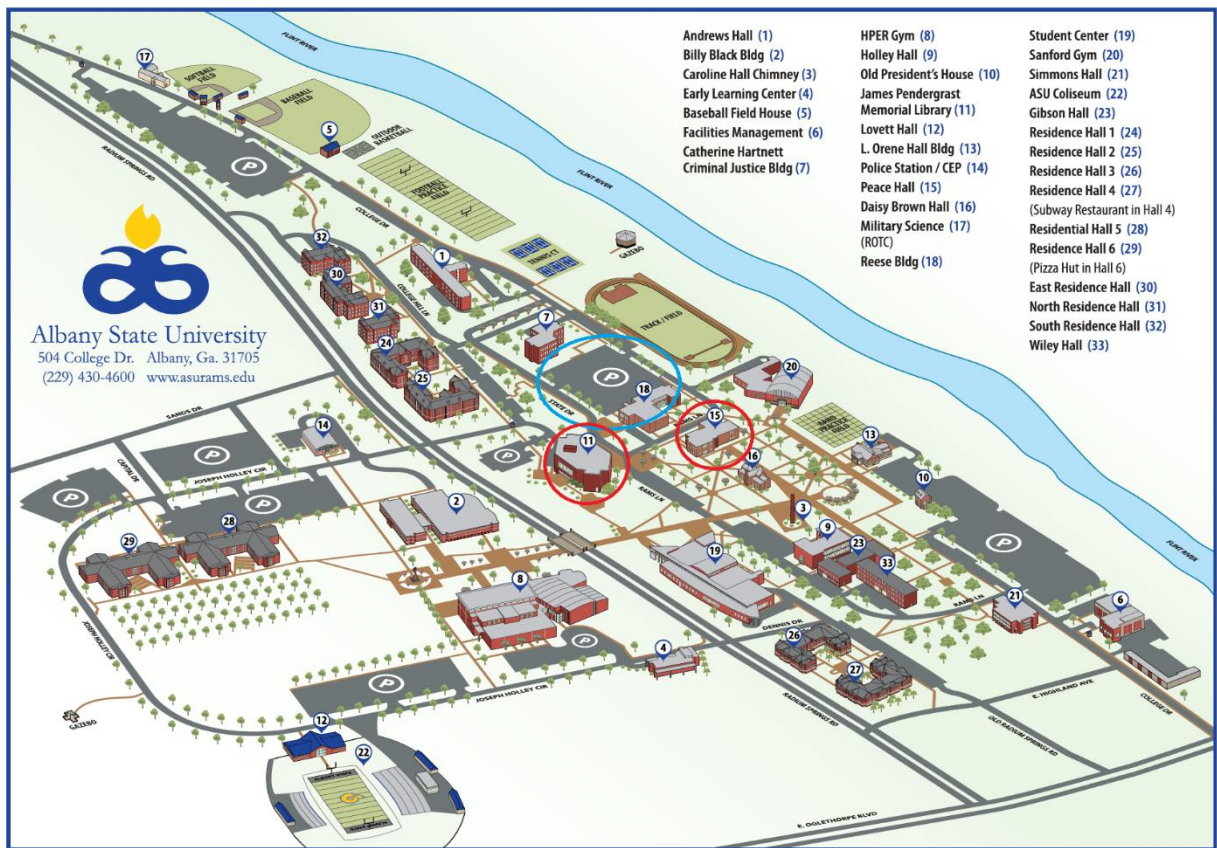
If you are in a building and you hear gunfire or receive an emergency notification stating that the campus is on lockdown due to gunfire, follow these steps:

1. Go to the nearest room, office, or closet
2. Close and lock the door
3. If possible, cover the doors and windows
4. Place whatever you can in front of the door to prevent anyone from entering
5. Notify ASU Police, provide as much information as possible
 - Your name
 - Location
 - Number of shooters
 - Identification of the shooter
 - Type of weapon (handgun, rifle...etc.)
 - Your current location
 - Location of known victims
6. Stay quiet and out of sight
7. Stay barricaded inside the room, closet, etc. until you're escorted out by an emergency official or given an "All Clear" notification message.

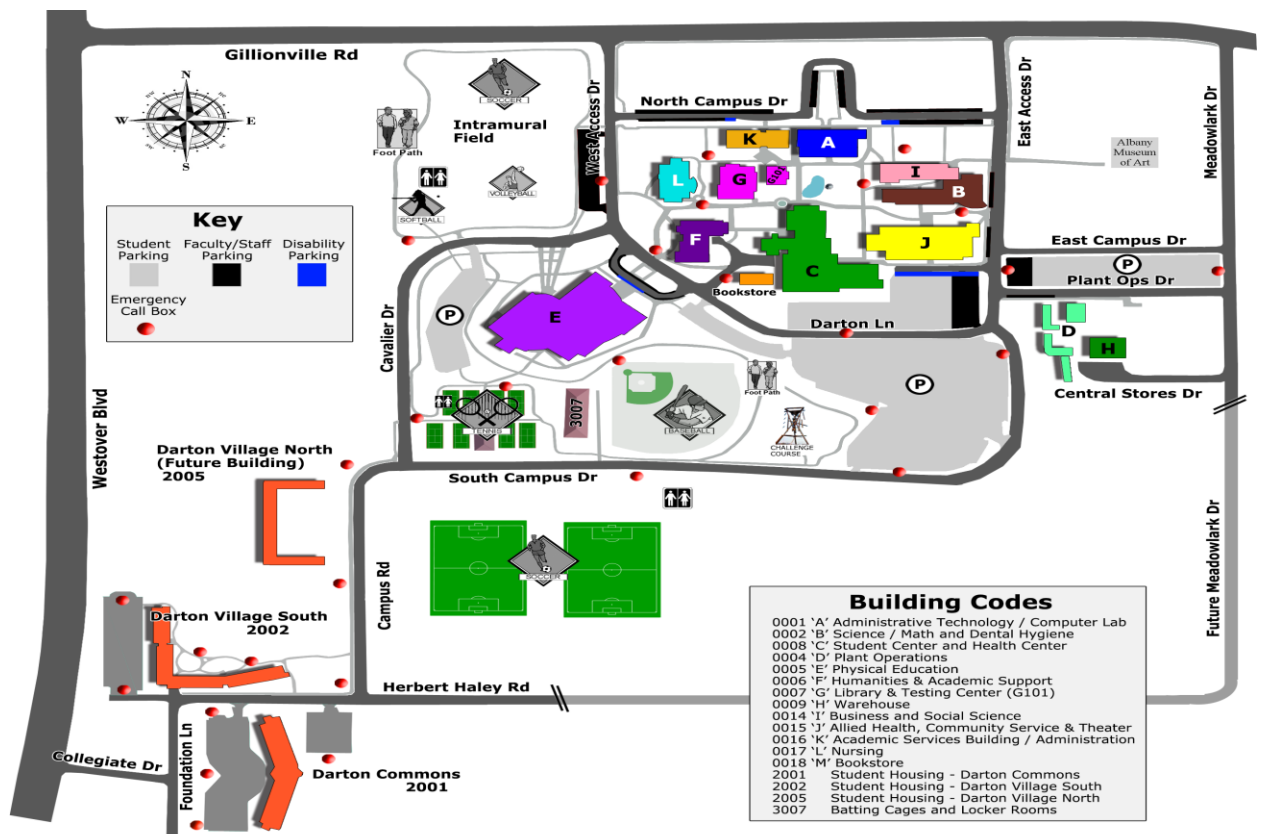
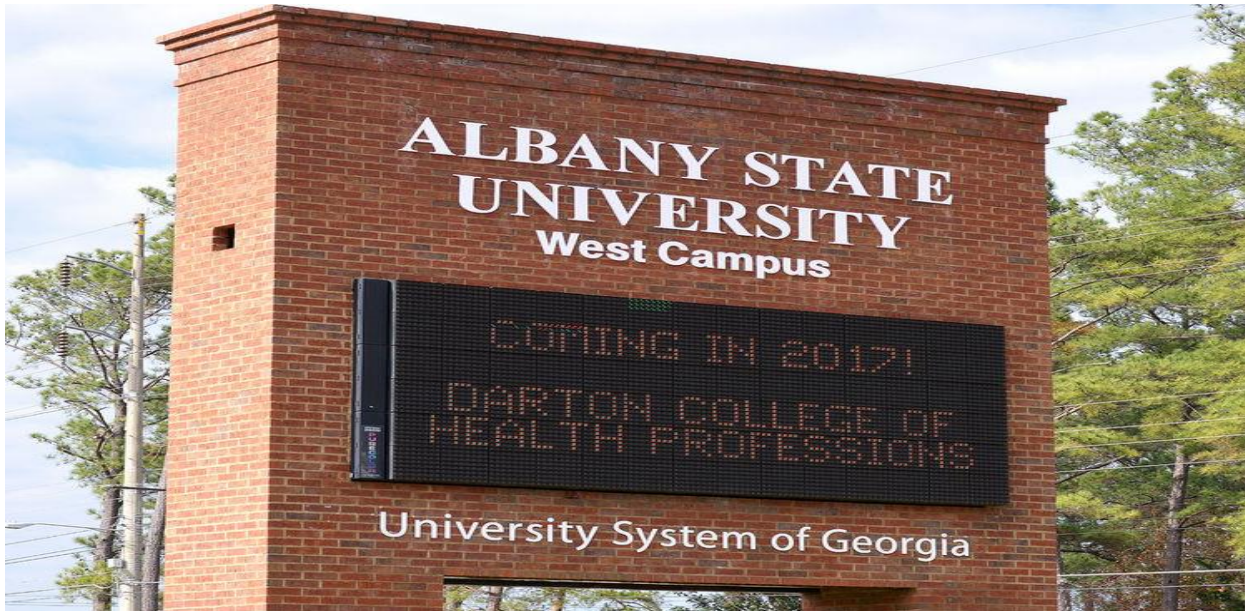
If you are outside and hear gunfire, run off campus and seek shelter.

Be mindful of those with disabilities who may need assistance.

Albany State University's Radium Springs East Campus



Albany State University's Gillionville West Campus



Albany State University's Cordele Campus



Albany State University's Mitigation Plan for Critical Facilities Inventory Asset Worksheet and Replacement Values

Government Jurisdiction	Type	Name or Structure Description	Essential Facility	Transportation System	Lifeline System	High Potential Loss	Haz Mat Facility	Important Facility	Vulnerable Population	Economic Assets	Special Considerations	Historic Considerations	Other	Size of Bldg. (sq. ft.)	Replace Value (\$)	Replace Value Year	Contents Value	Contents Value Year	Longitude	Latitude	Hazard Score
Albany State University	Public University	ORENE HALL (Old Dining Hall)	X											6,258	\$1,001,280	2007			31.570162	-84144427	4
Albany State University	Public University	Sanford Gym (SH)	X											31,037	\$5,897,030	2007			31.568927	-84144282	4
Totals for: Albany State University , Hazard Score = 4														37,295	\$6,898,310						
Albany State University	Public University	Daisy Brown (President Office)	X											4,118	\$658,880	2007			31.570054	-84143164	3
Albany State University	Public University	Andrews Hall	X											40,544	\$5,270,720	2007			31.566077	-844142212	3
Albany State University	Public University	Chemical Storage					X							198	\$35,640	2007			31.574349	-84145511	3
Albany State University	Public University	Dining Facility (Cafe)	X											23,000	\$3,680,000	2007			31.571372	-84142014	3
Albany State University	Public University	East Hall	X											46,019	\$5,982,470	2007			31.565973	-84141139	3
Albany State University	Public University	Facilities Management	X	X										14,966	\$2,394,560	2007			31.573614	-84145030	3
Albany State University	Public University	Gibson Hall	X											41,400	\$5,382,000	2007			31.571684	-84143395	3
Albany State University	Public University	Hall # 1	X											62,138	\$9,942,080	2007			31.567155	-84141229	3
Albany State University	Public University	Hall # 2	X											62,138	\$9,942,080	2007			31.567965	-84141240	3
Albany State University	Public University	Hartnett (CMH)	X											32,477	\$6,170,630	2007			31.567410	-84142523	3
Albany State University	Public University	Holley Hall	X											23,077	\$4,384,630	2007			31.571382	-84143211	3
Albany State University	Public University	Holly Inst/ Velma Fudge Grant	X											1,520	\$288,800	2007			31.571997	-84142408	3
Albany State University	Public University	J.C. Reese (Student Union)	X											30,433	\$4,869,280	2007			31.568602	-84142902	3
Albany State University	Public University	Library (JPL)	X											74,197	\$15,581,370	2007			31.569323	-84141749	3
Albany State University	Public University	Military Science (R.O.T.C.)	X											1,776	\$337,440	2007			31.562034	-84141390	3
Albany State University	Public University	North Hall	X											29,502	\$3,835,260	2007			31.566583	-84141186	3

	Size of Bldg. (sq. ft.)	Replace Value(\$)	Contents Value	Occupancy
Grand Totals:	1,041,505	\$173,268,670		

Albany Dougherty Hazard Frequency Table

Note: The historic frequency of a hazard event over a given period of time determines the historic recurrence interval.

For example: If there have been 20 HazMat Releases in the County in the past 5 years, statistically you could expect that there will be 4 releases a year.

Realize that from a statistical standpoint, there are several variables to consider.

1. Accurate hazard history data and collection are crucial to an accurate recurrence interval and frequency.
2. Data collection and accuracy has been much better in the past 10-20 years (NCDC weather records).
3. It is important to include all significant recorded hazard events which will include periodic updates to this table.

By updating and reviewing this table over time, it may be possible to see if certain types of hazard events are increasing in the past 10-20 years.

Hazard	Number of Events in Historic Record	Number of Years in Historic Record	Number of Events in Past 10 Years	Number of Events in Past 20 Years	Number of Events in Past 50 Years	Historic Recurrence Interval (years)	Historic Frequency % chance/year	Past 10 Year Record Frequency Per Year	Past 20 Year Record Frequency Per Year	Past 50 Year Record Frequency Per Year
Hurricane Surge - Cat 1	0	59	0	0	0	0.00	0.00	0	0	0
Hurricane Surge - Cat 2	0	59	0	0	0	0.00	0.00	0	0	0
Hurricane Surge - Cat 3	0	59	0	0	0	0.00	0.00	0	0	0
Hurricane Surge - Cat 4	0	59	0	0	0	0.00	0.00	0	0	0
Hurricane Surge - Cat 5	0	59	0	0	0	0.00	0.00	0	0	0
Hurricane Wind	1	59	1	1	1	59.00	0.02	0.1	0.05	0.02
Floods	6	59	4	6	6	9.83	0.10	0.4	0.3	0.12
Wildfire	0	59	0	0	0	0.00	0.00	0	0	0
Earthquake	0	59	0	0	0	0.00	0.00	0	0	0
Tornado	17	59	5	7	16	3.47	0.29	0.5	0.35	0.32
Thunderstorm										
Wind	90	59	28	57	90	0.66	1.53	2.8	2.85	1.8
Hail	40	59	16	31	40	1.48	0.68	1.6	1.55	0.8
Drought	1	59	1	1	1	59.00	0.02	0.1	0.05	0.02
Extreme Heat	0	59	0	0	0	0.00	0.00	0	0	0
Snow & Ice	0	59	0	0	0	0.00	0.00	0	0	0
Landslide	0	59	0	0	0	0.00	0.00	0	0	0
Dam Failure	0	59	0	0	0	0.00	0.00	0	0	0
HazMat Release (fixed)	0	59	0	0	0	0.00	0.00	0	0	0
HazMat Release (trans)	0	59	0	0	0	0.00	0.00	0	0	0
Radiological Release	0	59	0	0	0	0.00	0.00	0	0	0

Disaster Recovery Service Vendor Activation and Response

Purpose:

In emergency situations that require the immediate response of contractors to strengthen facilities, start immediate actions to prevent further damage to facilities, property, and conduct assessments of damage. This appendix establishes procedures for using pre-qualified contractors that were identified through a University System of Georgia qualifications-based selection process as having the requisite abilities to respond to emergency situations that may occur on any Georgia State University campus.

Discussion:

Pre-qualified contractors have been identified through a qualifications based selection process. This process focuses on qualifications and not necessarily pricing. Georgia State University is responsible for monitoring contractor activities to ensure the best use of fiscal resources.

Authorities:

Only the following, Albany State University personnel have the authority to initiate a contractor response for immediate disaster recovery purposes:

Shawn McGee, VP Fiscal Affairs (229) 430-4609
Lee Howell, Director of Facility Management (229) 288-8199
John Fields, Chief of Police (229)288-3351
Designated staff by the President of the University.

Procedure:

Request for Contractor Response

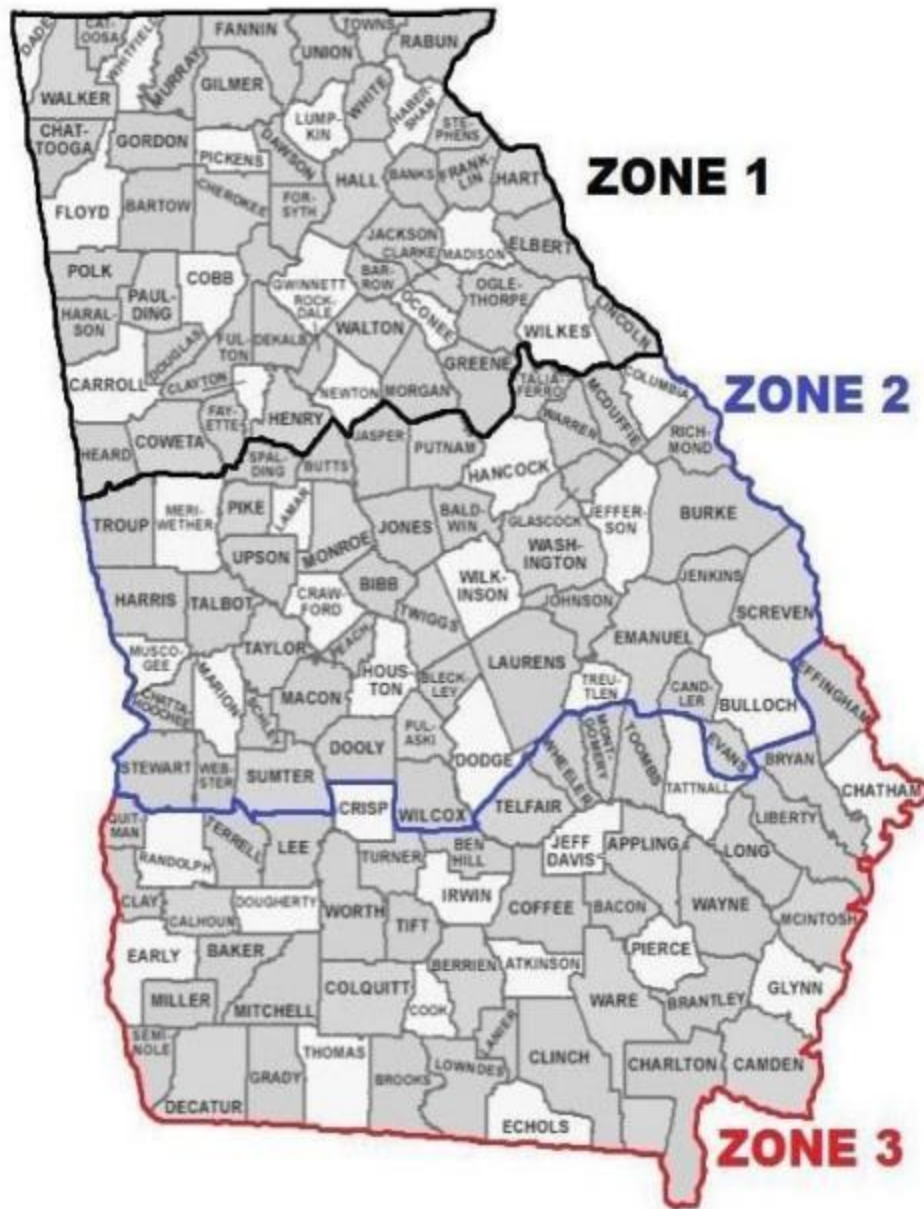
1. Authorizing official will contact a pre-qualified vendor (see attached) providing available information available such as; type of event, visible damage, specific location of facility and damaged area, location of any hazard materials that may interfere with the response and where to report to when arriving on campus.
2. Contractor(s) should be selected from the pre-qualified contractor list, (see *page 3*) and contacted using the information provided.

Initial Assessment/Estimate

1. Contractor will conduct an initial assessment of the grounds and/or facility to determine elements of a response.
2. Projected costs for stabilization activities will be obtained from the contractor within 24 hours to include initial scope of activities.
3. The ***NON-EXCLUSIVE FACILITY DISASTER RESTORATION AND RECOVERY SERVICES CONTRACT*** has been developed for use in such situations. Pre-qualified vendors have agreed to sign the contract as required.
4. Authorizing official will request a price list from vendor for services to be provided. NOTE: this does not prohibit the institution from negotiating pricing, etc., with vendors.

Information and Updates

1. Contractors may request information about the institution and/or conduct a site visit to gather information about the institution.
2. Updated vendor lists will be periodically received from the Board of Regents office and will be attached to this appendix.
3. Contact information for Authorizing officials will be reviewed and updated quarterly.
4. Situation updates will be provided by the vendor to the Office of Safety and Risk Management and/or to the established Emergency Operations Center.



Zone 1 Response Vendors

Belfor USA 24 Hour Emergency Dispatch: (800) 856-3333

Blue Team Restoration/BBMK Contracting 24 Hour Emergency Number: (855) 522-2583 (BLUE)

Full Circle Restoration & Construction Services 24 Hour Hotline: (770) 232-9797

Parker Young Construction 24 Hour Contact: (678) 910-2973 or (404) 274-4794

Paul Davis National 24 Hour Emergency Services Number: (888) 222-4122

Zone 2 Response Vendors

Belfor USA 24 Hour Emergency Dispatch: (800) 856-3333

Blue Team Restoration/BBMK Contracting 24 Hour Emergency Number: (855) 522-2583 (BLUE)

Parker Young Construction 24 Hour Contact: (678) 910-2973 or (404) 274-4794

Paul Davis National 24 Hour Emergency Services Number: (888) 222-4122

Zone 3 Response Vendors

Belfor USA 24 Hour Emergency Dispatch: (800) 856-3333

Blue Team Restoration/BBMK Contracting 24 Hour Emergency Number: (855) 522-2583 (BLUE)

Parker Young Construction 24 Hour Contact: (678) 910-2973 or (404) 274-4794

Paul Davis National 24 Hour Emergency Services Number: (888) 222-4122

Appendix 1:

Mutual Aid Agreements

- (a) Albany Fire Department**
- (b) Albany Police Department**
- (c) Dougherty County Sheriff's Office**
- (d) Cordele Police Department**
- (e) Dougherty County Police Department**

Memorandum of Understanding
Between the Board of Regents of the University System of Georgia
and
Dougherty County, Georgia
Pursuant to the Georgia Mutual Aid Act
Albany Fire Department

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into on the ____ of Aug, 2017, by and between the **Albany Fire Department** and **Albany State University (ASU)**, an institution within the University System of Georgia and the Board of Regents for the University System of Georgia. The **Albany Fire Department** and ASU 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 parties. The **Albany Fire Department** and **ASU Police Department** may request that either Party provide services to one another in providing aide or assistance for an emergency.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 et seq., ASU is authorized to furnish assistance extraterritorially to the **Albany Fire Department** upon the approval of Board of Regents for the University System of Georgia and the President of ASU with this MOU.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 et seq., the **Albany Fire Department** is authorized to furnish assistance extraterritorially to ASU with the approval of the President of ASU, as applicable.

NOW, THEREFORE, the parties agree as follows:

1. Purpose: The purpose of this MOU is to permit the **Albany Fire Department** to assist and provide services with Fire Alarms, Fire Safety Drills, Fire Emergencies and use of equipment on ASU west and east campus as requested by ASU.

2. Requests: Requests for assistance may be made by the Chief of the **Albany Fire Department** or President of ASU in a local emergency, in the prevention or detection of fire or emergency needs.

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. However,

ASU police department will permit the Albany Fire Department to use ASU police department equipment such as four wheelers to assist in an emergency situations that requires the need whether on or off campus.

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 ____ day of _____, 20__

Ron H. Rowe Jr.
Chief, Albany Fire Department


Arthur Dunning, Ph.D.
President


John Fields Jr.
Chief, Albany State University Police Department

Presented to and approved by the Board of Regents:

[Secretary to the Board Signature]

Date

[Name of Secretary to the Board, Printed]

Memorandum of Understanding
Between the Board of Regents of the University System of Georgia
and
City of Albany, Georgia
Pursuant to the Georgia Mutual Aid Act
Albany Police Department

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into on the ____ of June, 2017, by and between the **Albany Police Department** and **Albany State University (ASU)**, an institution within the University System of Georgia and the Board of Regents for the University System of Georgia. The **Albany Police Department** and ASU 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, the **Albany Police Department** and ASU 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., ASU is authorized to furnish assistance extraterritorially to the **Albany Police Department** upon the approval of Board of Regents for the University System of Georgia and the President of ASU with this MOU.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 et seq., the **Albany Police Department** is authorized to furnish assistance extraterritorially to ASU with the approval of the President of ASU, 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 Dougherty County or on the ASU 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 **Albany Police Department** or President of ASU 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."

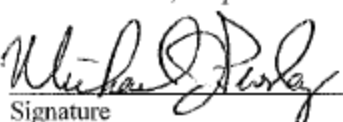
5. Responsibility for Expenses and Compensation of Employees: Parties responding to requests in conformance with this MOU shall pay any expense for furnishing of their own equipment, loss or damage to such equipment, and costs incurred in operation and maintenance of their equipment.

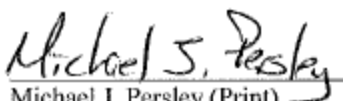
Responding Party shall compensate responding employees during the time they are rendering aid and defray actual travel expenses of employees. Compensation shall include compensation due to personal injury or death while employees are rendering aid. (O.C.G.A. § 36-69-5.)


II. Effective Date

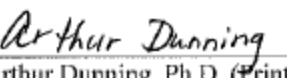
This agreement shall take effect upon execution and approval by the hereinafter named officials, including the Board of Regents for the University System of Georgia, and shall continue in full force and effect unless terminated by any or all of the parties herein.

WHEREFORE, the parties hereto cause these presents to be signed in the ____ day of _____, 20__


Signature


Michael J. Persley (Print)
Chief, Albany Police Department


Signature


Arthur Dunning, Ph.D. (Print)
President


John Fields Jr.
Chief, Albany State University Police Department

Presented to and approved by the Board of Regents:

[Secretary to the Board Signature]

Date

[Name of Secretary to the Board, Printed]

Memorandum of Understanding
Between the Board of Regents of the University System of Georgia
and
Dougherty County, Georgia
Pursuant to the Georgia Mutual Aid Act
Dougherty County Sheriff's Office

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into on the ____ of June, 2017, by and between the **Dougherty County, Georgia** and **Albany State University (ASU)**, an institution within the University System of Georgia and the Board of Regents for the University System of Georgia. The **Dougherty County, Georgia** and **ASU** 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, the **Dougherty County Sheriff's Office** and ASU 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., ASU is authorized to furnish assistance extraterritorially to the **Dougherty County Sheriff's Office** upon the approval of Board of Regents for the University System of Georgia and the President of ASU with this MOU.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 et seq., the **Dougherty County Sheriff's Office** is authorized to furnish assistance extraterritorially to ASU with the approval of the President of ASU, 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 Dougherty County or on the ASU 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 the **Dougherty County Sheriff's Office** or President of ASU 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 ____ day of _____, 20__

Signature

Signature

Richard Crowdis
County Administrator

Arthur Dunning, Ph.D.
President

Kevin Sproul
Sheriff, Dougherty County Sheriff's Office

John Fields Jr.
Chief, Albany State University Police Department

Presented to and approved by the Board of Regents:

[Secretary to the Board Signature]

Date

[Name of Secretary to the Board, Printed]

**Memorandum of Understanding
Between the Board of Regents of the University System of Georgia
and
City of Cordele, Georgia
Pursuant to the Georgia Mutual Aid Act
Cordele Police Department**

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into on the ____ of June, 2017, by and between the **Cordele Police Department** and **Albany State University Cordele Campus** (ASU), an institution within the University System of Georgia and the Board of Regents for the University System of Georgia. The **Cordele Police Department** and ASU 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, the **Cordele Police Department** and ASU 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., ASU is authorized to furnish assistance extraterritorially to the **Cordele Police Department** upon the approval of Board of Regents for the University System of Georgia and the President of ASU with this MOU.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 et seq., the **Cordele Police Department** is authorized to furnish assistance extraterritorially to ASU with the approval of the President of ASU, 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 Dougherty County or on the ASU 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 **Cordele Police Department** or President of ASU 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 ____ day of _____, 20__

Edward Beach
City Manager, Cordele

Arthur Dunning, Ph.D.
President

Rob Rodriguez
Chief, Cordele Police Department

John Fields Jr.
Chief, Albany State University Police Department

Presented to and approved by the Board of Regents:

[Secretary to the Board Signature]

Date

[Name of Secretary to the Board, Printed]

Memorandum of Understanding
Between the Board of Regents of the University System of Georgia
and
Dougherty County, Georgia
Pursuant to the Georgia Mutual Aid Act
Dougherty County Police Department

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into on the ____ of June, 2017, by and between **Dougherty County, Georgia** and **Albany State University (ASU)**, an institution within the University System of Georgia and the Board of Regents for the University System of Georgia. **Dougherty County, Georgia** and **ASU** 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, the **Dougherty County Police Department** and **ASU** 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., **ASU** is authorized to furnish assistance extraterritorially to the **Dougherty County Police Department** upon the approval of Board of Regents for the University System of Georgia and the President of **ASU** with this MOU.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 et seq., the **Dougherty County Police Department** is authorized to furnish assistance extraterritorially to **ASU** with the approval of the President of **ASU**, 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 Dougherty County or on the **ASU** 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 **Dougherty County Police Department** or President of **ASU** 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 ____ day of _____, 20__



Signature




Richard Crowdis
County Administrator, Dougherty County



Cynthia "Jackie" Battle
Chief, Dougherty County Police Department

Signature



Arthur Dunning, Ph.D. (Print)
President



John Fields Jr.
Chief, Albany State University Police Department

Presented to and approved by the Board of Regents:

[Secretary to the Board Signature]

Date

[Name of Secretary to the Board, Printed]

Albany State University Emergency Operations Plan Maintenance and Revisions

Plan Revised as of July 2018

The Director of Emergency Management or his designee is responsible for the Emergency Operations Plan and its review at least annually for corrections and revisions. The holder of the plan will document these revisions below. Updates will be distributed via the ASU website as necessary for items other than minor corrections that do not affect the content of the plan. Suggestions for improvement or other comments should be directed to the Director of Emergency Management.

Update: Title and Page Number	Date
Updated President status/Greeting pg. 3 and 5	8-14-18
Updated VP Student Affairs/VP Enrollment Management and Student Affairs, pg. 3	8-30-18
Added New Deans (Colleges)	9-12-18
Updated contacts pg. 3	10-4-18
Updated contacts pg. 3, University changed to 500 prefix phone numbers	1-4-19
Updated Chief to Interim Assistant Chief Guess pg. 3	1-4-19
Remove Asst. VP for Student Engagement column pg. 3	1-4-19

