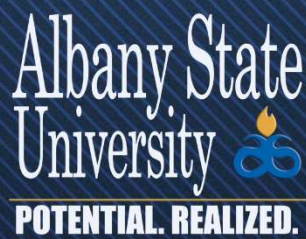


EMERGENCY OPERATION PLAN

FOR MAINTAINING ORDER AND
INTEGRITY IN THE FACE
OF AN EMERGENCY



September 2016
Revised January 2017

Prepared by: ASU University Police Department

Letter of Promulgation

Communities have suffered loss to life, damage to property, and severe economic impacts as the result of natural disasters, accidents, fire, and terrorist attacks. Colleges/Universities are, and have been subject to the same incidents threatening local communities. Colleges/Universities are increasingly aware that proper planning and preparation can reduce the negative impacts of such events.¹

February 28, 2003, President Bush issued 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 Federal, State, local, and tribal governments and private-sector organizations to work together collectively.² Based on existing practices proven in California when in the 1970's, a series of fires resulted in the loss of life, innumerable injuries, and millions of dollars in property damage, the Federal Emergency Management Agency established the National Incident Management System (NIMS). NIMS incorporated these elements as the "...best-practices currently in use by incident managers at all levels."³

The Albany State University *Emergency Management Plan* incorporates the Incident Management System concept in conformance with (HSPD)-5, *Management of Domestic Incidents*. *The Albany State Emergency Management Team shall receive a copy of the plan and notification or training and emergencies that may occur on Albany State University Campus.*

¹Roth, S., Reed, R.A. & Donnelly, G. (2005) Building a Campus Crisis Team. *International Journal of Emergency Mental Health*, Vol. 7, No. 4, 307.

²*National Incident Management System*, 1 March 2004.

³Tom Ridge, *National Incident Management System*, memorandum written as Director of U.S. Department of Homeland Security, 1 March 2004.

TABLE OF CONTENTS

Emergency Management Plan

Chapter I	
Purpose	5
Scope	5-6
Mission Purpose	6-7
Chapter II	
Purpose for the Emergency/Disaster Plan	8
Emergency Management Team Groups	9
Emergency Operations Team Structure	9
Emergency Management System	10-15
Pre-Designated Incident Commanders by Incident Type and Plan of Operations	16
Plan Dissemination List	16
Functional Organization	16
Role of Students	17
Role of Faculty and Staff	17
Activation	18
College University and Community Notification	19
Connect-5 Mass Notification and Emergency Warning Siren System	19
Incident Command System (ICS) for Emergency Operation Center (EOC)	20-21
Preservation of Records	22
Preparation before a Power Outage	22
Maintaining an Up-to-Date Disaster Plan	22
Assisting Individuals with Disabilities	23
Chapter III	
ASU Police Department Procedure for Activating the Emergency/Disaster Plan	24-26
Emergency Operations Responsibilities	26
Student Health Services/Pandemic Alerts	26-31
Board of Regents Emergency Notification Plan	32-37
Chapter IV	
Hazard Guidelines and Responsibilities	38-40
Chapter V	
Special Assignments	
Missing Person Protocol	41
Suicide Protocol and Procedures	42-48
Bomb Threat Responsibilities	49-51
Bomb Threat Checklist	52
Bomb Threat Questionnaire	53
Fire	54-55
Lockdown Procedures	55-56
Medical Emergency	56
Power Outage	56
Suspicious Package	57-58
Student Protest	59
Beyond Negotiations (If they fail)	59-60
Crisis Response: Faculty, Staff, and Students	61
Chapter VI	
Critical Incidents and Hazardous Materials	62-63
Active Shooter Emergency Preparedness	63-65

Tornadoes/Hurricanes/Floods	65-70
Georgia Emergency Management Agency (GEMA)	71
Winter Storms and Lightning	71-73
Transportation Accidents	74
Nuclear Attack	75-76
Earthquakes	77
Chapter VII	
Supplemental Information	78-81
Albany State University Emergency/Critical Personnel List	82-84
Chapter VIII	
Specific Emergency Procedures for Violent or Criminal Behavior	85-86
Building Evacuation/Shelter Plan	87-92
Albany State University Mitigation Plan	93
Albany State University Campus Maps	
Albany State University East Campus	94-95
Albany State University West Campus (Darton)	96
Georgia Management Emergency Record Disclosure	97
Appendix and Mutual Aid Agreements	
Appendix 1	98-105
Albany Police Department	
Dougherty County Police Department	
Dougherty County Sheriff's Office	
Agreement between Albany State University and Albany Technical College	106-07
Appendix 2	
Darton State College EOP	108
Disaster Recovery Service Contractor Activation and Response	109-10
Albany Dougherty Hazard Frequency Table	111

**ALBANY STATE UNIVERSITY
EMERGENCY/DISASTER PLAN****Purpose**

The Emergency Management Plan is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the University.

Albany State University emphasizes education of students, faculty, staff and visitors to minimize hazards and behaviors that can lead to injuries or prove nonproductive or inefficient during man-made or natural disasters. However, University-related disasters may occur despite all efforts to prevent or curtail them. ASU has developed a plan designed to prepare, respond, mitigate, and recover from crises that affect the University community.

To safeguard the College/University community and facilities against potential threats from natural disaster, severe weather, domestic unrest, terrorist attacks, accidents, and other situations that threaten the safety/security of the College/University by the establishment of procedures for communication, command-and-control, effective coordination, and use of institution and community resources, in response to potentially hazardous events.

It is activated whenever an emergency affecting the campus cannot be managed through normal channels. Examples of the types of emergencies where the plan may be activated include:

- Severe Weather Emergencies
- Fires and Explosions
- Hazardous Material Incidents
- Extended Power Outages
- Floods
- Violent Criminal Acts

This plan has been developed using the National Incident Management System guidelines for development of a unified incident command system. In addition, training for first responders is provided as required by O.C.G.A. 38-3-57, *Georgia Emergency Management Act of 1981*.ⁱⁱ

Scope

This emergency/disaster plan provides guidelines for Albany State University administrators to maintain order and integrity in the face of serious disorders and disruptions on campus. This plan also identifies hazards most significant to the University, the team responsible for implementing the plan, and outlines ASU policies and procedures for dealing with emergencies. It also provides guidance on proper response and communication involving disasters and delineates post-recovery actions. Included in

this plan is a communication plan featuring both pre-emptive and reactive crisis management policies.

While the manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. Our objective is to respond to and control any situation that occurs which results in a threat to the Albany State University community.

Following this plan as outlined will ensure preparedness and appropriate a response with a timely recovery through the termination phase from natural or man-made hazards, which may affect the Albany State University community.

Albany State University policies and procedures are expected to be followed by all University administrators whose responsibilities and authority cover the operational procedures found in this manual. Campus emergency operations will be conducted within the framework of Albany State University guidelines. Any exception to those procedures will be conducted by, or with the approval of, those Albany State University administrators directing and/or coordinating the emergency operations as described within this manual.

All requests for procedural changes, suggestions or recommendations will be submitted in writing to the Albany State University Chief of Police. All changes recommended will be submitted in writing to the Albany State University President and his Cabinet for evaluation and approval.

Mission Purpose

The Albany State University Campus Community will respond to any emergency crisis or emergency situation, in a safe, professional, and timely manner. The Emergency Operations Team will utilize the necessary man power and equipment to respond to the incident levels:

Levels of Emergencies

- 1. Level 1-Minor Incident:** A minor incident is defined as a local event with limited impact, which does not affect the overall functional capability of the University. Planning and response is carried out at a limited local level (e.g. on a lab or room basis). **The Emergency Management Plan would not be activated.**
- 2. Level 2-Emergency:** An emergency is defined as a serious event that significantly disrupts on or more operations of the University. Multiple University resources are involved; **the Emergency Management Plan would be activated to the extent necessary.**
- 3. Level 3-Disaster:** A disaster is defined as a very serious event that seriously impairs or halts operations of the University. **The Emergency Management Plan is fully activated.**

Scope	Level 1	Level 2	Level 3
Campus Event or Activities	Little Impact. Minimal damage.	Campus events canceled. Significant Issues	Very Significant Issues. Longer shut down periods
Faculty, Staff and Students	Campus specific location.	Campus specific locations. May have disruptions	Probable disruptions. Injuries and possibly fatalities may occur.
Media Coverage	Possible but unlikely.	Local or regional coverage	Local, regional, and possible national coverage.

It is the mission of the Emergency Management Team to respond to an emergency in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Protect life and ensure public safety.
- Assess damages and mitigate the emergency.
- Restore general campus operations.

It is anticipated that, as operations progress, the administrative control of the University will move from emergency command structure back to the regular University organizational structure.

Authority

This plan is developed under the authority of the President of Albany State University and the Board of Regents.

Emergency Disaster Plan

Chapter II

Purpose for Emergency Disaster Plan

Emergency readiness means that a community is prepared to react promptly to save lives and protect property if it is threatened or struck by a disaster or major emergency. This plan sets forth the policies and procedures for coordinated University emergency and disaster operations to include the preparations for executing all emergency and/or disaster functions and delineates assigned personnel tasks.

We will utilize the National Incident Management System (NIMS) to identify steps to improve coordination of Federal, State, local, and private industry response to incidents and describe the way these agencies can assist ASU in preparing for any emergency/disaster that may occur on campus. Federal Homeland Security Presidential Directive (HSPD) 5 established the National Incident Management System (NIMS). NIMS provides a single, comprehensive approach to domestic incident management to ensure that all levels of government across the nation have the capacity to work efficiently and effectively together using a national approach to domestic incident management.

The NIMS concept is a consistent nationwide approach for federal, state and local governments to work together to prepare for, respond to, and recover from domestic incidents, regardless of the cause, size, or complexity. The NIMS approach establishes interoperability and compatibility among federal, state, and local capabilities and includes a set of concepts, principles, terminology and technologies covering the Incident Command System (ICS), Unified Command, training, management of resources and reporting.

The presidential directive requires all Federal departments and agencies shall make adoption of the NIMS a requirement for providing federal preparedness assistance through grants, contracts or other activities to local governments. The state of Georgia has enacted law (O.C.G.A. 38-3-57) that all local public safety and emergency response organizations, including emergency management agencies, law enforcement agencies, fire departments, and emergency medical services, shall implement the standardized unified incident command system and that those agencies that do not establish such a system shall not be eligible for state reimbursement for any response or recovery related expenses.

Therefore, Albany State University adopts the National Incident Management System (NIMS) as established under HSPD 5 and the Unified Command System as established under O.C.G.A. 38-5-57 as its system for preparing for and responding to disaster incidents and directs all incident managers and response activities at Albany State University to train and exercise using the NIMS principals in their response operations.

The Emergency Management team is composed of two separate groups:

1. Executive Policy Group

The Executive Policy Group is chaired by the President and is responsible for external communications, coordination, and policy review and development. Specifically, they will review, modify, or develop policies & procedures related to course attendance, grading, course completion requirements, student activities, residence life, financial aids, fiscal expenditures, and other fiscal disbursements. In addition, the Executive Policy Group will initiate continuity and recovery efforts to resume normal operations.

2. Incident Command Group

This is the group or team that is organized under the Incident Command System (ICS) and focuses on the response and stabilization efforts. This group may include local emergency response personnel depending on the type and size of the event. This group is directed by the Incident Commander and additional personnel are identified within the Incident Command structure as determined by the Incident Commander.

The Emergency Operations Team Structure

3. Incident Command

Incident Command System (ICS) is established as soon as possible, even in potential, threatening situations. The Incident Commander is identified as one with the knowledge, training and skills and immediate access to resources appropriate for the specific incident. Incident Commanders must have completed the appropriate training as identified by the Federal Emergency Management Agency and the Georgia Emergency Management Agency.

The IC determines if Section Chiefs are required. If so, the IC identifies appropriate personnel with the proper training, skills and knowledge required. As the incident changes from response to facility recovery, or as otherwise necessitated, command is then transferred to a more appropriate Incident Commander to continue the response/recovery efforts.

4. Incident Commander, Responsibilities & Authorities

The Incident Commander (IC) is the leader of the incident response system and is an individual that “...is highly qualified and trained to lead the incident response.”¹

IS-100- Incident Command System, Training; Federal Emergency Management Agency (FEMA); retrieved 11/2005; National Incident Management System, FEMA, March 1, 2004.

The Incident Commander has overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics.² The Incident Commander has primary responsibility for:

- Ensuring incident safety,
- Providing information services to internal and external stakeholders,
- Establishing and maintaining liaison w/other agencies participating in the incident.

Emergency Management System

This plan uses an organizational structure capable of responding to various kinds of emergencies. It also provides the flexibility needed to respond to an incident should the incident escalate in severity.

The purpose of the Emergency Management System is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency.
- Provide the President with the control necessary to direct and coordinate campus operations responding to emergency incidents.
- Assign employees with reasonable expertise and training to critical functions.
- Promote unity of decisions.

The organizational structure of the command system might not resemble the day-to-day organization of the University. Employees might report to other employees to whom they do not usually have a reporting relationship. If the severity of the emergency increases assignments might change.

Command Authority & Reporting Structure

In an emergency, the highest-ranking member of Albany State University Police, 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.

Emergency Management Team and Line Of Succession

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 Albany State University Communications
- 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.

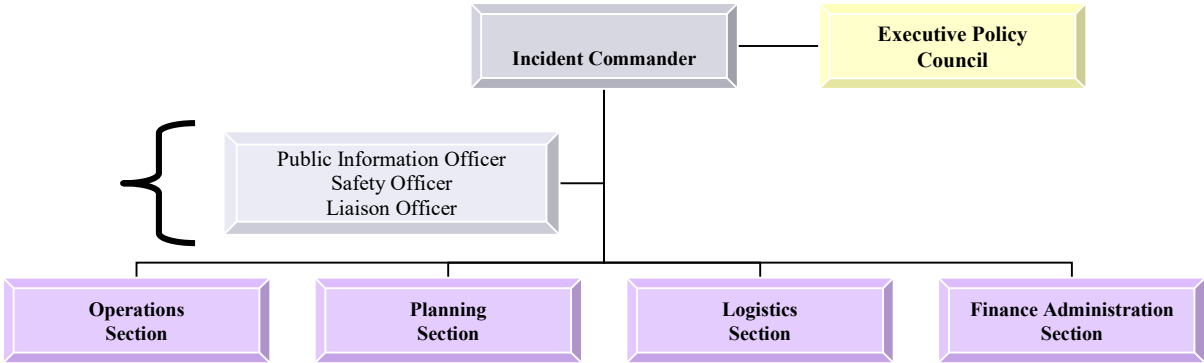
The Incident Commander also assigns personnel to additional ICS roles as required. Those assigned by the IC have the *"...authority of their assigned positions, regardless of the rank they hold within their respective agencies."*³

5. ICS Command Staff

Depending upon the severity of the situation, the IC may require the services of Command Staff which include; Safety Officer (SO), Liaison Officer (LO), or Public

Information Officer (PIO). These individuals will be identified and Section Chiefs made aware.

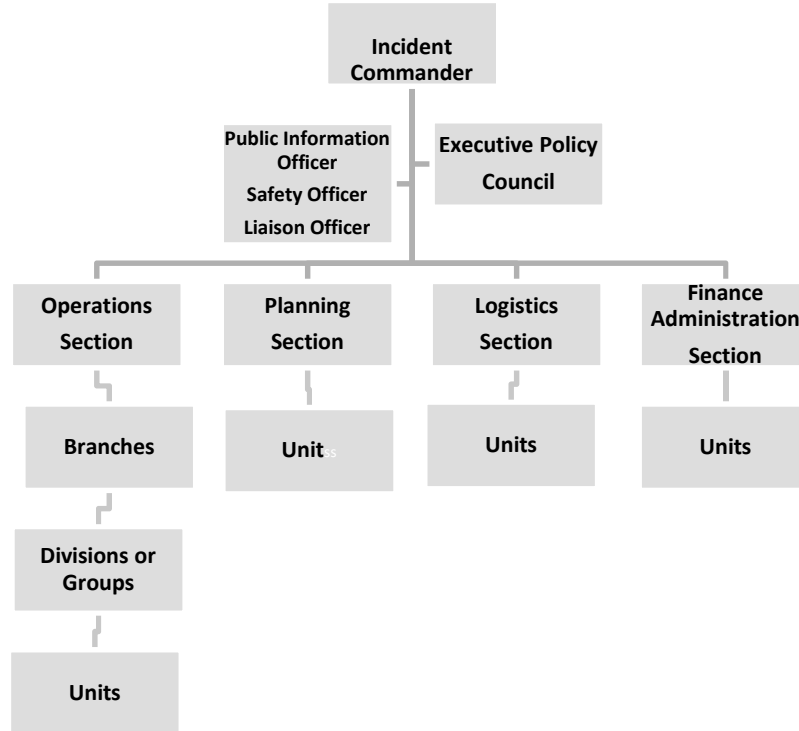
INCIDENT COMMAND STAFF
TABLE 5.2



ICS Organizational Structure

The ICS organizational structure can be expanded or reduced as required for specific situations. Often, the Incident Commander will serve as section head for all sections and direct Branch Directors, Supervisors, or Unit Leaders.

The organizational structure is sub-divided as to; Incident Commander; Command Staff; Executive Policy Council; Sections; Branches; Divisions or Groups; Units (*See Chart*).



The Incident Commander or Liaison Officer will ensure that the Executive Policy Group is notified of the following: nature of incident, location of Incident Command Post, and the names and titles of the following:

General Staff

The General Staff will report to the Incident Commander. Section Chiefs will oversee their assigned area and have the ability to expand their section as required. These positions are Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance Administration Section Chief. They are covered in more detail in the following chapters.

Pre-Designated Incident Commanders

In incidents relegated to University resources and facilities pre-designated Incident Commanders are designated for specific situations. Incident Commanders are responsible for completing required training as identified by the Federal Emergency Management Agency and participating in University designated training programs.

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)

	<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.

Pre-Designated Incident Commanders by Incident Type and Plan of Operation

Training

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 *Campus Emergency Management Plan* (upon appointment and annually thereafter) and receive training on NIMS, and ICS, as appropriate to their emergency role.

Plan Dissemination List

Depending on the scope of the emergency and the type of information to be disseminated, the Emergency Management Team Director of Public Information may use one or a combination of the following methods to provide the following information:

- Electronic e-mail
- Electronic bulletin board
- Web-site
- Voice mail
- ASU Radio 92.7
- Courier message service, etc.
- ASU Police vehicle intercom system
- Black Board Connect 5
- Emergency Warning Siren
- Local Media Systems

In addition, posted notices and barricades will alert the campus to safe and effective responses.

Functional Organization

Every Albany State University employee can potentially play a role in the Emergency Management System. Perhaps the most critical aspect of the system is communications. Accurate reports from the scene of an emergency are essential in providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of the evolving events.

It is likely that a major event will cause law enforcement or other civil authorities to take over the direction of the incident. The Emergency Management Team will work closely with them to communicate with the campus and its constituents.

Role of Students

Students should familiarize themselves with the emergency procedures and evacuation routes in the buildings they live in or use frequently. Students must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should evacuate in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. The Office of Student Housing provides information, training and drills to help resident students know what to do in an emergency and how they can prepare ahead of time.

It is important for students to discuss an emergency communication plan with their family. In the event of a campus crisis or adverse situation, students should immediately contact their families to assure them of their safety.

Role Of Faculty And Staff

Every member of the faculty and staff should read and understand the emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly. They should report emergencies to Albany State University Police Department (4711) and evacuate buildings in an orderly manner. Faculty members are seen as leaders by students and should direct their students in the event of an emergency. Faculty must keep class members together as a group and account for them.

Before an emergency, discuss with your colleagues and students where to meet in the event of an evacuation order. Staying together will make it easier to account for everyone and assure that people can be located. The first priority is to seek a safe place in the event of an emergency and then to assemble with others in your department or class.

When evacuating a building, use the nearest stairway and door. Leave the building in a safe and orderly manner. Once outside, stay away from the building and be sure not to block access to responding emergency personnel.

Situation

A detailed hazard vulnerability analysis for Albany State University revealed several primary hazards, which are given priority in emergency management planning. In order of priority, these hazards are winter storms and lightning, tornadoes, hazardous materials, transportation accidents, nuclear attack, and information on mutual aid, bomb threats and dealing properly with the news media.

Legal Basis

- a. The Board of Regents of the University System of the State of Georgia
- b. Albany State University President
- c. Code of Georgia, Title 32, Part I, Chapter 32-168 (20-2-72)
- d. Georgia Emergency Management Act of 1981, as amended

Activation

- a. Directed by the University President or Chief of Police or designee.
- b. The Governor of the State of Georgia declares an emergency or disaster that directly affects the University community.

Concept Of Operations

1. In the event of an emergency/disaster, Albany State University will utilize all available resources before requesting outside assistance.
2. In the event that two or more local agencies are assisting at an emergency site on this campus, the President or his/her designee along with the Chief of Police will coordinate emergency operations until the emergency has stabilized and/or subsided.
3. Should there be a need to establish an Emergency Operations Center, hereafter referred to as EOC, centralized direction, control and coordination of all phases of emergency operations will be conducted through the properly staffed EOC. The EOC is located in the Academic Building's International Trade Center, Room 172, which is located on the east side of campus on Radium Springs Road. 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.
4. All emergency public information matters will be coordinated with Chief of Police at Albany State University and released through the Office of Public Information.
5. In the event that it becomes necessary for the University to request local emergency assistance, aid, or support of one or more emergency services, those personnel sending aid or support will be under the operational control of the President or his/her designee with the assistance of the Chief of Police at the University. Where mutual aid agreements exist between Albany State University and other state and/or local agencies, the guidelines of the agreements will be followed.

College/ University Community Notifications

None of the communication methods above are to be construed as to limit the ability of faculty/staff or Public Safety officials to notify the community of immediate, preventative actions to reduce potential injury or property damage such as; evacuation orders, take cover instructions or awareness information.

Connect-5 Mass Notification and Emergency Warning Siren System

The Connect-5 and Early Warning Siren System is in place to notify faculty, staff, students and visitors. This is a mass notification computer based program sends out text and voice messages, as well as faxes to faculty, staff and students.

Each person can enter up to six telephone numbers in the system. The Emergency Warning Siren System has the ability to notify the campus of a potential disaster, inclement weather, and active shooter on campus, etc.

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.

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.

Media Relations Incident Command

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.

Incident Command System (ICS) For Emergency Operation Center (EOC)

The Incident Command Post, or 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 may be located in a vehicle, trailer, tent, or within a building. 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. These principles do not apply to the exchange of information. 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.

ASU command function may be carried out in two ways:

- As a **Single Command** in which the Incident Commander will have complete responsibility for incident management.
 - As a **Unified Command** in which responding agencies and/or jurisdictions with responsibility for the incident share incident management.
-
- A. Administrative – EOC BCB Building, ITC Room 172, will be maintained as campus headquarters during periods of emergency. In the event that it is not available, an alternate location will be advised.
 - B. ASU Police Department – The command center for 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.
 - C. The Vice President for Institutional Advancement and the Office of Public Information will assume responsibility for dissemination of news. He or She will also be responsible for setting up procedures for acquiring information concerning student opinion and for securing photographs of students engaged in disruptive actions. The Vice President for Institutional Advancement may enlist cooperation of other faculty and staff members in carrying out this assigned responsibility. He or She is responsible for seeing to it that a record shall contain the date time and nature of each disruption including the names of the persons who can be identified by photographs or by testimony of observers in the action taken. Much of this
 - D. Information may be supplemented by the records of the members of the staff of the Associate Provost/Vice President for Enrollment Management. If it becomes necessary, the Vice President for Institutional Advancement will be responsible for

the establishment of “anti-rumor” in an attempt to propagate truth regarding rumors.

- E. The Vice President for Fiscal Affairs will ensure the availability of appropriate secretarial assistance during the emergency; and document expenditures related
- F. To any emergency/disaster for possible FEMA reimbursement and/or cost recovery.
- G. The Vice President of Student Affairs’ staff will be responsible for identification of students who are participating in any disruption.
- H. The Director of Residence Life will appoint 10-15 students to act as Student Assistants. He or She will instruct these assistants as to their responsibilities and distribute armbands for identification.
- I. The Provost/Vice President for Academic Affairs shall secure an appropriate number of faculty members to assist in maintaining order and minimizing violence.
- J. The Provost/Vice President for Academic Affairs shall make arrangements for keeping the faculty informed as to the nature of the disturbance and action being taken.
- K. The Registrar shall be responsible for securing all files and records. He or She should make full use of the members of the staff and, if necessary procure the assistance of other faculty and staff members in carrying out this function.
- L. The Director of Facilities Management shall be on hand as the Fire Marshall of the University to assure that fire regulations are not violated or to report violations. He or She should see to it that persons in Campus Headquarters know where he is at all times.
- M. The Director of Facilities Management shall be on hand as the University Electrician in the event that the electrical power of any building should be affected. He or She shall also arrange for telephone maintenance personnel to be available should it become necessary to repair or disconnect any telephone installations.
- N. The Vice President of Information Technology will coordinate all the technology requirements along with the Vice President of Academic Affairs, and shall be responsible for securing all administrative hardware, software and backup data.

Preservation Of Records

In order to provide normal operations following an emergency or disaster, essential records are protected: e.g. vital statistics, operational plans, resource data, casualty/injury/damage list, are backed up on computer disk by Information Technology on a daily basis and store in a safe vault off campus at Bank of America. Personnel records, i.e. payroll are stored at the Board of Regents office in Athens, GA.

Preparation Before A Power Outage

Facilities Management will provide emergency generation for purposes including, but not limited to, heating and air conditioning and ventilation and preservation of perishable food products.

- Plan how to notify affected personnel about workday and after-hours emergencies.
- Identify and prioritize vital power-dependent functions, operations and equipment. Plan ahead for short-term and long-term impact needs
- Keep duplicates of critical data. Back up your files regularly.
- Determine if there is emergency lighting in your area. Keep flashlights in all work areas.
- Develop strategies for resuming operations when power returns.

Maintaining Up-To-Date Disaster Plan

The President and the ASU Chief of Police shall be responsible for:

1. Maintaining, updating and distributing all changes to this plan and initiating additional actions as deemed necessary to effectively implement this plan.
2. Providing for procurement and management of resources necessary for emergency operations and document resources provided by other agencies.
3. Assigning a staff member to work with the Public Information Director on emergency public information matters.
4. Emergency Operations Center: BCB ITC Building Room 172 on Radium Springs Road.

Effective Date

This plan is effective immediately and supersedes all other emergency disaster plans.

Assisting Persons With Disabilities

1. Campus alerts, notifications and emergency plans are provided to all campus community networks. In the event of an emergency on campus that may affect the safety of a disabled student, staff, faculty and visitor should be directed to the Albany State Police Department or 911.
2. Persons reporting the wellbeing or safety of a disabled person should be detailed with the information reported. Do not injure the person while trying to help evacuate or move to a safe location.
3. Albany State University Police has MOU's with local law enforcement agencies. The Albany Fire Department has the equipment and tools needed to assist with person with disabilities.

Chapter III

Asu Police Department Procedure For Activating The Emergency/Disaster Plan

1. Responsibility

A. Notify The Police Department At (229) 430-4711

1. The Police Department Dispatcher will contact the Chief of Police or his/her designee immediately and advise them the facts, circumstances and/or situation deemed to constitute an emergency. The President or his/her designee shall be advised and consulted as to the nature of the disaster. Upon the authorization of the President or his/her Chief Administrative Officer of the Vice President for Academic Affairs, the disaster plan will be operational and appropriate personnel and departments will be notified.

ORGANIZATION	OFFICE NUMBER
Albany State University President	229-430-2799
Provost/Vice President of Academic Affairs	229-430-7060
Vice President of Fiscal Affairs	229-430-4609
Vice President of Student Affairs	229-430-33608
University Communications	229-430-4660
Director of Facilities Management	229-430-3812
Chief of Police Police Department	229-430-4712/4714
Vice President of Information Technology	229-430-3006

2. Secure all disaster areas and any traffic control that are necessary.
3. Provide on-the-scene emergency care as necessary.
4. Provide emergency transportation away from areas.
5. Direct all unauthorized personnel away from the area.

B. 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.

C. Chief Of Police And The Police Department

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' Disaster Coordinator.
- Implement the unit's disaster plan, with the particular condition, subject to any instructions from the Regents' Disaster Coordinator.
- Take such actions as may be necessary outside the unit's Disaster plan, subject to any instructions from the Regents' Disaster Coordinator, 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' Disaster coordinator 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 disaster coordinator 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.

Emergency Operations Responsibilities

1. The HPER Gym Facilities will be used if an emergency shelter is needed.
2. Food service will be available on campus in the University's dining hall, which normally serves 1,200 -1,500 meals per day.
3. Upon receiving notice of a disaster, Facilities Management will determine structural damage and whether buildings are safe for continued occupancy, and will report to the Vice President for Fiscal Affairs, who will advise personnel of safety precautions.
4. Institutional vehicles will be used for providing outside personnel with transportation and for moving in outside supplies needed in an emergency.

Student Health Services

The staff of Health Services consists of licensed nurses with one advance practice nurse and a consulting physician. In the event of an emergency, two Registered Nurses, a Nurse Practitioner, a LPN and the Consulting physician would be available. Assistance can be obtained from nursing faculty in the Department of Nursing and the Counseling Center. The emergency medical services provided by Student Health services will consist of assessing and triaging injuries, preparing for transport to hospital facilities, treating minor injuries and assessing mental health needs.

The director of Student Health Services is directly responsible for the coordination with Dougherty County Health Department and local hospitals of any health related matters to include, FLU Pandemic coordination, quarantine of exposure requiring medical attention.

Injured person requiring transport for further assessment and treatment will be transported by EMS to Phoebe Putney Hospital and Palmyra Medical Center.

Pandemic Flu Alert

Scientists predict that the world is due for an influenza pandemic- a global outbreak from a new strain of influenza. Albany State University along with the District Health Office is working to make planning for pandemic flu a priority. An influenza pandemic will result in the rapid spread of the infection with outbreaks throughout the world. Communities across the state and the country may be impacted simultaneously.

For additional information regarding the flu preparedness visit www.pandemicflu.gov, www.southwestgeorgiapublichealth.org, and www.hhs.gov/pandemicflu/plan.

Pandemic Influenza Response Plan

Level 1 Pre-planning up to and including confirmed cases nationally

Level 2 Suspected case(s) on Campus or in Albany Area

Level 3 Confirmed case(s) on Campus

Level 1

Educate Campus (See Pandemic Flu Planning Below))

Develop and Review Tabletop Exercises with collaboration of on campus multi-departments

Communicate with District Health and Dougherty County Health Department

Update Emergency Action Plan / Emergency Disaster Plan

Compose communication with Campus Communications (e-mail, ASU Website, ASU announcements)

Stock Student Health Services with medications, gowns, masks, clinical supplies, etc.

Level 2

Notify District Health and Dougherty County Health Department

Notify Student Affairs, Executive Cabinet, Campus Police

Notify Housing and Dining of suspected cases and possible level of additional exposures

Compose communication with Campus Communications for News Media

Level 3

Possible activation of Emergency Operations Center (Mutual Aid Agreement)

Possible implementation of Emergency Action Plan

Possible advisory of University President for suspension of Academic activities or campus closure

Compose communication with Campus Communications for News Media

Pandemic Flu Planning Before Pandemic

Prevention

Educate Campus about preventive measures:

- Avoid contact with ill persons.
- Avoid placing hands near face.
- Wash hands often and/or use alcohol based hand gel often throughout the day.
- When coughing or sneezing, cover your nose and mouth with a tissue or your sleeve (if you do not have a tissue). Discard used tissue.
- After you cough or sneeze, wash your hands with soap and water, or use an alcohol-based hand gel. Use paper towels to operate the door knob or door handle.
- If you have flu like illness, remain at home until at least 24 hours after you are free of fever (100F) or free of fever without the use of fever-reducing medications.
- If you have symptoms use a face mask, to protect others.

Everyone is encouraged to have a Flu Vaccination for the seasonal flu when it becomes available; however Seasonal Flu Vaccine is not effective for Swine Flu. A vaccination for Swine Flu is being developed.

Educate individuals on signs and symptoms of FLU:

Fever greater than 100F
Sore throat
Stuffy Nose, Sneezing
Headache and body aches

Nausea, vomiting and / or diarrhea
Chills
Cough
Fatigue

Preparation

What if an outbreak of Flu occurred on Albany State University Campus?

Does your department have a plan to function at less than half staff?

Would your department require additional supplies? Example: Garbage bags in Facilities.

Would your department offer services in a different manner? Example: Online classes for Academics.

During Pandemic Flu Outbreak

Treatment

Faculty, Staff and Students with symptoms should notify Student Health Services @4766 or ASU Police @4711. Faculty and Staff are also encouraged to contact their Primary Care Provider.

Cold, Flu, Sinusitis

Symptoms	Cold	Flu	Sinusitis
Runny Nose	Yes	No	Yes, for more than 7 days with thick yellow yellow/green nasal Discharge
Cough	Mild	Yes, Dry Nonproductive	No
Fever	Low Grade	High	Low Grade
Body Aches	Mild	Severe	No
Sore Throat	Maybe	No	No
Headache	Maybe	Severe	Around the eyes

Because Swine Flu and Seasonal Flu have similar symptoms, laboratory testing is needed to diagnose Swine Flu.

Symptom Relief

If you want to do this	Chose Medicine with this:*
Unclog a stuffy nose	Sinus Decongestant
Quiet an upset stomach	Antacid/ Anti-gas/Anti-nausea
Ease fever, headaches, minor aches and pain	Ibuprofen or Acetaminophen
Cough & Cold Multiple Symptoms	Multi-Symptom Cough & Cold Relief
Itchy, watery eyes, runny nose	Antihistamine

*Does not require a prescription. The symptoms on the medicine box should match the symptoms you are experiencing.

Management of Pandemic

Student Health Concerns
Police Department Concerns
Housing Concerns
Student Affairs Concerns
Academic Affairs Concerns
Dinning Services Concerns

Facilities Concerns
Staffing Concerns
Mutual Aid Agreements
Communication Concerns
Administrative Concerns
Human Resources Concerns

AFTER Pandemic Flu Outbreak

Return to Normalcy

Above concerns have been addressed.
Evaluation of processes and outcomes.

The CDC has developed a Check list for Individuals and families. Refer to the Checklist below:

1. To plan for a pandemic:

- ❖ Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- ❖ Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs.
- ❖ Have nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- ❖ Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- ❖ Volunteer with local groups to prepare and assist with emergency response.
- ❖ Get involved in your community as it works to prepare for an influenza pandemic.

2. To limit the spread of germs and prevent infection:

- ❖ Teach your children to wash hands frequently with soap and water, and model the current behavior.
- ❖ Teach your children to cover coughs and sneezes with tissues, and be sure to model that behavior.
- ❖ Teach your children to stay away from others as much as possible if they are sick. Stay home from work and school if you are sick.

3. **Items to have on hand for an extended stay at home:**

Examples of food and non-perishables	Examples of medical, health, and emergency supplies
<ul style="list-style-type: none"> ▪ Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups ▪ Protein or fruit bars ▪ Dry cereal or granola ▪ Peanut butter or nuts ▪ Dried Fruit ▪ Crackers ▪ Canned juices ▪ Bottled water ▪ Canned or jarred baby food and formula ▪ Pet food ▪ Military MRE'S ▪ Other nonperishable foods 	<ul style="list-style-type: none"> ▪ Prescribed medical supplies such as glucose and blood-pressure monitoring equipment ▪ Soap and water, or alcohol-based (60-95%) hand wash ▪ Medicines for fever, such as acetaminophen or ibuprofen ▪ Thermometer ▪ Anti-diarrhea medication ▪ Vitamins ▪ Fluids with electrolytes ▪ Cleansing agent/soap ▪ Flashlight ▪ Batteries ▪ Portable Radio ▪ Manual can opener ▪ Garbage bags ▪ Tissues, toilet paper, disposable diapers

CDC – a Guide for Individuals and Families, www.pandemicflu.gov.

Director of Student Health Services
504 College Drive
(229) 430-7033(phone)
(229) 430-1652 (fax)

Phoebe North Medical Centers
2000 Palmyra Road
Albany, Georgia 31701
Emergency Center Charge Nurse
229-434-2128 or 229-434-2129
229-312-4156
229-312-4185 (fax)

Dougherty County Health Dept. Emergency
1710 N. Slappey Blvd.
Albany, Georgia 31701
Director of Nursing
229-430-6322

Director of Facilities Management
504 College Drive
(229) 430-3812
(229) 430-3085 (fax)

Phoebe Putney Memorial Hospital
417 Third Avenue
Albany, Georgia 31701
Emergency Center
Charge Nurse

Director of District Health Dougherty County

1109 N. Jackson Street
Albany, Georgia 31701
229-430-4127

Medical Service
901 N. Jefferson
Albany, Georgia
31707
229-439-7011
229-439-4040 (fax)

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

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 Boards 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 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.

3. 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:

1. Bruce Holmes, USG Chief of Police

Cell 678-561-4745

Cell 404-831-2959

Office 404-962-3157

Email bruce.holmes@usg.edu

In the event the Chief cannot be contacted:

2. Lacey Kondracki, Inspector

Cell 404-416-0049

Office 404-962-3189

Email Lacey.kondracki@usg.edu

3. 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:

1. **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.
2. **Emergency** – Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.
3. **Emergency Conditions** – Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.
4. **Incident** – Any 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

USG Unit(s)

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.

1. 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

2. These persons should report to EOC, BCB's International Trade Center, and 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 **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.

3. 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.

Chapter IV

Hazard Guidelines And Responsibilities

Notifications And Implementation

- ❖ The President shall promptly meet with the Provost and Vice President for Academic Affairs, Vice President for Fiscal Affairs, Vice President for Student Affairs, Vice President for Institutional Advancement, ASU Chief of Police, CIO of Information Technology, Director of Public Information and Director of Student Health Services to assess the probable impact of the reported action.
- ❖ In cases where it appears that the disorder can be contained in a non-disruptive basis by discussion and negotiation, appropriate administrative officers, faculty members and/or staff leaders will discuss and negotiate.

Position Titles	Office #
ASU President	229-430-2799
Provost/VP Academic Affairs	229-430-7060
VP Fiscal Affairs	229-430-4609
ASU PD Chief of Police	229-430-4714
University Communications	229-430-4660
Vice President of Information Technology	229-430-3006
Associate Provost/VP Enrollment Management	229-430-1884
Director of Residence Life	229-317-6260

Hazardous Materials

A. PROFILE OF HAZARDS

1. Unlike winter storms or a tornado, chemical accidents or spills will as a general rule, happen without any prior warning or notification. Radioactive and hazardous materials are transported throughout the state by nearly every mode of travel. While many of these materials are in common use, accidents or spills present a serious threat to the health and safety of the general public, especially the responding officer who happens to be first on the scene.
2. Hazardous material accidents are a major threat along highways and in the University Academic buildings. Hazardous material is any element, compound or combination thereof that is flammable, corrosive, toxic, radioactive, oxidizer, an etiological agent or highly reactive and that, detrimental effects upon operating and emergency personnel, the public, equipment and/or the environment.
3. Mitigation of this type hazard is best accomplished by adherence to rules, regulations and procedures promulgated by the manufactures and the federal government. Proper packing, storage and handling procedures including proper laboratory supervision will help to eliminate hazardous material accidents.
4. Preparedness requires detailed planning, availability of resources, coordination among emergency forces; rescue operations to control any potential hazards.
5. Neutralize the hazard, possible evacuation, decontamination and overall recovery.

B. RESPONSIBILITIES

1. When the Albany State University Dispatcher receives the initial emergency call, he or she will attempt to obtain as much information as possible and dispatches the required officers to the scene. If the accident/spill happens in a laboratory, in all probability, the user or other persons will know the identity of the chemical.
2. Refer to the "Emergency Response Guidebook located in those designated areas by the Environmental Safety person for possible hazardous material incidents and get initial information, for protection and the protection of others.
3. Be extremely careful if there is a chemical accident/spill in the area. The person responsible should evaluate this situation: volume of spill, persons involved, chance of an explosion, types of chemical, etc., and contact the Department of Environmental Health/Occupational Safety Office immediately.

4. If corrosive or toxic chemical comes in contact with your skin, immediately flush the affected area with water for at least 15 minutes, then as soon as possible notify ASU Police of a medical need.
5. Do not attempt to clean up chemical spill unless you are trained and have the proper protective equipment to perform the cleanup.
6. Evacuate the area when there is possible danger of harmful or flammable vapors.
7. Notify others in your immediate area to evacuate. Consider persons with disabilities who may need assistance evacuating.
8. Initiate the fire alarm when necessary, and report to your designated area.
9. The Police Department will contact the President and the Vice President for Student Affairs
10. The Chief of Police or his representative will be responsible for notifying 911 and will be the liaison with the University and the emergency units when they arrive.

C. HUMAN BODILY FLUIDS (BLOODBORNE PATHOGENS)

If a human body fluid spill should occur, bloods, vomit, feces, saliva, urine, always notify ASU Police when exposed, so you may be provided professional medical treatment.

Human bodily fluids are also known as blood borne pathogens. Do not clean up human bodily fluid spill unless you are train in blood borne pathogen cleanup procedures.

Always treat human bodily fluids as an infectious waste. Always wear rubber or latex gloves when handling human waste. When removing the gloves, avoid touching contaminated areas of the glove and wash hands thoroughly with soap and water. When danger of splashing exists, wear a face shield to prevent fluids from getting in your eyes, mouth, or nose. Avoid getting bodily fluid in open soars or wounds.

Chapter V

Special Assignments

Missing Person Protocol

Purpose:

This policy contains the official notification procedures of Albany State University concerning missing students who reside on and off campus, in accordance with the requirements of the Higher Education Opportunity Act HEOA of 2008. The purpose of this policy is to promote the safety and welfare of the campus community through compliance with the HEOA requirements, and should be adhered to by all members of the campus community, faculty, staff and students.

Procedures:

The report of a missing person is a serious matter. If you have reason to believe that person is missing from Albany State University Campus, immediately notify ASU Police.

All calls regarding missing persons on campus will be dispatched and assigned to an officer for initial investigation.

An individual will be considered missing if a roommate, classmate, faculty/staff member, family member, or other campus person has not seen the person in a reasonable amount of time (24 hours is the norm). A reasonable amount of time may vary with time of day and information available regarding the missing person's family daily schedule, habits, punctuality, and reliability.

In conjunction with the police investigation, the Chief of Police or his designee will contact the person for notification, and hopes to find out additional information about the student that may help in the investigation. Local law enforcement and other resources such as the media will be notified if needed in the efforts to find the missing students. Social Media will be a tool that will be used in the search efforts also.

Ways to try to find the person:

Call missing persons phone and send a text message.

Interview roommates and known friends

Look at social networking sites such as Facebook for any activity

Attempt to locate student's vehicle on campus

Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

How to Report a Missing Person

If you believe a person is missing, you can report either of the campus law enforcement for on campus incidents or local law enforcement:

ASU Police Department (430-4711) off campus Albany 911 Center (911)

If a student is found to be missing through investigation by ASU PD or local law enforcement, the Vice President for Student Affairs will contact the student's parents or emergency contact person.

Suicide Protocol and Procedures

Purpose:

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, ideation or attempt suicide. So 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 rather than react to such situations by making “ad hoc decisions (Jed Foundation, 2014).

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

IMMINENT Danger and has Attempted Suicide ON campus:

- 1. Immediately Call 911** and ASU Police Department (**ASU PD**) (**229) 430- 4711**
- 2. Take any threat of self-harm seriously**
- 3. Please remain calm and call/send for help.**
4. The appropriate staff resource or university crisis/emergency team should be mobilized. This brings additional people to the scene to help.
5. Please **DO NOT** transport student in a personal vehicle for safety and legal liability. If the student changes his/her mind about cooperating, you can be in a dangerous situation, both for yourself and the student.
6. Please remain with the student until proper authorities arrive to secure the location. **Do not leave the person alone.**
7. ASU PD will take charge, assess and secure the location, isolate the student away from large crowds and spectators.
8. We want to keep other students away from the student in crisis, to keep the situation from getting confused, to ensure safety and to prevent contagion/anxiety problems from developing in the general student body.
9. ASU PD will contact the Counseling Director, and/or Housing Director and/or other resource persons at Albany State University.
10. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and also contact Student Affairs.
11. 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 accurate information will help the personnel there do a better evaluation.
12. ASU PD or the Vice President for Student Affairs will contact family members or the guardian of the student if necessary.

13. The Counseling Department will provide counseling to those who may have been affected by the events.
14. File a report of incident. It is very important to have proper documentation of the incident.
15. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
16. Anticipate a brief window of intense and varied reactions among the students. Some students will want to talk about the episode for a brief period, and then want to re-focus back on other events in their daily life. A few students may have a prolonged preoccupation with the events. Some students will not see themselves as being affected by the event. Accept what they say, but tell them that this might change over time.

IMMINENT Danger and has Attempted Suicide ON Campus INSIDE CLASSROOM:

1. **Immediately Call 911** and ASU Police Department **(229) 430- 4711**.
2. **Take any threat of self-harm seriously**
3. Please **remain calm and call/send for help**.
4. The appropriate staff resource or university crisis/emergency team should be mobilized. This brings additional people to the scene to help.
5. Please **DO NOT** transport student in personal vehicle for safety and legal liability.
6. The instructor will remain with the student and secure the location until proper authorities arrive.
7. ASU PD will take charge, assess, secure the location, isolate the student away from large crowds and spectators, and also arrange for emergency transportation if necessary.
8. ASU PD will contact the Counseling Director, Housing Director and/or other resource person at Albany State University.
9. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and also contact Student Affairs.
10. ASU PD or Counseling Department will contact the family members or guardian of the student if necessary.
11. The Counseling Department will provide counseling to those who may have been impacted by the events.
12. File a report of incident. It is very important to have proper documentation of the incident.
13. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.

14. Anticipate a brief window of intense and varied reactions among the students. Some students will want to talk about the episode for a brief period, and then want to re-focus back on other events in their daily

life. A few students may have a prolonged preoccupation with the events. Some students will not see themselves as being affected by the event. Accept what they say, but tell them that this might change over time.

IMMINENT Danger and has Attempted Suicide OFF campus

1. **Immediately Call 911.**
2. **Take any threat of self-harm seriously**
3. Please **remain calm and call/send for help.**
4. Please **DO NOT** transport student personal vehicle for safety and legal liability.
5. Please remain with the student at the scene until proper authorities arrive to secure the location.
6. The person dealing with the student needs to determine the “likelihood to flee.” Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
7. Albany Police Department will assess and secure the location and isolate the student from large crowds and spectators and also arrange for emergency transportation is necessary.
8. ASU PD will contact the ASU Counseling Director.
9. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and also contact Student Affairs.
10. ASU PD or Counseling Department will contact the family members or guardian of the student if necessary.
11. The Counseling Department will provide counseling to those who may have been impacted by the events.
12. File a report of incident. It is very important to have proper documentation of the incident.

THREAT of Suicide ON campus

1. **Immediately Call 911 and ASU Police Department (229) 430- 4711.**
2. **Take any threat of self-harm seriously**

3. Please **remain calm and call/send for help**, if you are unable to handle the situation.
4. Encourage the student to call the ASU Counseling Department at **(229) 903-3610** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
5. Reassure the student that they are not alone and you are there to keep them safe.
6. The person dealing with the student needs to determine the “likelihood to flee,” access to weapons, and/or violence potential. Knowledge about previous behavior patterns is important and helpful. Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
7. Please **Do NOT** leave the student alone or take the threat lightly or as a joke.
8. Please Do **NOT** suggest that the student go someplace else alone.
9. **Do NOT** pass on personal judgment or personal opinions.
10. **Do NOT** try to provide counseling. Recognize the limitations of your authority.
11. File a report of incident.

THREAT of Suicide OFF campus

1. **Immediately Call 911** and report threat.
2. Please **remain calm and call/send for help**, if you are unable to handle the situation.
3. Encourage the student to call the ASU Counseling Department at **(229) 903-3610** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
4. Reassure the student that they are not alone and you are there to keep them safe.
5. Please do not leave the student alone or take the threat lightly or as a joke.
6. The person dealing with the student needs to determine the “likelihood to flee.” Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
7. Please **DO NOT** suggest that the student go someplace else alone.
8. **DO NOT** pass on personal judgment or personal opinions.
9. **DO NOT** try to provide counseling. Recognize the limitations of your authority
10. File a report of incident. It is very important to have proper documentation of the incident.

THOUGHTS of Suicide ON campus

1. Remain calm and call ASU PD at **(229) 430-4711** and also speak with the Counseling Department **(229) 903-3610** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
2. Reassure the student that they are not alone and you are there to keep them safe.
3. **Do NOT** try to provide counseling. Recognize the limitations of your authority.
4. The person dealing with the student needs to determine the “likelihood to flee.” Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
5. File a report of incident. It is very important to have proper documentation of the incident.

THOUGHTS of Suicide OFF campus

1. Remain calm and **911** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**
2. Reassure the student that they are not alone and you are there to keep them safe.
3. **Do NOT** try to provide counseling. Recognize the limitations of your authority.

Suicidal Behavior ON campus (Non-Emergency)

1. Remain calm and call the ASU PD at **(229) 430-4711** and encourage the student to speak with the Counseling Department **(229) 903-3610** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
2. Reassure the student that they are not alone and you are there to keep them safe.
3. **DO NOT** try to provide counseling. Recognize the limitations of your authority.
4. File a report of incident. It is very important to have proper documentation of the incident.
- 5.

Suicidal Behavior OFF Campus (Non-Emergency)

1. Remain calm and call **911** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
2. Reassure the student that they are not alone and you are there to keep them safe.

3. **DO NOT** try to provide counseling. Recognize the limitations of your authority.

Student has COMMITTED Suicide ON Campus

1. **Immediately call 911** and ASU Police Department **(229) 430- 4711**.
2. Please remain calm and send for help.
3. Please **DO NOT** transport student in personal vehicle for safety and legal liability.
4. Please remain with the student until proper authorities arrive to secure the location.
5. ASU PD will take charge assess and secure the location, isolate the student away from large crowds and spectators, and also arrange for emergency transportation.
6. ASU PD will contact the RAMROC Team, Counseling Director and Housing Director of Albany State University.
7. Isolate direct witnesses to a designated area away from the scene and from the other students. Have a staff person stay with them for support.
8. Keep staff and students away from the area around the student who has died. This area is considered a crime scene and should be left undisturbed for the subsequent police investigation.
9. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility
10. The Counseling Director will contact Student Affairs and the Suicide Prevention Specialist.
11. ASU PD or the Counseling Department will contact family members or the guardian of the student if necessary.
12. The Counseling Department will provide counseling to those who may have been affected by the events.
13. File a report of incident. It is very important to have proper documentation of the incident.
14. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
15. No statements should be made to the media.
16. The appropriate crisis team will prepare a memo to send to the ASU community to inform them about the incident.
17. Identify and put together a team to provide on-campus mental health support services if those services are requested.

Student has COMMITTED suicide OFF campus

1. **Immediately call 911.**
2. Please remain calm and wait for help to arrive.
3. Please **DO NOT** transport student in personal vehicle for safety and legal liability.
4. Please remain with the student until proper authorities arrive to secure the location.
5. Albany Police will take charge, assess and secure the location, isolate the student away from large crowds and spectators, and they will also arrange for emergency transportation.
6. Isolate direct witnesses to a designated area away from the scene and from the other students.
7. Keep staff and students away from the area around the student who has died. This area is considered a crime scene and should be left undisturbed for the subsequent police investigation.
8. Call the ASU PD and inform them about the incident.
9. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
10. The appropriate crisis team will prepare a memo to send to the ASU community to inform them about the incident.
11. The RAM: ROC team will provide on-campus mental health support services if those services are requested.
12. No statements should be made to the media.

Bomb Threat Responsibilities

The person receiving a telephone bomb threat should:

1. Stay calm and keep the caller on the line as long as possible. Ask the caller to repeat the message. Record as much of the caller's spoken words as possible.
2. Ask the caller the following:
 - What is the exact location and time of possible detonation?
 - What kind of bomb is it?
 - What does it look like?
 - What is the caller's name and motive?
 - Are you an employee?
 - Are you a student?
3. 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.
4. Listen closely to the voice (male or female). Notice the quality of the voice (calm/excited), accents and speech impediments. **Try not to hang up the phone!!**
5. When the bomb threat call is completed, notify the Police Department at 430-4711 immediately, giving as much information as possible.
6. The Police notify the appropriate persons of the threat.
7. If the bomb threat is directed at your building, notify the Dean and other appropriate Directors and proceed with an orderly evacuation.
8. Preserve any written, electronic or recorded communications related to the bomb threat for investigation by the ASU Police Department.
9. Complete: 1. Bomb Threat Check list and the Bomb Threat Questionnaire Sheet.

Written Threat

1. Remain Calm.
2. Notify ASU Police Department immediately, at extension 4711.
3. Once discovered, do not touch, move, or open package, so it is not altered or destroyed. Preserve scene for the police department.
4. Keep others from handling or going near it.

Opened or Closed Suspicious Packages

1. Notify ASU Police immediately. Do not use a two-way radio or cell phone within 100 feet of a suspicious package.
2. Never touch any package that is suspicious! Do not attempt to touch, move, or open, as it could explode or spread!
3. Keep others from handling or going near it.

Examples of Suspicious Packages & Envelopes

- Package or envelope discovered with a suspicious powdery substance on the outside.
- Received unexpectedly or sent by someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed addresses, incorrect titles or titles with no names, or misspelling of common words.
- Address to someone no longer with the University or with outdated postmarks.
- No return address or one that cannot be verified as legitimate.
- Return address not consistent with postmark.
- Unusual amount of tape, string, or other wrapping material.
- Marked with restrictive endorsements, such as "Fragile", "Personal", "Confidential", or "Rush-Do-Not-Delay."
- Strange order, stains, or noises (rattling, clicking, etc.)
- Appears to contain electrical wire or aluminum foil.

What to Do If You Find a Suspicious Package or Envelope

1. Never touch any package that is suspicious! Do not attempt to touch, move, or open, as it could explode or spread.
2. Isolate the suspicious package by evacuating the room and locking the door, if possible.
3. If the suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt shock movement. This can cause detonation of certain devices. Gently set the package down.
4. Call ASU Police from a safe distance. Do not use a radio or cell phone within 100 feet of the object.
5. Evacuate others in the area by following established evacuation procedures. Consider persons with disabilities who may need assistance evacuating.
6. If you have had direct skin contact with the package, wash hands, arms etc., with soap and rinse with a plentiful quantity of water for 15 minutes.
7. Account for any missing person; always notify ASU Police of any missing person when evacuating an area.
8. Always follow precautionary directions given by University officials.

BOMB THREAT GUIDELINES

1. When a bomb threat is received, the Police Department will call the following people and state the existing conditions:

Organization	Office Number
Chief of Police ASU Police Department	229-430- 4711/4714
Facilities Management	229-430-3812
University Communications	229-430-0582

2. The President and/or Chief of Police will determine whether to evacuate a building during a bomb threat.
3. The ASU Police Department is responsible for notifying the appropriate city and county agencies.
4. If students are affected, they will be moved to the nearest facility a safe distance from the threat.
5. The ASU Police Department will contact the Albany Police Department to conduct the search of the affected area.
6. Upon completion of the search, the Chief of Police will inform the Vice President of Student Affairs that the building is ready for occupancy.
7. Facilities Management staff will reactivate all systems (fire alarm, heating and cooling).
8. A follow-up evaluation will be held on the next working day and shall be arranged by the Vice President of Student Affairs.

(The forms following this section are located in all offices on campus)

BOMB THREAT CHECKLIST

Date: _____ Time: _____ Phone Number: _____

Department/Residence Hall: _____ Building: _____

Person receiving call and completing form: _____

Exact Message received:

Location of bomb/explosive

Time of detonation: _____

Why: _____

CALLER IDENTIFICATION

Sex: Male _____ Female _____

Estimate of age _____

Pitch of Voice: Low _____ Moderate _____ High _____

SPEECH CHARACTERISTICS

Usual Accent: _____

Peculiar Grammar: _____

Stuttering: _____

Other: _____

Additional Comments: _____

BOMB THREAT QUESTIONNAIRE

WHEN A BOMB THREAT IS CALLED IN:

Try to keep the caller on the phone:

1. Ask the caller to repeat him/herself: what is your name please?

2. Where are you calling from?

3. Where is the bomb right now?

4. What kind of bomb is it?

5. What time is the bomb going off?

6. Why did you set this bomb?

7. What does the bomb look like?

8. What would cause the bomb to go off?

Fire

IN ALL CASES OF FIRE, CAMPUS POLICE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY.

1. Know the location of the fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through the Facilities Management Department at (229)430-430-4902.
2. If a minor fire appears controllable, contact the ASU Police Department **IMMEDIATELY**. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists in the building such as a fire, **ACTIVATE** the Fire Alarm and call the ASU Police Department.
4. In the case of large fires that do not appear controllable, **IMMEDIATELY** notify the Fire Department and Campus Police. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS**.
5. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
6. If you are leaving a room, feel the door with the back of your hand before opening it. Do not open the door that feels hot.
7. Do not return to your area for personal belongings.
8. If smoke is present, stay low. The best quality of air is near the floor.
9. If you are trapped in your office, residence hall room, or classroom, wedge wet towels or cloth material along the bottom of the door to keep out smoke.
10. Try to close as many doors between you and the fire as possible.
11. Be prepared to signal your location through the window.
12. Do not open or break windows unless necessary to alert emergency personnel to your location or to escape.
13. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!! DO NOT USE THE ELEVATOR DURING A FIRE**. Smoke is the greatest danger during a fire.
14. Once outside, move to a clear area that is at least 500 feet away from the affected buildings. Keep streets, hydrants and walkways clear for emergency vehicles and views. Know your assembly points.

Important:

After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

15. If requested, assist emergency crews as necessary.

16. A Campus Emergency Command Post may be set up near the disaster site.

17. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official. **NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
DO NOT PANIC!

You must evacuate on fire alarm alerts. Stay with your class, residence hall students, or office group. Faculty remember to take your class roster with you to the designated area. Once you have reached the designated area, report any missing person to ASU Police immediately.

III. Lockdown Procedures: (Room, Building, or Campus)

Room lockdown response is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms. Examples: Violent or potentially violent incident by an angry or deranged person or persons threatening with a gun or other deadly weapon; robbery in progress, etc.

Room Lockdown Procedure:

- Remain calm and stay with your group of students, faculty, staff, or visitors.
- Lock room doors and windows, and close shades immediately.
- Notify ASU Police of the situation as soon as possible without endangering yourself.
- Notify ASU Police of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
- Keep persons quiet and away from the doors and windows. Consider person with disabilities who may need assistance.
- If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
- Maintain a calming influence over your group. Reassure students, faculty, and visitors that everything possible is being done to return the situation to a normal condition.
- Notify ASU Police as soon as possible of any medical emergencies.
- Conduct a count of all persons and report any missing person to ASU Police.
- Remain in the secure room until released by ASU Police.

- If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not in a straight line.
- Building or campus lockdown is initiated by ASU Police Department.
- The lockdown consists of moving all students, faculty, staff and visitors off the grounds, and into the buildings, securing all entrances, and denying access to any unauthorized persons.
- Always begin the lockdown procedure immediately following notification to do so by ASU Police or University official.
- Cancel all outdoor activities until approved otherwise by ASU Police.
- No person should leave a building under a lockdown order.
- The building or campus lockdown is to remain in effect until cancelled by ASU Police Department **only**.
- Unsure all instructions issued by ASU Police are followed immediately.

IV. Medical Emergency

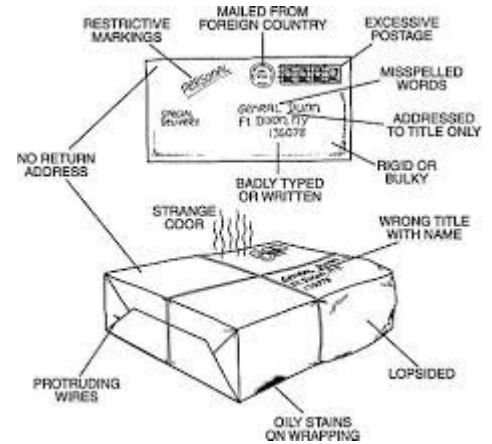
- Report all medical emergencies occurring on campus to ASU Police, extension 4711.
- Always determine and report if the person is conscious or unconscious.
- ASU Police will dispatch officers to the scene.
- All university police officers are trained in first-aid, and CPR.
- ASU Police will call EMS whenever necessary.
- The person reporting the emergency must stay on the telephone line with the dispatcher until released by the dispatcher in order to assure that all necessary information is completed.
- ASU Police officers will provide first-aid until the EMS squad arrives.
- The EMS will take over the treatment of injured or sick persons and transport them to a local hospital, whenever necessary.

V. Power Outage

- Notify ASU Police and Plant Operation immediately of a power outage.
- ASU Police will notify Information Technology to ensure computer systems on uninterruptible power supplies are properly handled.
- Some of ASU buildings may be equipped with automatic standby electrical generators that will provide for minimal lighting.
- 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 the appropriate emergency procedures, i.e. evacuate horizontally to another building, or move outside to a safe location.
- During power outages, open blinds to let in outside light.
- During power outage, 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 and outside.
Consider persons with disabilities who may need assistance evacuating.
Report any missing person to ASU Police and where they were last seen.

What Should I Do If I see a suspicious package?



DO NOT open or shake it.

DO NOT carry or show to others.

DO NOT bring to the Police Department.

DO NOT sniff, touch or taste.

DO alert others in the area.

Leave the area, prevent others from entering.

Create a list of persons in the room where the package was received.

Letter and Parcel Bomb Recognition Checklist, What to Look For

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as “CONFIDENTIAL” or “PERSONAL”.
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discoloration on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Excessive tape or string.
- Visual distractions.
- No return address.

Handling Suspicious Packages

- DO NOT open or shake it.
- DO NOT carry or show to others.
- DO NOT bring to the Police Department.
- DO NOT sniff, touch or taste.
- DO place on stable surface, preferably a Bio-Safety Cabinet.
- DO alert others in the area.
- Leave the area, close doors and prevent others from entering by using signs or guarding.
- Distance and separation are the safest precautions to take.
- Wash hands with soap and water.
- Call the University Police at 430-4711.
- Create a list of persons in the room where the package was received.

VI. Students Protest

1. The Chief of Police will be notified immediately of any student protest. Protesting students shall be requested by the Vice President of Student Affairs to appoint three to five students to meet with the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, and the Vice President for Institutional Advancement (and designated others) to discuss and evaluate the grounds for dissent.
2. Other protesting students will be requested to disperse and return educational duties. Failure to disperse (if student's present danger to other substantially interfere with the operations of the University) will be met with suspension by the Vice President for Student Affairs if not cleared within 30 minutes after official notification.
3. Students engaged in:
 - Disruption or violence toward students, staff, faculty, or administration.
 - Damage to property
 - Violations of criminal code
 - Regents' Policies on Violence or Disruptive Behavior will be suspended immediately by the Vice President for Student Affairs without providing predetermination hearings. However, such students will be afforded an opportunity to request a post-termination hearing to convene no later than 10 calendar days from the date of their summary suspensions.
 - Negotiations will be maintained as long as they can be conducted in a peaceful manner.

Beyond Negotiations – (If They Fail)

Manpower Needs

1. An assessment of manpower needs shall be made with the Chief of Police.
2. Manpower should be augmented if necessary, through the aid of the Georgia State Patrol, the Albany Police Department and the Dougherty County Sheriff's Department as authorized by the Georgia Mutual Aid Act (O.C.G.A 36-69-1ET seq), as amended in 1990. Call for assistance from these sources should be made by the Chief of Police with the approval of the President.

3. A policewoman should be available if possible. If this is not possible, nurses in the Student Health Center should report for duty.
4. Arrangements should be made with area Law Enforcement Departments for support, should the use of chemical crowd control become necessary.
5. The following administrators shall be contacted: ASU Chief of Police/Vice President of Student Affairs.

In the case of nonviolent disruptions, if time permits, there should be an attempt to secure an injunction.

- ❖ There should be a request (amplified if necessary) that demonstrators are to disperse. This will be accompanied by a written request from the Vice President for Student Affairs sections of the criminal code of the Regents; polices on violence and disruptions which they violating.
- ❖ There shall be a second request (amplified if necessary) that demonstrators are to disperse. This will be accompanied by a written request from the Vice President for Student Affairs specifying sections of the criminal code of the Regent's policy on violence and disruptions which they are violating.
- ❖
- ❖ The President shall initiate a request for an injunction through the Executive Secretary of the Board of Regents.
- ❖ There shall be a final order (amplified if necessary) for all persons engaged in the disruption to leave before the serving of the injunction.

In case of violent or destructive behavior, when time and circumstances do not allow the procuring of an injunction:

- ❖ There shall be an amplified request that the demonstrator disperse. This will be accompanied as soon as possible by a written request from the Vice-President for Student Affairs specifying the sections of the Criminal Code or the Regents' Policies which are being violated.
- ❖ There shall be a second amplified request in conjunction with the circulation of an order from the President specifying sections of the Criminal Code or the Regents' policies are being violated.
- ❖ Warrants for arrests shall be secured through the Chief of Police. Arrests will be made on the basis of specified evidence (photographs, testimony, observation, etc.)

Faculty, Staff and Student Crisis Response

Albany State University has resources and professional 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.

Crisis Defined:

- Crises: shall include but not limited to situations involving the death of a student, staff member, faculty member, or member of a student's immediate family be suicide, substance abuse, illness, or accident. The principals shall have authority to determine what is a crisis incident and to convene that information to the appropriate resource(**ASU Counseling and Disability Office 903-3610, Albany State University Police Department 229-430-4711 and Albany 911**)
- 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.
- Other Resources for Crises:
 1. GLBT National Youth Talkline 1800-246-7743
 2. Suicide Prevention 1800-273-8255
 3. GA Crisis 1800-715-4225

Chapter VI

Critical Incidents And Hazardous Materials

Albany State University Police Department officers may be called on to respond to a variety of critical incidents. These incidents fall into two main categories: natural disasters (hurricanes, floods, tornadoes, forest fires) and human or mechanical error (chemical spills, train derailments, explosives and traffic accident involving trucks with harmful chemicals or gas). Whatever the type of emergency, the response will basically be the same. Officers **MUST** be familiar with certain basic emergency fundamentals and departmental policies regarding the different situations that may occur.

Initial Duties:

The first ASU officer on the scene of the emergency will be in charge until relieved by a superior officer or an assigned officer. The initial arriving officer on the scene is responsible for performing several basic but important tasks:

Identify Hazard; There are many hazards that can crop up. The most predominant, a downed utility poles and lines, ruptured gas/water mains, traffic problems, trees and debris, hazardous materials, etc.

Locate injured students, staff, faculty or visitors or any others affected by the incident - Taking charge early in the crisis makes for a much more coordinated rescue operation. One person in control can better direct all of the responding emergency units to where they are needed and get them on the scene as soon as possible.

With the scope of the officer's ability, the initial officer on the scene must assure that those most

Seriously injured are cared for first. Notify hospitals or ambulance services of extent of injuries and an approximate number so that their responders can be prepared with sufficient ambulances responding to the scene and hospital staff are prepared to deal with patients as they arrive. If anyone in the area needs to be evacuated, the dispatcher will be advised and officers assigned must begin this process in as orderly fashion as possible. Officers will make sure the evacuation route is clear and safe to travel. Bystanders and onlookers must be kept from the area as much as possible.

The initial officer on the scene will be in the best position to look at the scene to determine how an incident occurred. If actions need to be taken or specialized equipment will be needed, it is the initial responding officer's responsibility to communicate this information and have the equipment and resources coming to the scene.

Besides fire, ambulance and police services, attention must be given to additional emergency responders who may be needed: utility company crews, Civil Defense and emergency rescue, Red Cross or environmental response teams. If the incident is large enough, GEMA and local

Emergency Management Directors must be notified. Responding units must be directed by the initial officer to the location where they are needed. By taking command and assisting the responding units to specific locations, the commanding officer cut down on the confusion and prevents units from clogging up an area that might hinder the rescue operation.

Active Shooter Emergency Preparedness

Police Response

When an active shooter begins their attack, it is imperative that the initial police responders immediately pursue and establish contact with the shooter at the earliest opportunity. The sooner the shooter can be contained, captured, or neutralized, the fewer the casualties. ASU Police officers have trained to respond to any potential threat to the faculty, staff, students and visitors. ASU PD personnel have been trained and will continue to train for active shooter incidents that may occur on campus. During an active shooter incident on campus, we cannot wait for Albany Dougherty County Regional SWAT Team. We must take immediate action by confronting the suspect (s) and eliminating the threat. It will take the SWAT Team 45 minutes to an hour to respond.

Most active shooters have made up their mind to die and ASU police officers are not expected to have tombstone courage by putting their lives in unnecessary danger. We must be smart in the swift decisions we make during an emergency, which comes with training, training, and training. Better yet, perfect training comes with an equal efficient response.

Controlled Chaos

Emergency preparedness is a shared responsibility. The tragic events on the campus of Virginia Tech. and other college and university campuses have shocked and saddened us all. Across the full spectrum of threats that we and other university and college campuses face, it is most difficult for us to prepare for random acts of violence such as these. Even on small campuses like ASU, we have many people distributed in many buildings in an environment that is open, welcoming, and highly accessible by design. Yet, the open, welcoming, and highly accessible design of our campus presents a very difficult security challenge for us. There is little we can do to mitigate or defend against a random act of violence in such environments.

Albany State University Police Department expects the faculty, staff and students to take steps on their own to prepare for these events, by preparing to integrate their own preparedness activities with the circumstances of the emergency. You may be the first person confronted by the suspects and you must have a plan.

During the pursuit, police officers will move through unsecured areas and bypass dead, wounded, and panicked individuals while approaching the suspect (s). It is important that

law enforcement personnel survive the encounter to end a massacre, rather than become additional victims.

Survival Tips “Before”

1. Learn the layout of all buildings on campus.
2. Know the exits of each classroom and building.
3. Familiarize yourself with survival techniques.
4. Attend training workshops.
5. Know your physical limitations (health and physical condition).
6. Develop a killer’s/fighter’s instinct: **fight or flight!**
7. Develop a positive attitude to live and not die:
8. Develop a tolerance for pain—survival instinct.
9. Have a plan that can be adjusted to daytime or nighttime and for natural or man-made disasters.
10. After effects of natural disasters include: gas leaks; electric hot wires; weakened unsteady building structures, trapped or injured victims, deceased victims; fire, etc.
11. Faculty should know the names of each student and how many students are in class each day. Faculty should check attendance or call the roll each day to ensure accountability in the rescue/recovery stages of the incident.
12. Be NIMS (National Incident Management System) certified/trained. Know how to set up a command post with the incident commander. Be prepared for media, rumor control, fire, police, EMS, etc. Have a working plan in place.

Survival Tips “During”

1. Be positive and realistic during emergencies.
2. Recognize that you will be on your own for the first few minutes—or maybe even hours—of an emergency.
3. Realize that your actions can, and will, make a difference.
4. Try to do the most good for the most people during any emergency. Notify others about the emergency, and evacuate the building—if you can—to a safe area away from the danger and take cover. Know the difference between cover and concealment.
5. If you are in a classroom, lock the door (s), put a heavy object against the doors turn off the lights, close window blinds, get on the floor, be quiet, and seek protective cover. If someone knocks, do not answer the door. Call ASU Police at (229-430-4711) or 911. Wait for police and be careful that the person at the door is the police or rescue personnel.
6. **(Flight or Fight Only)** If you choose to run, run in a zigzag pattern—not in a straight line. If you choose to fight, and only as a last resort, look for an object to use as a weapon—a chair or any other object that can cause harm to the offender. A pen or pencil is a good weapon. Jam pen or pencil in the eyes, an ear, up into the nose, etc. Cause enough pain to do harm and/or gain time to get away.

7. When you call the ASU Police Department, give the dispatcher the following information:

1. Your name
2. Location of the incident (be specific)
3. Number of shooters (if known)
4. ID or description of shooter (s)
5. Number of persons who may be involved
6. Your exact location
7. Injuries to anyone, if known
8. Do not run up to an armed police officer!
9. Do not make any sudden movements in the officer's presence!
10. Cooperate with the instructions of the officer. Keep your hands out of your pockets and keep them in plain view. The officer does not know you. You could be a suspect, does not become a victim. The officer is in a state of high alert.

Survival Tips "Afterwards"

1. Stay put until an all clear message/alert has been given by the proper authority. Wait for an "All Clear" by police.
2. Wait in your secure area until contacted by police.
3. Call police with your location and any additional information. Do not come out until told to do so.
4. Provide first aid to injured persons.

Tornadoes

Tornadoes, also called twisters or cyclones, are caused when several masses of air meet from different directions along a weather front. When these air masses meet, a rotary storm of great height is created. The storm is usually accompanied by heavy rains and winds which can reach velocities up to 400 miles an hour producing a vertical funnel. The base of the storm will be at the ground and can be as small as a few feet up to a mile in diameter. The storm will move at an average speed from 30 to 40 miles an hour and may cut a path of up to 20 miles in length.

Tornadoes usually cause a great deal of damage. Buildings are crushed by the tremendous air pressure and vacuum created by the storm. Any object, regardless of size or shape, can become a high-speed missile capable of impaling any form of life. For example, a tree limb can be thrust into the abdomen of an individual, usually causing immediate death. Therefore, do not remain outside during a tornado.

Related potential emergencies for Albany State University police officers would include fires, breaks in gas and water line, downed electrical wires, and ruptured natural gas, gasoline or other chemical storage tanks at the University.

Tornadoes usually occur in late afternoon on hot spring days but can occur in any month of the year. They give little warning, and evacuation in their path is rarely possible. The Albany State University Police Department building, vehicles and officers are as likely to receive damage as any others on campus. When a tornado watch is announced, officers should be alert for changes in the weather and be prepared to act quickly. Albany State University Dispatch will notify all officers of all tornado watches.

A tornado watch merely means that weather conditions are favorable for tornadoes to develop. A tornado warning means that a tornado has actually been sighted. When a warning is issued, be very cautious and be on the lookout for a familiar funnel cloud. If a tornado is spotted, it is generally recommended that officers leave the vehicle and either enter a safe structure or lie down in a low area covering their head and back of the neck with their hands. Officers should never attempt to outrun a tornado. In a building, go to a low area or basement and stay away from large, open rooms and windows. As soon as conditions permit, notify the dispatcher of the location and direction of travel of the storm. Patrol operations should be resumed as soon as possible. When the funnel passes, officers must locate the areas of damage, report fires and/or leaks and begin rescue work.

A. Guidelines And Responsibilities

1. Local radio stations will announce all tornado watches, warnings and alerts provided by the National Weather Service. Information relative to a natural disaster other than on campus must be conveyed either to the President of the University or to the Vice President for Student Affairs by duty authorized city, county, or state personnel.
2. All faculty, staff and students on campus should know the signs of a tornado, the difference between a watch and a warning, and basically what to do for their own protection.
3. The National Weather Service issues two types of tornado alerts:

Tornado Watch: Indicates that atmosphere conditions in a given geographic area are conducive to the formation of tornadoes. This is an alert condition only; all normal activity is to continue. However, all division and staff areas shall have personnel available to monitor communications and disseminate messages. Communications shall be monitored as long as scheduled use of the building continues. However, normal closing times may otherwise be observed. The Administration of the University will be notified when watches are issued. All watches are canceled by official notification only.

Tornado Warning: Indicates that a tornado has been sighted and is a definite threat to a given geographic area. Upon notification that a tornado warning has been issued for the Albany area, all division and staff personnel will evacuate all persons in their respective areas of responsibility to the predetermined safest area.

A weather watch or warning notification may be received by the National Weather Service, radio, television, weather monitor, Emergency Broadcast System, in person, emergency services two-way radios, hand radio operators, etc.

Precautions In The Event Of A Tornado Warning

1. Employees and students should go immediately to an inner hallway in a building, at the lowest level. Vehicles do not offer sufficient protection; go to a more substantial shelter.
2. Appropriate buildings are academic classroom building, the library, residence halls, President's Dining Facility, Holley Hall, Billy C. Black conference rooms, Facilities Management and the HPER Building. Other residential or office dwellings and manufactured housing should not be occupied in the event of a warning.
3. Persons should get under something sturdy. Stay away from windows, doors, and outside walls. The head should be protected.
4. If outdoors with no shelter available, lie flat in a nearby ditch and shield head with arms.

Response forces will be needed to assist the injured, limit damage from fire or power outages, prevent looting and assist with recovery operations such as providing food, shelter, debris removal, etc.

Tornado Preparedness And Response

1. During the "Watch" (when weather conditions are such that a tornado may develop):
 - a. Do not open any doors or windows; close them all to provide more protection.
 - b. Store portable equipment, breakable items, etc., inside building away from Shelter areas.
 - c. Generally, buses may continue to operate, but drivers should be watchful.
2. During a "Warning" (when a tornado has been sighted and/or has touched down):
 - a. Secure or store articles which may act as missiles indoors.
 - b. Buses should not operate. Transportation personnel should be instructed in tornado procedures. If a driver sees a tornado approaching, he or she should:

1. Drive away from the tornado's path at right angles, if possible.
2. Evacuate the bus and take shelter in a pre-designated building or other substantial buildings along the route.
3. Evacuate the bus and direct students to a ditch or hollow and have them lie down, hands over head. Keep students far enough from the bus so it cannot be turned over on them. (Be careful of Flooding.)

If there is sufficient time to take shelter:

4. Evacuate room quickly, quietly and orderly.
5. Check restrooms or nearby vacant rooms for students, staff or visitors.
6. Take personal belongings only if they are at a desk and will provide extra protection (large books, notebooks or coats may be held over head and shoulders).
7. Professors should take roll book and take attendance.
8. Once in a shelter, report missing students. (Directors and principal administrators should take similar accounting of staff members.)
9. Take position for greatest safety by crouching on knees, head down with hands locked at back of neck.
10. All staff, faculty, administrators and students should know the "symptoms" of severe thunderstorms and tornadoes.
11. Selected University employees and responsible students should be trained as "severe weather watchers" or tornado spotter. These people should also be trained in the use of the University's warning and communication system.
12. With the assistance of authorities, determine and designate the best tornado shelter areas in each building.

In multi-storied buildings:

1. Use identified fallout shelters.
2. Use first floor interior shelters.

3. Use restrooms or other enclosed small areas away from large glass areas of large open rooms.
4. If hallways are suitable, use the inside wall of the room or rooms opposite the side of the corridor from which the storm is approaching.

In one-story buildings:

1. Use identified fallout shelters.
2. Use basement (if available)
3. Use first interior hallways.
4. Use restrooms or other enclosed small areas away from large open rooms.
5. If hallways are not suitable, use the inside wall of a room or rooms opposite the side of the corridor from which the storm is approaching.
6. In either one, or multi-storied buildings, restrooms are usually suitable for small groups, especially if the room is centrally located.
7. Auditoriums, gymnasiums, cafeterias or other large room are least suitable as shelter. Free-span roofs are centrally located.
8. Rooms with large glass areas should not be used for shelters.
9. Diagram the building and determine which areas to use as shelters and the quickest way to get there.
10. Check space available and number of persons who will use the areas: i.e., match people with space. Tornado Drill will help decide how many students you can place in a protective area.
11. Post the tornado shelter plan appropriate to office areas.
12. Post in each room the location of tornado shelter to be used by persons in that and the route to get there.
13. Provide a copy of this information to the Campus Emergency Response Team Coordinator.

Bus/Van Transportation:

14. Never attempt to outrun a tornado
15. If time permits, get passengers to a well-constructed building.
16. Move them into the interior or basement (if available) or low-lying area (preferably without water). Stop the bus downward and unload passengers in the selected area in a safe position with their hands over their heads.

Hurricanes

A hurricane is a storm which is circular or rotary in motion. The storm can develop winds of over 100 miles per hour. It moves at a very slow rate of 50 miles per hour. Numerous hurricanes occur in the United States each year, usually in the months of June to November.

Hurricanes cause very heavy rain storms which in turn may cause flooding. The high winds may cause high tides which may be 15 to 20 feet above normal. The combination of high waves and winds may smash buildings, bridges, and other structures. A great many hurricane-related deaths are due to drowning.

Other problems for ASU P.D. are flooding, fire and contamination. Further, there will be damage to communication system, electrical power and other University utilities.

Unlike a tornado, ample hurricane warning is provided, and it is usually possible to plan an evacuation. Like a tornado, a hurricane has watches and warnings. A hurricane watch means that a hurricane may threaten coastal and inland areas, and hurricane conditions are a real possibility. A hurricane warning is issued when a hurricane is expected to strike within 24 hours. During hurricane and flood conditions, officers should avoid low-lying areas and should not try to cross a stream or pool of water unless certain that the water will not be above the middle of the vehicle wheels. Vehicle brakes will not work well once they have been in deep water.

Following the hurricane, ASU police officers will attempt to locate those that missed the evacuation and prevent the public from returning until it is safe to do so. Patrol to prevent any further incident and restore the peace if necessary.

Floods

Floods in southwest Georgia are rare, but there have been at least two substantial floods, and it could happen again. Floods are caused by ocean disturbances, such as hurricanes or tidal waves. Inland floods are caused by sustained rains and occasionally by dam collapse.

There are many hazards associated with flooding: ruptured storage tanks, combination of water and food supplies, drowning and fire. Fire commonly occurs during flooding due to electrical shorting and the mixture of chemicals and flammable mixtures in the water.

Evacuation is a major problem for police officers. The gradual onset of a flood deludes many into thinking that the rising water will stop before reaching their property. Officers must also be on the alert for calls from ASU dorm residents regarding large numbers of snakes and rodents that invade the dorms during floods in an attempt to reach dry ground.

Georgia Emergency Management Agency (GEMA) And Homeland Security

Created in 1981, the Georgia Emergency Management Agency (GEMA) provides emergency management dealing with the preparedness, response, recovery and mitigation of all types of possible emergencies and disaster in the State of Georgia.

GEMA has the primary responsibility in the State of Georgia for the receipt and dissemination of all emergency warnings. These warnings will include the threat of nuclear attack, natural disaster, or man-made disasters and emergencies. Attached is a copy of the GEMA Manual and Training Guide.

Winter Storms And Lightning

A. Winter Storm Profile

1. Winter Storms in this area bring the threat of freezing rain or ice storms. Freezing rain is rain that falls when surface temperatures are below freezing resulting in a coat of ice on exposed objects. An ice storm is a heavy glaze of ice, which, because of the extra weight, can cause significant damage to trees, transmission lines and structures built without severe winter conditions in mind. Damage will be greater when freezing rain/ice is accompanied by high winds.
2. Mitigation of winter storms is best accomplished by preparedness, which requires plans for large-scale power outages, shelter requirements, emergencies transportation and equipment to remove debris and care for the ill or injured.
3. The major dangers of winter storms are in intense cold, poor visibility, extremely slippery conditions, power/utility failures and breakdown/stalled transportation. Normal climatic conditions have not encouraged most Georgians to be overly concerned about severe weather conditions in overall acquisitions of emergency equipment and design of roadways and buildings. A light snow or ice storm may incapacitate an area, disrupting utilities and making transportation extremely difficult.
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B. Warning

The National Weather Service issues severe weather warnings. When threat of severe weather exists, emergency services should monitor radio, television, weather monitor, Emergency Broadcast System, etc.

C. Preparation

1. The Present if the University will make the final decision relative to early dismissal or cancellation of classes due to severe weather conditions
 - a. The President of the University will make the final decision relative to early dismissal or cancellation of classes due to severe weather conditions based upon existing conditions, weather reports and input from the Chief of Police and the Vice President for Student Affairs.
 - b. Field trips and athletic or other events at or away from the University may have to be cancelled or postponed.
 - c. Emergency shelter may have to be provided on campus for stranded groups, transients, staff, off-campus students, etc.
 - d. If emergency shelters are needed, contact the Emergency Management Agency for the City of Albany.
 - e. Requisitions of auxiliary generators, flashlights, gas/electric operated heaters, beds, extra blankets, medical care, food services, emergency transportation, etc., must also be taken into consideration.

D. Response

The President of the University directs and implements the emergency closing policy and procedures. Storms may move swiftly, and a delayed decision may trap personnel at the University or while responding to/from their residence(s).

The following should be coordinated through the Vice President for Student Affairs:

The Police Department may have to transport service personnel to/from the University in patrol vehicles with chairs, 4X4's or by other available emergency service police vehicles.

Additional patrols may be considered, and on- duty officers may have to stay beyond their tours of duty as it is imperative that sufficient staff be maintained at all times. Unoccupied Academic buildings (especially) may be patrolled as frozen/broken water pipes and loss of

heat can result in extensive damage. On-call maintenance personnel can assist the Police Department with this task.

Roadways (especially) and sidewalks should be cleared by landscaping and grounds personnel at the earliest possible time. In slow-moving traffic, certain vehicles can be iced over, blocking visibility. These vehicles should be curbed pending corrections. Intentional erratic driving should result in a warning or citation depending upon circumstances.

Lightning And Thunder

Lightning is the discharge produced when differences in ground and atmospheric electrical charge are large enough to overcome the insulating effectiveness of air. Usually, the more lightning observed in a thunderstorm, the more intense the storm system. Thunder is the sound produced by expansion of air heated by the high-amperage lightning stroke. Counting the number of seconds between lightning and thunder and dividing by five can estimate the distance in miles of the lightning flash. Lightning injures and kills hundreds of people each year, and property loss is estimated in the hundreds of millions of dollars annually. Thunderstorms and their devastating offspring-heavy rain, hail, high winds, lightning, and tornadoes can bring havoc at any time.

Response

When a severe thunderstorm threatens, go inside a building, vehicle other approved shelter; do not stand beneath an isolated tree or pole in an open area. Stay away from open water and metal objects. In open areas, go to a low place such as a ravine or valley. Do not use the telephone except for emergency calls. Monitor ASU Info (email) for weather updates.

If you are caught outside, avoid a natural lightning rod such as a large tree, telephone pole, etc. Get off or away from open water, metal objects, open fields golf courses, etc., and seek available shelter.

Persons struck by lightning receive a severe electrical shock and may be burned, but they carry no electrical charge and can be handled safely. Even someone “killed” by lightning can be revived by prompt action! First Aid would be mouth-to-mouth resuscitation or cardiopulmonary resuscitation by a trained person. Check for burns, especially at fingers and toes and next to buckles and jewelry. Call for assistance immediately.

Transportation Accidents

A. Profile Of Transportation Accidents

Transportation accidents occur in Dougherty County on a regular basis, but rarely to the extent of being classified as a disaster. Transportation related disasters would include

radioactive/hazardous material accidents, multiple vehicular accidents resulting in deaths/severe injuries, large vans, school buses, or other types of buses, commercial aircraft, runaway vehicles into a crowd of spectators, and ground casualties.

Mitigation is best accomplished by effective traffic enforcement, proper maintenance of roadways, quality traffic control devices, and rehearsing “mock disaster” in realistic exercises. Preventive action should always be taken if it will eliminate a recurrence.

B. Preparation

ASU Police must become familiar with the disaster plans and the procedures manual in order to stabilize the situation, for their protection and the protection of others.

C. Response

1. **Atomic Weapons or Components**

In the rare event that a vehicle transporting an atomic weapon, component or radioactive material on or near the campus is involved in an accident and can be identified with a military service, the dispatcher shall request assistance from the appropriate military, head depending on the extent of the accident.

2. **Radioactive Materials**

In the event of an incident/accident involving radioactive materials, detour all traffic around the scene. If this is not possible, attempt to move the vehicle the shortest distance possible necessary to clear a right-of-way. If radioactive material is spilled, prevent passage through area unless absolutely necessary.

3. **Hazardous Materials**

In hazardous material accidents involving a vehicle, identification of shipments considered hazardous is very important. This is usually accomplished directly by descriptive data in shipping documents, on containers, package labels and/or vehicle placards.

4. **Contact the Albany State University Chief of Police.**

Nuclear Attack

1. A Profile Of Nuclear Attack

- a. **GEMA** analyzed the potential hazard from a nuclear attack and has identified this area to be considered relatively more likely to experience the direct weapons effects e.g., intense building (flash) light, heat, blast, and initial nuclear radiation. Explosions that are on or close to the ground would create quantities of dangerous radioactive fallout particles. Areas close to the nuclear explosion might receive fallout within 15 to 30 minutes.
- b. Medium- to high-risk areas require planning such as:
 - 1. Identification of shelters from the direct weapons effects,
 - 2. Assurance of rapid attack warning to the risk areas on a priority basis,
 - 3. Provisions of special building techniques to reduce vulnerability to weapons effects and fallout, and
 - 4. Evacuation and relocation of people from risk areas if time allows.
- c. Mitigation for this area is found primarily in the building construction techniques available to withstand nuclear effects. Response activities begin at first alert of a nuclear attack.

2. Warning

- 1. If an attack actually occurs, it is most certain that incoming planes/missiles would be detected by our networks of warning stations in time for citizens to get into shelters or at least take some cover. The warning time might be as little as 10-20 minutes or as much as an hour or more in others.
- 2. How you receive notice/warnings of an attack will depend on where you are at the time. Warning will be given on radio, television, emergency systems networks, and outdoor warning systems such as sirens, whistles and horns in a city.

Guidelines And Responsibilities:

1. Understand the dangers you would face in an attack or a serious transportation accident involving nuclear warhead.
2. Make your own preparations prior to an attack from information readily available.
3. Learn what actions you should take at the time of the attack.
4. Seek private shelter at home, in your community or leave the community to seek shelter in a less dangerous area.
5. Once you hear an attack warning signal, by whatever means, unless your local government has instructed you to do otherwise, seek suitable shelter. Listen to the radio for official information and follow instructions.
6. Do not use the telephone – listen to your radio. Telephone lines will be needed for official calls.
7. It's very unlikely that your first warning of an enemy attack might be a flash of nuclear explosion in the sky some distance away or after a warning while you are en route to a shelter. However, if you feel warm, take cover INSTANTLY in the best place you can find. By taking instant cover within a few seconds, you might avoid being seriously burned by the heat or injured by the blast wave of a nuclear explosion.
8. You can take cover in any type of building immediately, cellar/basement, ditch or culvert alongside the road, highway underpass, under a parked vehicle, a heavy piece of furniture, etc., as some protection is better than none at all. The important thing is to avoid being burned by the heat, thrown about by the blast or struck by flying objects.
9. If you are able to protect yourself against the blast and heat waves by taking cover instantly, you can get protection from the radioactive fallout (*which would arrive later*) by moving to a suitable fallout shelter.
10. You may need to stay in a shelter area, at least part of the time, for a week or two. During this time you will need certain supplies and equipment. Preparedness is the answer (*whenever possible*) and it is your responsibility to know what to do, where to go, what provisions to take with you and/or what you will need, etc. especially if you are relocating to a safe area.

Earthquakes

In the event of an earthquake:

- **DROP**-Drop down on the floor.
- **COVER**-Under a sturdy desk, table or other furniture. If that is not possible, or in a hallway, seek cover against an interior wall. Protect your head and neck with your arms.
- Avoid danger spots near windows, hanging objects, mirror or tall furniture.
- **HOLD ON**-If you take cover under a sturdy piece of furniture, HOLD On to it and be prepared to move with it. Hold the position until the ground stop shaking and it is safe to move.
- Do not enter or exit any building during the shaking; there may be danger from falling debris. Do not use elevators.

IF YOU ARE OUTDOORS DURING AN EARTHQUAKE

- Find a spot away from buildings, trees, streetlights and power lines.
- Drop to the ground and stay there until the shaking stops.
- Do not return to your building until authorized to do so.

IF YOU ARE IN A VEHICLE DURING THE EARTHQUAKE

- Stop in the safest place away from underpasses/overpasses, bridges, etc.
- Stay in the vehicle until the shaking stops.
- BE PREPARED TO REPEAT THESE STEPS IN THE EVENT OF AN AFTERSHOCK.
- ONCE THE SHAKING HAS STOPPED:
 - Determine if evacuation is required.
- If evacuation is required:
 - Remain calm.
 - Exit the building carefully, in an orderly manner
 - As you evacuate the building, assist others, if possible.
 - Beware of danger as you exit the building.
 - Take mental note of any injured/trapped individuals or groups.
 - Upon evacuating, ensure that you are as **safe distance**, at least (200-300 feet) from the building.
 - When you are outside, stay away from buildings, trees, light poles, power poles and await instructions.

Please refer to the Albany State Police for direction and notification instructions.

SUPPLEMENTAL INFORMATION

MUTUAL AID

Mutual aid response to our campus would normally be by request for additional emergency services by the Chief of Police and coordinated with the Vice President for Fiscal Affairs, for agencies such as for the Albany Police Department, Dougherty County Sheriff's Department, Dougherty County Police Department, Georgia State Patrol, Albany Fire Department, EMS Services, electric, telephone, gas companies, etc.

Crisis Communication

Albany State University's reputation is based on how it is perceived by the public. The manner in which ASU handles a crisis will have a significant impact on its public image. Because it is a state university – and therefore a public entity – the public expects and is entitled to be kept informed of activities that occur at Albany State. The University can maintain some control over publicity by disseminating information directly to appropriate parties. However, news media independent of the University will also play a major role in informing the public about University-related news.

How ASU reacts during emergencies, and how it interacts with the news media during times of intense public scrutiny, will have a lasting effect on how Albany State is perceived and the level of support it will receive both in the short term and in the long run.

Consequently, Albany State University's Office of Public Information Services is providing a two-pronged approach to crisis communication. One aspect is the implementation of policies adopted to control problems affecting ASU's reputation before they become full-fledged public relations crises. The other aspect is implementation of policies designed to limit and manage damage to ASU's image in unavoidable disasters.

Pre-Emptive Crisis Management

A pre-emptive approach to media relations has a track record of serving as the foundation for successful crisis management. One of the most effective strategies is disclosing information as soon as it is verified, even if it is unpleasant or embarrassing to the University. By "striking first," in a manner of speaking, the University holds on to the initiative instead of allowing the media to take control. It gives the University transparency, which can quickly defuse public relations crises, reassure public concerns about accountability and undermine media or other efforts to depict ASU in a negative manner.

Crisis Communication Policy

Albany State University will utilize a pre-emptive approach to emergency or public relations-related communications. Disclosure upon verification will serve as the preferred strategy.

The Director of Public Information Services will serve as the University spokesperson. In the event she is unavailable, the deputy director will handle media inquiries. No one

from the University should speak with the news media during a crisis without first clearing it through the Office of Public Information Services.

While the Office of Public Information Services will be responsible for developing and implementing crisis communications and marketing strategies, final approval will lie with the University President or his Deputy.

Prevention And Pre-Emptive Tactics

The Office of Public Information will serve as the clearinghouse for University-related events, news and concerns, will respond to inquiries for press coverage, will provide marketing and will address internal issues or developments that could damage the University's image.

University faculty and staff are urged to provide information to the Office of Public Information in a timely manner and to be responsive to requests from the office.

A database of students and contact numbers should be established and made available to the Office of Public Information Services. The Registration Office should require students to submit the information when they fill out paperwork in the future. At the present time, Department Chairs could acquire the information from their students. The information is to be utilized in case emergency announcements must be made.

A wireless or emergency-powered communication/computer system should be maintained by the Office of Public Information for use in the event of a power outage. Information should be distributed using advanced technology, including but not limited to emergency "flash" e-messages, chat rooms, blogs, text-messaging, message boards as well as conventional methods. In the case of a localized power outage, ASU should make pre-arrangements with the Board of Regents to use its Web site to inform or update members of the ASU community seeking disaster information. The Board of Regents site (or one it designates) should be listed in ASU publications as a source of emergency information. The Office of Public Information will ensure news will be updated continually to the Board of Regents and other appropriate parties.

The Office of Public Information will help plan, assist with and coordinate media for mock-emergency drills or training events.

Reactive Or Crisis Response Communication

In the event of an emergency, the Office of Public Information Services will assist emergency operations as requested by the Disaster Coordinator.

The Office of Public Information will be promptly and thoroughly informed as emergency events and developments occur. It will develop a fact sheet as soon as sufficient information is available. The fact sheet will be scrutinized for security and legal concerns as well as the public's right to know. It will serve as the basis for press statements and news releases.

The Director of Public Information or a designated deputy will determine how to disseminate the fact sheet, statements and other information to the media and other interested parties (such as parents of students), what to disseminate and where to disseminate it in a manner intended to protect confidentiality, avoid hampering operations or recovery efforts and meet legal obligations. The goal of the effort is to provide a consistent message, minimize public relations damage and offer accurate information to the University family, the media and the general public in a timely manner. If appropriate, a disaster hot-line will be set up.

To ensure the University family does not hear about University crises from outside sources first, and also to ensure employees, staff, students, alumni and others have accurate and up-to-date information, the Office of Public Information proposes to use an internal multi-media campaign that includes email updates, posting information on the ASU Web site, broadcasting information on the campus television and radio stations and producing appropriate posters, hand-outs and other print material.

In the event of an on-campus disaster site, media representatives will be directed to a pre-designated site where they may report without endangering or interfering with rescue operations or compromising confidentiality issues. Reporters will be warned beforehand if they will face dangers or hazards by going to a disaster site.

A separate site will be designated for families of students involved in campus disasters. The families will be provided regular briefings and breaking news and University personnel will provide support and assistance as needed, such as access to counseling, religious leaders, food, blankets, etc. The privacy of family members will be respected.

Follow-Up And Evaluation

After a disaster has occurred and recovery begins, the job of crisis communications continues. The University will make every effort to learn from the experience and share its knowledge with the University community and the public.

The Public Information Office will aggressively market follow-up services (such as counseling, memorial services, appeals for donations and so on) to both the University community and the general public, using news media, internal communications, print advertisements, etc.

The Public Information Office will supply ASU's emergency management team a summary of news coverage after the crisis is past. The coverage and response will be evaluated, with special note taken of problems to avoid in the future and additional appropriate follow-up measures.

A well-informed public is essential. A free press serves the University community by supplying needed public information.

The ASU Police Department actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public interest in a manner which does not hamper departmental operations. Certain information will be withheld from the news media in order to protect the constitutional rights of an accused individual to avoid interfering with a departmental investigation or because it is legally privileged otherwise.

WARNING:

A newsperson's primary responsibility is to report the news by obtaining information and photographs of newsworthy incidents. The opportunity to do so is often momentary at an emergency scene. An officer sharing these circumstances with a newsperson should not obstruct the newsperson in the performance of duty. However, members of the news media are not exempt from any municipal, state or federal statute.

The decision to assume the risk of possible danger remains with the individual newsperson involved. It is not the responsibility of the department members to provide for the safety of representatives of a news organization who chooses to subject him/her to danger voluntarily.

Prior to the entrance of media representatives into a disaster site, they should be informed as to the type

of hazard(s) present, location of media holding area and any limitations on their movement at the site. The Vice President for Student Affairs and the ASU Chief of Police will establish these limitations.

Action:

The Director of Public Information, under the direction of the President of the University, will notify the media.

Police lines may be established to prevent persons from entering the area of a serious police incident or crime scene. Dependent upon the tactical situation and the likelihood of jeopardizing police operations, members of the news media may be allowed in such areas based upon the judgment of the investigator or ranking officer present. However, news media personnel do not have the authority to be within a crime scene area, which has been secured to preserve evidence, or at any location where their presence jeopardizes police operations or the safety of others.

The University reserves the right to prohibit all non-emergency personnel from entering a site when the risk of injury is determined to be great. The Vice President for Student Affairs will determine when a site is to be closed.

ALBANY STATE UNIVERSITY EMERGENCY/CRITICAL PERSONNEL LIST

In cases of a disaster or extreme emergency on campus, be prepared to telephone the following personnel:

TITLE	PERSONNEL / PHONE NUMBER
President	Office: 229-430-2799 Cell: 229-894-1414
ASU Legal Counsel	Office- 229-430-3984 Cell: 229-854-5573
Interim Provost/Vice President of Academic Affairs	Dr. Olufunke Fontenot Office: 229-430-7060
Associate/Vice President of Enrollment Management	Office: 229-430-1884
Vice President of Fiscal Affairs	Office: 229-430-4609
Interim Vice President of Student Affairs	Office: 229-430-3608
Vice President of Institutional Advancement	Office: 229-430-4660
Director of Facilities Management	Office: 229-430-3812
Vice President of Information Technology	Office: 229-430-3006
ASU PD Chief of Police	Office: 229-430-4714 Cell: 229-288-3351
Dean for College of Business	Office: 229-430-7007
Interim Dean of Arts and Humanities	Office: 229-430-4832 Cell: 229-869-4316
Dean of Sciences and Health Profession	229-430-47094725 Cell 229-809-1918
Interim Dean of College of Education	Office: 229-430-4721
Director of Student Health Services	Office: 229-430-4764 Cell: 229-809-1847
Director of Residence Life	229-430-4741 or 1875 Cell 229-809-1880

OUTSIDE AGENCY EMERGENCY CONTACT NUMBERS

Ambulance, Fire and Police	911
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The 911 center will contact members of the Albany Metro Emergency Response Team.

DOUGHERTY COUNTY

Sheriff	229-431-2166 (Primary) 229-430-6503 (Jail-Central Control) 229-430-6508 (Sheriff's secretary)
Fire Chief	911
SWAT Commander (Sheriff's Office)	229-430-6675/229-431-2166
Emergency Medical Services	911

CITY OF ALBANY

Mayor	229-431-3244
City Manager	229-431-3234
Chief of Police	229-431-2100
Board of Regents' Disaster Coordinator(s)	404-656-2247
ASU Student Health Services	229-430-4766
National Response Center	800-424-8802
Poison Control Center	800-282-5846

STATE OF GEORGIA

Emergency Management	229-431-3266
Georgia Bureau of Investigation	229-777-2080
Georgia Emergency Management Agency	404-624-6077
Georgia State Patrol	404-624-7000
FBI	229-434-1489
Forestry	229-430-5122
Palmyra Medical Centers Emergency Center Charge Nurse Director of Plant Operations	229-434-2130
Phoebe Putney Memorial Hospital Charge Nurse	229-312-1000
Dougherty County Health Department Director of Nursing	229-430-6322
District Health Officer	229-430-4599

Chapter VIII

Specific Emergency Procedures For Violent Or Criminal Behavior

IN AN EMERGENCY DIAL EXT. 4711

ASU police Department is located in the Central Energy Plant and provides 24-hour help and protection. This service is provided seven days a week on a year-round basis.

ON- CAMPUS EMERGENCIES, DIAL EXT. 4711

OFF- CAMPUS EMERGENCIES, DIAL EXT. 911

(To report off- campus emergencies using our phone system dial 4711)

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them promptly.
2. If you are a witness to any on- campus offense, **AVOID RISKS!**
3. Promptly notify Campus Police at (229) 430-4711 as soon as possible and report the incident, including the following information:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of the person(s) involved
 - d. Description of property involved
4. If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify Campus Police and report the incident.
5. Assist the officers when they arrive by supplying them with additional information and ask others to cooperate.
6. Should gunfire or discharged explosives endanger the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
7. What to do if taken hostage:
 - a. Be patient. Time is on your side. Avoid drastic action.
 - b. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don't make mistakes which could threaten your well- being.
 - i. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state.

- c. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- d. Try to rest. Avoid speculations. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient. Wait. Attempt to establish rapport with the captor. If medication, first aid or restroom privileges are needed by anyone – say so. The captor, in all probability, does not want to harm persons held by him. Such direct action further implicates the captor in additional offenses.

BUILDING EVACUATION/SHELTER PLAN

Albany State University Police Department

The evacuation/shelter plan is to be implemented upon notification from the Police Department in the event of the following:

- ❖ **Fire**
- ❖ **Bomb Threat**
- ❖ **Tornado Warning/Severe Weather Situations**
- ❖ **Other Emergencies as notified**

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.

This information has been generated to supplement information contained in the ASU Emergency Disaster Plan.

Evacuation/Shelter Plan

	Location	Evacuation	Shelter
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) 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 (HPER)	Occupants should exit the building and assemble in the student parking area located on the east side of the building.	Occupants should exit the building and 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 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 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 students parking area and the overflow parking are (east parking).	Occupants should exit the building and 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.

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

CLICK ON THE BELOW WORD DOCUMENT TO VIEW



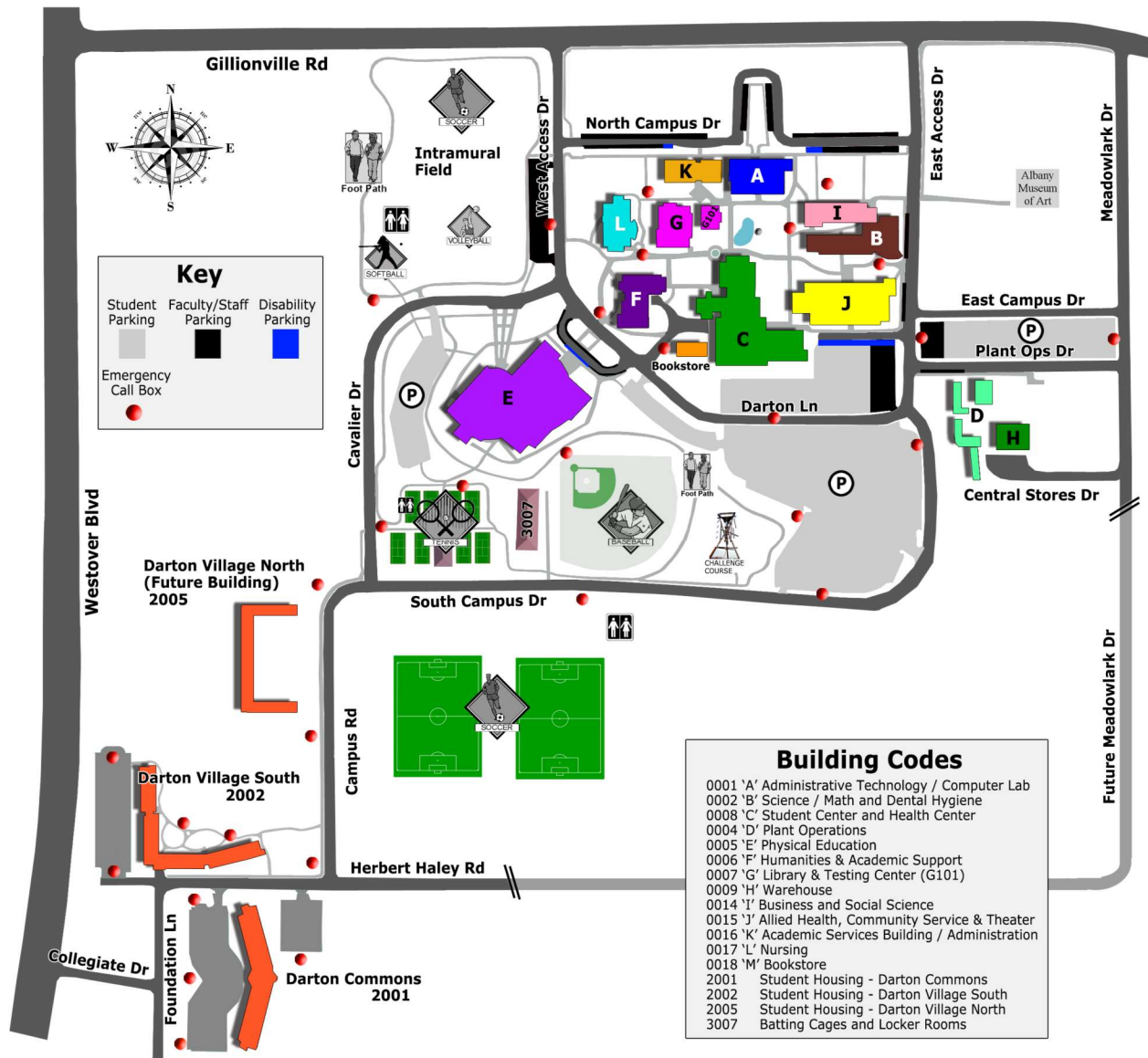
Albany State
University Critical Fac

Campus Street Map



ASU East Campus





ASU West Campus (Darton)

GEORGIA MANAGEMENT EMERGENCY RECORD DISCLOSURE

O.C.G.A. 50-18-72; “(15)(A) Records, the disclosure of which would compromise security against sabotage or criminal or terrorist acts and the nondisclosure of which is necessary for the protection of life, safety, or public property, which shall be limited to the following:

- (i) Security plans and vulnerability assessments for any public utility, technology infrastructure, building, facility, function, or activity in effect at the time of the request for disclosure or pertaining to a plan or assessment in effect at such time;
- (ii) Any plan for protection against terrorist or other attacks, which plan depends for its effectiveness in whole or in part upon a lack of general public knowledge of its details;
- (iii) Any document relating to the existence, nature, location, or function of security devices designed to protect against terrorist or other attacks, which devices depend for their effectiveness in whole or in part upon a lack of general public knowledge; and
- (iv) Any plan, blueprint, or other material which if made public could compromise security against sabotage, criminal, or terroristic acts.”

O.C.G.A. 38-3-57, Georgia Emergency Management Act of 1981, Emergency Action Plans are to be established and maintained that are “...a standardized, verifiable, performance based unified incident command system.”

Board of Regents Policy Manual, Section 204; “The president of each institution in the University System shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution.”

Board of Regents Policy Manual, Section 204 C. “Reciprocal emergency law enforcement agreements between institutions of the University System of Georgia and county and municipal authorities, as authorized by the Georgia Mutual Aid Act, as amended (BR Minutes, 1993-94, pp. 63-64)”; O.C.G.A. 36-69-1, Mutual Aid Act.

O.C.G.A. 36-69-4, Mutual Aid Act, “Whenever the employees of any political subdivision or institution within the University System of Georgia are rendering aid outside their political subdivision or campus, respectively, and pursuant to the authority contained in this chapter, such employees 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.”

Appendix 1:

Mutual Aid Agreements

- (a) Albany Police Department
- (b) Dougherty County Police Department
- (c) Dougherty County Sheriff's Office
- (d) Albany Technical College

III. Authority of Personnel Rendering Aid

Whenever the employees of the City of Albany or the University are rendering aid on or outside the campus and pursuant to the authority contained in OCGA 36-69-4, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the City, or as a University System Officer. (OCGA 36-69-4)

IV. Responsibility for Expenses and Compensation of Employees

When responding to an emergency or other condition as outlined in this agreement, the responding agency which furnishes any equipment shall bear the loss or damage to such equipment and shall pay the expense incurred in the operation and maintenance thereof.

When responding to an emergency or other conditions as outlined in this agreement, the responding agency will compensate and shall defray the actual travel and maintenance expenses of such employees during the time they are rendering aid. Such compensation shall include any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.

V. Applicability of Privileges, Immunities, Exemptions and Benefits

All of the privileges and immunities from liability; exemption from laws, ordinances, and rules; and all pension, insurance, relief, disability, workers' compensation, salary, death, and other benefits which apply to the activity of such officers or employees of the City or University when performing their respective functions within the City limits or Campus, shall apply to such officers or employees to the same degree, manner and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this chapter relating to mutual aid. This provision of this Code section shall apply with equal effect to paid, volunteer, and auxiliary employees. (OCGA 36-69-6)

VI. Command Structure

When assistance is requested by the University under the terms of this mutual aid agreement, all personnel provided by the City will be under the command of the Chief of Police or designee of the Albany State University. Personnel assigned by the University in response to a request for assistance, will be under the command of the City Police Chief, or his designee, of the City Police Department. All orders, request, and directions issued by the officer in charge, will be relayed through the ranking officer of the agency providing the extraterritorial assistance. (OCGA 36-69-3 (e)).

***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***

Effective upon the approval of the Board of Regents of the University System of Georgia, a mutual aid agreement shall exist between Dougherty County Georgia and the Albany State University, an institution within the University System of Georgia. This agreement incorporates by reference all standards contained in OCGA 36-69-1, et seq., including subsequent amendments thereto.

I. Purpose

The purpose of this agreement is to provide for the rendering of extraterritorial assistance between the Albany State University (University) and Dougherty County (County) as defined in Georgia Code 36-69-2 (meaning of "local emergency") and under the conditions established in Georgia Code 36-69-3 (Extraterritorial cooperation and assistance to local law enforcement agencies, institutions within the University system, or fire departments requesting assistance).

Local Emergency is defined by 36-69-2 as the existence of conditions of extreme peril to the safety and property within the territorial limits of a political subdivision of the state or on a campus of an institution within the University System of Georgia caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which conditions are or are likely beyond the control of the services, personnel, equipment, and facilities of that political subdivision of the state and which require the combined forces of other political subdivisions of the state to combat.

Conditions which qualify for extraterritorial assistance as established by OCGA 36-69-3 include upon the request of the County or University in a local emergency, assistance in the prevention or detection of violations of the law, in the apprehension or arrest of any person who violates a criminal law of this State, or in any criminal case.

II. Initiation of Mutual Aid Request

In the event Dougherty County is in need of emergency assistance from the University as defined in Section I of this agreement, the Sheriff or designee will make the request to the University's Chief of Police. The Chief of Police will then forward the request to the University President for approval. The Chief of Police will forward the President's decision to the County Police Chief.

In the event the University requires assistance, the Chief of Police at the direction of the University President will make the request to the County Police Chief. The County Police Chief, or his designee, will be the contact point for all requests. (OCGA 36-69-3 (a) 2(A))

III. Authority of Personnel Rendering Aid

Whenever the employees of Dougherty County or the University are rendering aid on or outside the campus and pursuant to the authority contained in OCGA 36-69-4, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the County, or as a University System Officer. (OCGA 36-69-4)

IV. Responsibility for Expenses and Compensation of Employees

When responding to an emergency or other condition as outlined in this agreement, the responding agency which furnishes any equipment shall bear the loss or damage to such equipment and shall pay the expense incurred in the operation and maintenance thereof.

When responding to an emergency or other condition as outlined in this agreement, the responding agency will compensate and shall defray the actual travel and maintenance expenses of such employees during the time they are rendering aid. Such compensation shall include any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.

V. Applicability of Privileges, Immunities, Exemptions and Benefits

All of the privileges and immunities from liability; exemption from laws, ordinances, and rules; and all pension, insurance, relief, disability, workers' compensation, salary, death, and other benefits which apply to the activity of such officers or employees of the County or University when performing their respective functions within the County or Campus, shall apply to such officers or employees to the same degree, manner and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this chapter relating to mutual aid. This provision of this Code section shall apply with equal effect to paid, volunteer, and auxiliary employees. (OCGA 36-69-6)


VI. Command Structure

When assistance is requested by the University under the terms of this mutual aid agreement, all personnel provided by the County will be under the command of the Chief of Police or designee of the Albany State University. Personnel assigned by the University in response to a request for assistance, will be under the command of the Police Chief, or his designee, of the Dougherty County Police Department. All orders, request, and directions issued by the officer in charge, will be relayed through the ranking officer of the agency providing the extraterritorial assistance. (OCGA 36-69-3 (e)).

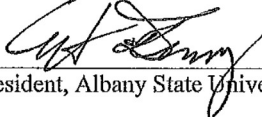
VII. Limitations

A) Nothing in this agreement shall be construed as creating a duty to respond when requested by either party signing this agreement. (OCGA 36-69-8(a).

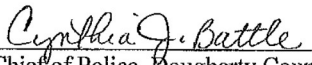
B) Nothing in this agreement shall be construed as creating a duty on the part of the responding agency to stay at the scene of an emergency for any set length of time. Responding personnel and equipment may be removed at any time from the scene at the discretion of the ranking officer from the responding agency. (OCGA 36-69-8(b).




Chair, Dougherty County
Commission



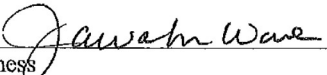
President, Albany State University



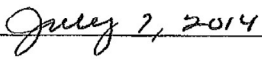
Chief of Police, Dougherty County



Chief of Police - Albany State University



Witness



Date

Board of Regents of the University System of Georgia

Date

*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*

Effective upon the approval of the Board of Regents of the University System of Georgia, a mutual aid agreement shall exist between the Dougherty County Sheriff's Office and the Albany State University, an institution within the University System of Georgia. This agreement incorporates by reference all standards contained in OCGA 36-69-1, et seq., including subsequent amendments thereto.

I. Purpose

The purpose of this agreement is to provide for the rendering of extraterritorial assistance between the Albany State University (University) and the Dougherty County Sheriff's Office (DCSO) as defined in Georgia Code 36-69-2 (meaning of "local emergency") and under the conditions established in Georgia Code 36-69-3 (Extraterritorial cooperation and assistance to local law enforcement agencies, institutions within the University system, or fire departments requesting assistance).

Local Emergency is defined by 36-69-2 as the existence of conditions of extreme peril to the safety and property within the territorial limits of a political subdivision of the state or on a campus of an institution within the University System of Georgia caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which conditions are or are likely beyond the control of the services, personnel, equipment, and facilities of that political subdivision of the state and which require the combined forces of other political subdivisions of the state to combat.

Conditions which qualify for extraterritorial assistance as established by OCGA 36-69-3 include upon the request of the DCSO or University in a local emergency, assistance in the prevention or detection of violations of the law, in the apprehension or arrest of any person who violates a criminal law of this State, or in any criminal case.

II. Initiation of Mutual Aid Request

In the event the DCSO is in need of emergency assistance from the University as defined in Section I of this agreement, the Sheriff or designee will make the request to the University's Chief of Police. The Chief of Police will then forward the request to the University President for approval. The Chief of Police will forward the President's decision to the Sheriff for the DCSO.

In the event the University requires assistance, the Chief of Police at the direction of the University President will make the request to the DCSO. The Sheriff, or his designee, will be the contact point for all requests. (OCGA 36-69-3 (a) 2(A))

III. Authority of Personnel Rendering Aid

Whenever the employees of DCSO or the University are rendering aid on or outside the campus and pursuant to the authority contained in OCGA 36-69-4, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the DCSO, or as a University System Officer. (OCGA 36-69-4)

IV. Responsibility for Expenses and Compensation of Employees

When responding to an emergency or other condition as outlined in this agreement, the responding agency which furnishes any equipment shall bear the loss or damage to such equipment and shall pay the expense incurred in the operation and maintenance thereof.

When responding to an emergency or other condition as outlined in this agreement, the responding agency will compensate and shall defray the actual travel and maintenance expenses of such employees during the time they are rendering aid. Such compensation shall include any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.

V. Applicability of Privileges, Immunities, Exemptions and Benefits

All of the privileges and immunities from liability; exemption from laws, ordinances, and rules; and all pension, insurance, relief, disability, workers' compensation, salary, death, and other benefits which apply to the activity of such officers or employees of the DCSO or University when performing their respective functions within the DCSO limits or Campus, shall apply to such officers or employees to the same degree, manner and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this chapter relating to mutual aid. This provision of this Code section shall apply with equal effect to paid, volunteer, and auxiliary employees. (OCGA 36-69-6)

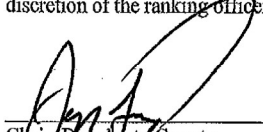
VI. Command Structure

When assistance is requested by the University under the terms of this mutual aid agreement, all personnel provided by the DCSO will be under the command of the Chief of Police or designee of the Albany State University. Personnel assigned by the University in response to a request for assistance, will be under the command of Sheriff, or his designee, of the DCSO. All orders, request, and directions issued by the officer in charge, will be relayed through the ranking officer of the agency providing the extraterritorial assistance. (OCGA 36-69-3 (e)).

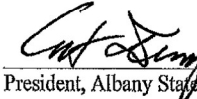
VII. Limitations

A) Nothing in this agreement shall be construed as creating a duty to respond when requested by either party signing this agreement. (OCGA 36-69-8(a)).


B) Nothing in this agreement shall be construed as creating a duty on the part of the responding agency to stay at the scene of an emergency for any set length of time. Responding personnel and equipment may be removed at any time from the scene at the discretion of the ranking officer from the responding agency. (OCGA 36-69-8(b)).




Chair, Dougherty County
Commission



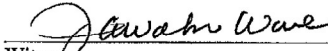
President, Albany State University



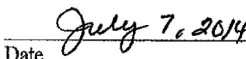
Sheriff
Dougherty County Sheriff's Office



Chief of Police
Albany State University



Witness



Date

Board of Regents of the University System of Georgia

Date

AGREEMENT BETWEEN THE
ALBANY STATE UNIVERSITY
AND
ALBANY TECHNICAL COLLEGE
FOR POLICE SERVICES

This agreement entered into this 1st day of January, 2007, by and between Albany State University (ASU), a unit of the University System of Georgia and Albany Technical College (ATC), a unit of the Georgia Department of Technical and Adult Education.

The agreement between ATC and ASU for police services to begin on January 1, 2007 through June 30, 2007. The contract will then be reviewed and reissued on the fiscal year cycle of July 1st through June 30th of the following year(s). Termination of this agreement may be initiated by either party with written notice. The written notice must be done three months in advance of actual termination of the agreement. Addenda to this agreement may be made with the conditions that parties are both in agreement as to its provisions. ATC and ASU agree to the following conditions of service:

ASU agrees to provide post certified police officers to ATC for daily hours of operation as defined in Attachment A. The Police Officer is described as being a salaried employee of the ASU Police Department and being a Peace Officer Standards and Training certified police officer. The officer will be uniformed and armed by the ASU Police Department. The officer will be covered by all necessary insurance benefits and other administrative matters by ASU. ATC will provide an Academic calendar for the quarterly operational hours of the College in Attachment B. After hours, weekend and holiday coverage will be provided by a private security service.

II

ATC expects ASU to:

- Follow Standard Operating Procedures as defined by ATC
- Handle all scheduling, staffing and replacement of officers
- Handle all payroll and administrative paperwork
- Officers to be in full uniform as department policy indicates
- Complete both an inside and outside patrol of the campus buildings
- Provide copies of Police Reports and Incident Reports within 24 hours of preparing report to the Campus Operations Office.
- Code of Conduct issues with ATC Students will be addressed with the VP, Student Services.
- Rotate the officers assigned to ATC every 6-9 months

III

ATC will:

- Pay directly to ASU the salary and fringe benefits for two post certified officers as billed by ASU on a monthly or quarterly basis.
- Maintain the preventative maintenance on ASU Police vehicles in exchange for allowing the assigned officers to drive an ASU police vehicle while assigned to the ATC campus.

All letters should be addressed to:

ATC:

Dr. Anthony O. Parker
President
Albany Technical College
1704 S. Slappey Blvd.
Albany, Georgia 31701

With a copy to:

Kathy Skates
Vice President of Administration
Albany Technical College
1704 S. Slappey Blvd.
Albany, Georgia 31701

ASU:

Dr. Everett Freeman
President
Albany State University
Albany, Georgia 31701

With a copy to:

John Fields
Chief of Police
Albany State University
Albany, Georgia

Or to such other person and address as either party may designate in writing.

Albany State University

By: _____

Everette Freeman

Title: President

Albany Technical College

By: _____

Anthony O. Parker

Title: President

Appendix 2:

(a) Darton State College EOP

CLICK ON THE BELOW PDF DOCUMENT TO VIEW

[G:\2016 EOP \(West\).pdf](#)

Disaster Recovery Service Contractor Activation & Response

I. 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.

II. 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.

III. Authorities:

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

- a. Shawn McGee, VP Fiscal Affairs (229) 430-4609
- b. James Oliver, Director of Facility Management (229) 376-3840
- c. John Fields, Chief of Police (229)288-3351
- d. Designated staff by the President of the University.

III. Procedure:

- a. 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.
- b. 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.

c. 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.

See below attachment for Pre-approved Contact List

**University System of Georgia
Disaster Recovery Services
Pre-Qualified Vendors**

Effective March 1, 2012

Vendors are presented in alphabetical order:

BELFOR USA

24 Hour Contact: 800-856-3333
www.belfor.com

Blue Response Restoration BBMK Contracting

24 Hour Contact – Atlanta Area: (855) 522-2583 (BLUE)

North Ridge Restoration

24 Hour Contact: 770-751-6500
www.northridgerestoration.com

Parker-Young Construction

24 Hour Contact: 888-303-9288
www.parkeryoung.com

Paul Davis National

24 Hour Contact: 888-222-4122

Final Qualified Vendors

[Final Qualified Vendors PDF](#)

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.

Click link below to view the document

[Hazard Frequency Table](#)