EMERGENCY OPERATIONS PLAN

2023-2024

ASU

EMERGENCY OPERATIONS PLAN

Implementation Date: January 1, 2024

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Next Revision: November 1, 2024

Responsible Officer for Implementation: Director of Emergency Management

Any person who requires assistance in understanding any aspect of this document should contact

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

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

Any decision to disclose information in this plan outside Albany State University must be coordinated with the Albany State University Office of Emergency Management (OEM) and the Office of Legal Affairs. Personnel must maintain the physical security of this plan whether in printed or electronic form. Dissemination is prohibited unless prior approval is received.

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Albany State University
Emergency Operations Plan
Maintenance and Revisions

Draft Plan Revised as of November 2023

The Office of Emergency Management utilizes a team approach to planning. Team planning promotes greater levels of knowledge and expertise while encouraging a sense of ownership. The planning committee provides general oversight for the planning process and remain available as needed to address ongoing preparedness, mitigation, response and recovery issues. The planning committee consists of representatives of the college and local emergency management all of whom have responsibility for emergency response.

The Director of Emergency Management or designee is responsible for the Emergency Operations Plan and its review at least annually for corrections or revisions needed. The holders of the plan will document these revisions below. Updates will be distributed as necessary for items other than minor corrections that do not affect the content of the Plan. Suggestions for improvement or other comments should be directed to the Director of Emergency Management, Gregory Elder, at 229-500-3076 or *emergencymanagement@asurams.edu*

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Albany State University
Emergency Operations Plan
Revisions Page

Update Title/Page #	Author/Date	Revision Description
Office of Emergency Management planning committee paragraph (Page 5)	Gregory Elder 10/11/2023	Paragraph acknowledging team work approach to planning.
Emergency Operations Planning Committee table (Page 5)	Gregory Elder 10/11/2023	Table added with phone numbers and mails for planning committee
Emergency Response Teams (ERT) (Page 29)	Gregory Elder 10/11/2023	Added "Building Captains" as part of ERT
7. Director of Emergency Management (duties) (Page 27)	Gregory Elder 10/11/2023	Added Plan for "Recovery After Action meeting" last bullet note
Record of Distribution (Page 7)	Gregory Elder 10/11/2023	Table added to illustrate record of distribution
New Wireless Priority Service (Page 19, paragraph 5)	ASU PD 10/03/2023	Added "AT&T First NET"
2. Mass Notification Systems (Page 38)	ASU PD 10/03/2023	Added "Live Safe App"
e. Notification Messages (Page 38 – 41)	ASU PD 10/03/2023	Added "Live Safe App" to all pre-scripts
e. Notification Messages (Page 38– 41)	MarCom 10/05/2023	Added "LinkedIn" to all pre-scripts
IV. Director of Counseling & Student Accessibilities Services… crisis triage (Page 45)	Ms. Bradley 10/04/2023	Added " Phoebe Behavior Health & Albany Area Primary Health Care" as off campus counseling partners
Study Abroad Crisis Management Plan (Incident Report) (Page 81)	Dr. Gibson 10/05/2023	Added "program advisor will complete online incident report form from webpage"
Civil Disturbance or Demonstration (Page 94)	Mr. Wright/Kimberly Carter 10/06/2023	Corrections to entire Introduction paragraphs to support updated USG Guidelines
D. Criminal/Suspicious or Violent Behavior (Page 96 – 97)	ASU PD 10/05/2023	Added all Live Safe App (Informational section)

Albany State University
Emergency Operations Plan
Record of Distribution

Office/Department	Electronic Version (Full Version)	Number of Hard Copies
President's Office	X	1
Emergency Management	X	
VP Academic Affairs (Provost)	X	1
VP Enrollment Management	X	1
VP Student Affairs	X	1
VP Finance & Administration	X	1
Director Auxiliary Services	X	1
Director of Facilities	X	1
ASU Police Department	X	1
Information Technology Services	X	1
ASU Athletics Department	X	1
Dougherty County EMA	X	
Albany Police/Fire Departments	X	
ASU Risk Management	X	
ASU Marketing & Communications	X	
DOCO County Police/Fire Departments	X	
Georgia State Patrol	X	
Georgia Emergency Management Agency	X	
USG Safety and Security	X	

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Emergency Operations Plan Distribution

The ASU EOP and all applicable procedures herein will be updated on an annual basis to adhere to best practices, state and federal guidelines, and lessons learned during live emergency situations and training drills/exercises.

Full Distribution:

The Full Distribution EOP is placed on the Office of Emergency Management web page. Click here to view. This Emergency Operations Plan format contains the necessary elements for most users of the EOP. It will be disseminated to the following in an Adobe PDF file format:

- University Faculty
- University Staff

Limited Distribution:

This Emergency Operations Plan format contains the full EOP with additional maps, documents, and information potentially security sensitive and not germane to most users of the plan. It will be disseminated to the following in an Adobe PDF file format:

- ASU Emergency Management Team
- ASU Police Staff
- Dougherty County Emergency Management Agency
- Albany Police/Fire Departments
- Dougherty County Police/Fire Departments
- Georgia State Patrol
- Georgia Emergency Management Agency
- University System of Georgia Safety and Security Department

Personnel must maintain the physical security of this plan whether in printed or electronic form. Dissemination is prohibited unless prior approval is authorized.

Preface: National Incident Management System

Communities have suffered loss of life, damage to property, and severe economic impacts as the result of natural disasters, accidents, fire, and terrorist attacks. Universities are and have been subject to the same incidents that threaten local communities. 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, tribal governments and private-sector organizations to work together collectively.[2] Based on existing practices proven in 1970's California wildfires which 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]

In August 2010, Georgia released the new Georgia Emergency Operations Plan (GEOP). The GEOP is binding on all State agencies providing an Emergency Support Function. The Board of Regents has multiple support functions. As an Agency under the authority of the Board of Regents, Albany State University additionally has the responsibility to incorporate the Incident Management System concept in conformance with HSPD-5, Management of Domestic Incidents and the 2010 Georgia Emergency Operations Plan.

This Albany State University Emergency Operations Plan supersedes previous editions of the Albany State University Emergency Operations Plan. It incorporates and adopts these NIMS concepts and the Unified Command System as established under O.C.G.A.38-3-57 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. This Albany State University EOP also incorporates guidance from the local and state partners as well as lessons learned from exercises, incidents and disasters. It is developed to assist in ensuring appropriate mitigation, preparedness, response and timely recovery from natural and man-made hazards which may affect students, faculty, visitors and staff of Albany State University and its campuses.

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

National Preparedness Goals

The National Preparedness Goal emphasizes that individual and community preparedness is fundamental to our success. The federal government defines success as a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk. Albany State University strives to achieve this level of success for the entire campus community. To accomplish this goal, ASU encourages a collaborative, unified community approach to preparedness.

To reach these lofty goals, Albany State applies the direction provided in the National Preparedness goal by incorporating threat, hazard identification, and risk assessment (THIRA) elements into key emergency planning activities. The THIRA considers all potential threats and hazards that may impact our community and then evaluates our vulnerability to each. The result is a quantitative measure of ASU's risk to the identified hazard or threat. This measure allows for an objective look at the capabilities that the university should develop or attain to mitigate our risk to a given threat or hazard.

When determining overall vulnerability, the university will consider many factors, including, but not limited to, probability, impact, spatial extent, warning time, and duration. ASU will strive to have an All-Hazards view of emergency planning. This approach allows the university community to address common response activities for an event in a general plan instead of multiple times in multiple plans. For example, evacuation is a common response to many types of emergency incidents. Instead of listing the evacuation protocols for each of these multiple events multiple times, the all-hazards approach allows ASU to determine a single evacuation plan and apply it to multiple emergency event types.

Albany State University's Office of Emergency Management, a division of University Finance and Administration, has the primary responsibility of the emergency management function at ASU. It is important to understand what functions and responsibilities are associated with that designation.

Emergency Management is broken up into four core functions or phases: Mitigation, Preparedness, Response, and Recovery. Each phase makes up an integral aspect of the overall Emergency Management System. The four phases are generally identified as a cycle.

Mitigation: Mitigation involves activities taken before an emergency occurs to lessen the impacts and losses associated with that emergency. At Albany State, many steps have been taken to lessen the impacts of emergencies, both natural and manmade. These include the installation of warning sirens, hardening of safe sheltering locations in some buildings, and theimplementation of building construction codes.

Preparedness: Preparedness activities also occur before an emergency. Unlike mitigation activities, which are generally physical in nature, preparedness activities involve informing each Albany State campus of the hazards that face our campus, how to be ready if they were to occur, and planning on what actions and resources to pull from in the event an emergency happens. This Emergency Operations Plan is a prime example of the preparedness activities undertaken by ASU.

Response: Response involves the actions taken immediately prior to, during, and after an emergency to protect life, property, and the environment. Response actions are carried out by many members of the Albany State University community. This plan outlines the proper responses associated with specific hazards that could impact the university.

Recovery: Recovery efforts begin shortly after response. These actions involve returning the ASU campus to a sense of normalcy. This can include counseling the population, clearing debris from the emergency, or rebuilding the damaged area. Recovery also involves reviewing the actions that were taken during the response phase to see what lessons can be learned and what best practices should be adopted as the mitigation and preparedness phases begin again. Albany State University is developing a Continuity of Operations Plan (COOP) to allow for a quick recovery of the campus community from an emergency or disaster situation.

Emergency management is a never-ending process. To coincide with the operating ASU's emergency management function, the Office of Emergency Management will monitor best practices in the university emergency management community; remain abreast of changes in policy and procedure guidelines from the United States Department of Education, NFPA, and Federal Emergency Management Agency; and be diligent in mitigating against, preparing for, responding to, and recovering from all potential disasters and emergency situations threatening the Albany State campuses.

The ASU Office of Emergency Management adheres to the emergency management concept of best practices, which allows for constant innovation based upon the successes and failures of other emergency management programs nationwide. A major source of best practice information adhered to by Albany State's OEM is the Emergency Management Accreditation Program (EMAP). EMAP is a voluntary accreditation process for federal, state, territorial, tribal and local government, and Institutions of Higher Education emergency management programs. EMAP has established the Emergency Management Standard, which is a document that emergency managers can use to "grade" their program against the accepted national best practices in all four phases of emergency management. This standard has been approved by both the National Emergency Management Association (NEMA) and the International Association of Emergency Managers (IAEM). EMAP holds all emergency management programs to this same standard. EMAP has developed a document to provide special guidance to Institutions of Higher Education regarding the emergency management standard.

I. BASE PLAN

A. INTRODUCTORY ELEMENTS

1. Plan Summary

This plan establishes a framework for campus-wide emergency management planning and response to prevent emergencies; reduce vulnerability during disasters; establish capabilities to protect faculty, staff, students, and visitors from effects of crisis; respond effectively and efficiently to actual emergencies; and provide for rapid recovery from an emergency or disaster affecting an Albany State University campus. This Emergency Operations Plan is predicated on the National Incident Management System, which integrates the capabilities and resources of various municipal jurisdictions, incident management and emergency response disciplines, nongovernmental organizations (NGOs), and the private sector into a cohesive, coordinated, and seamless framework for incident management. The EOP, using the NIMS, is an all-hazards plan that provides the structure and mechanisms for policy and operational coordination for incident management. Consistent with the model provided in the NIMS, the EOP can be partially or fully implemented in the context of a threat, anticipation of a significant event, or the response to a significant event.

Selective implementation through the activation of one or more of the system components allows maximum flexibility in meeting the unique operational and information-sharing requirements of the situation at hand and enabling effective interaction between various entities. The EOP, as the core operational plan for incident management, establishes coordinating structures and processes that can be incorporated into an all-hazards, unified approach to planning and incident management. All four phases of the emergency management system – mitigation, preparedness, response, and recovery – were considered during the development of the Emergency Operations Plan.

2. Purpose

The purpose of the EOP is to safeguard the university community and facilities against potential threats from natural disaster, severe weather, domestic unrest, terrorist attacks, accidents, and other situations that threaten safety or security. The plan establishes procedures for communication, command-and-control, effective coordination, and use of institution and community resources, in response to a potentially hazardous event. 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 but are not limited to:

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

This EOP:

- Defines emergency response planning in accord with the State-mandatedEmergency Operations Plan process,
- Establishes emergency response policies that provide Albany State University departments and agencies with guidance for the coordination and implementation of municipal plans and procedures, and
- Provides a basis for unified training and response exercises.

3. Scope and Applicability

The Emergency Operations Plan applies to all personnel, facilities, grounds and property owned, operated, or controlled by Albany State University to include those peripheral areas adjoining each campus and properties leased by the University.

4. Authority

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

5. EOP Plan Format

The Emergency Operations Plan is organized into the:

- **Base Plan** - This provides a basic overview of the purpose, scope, authority, planformat, concept of operations and organization under the plan.
- **Support Annexes** – These are organized around broad functions that will be necessary during an emergency. Examples include the Communication Plan and Incident Command Implementation Plan.
- **Incident Annexes -** These are plans associated with specific hazards which could potentially occur in the University community.
- **Appendices -** These give specific information that aide in action during a response or exercise. Examples include contact lists and maps.

ASU Campus Emergency Management Planning Team

Since ASU is a large and complex organization, a Campus Emergency Management Planning Team was assembled by the Office of Emergency Management to assist in the development and subsequent revisions of the University Emergency Operations Plan. The committee members from Academic Affairs, Finance and Administration, Legal Affairs, Police, Auxiliary Services, Facilities, Dining Services, Housing, Human Resources, Information Technology Services and Marketing & Communications. The role of the Campus Emergency Management Planning Team is to provide guidance on the development and review of campus-wide emergency plans and procedures.

B. CONCEPT OF OPERATIONS

1.   Emergency Management Process/All-Hazards Approach

The Chief of Police has primary responsibility for ASU Police while the Director of Emergency Management has oversight of the emergency management processes of planning, responding, and recovering from natural and manmade disasters that occur on or threaten Albany State University campuses. This process includes the phases of prevention, preparedness, response, and recovery, with mitigation activities integrated into all four phases. Mitigation for Albany State University is incorporated at the city/county level into the Albany/Dougherty County Hazard Mitigation Plans.

During the preparedness phase, plans are reviewed, revised, exercised, and revised again. This is a crucial phase to a successful emergency management process. Updated plans that are exercised regularly lead to more appropriate responses in the time of disaster. Relationships with responding sections, departments, or mutual aid agencies are best formed during the preparedness phase under controlled circumstances.

During the response phase, the University takes an "all-hazards" approach to crisis response, meaning that the protocol for assessing and responding to each crisis is the same, regardless of the situation. Although the actual response may differ from crisis to crisis, the process of identifying, analyzing, and responding remains the same. For example, responding to an active shooter incident is different from responding to a chemical spill incident.

The main components of the Albany State University all-hazards approach are:
- Gather, analyze, and assess information immediately
- Communicate early and take appropriate action
- Determine ongoing threat and long-term action
- Decide to evacuate or shelter-in-place
- Move appropriately from crisis response to recovery mode

2.   Emergency Management Responsibility

In order to be successful in the Emergency Management Process, all campus Departments, and personnel must recognize they are all integral partners in the overall program, which carries out emergency management activities. All program partners must understand their individual roles, shared responsibilities within emergency management, and actively participate in the process.

Responsibility for activation of the components and concepts within the plan are inherently placed with all the personnel placed in the positions or sections identifiedwith response or executive duties within the plan. These personnel/sections supportthe mission of the EOP plan by:
- Making themselves familiar with the plan by regular review and participation indrills, exercises, and training sessions.
- Initial and/or ongoing response, when warranted, to situations similar those described in the EOP.

- Alert notification, pre-positioning, and timely delivery of resources to enable the efficient management of potential and actual disasters or emergencies.
- Working within the NIMS Incident Management framework as established under HSPD 5 and the Unified Command System as established under O.C.G.A. 38-3- 57
- Keeping accurate records of response related information and expenses

Additionally, individual departments are responsible for developing department specific policies and procedures for responding to emergencies, mitigating potential hazards, and protecting key information.

Department heads and Deans will ensure that all faculty/staff are provided with a copy of the department policies and procedures annually. At a minimum, the following will be included in department policies/procedures:

- Maintain and regularly update a contact list for department employees to include home, cell, and alternate contact methods for after hours.
- Deans and Department Heads will provide the same contact information to their VP's
- Requirements that faculty/staff be familiar with emergency evacuation routes for their areas.
- Procedures and methods for continuity of critical department operations.

3.   Mutual Aid Assistance

Mutual aid is used to augment local resources and provide additional capabilities to control the incident.

4.   University State of Emergency Declaration

The President of Albany State University is the authorized individual who can declare a University State of Emergency if the incident the absence of the President Vice President (VP) for Finance and Administration or Provost to be the designee. If the incident is significant or may affect city/countywide operations, the Chief of Police or the Director of Emergency Management should contact the Dougherty County Emergency Management Agency.

5.   County or State Emergency Declaration

For disasters or emergencies that exceed local or countywide capabilities, the Chief Executive Officer of the County can declare a Local State of Emergency and request a county wide State of Emergency Declaration from the Governor. An Emergency Declaration for the County could bring State and Federal resources for assistance, but the process begins with notification and collaboration with the local County Emergency Management Agency.

6.   Disaster Recovery

Recovery activities involve restoring communities to a day-to-day state. Short-term recovery activities include damage assessment and the return of vital functions to minimum operating standards (e.g., utility and emergency services). Long-term recovery activities such as reconstruction and relocation may continue for years.

Following a damaging incident or event, assessment to determine the extent of damages should begin as soon as it is deemed safe to do so. Informal damage assessment can be accomplished by a driving or walking assessment of the area to determine operational status, while formal damage assessment is accomplished in a written manner on University approved forms. In the event of a potential county-wide disaster declaration, damage assessment information must be relayed to the appropriate county Emergency Management Agency as soon as practical, to be compiled and forwarded to the Georgia Emergency Management Agency (GEMA) as part of a state-wide assessment.

Some emergencies require the immediate response of contractors to strengthen facilities and start immediate actions to prevent further damage to facilities and property. If the structural integrity of the building is in question, delay the internal inspection until a qualified contractor or subject matter expert has cleared the building for entry.

This Emergency Operations Plan provides for an organized management system during and immediately following the development of an emergency. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical operational functions and roles of Albany State University during a response and prepares for an effective transition to short- and long-term recovery efforts.

The Albany State all-hazard EOP is considered a management tool, in that it provides an overall organization and general procedures for the management of information, activities, and operations during an emergency. The planning is based on the Department of Homeland Security's National Incident Management System (NIMS), the Federal Emergency Management Agency's Comprehensive Preparedness Guide (CPG) 101, and the Guide for Developing High- Quality Emergency Operations Plans for Institutions of Higher Education, a joint venture between the Departments of Education, Justice, and Homeland Security. These planning foundations allow for the application of proven best practices in emergency management and align Albany State University with the planning initiatives of both contiguous agencies and other institutes of higher education nationwide.

Albany State University makes many assumptions when developing an operational approach to emergency situations in the Emergency Operations Plan. These general assumptions are:

Emergencies can occur at any time.

Emergencies can occur during, after, or before normal business hours. As such, emergency planning must take all times of day into consideration.

Most incidents are handled locally and outside resources could be delayed. Almost all incidents are handled locally. ASU Police will almost always be the first responder on scene to any kind of emergency. It is important that they immediately establish the Seven Critical Tasks in Response:

1. Assess the Situation and Establish Communications & Control
2. Identify the "Hot Zone" (danger zone)
3. Establish Inner Perimeter
4. Establish Outer Perimeter
5. Establish Incident Command Post (call into Communication Center)
6. Establish Staging Area (possibly press staging area)
7. Identify and Request Addition Resources

However, some incident may require assistance from outside resources, including those of city, county, state, or federal government entities, and private or non-governmental entities.

However, if ASU is not the only area affected by the incident, those resources may be delayed due to other priorities. Therefore, ASU will anticipate delays in outside assistance for up to 72 hours.

Plans must be flexible

The events of an emergency cannot be fully anticipated. Therefore, it is necessary for all emergency plans to be flexible and adaptable for the situation as it unfolds.

Operational response must consider sustainability issues

Some emergencies may require long, protracted responses that could exceed 24 hours. As a result, shifts may be assigned to essential personnel for the duration of the response. Emergency response activities may also necessitate cancellation of leave and/or holidays to complete critically required work.

Communication links will likely fail or be disrupted

Due to the large nature of natural and manmade emergencies, it is likely that communication systems will be interrupted for an unknown duration due to infrastructure damage both on and off campus. Prior Wireless Priority Service (WPS) through AT&T First NET agreements with cellular companies should be discussed to provide secure and usable operating channels during an emergency.

PLAN ACTIVATION

The Albany State Emergency Operations Plan can be implemented by the President, the Chief of Police, the Director of Emergency Management, or their designees.

For planning purposes, Albany State University has identified three levels of potential campus emergencies. These levels are identified below:

- Level I: A minor, localized incident that can be handled using University resources and limitedoutside assistance. These incidents cause little to no disruption of services and do not require the activation of the Emergency Notification System or Emergency Operations Center. Limited activation of the Emergency Operations Plan may be required. Examples include:
  - Small, localized chemical spills or fires
  - Localized utility issues
  - Minor medical emergencies

- Level II: A major incident, emergency, or potential threat that affects a large proportion of the campus community. These incidents may require additional assistance from external organizations and could potentially lead to casualties, property damage, or environmental damage if not properly mitigated. These events would require the activation of the Emergency Notification System, Emergency Operations Plan, and, potentially, the Emergency Operations Center. Incident Command protocols identified in this plan would be implemented during this level of emergency. Examples include:

  - Large structure fire
  - Widespread utility failure
  - Structural collapse
  - Significant hazardous materials release
  - Severe weather warnings
  - Multi-fatality incidents

- Level III: A major disaster event impacting the entire campus, or campuses, and the surrounding areas. These events would require additional assistance from external organizations and likely include casualties, damage to property, and environmental damage. These events are wide-ranging, complex, and require multi-agency coordination efforts. The Emergency Operations Plan, Emergency Notification System, and Emergency Operations Center would all be activated as part of this type of event. Incident Command protocols identified in this plan would be implemented during this level of emergency. Examples include:

  - Active shooter situations
  - Severe weather events with significant damage
  - Large-scale hazardous materials release

During Level II or Level III events, the President or VP would be directly notified and kept abreast of the situation by the Chief of Police, Director of Emergency Management, or their designee. Normally, only the President of Albany State University can declare a Campus State of Emergency. In cases where the President is not available or is incapacitated, the Order of Succession is followed for Campus State of Emergency declarations.

Emergency Support Functions

Albany State University has adopted the Emergency Support Function (ESF) model. This model is part of the Federal Emergency Management Agency's National Response Framework. This model has also been adopted by both the Georgia Emergency Management Agency and the Albany/Dougherty County Emergency Management, who would be direct supporters of the Albany State Emergency Management mission during a disaster situation. Due to the differences in both mission and structure between a state or local EMA and Albany State, adjustments were made to the National ESFs. Two ESFs (#16 Academics and Research; #17 Athletics) were added to the 15 ESFs found in the National Response Framework to accommodate the unique needs of the University setting while maintaining the structure and integrity of the Emergency Management System.

During an emergency, the ESF Coordinators, which are representatives of each ESF with decision-making authority, will meet in the Emergency Operations Center or via conference call to coordinate emergency response activities. Decisions regarding the incident will be made by using the Unified Command model of the National Incident Management System. Any department or ESF representative (or their designee) not participating in the Unified Command structure will relinquish their decision-making authority to the Unified Command and their department or ESF will adhere to the decisions made by Unified Command. This avoids duplication of effort and provides greater efficiency and flexibility in regard to resource allocation. It must also be understood that University executives will be involved in strategic, and at times, operational decisions.

ESF Responsibilities

ESF #1 – Transportation

ESF 1 is tasked with coordinating transportation assets to support emergency operations. This includes: mass transportation of student, faculty, staff, and visitors during an emergency/evacuation and the transportation of emergency personnel, equipment, and supplies as dictated by emergency operations.
- Facilities Management, Parking and Transportation
- University Police

ESF #2 – Communications and Information Technology

ESF 2 is tasked with providing coordination of local actions to be taken to assure the provision of required communications and information technology support to emergency operations This ESF will establish procedures to provide information and guidance concerning acquisition and deployment of communication and information technology equipment, personnel, and resources to support disaster response and recovery operations, notifications, and public information considerations.

- IT
- University Police
- Office of Emergency Management
- Albany Communications/Motorola
- Verizon Wireless
- AT & T

ESF #3 – Public Works/Engineering

ESF 3 provides coordination of engineering, public works activities, roads, and infrastructure. This includes emergency construction, demolition, repair, operation and management of water, sanitary sewer/storm drains and roadways, the inspection of facilities for structural condition andsafety, and the coordination of heavy equipment resources to support emergency operations.

- ASU Facilities

ESF #4 – Fire Safety and Operations

ESF 4 supports fire suppression and control, emergency medical care, and immediate life safety services.

- Local fire departments
- Fire Safety
- University Police
- Office of Emergency Management

ESF #5 – Emergency Management

ESF 5 involves directing and coordinating of all four phases of emergency management: mitigation, preparedness, response, and recovery. This includes compiling, analyzing, and coordinating the overall information and planning activities in the ASU EOC in support ofdisaster response and recovery operations.

- Office of Emergency Management
- University Police
- Local Emergency Management Agency (DOCO)
- Georgia Emergency Management Agency

ESF #6 – Mass Care/Housing/Human Assistance

ESF 6 is tasked with coordinating activities involved in emergency sheltering, feeding, and first aid at mass care facilities and/or designated site, and family reunification.

- Housing
- Athletics
- Dining Services
- American Red Cross

ESF #7 – Logistics, Resource Support, and Finance

ESF 7 encompasses purchasing/procurement activities supporting response agencies while working in an emergency or disaster. Resource support also includes the provision of personnel; equipment or facilities support to support the emergency management system. This ESF addresses the necessity to evaluate, locate, procure, and provide essential materials and resources.

- Central Receiving
- Purchasing
- Human Resources
- IT
- Office of Emergency Management

ESF #8 – Public Health and Medical

ESF 8 consists of health and medical services and resources. This includes Medical Care (EMS, pharmaceutical, medical personnel and facilities), Epidemiology (personnel and supplies essential to prevent communicable diseases, develop and monitor health information, and diseasevector and epidemic control and investigation), and Environmental Health (staff and supplies to prevent communicable disease and contamination of food and water supplies, develop and monitor health information, inspection and control of sanitation measure, inspection of individual water supplies, facility and shelter inspections)

- Local Public Health
- Local Ambulance
- School of Nursing
- Student Health Services
- Office of Emergency Management
- Risk and Safety/HR

ESF #9 – Search and Rescue

ESF 9 is tasked with searching for and locating victims of natural and/or manmade disasters and the emergency rescue of those victims. These include air, ground, and water searches for lost or missing persons and rescue of endangered, sick, or injured people.

- Local Fire Services
- Georgia Search and Rescue (GSAR) Team
- Office of Emergency Management
- University Police

ESF #10 – Hazardous Materials

ESF 10 includes substances (Chemical, Biological, Radiological, Nuclear, and Explosives or CBRNE) that pose an immediate threat to life and safety. This includes releases from fixed facilities, roadways, or railways.

- Local Fire Services
- Insurance and Risk Management/HR
- Office of Emergency Management

ESF #11 – Agriculture/Natural Resources

ESF 11 is tasked with identifying, procuring, and distributing food, bottled beverages, and supplies; supporting the provision for sanitary food storage, distribution, and preparation during emergency operations; addresses provisions for nutrition assistance, control/eradication of

contagious or economically devastating animal disease, infective exotic plant disease, or pest infestations; protection of natural or cultural resources and historic properties prior to, during, or after an incident.

- Dining Services
- ASU Facilities
- Georgia Department of Natural Resorces

ESF #12 – Utilities

ESF 12 is tasked with coordinating of emergency power to support emergency response and recovery operations and to normalize campus functions. This includes addressing power services, natural gas sources, and arranging for temporary sources of electrical power. This function is also responsible for fuel and distribution of emergency generators.

- ASU Facilities
- Albany Utilities

ESF #13 – Public Safety/Security

ESF 13 includes enforcement of laws, traffic control, investigation of crimes and other public safety activities, such as security, victim recovery and investigation, and deceased identification.

- University Police
- Local Police
- Georgia State Patrol
- Dougherty County Coroner Office
- Office of Emergency Management

ESF #14 – Long Term Recovery

ESF 14 includes debris removal, repair or replacement of damaged facilities, protective measures for public health, and property improvement. This includes mitigation, which is an ongoing process including development of plans and projects that will reduce or eliminate hazard exposure, thereby reducing potential damages to life and property.

- ASU Human Resources
- Office of Emergency Management
- ASU Facilities & Auxiliary Services
- Continuity of Operations Plan
- Hazard Mitigation Plan

ESF # 15 – External Affairs

ESF 15 includes direction, policies, responsibilities, and procedures for disseminating timely, accurate, and easily understood information to the public before, during, and after a disaster or emergency situation. A primary goal is to be ready to respond to all requests from media and the public for life-saving information and instructions. This will include providing accurate, coordinated, and timely information to affected audiences, including media, government, and the private sector.

- ASU Marketing Communications
- University Police
- Office of Emergency Management

ESF #16 – Research and Academics

ESF 16 includes direction, policies, and responsibilities for maintaining research initiatives and academics during emergency situations. This ESF will attempt to maintain campus academic normalcy to the greatest extent possible immediately following a disaster, particularly in regards to academic research requiring specialized care and/or attention. In conjunction with ESF #14, this ESF will focus on resuming normal operations as part of the campus recovery.

- Academic Affairs
- ASU Environmental Health and Safety Coordinator
- Academic Departments

ESF #17 –Athletics

ESF 17 includes direction, policies, and responsibilities regarding athletic issues. This ESF will work to assist with the use of Athletic facilities for emergency functions, the reorganization of athletic plans and timelines, student athlete volunteer efforts and the continued operation of the athletic programs during disaster situations.

- Athletics

** Each Emergency Support Function should have an ESF Coordinator who holds decision-making authority **

C. ORGANIZATION

Emergency Management Team (EMT)

The EMT is headed by the President, Provost or designee and facilitated by the Director of Emergency Management. The EMT is comprised of senior University officials, selected by the President and Provost that support the implementation of defined Emergency Management Program objectives and continual refinement of emergency preparedness in general. During a critical event or large-scale emergency, the EMT serves as a comprehensive consultant team for the President and Provost by interfacing with University personnel, the community, first responder organizations, the media and regulatory agencies.

EMT members are senior officials who have the authority to:

- Determine the short- and long- term effects of an emergency
- Order the evacuation or shutdown of facilities and the campus, if needed.
- Interface with outside organizations, family members and the media
- Issue comprehensive press releases
- Initiate and execute the recovery process

Current members and duty descriptions of the University EMT are:

1. President/Vice-President of Finance and Administration or Provost – The President and/or Provost of the University or designee serveas the decision-making authority for the University. The President and/or VP of Finance and Administration are responsible for the overall direction of the Emergency Operations Plan and for the declaration of a "Campus State of Emergency".

2. Vice-President of Finance and Administration – The VP of Finance and Administration provides overall coordination of administration and financial services and advises the President/Provost with status reports regarding multiple support agencies throughout the University. The following agencies and departments are considered support service agencies:

- Auxiliary Services
- Finance/Comptroller
- University Police

3. Vice President of Student Affairs (VPSA) - The Vice President of Student Affairs or designee keeps the student body apprised of the current situation and coordinates the non-academic needs of students, including safety, food and shelter, and serves as a liaison with families. The VPSA or designee coordinates with students and student groups to solicit cooperation and volunteer workers when necessary. Provides the Director of Housing and necessary departmental leadership with information concerning student needs and other concerns.

4. Information Officer – Responsible for establishing and maintaining service continuity, security and recovery plans for data, voice, and technologies for the institution. Implements processes and/or technologies that allow the institution to maintain critical services during and following a disaster. Coordinates with the VP of Administration and Fiscal Affairs on matters concerning authorization for emergency funding and expenditures.

5. Associate Vice President of Marketing and Communications - Responsible for coordinating the University's public announcements before, during and after an emergency at the direction of the President.

- Serves as the official university spokesperson and the central source as directedby the President

- Disseminates approved information in public forums

- Provides appropriate information on the emergency to faculty, students, staff andparents in addition to emergency mass communication resources

- Initiates contact with the media to provide information or public announcements

- Provides updates to the media as new information is available

- Monitors all news coverage of the emergency and keeps the President and Provost, the University Attorney and other appropriate administrators informed

6. Facilities Management Director - acts as the technical coordinator during emergencies or may designate additional personnel to act in this capacity. Provides technical advice relating to facility operations during an emergency. Establishes Facility Damage Assessment Teams and utilities a coordination unit; serves as the principal liaison officer with the companies and organizations supplying utilities and other construction needs; and initiates emergency operational procedures necessary for the continued functioning of university facilities. He/she will advise the Director of Emergency Management and the Senior Vice-President of Finance and Administration with status reports relative to damage including destruction, disruption, and restoration of facilities; and assist in establishing the following:

- Determine how facility functions may be affected by the emergency event

- Assist in the determination of what control and other procedures can be used toisolate the incident
- Coordinate equipment and personnel to perform shutdown procedures, hazardousarea control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection
- Coordinate equipment for emergency generation of power to supply critical areas including the emergency operations center

- Coordinate for vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to members of the Emergency Management Team

for emergency use

- Surveys habitable space and relocated essential services and function

- Coordinates for emergency generator fuel during actual emergency or disasterperiods

- Facilitates storage of vital material and records at an alternate site. Coordinateswith the Emergency Management Team and Unit/Facility Emergency Coordinators for liaison and necessary support

- Oversees repair, construction and utility specific operations in order to recoverfrom an emergency where facility infrastructure damages were ensued

- Provide Engineering and Technical Assistance as necessary

7. Director of Emergency Management – Responsible for overall coordination of the emergency response and recovery efforts and administration of the University Emergency Operations Center. Through this capacity, the Director facilitates the Emergency Management Team with updated situational status reports and recommends best practices to the President and/or VP or designee

- Develops and implements policies and procedures necessary to respond to and recover from the existing emergency condition. In this regard, the Director may conduct meetings and require input from multiple organizational units of specified Colleges and Departments.

- Develops communication strategies to ensure response and recovery efforts are synchronized and efficient. Informs personnel that are, were or could be impacted by the emergency event are informed of any threats to injury or life safety in an efficient and timely manner.

- Assesses the type and magnitude of the emergency and establishes appropriate emergency response strategies.

- Initiates immediate contact with the President and senior University administrators and begins assessment of the University's condition.

- Coordinates with safety and security personnel as necessary to maintain safety and order.

- Notifies members of the Emergency Management Team and advises them of the nature of the emergency.

- Through the Emergency Management Group, notifies and acts as liaison with the appropriate outside agency or organization.

- Conducts appropriate notifications to off campus staff when necessary.

- Conducts a critique of the emergency and the procedures used when the situation has

stabilized or terminated.

- Liaison with University Police, local, state and federal agencies.

- Identifies best practices and recommends inclusions, modifications and/or revisions with emergency management policy, plans and procedures.

- Attends local emergency management meetings.

- Plans and schedules the Recovery After Action meeting: Best case scenario is to have meeting one-week post incident, on the next Wednesday @ 10:00 AM or as directed by the President, VP of Financial Affairs, or Designee.

8. Chief Legal Affairs Officer – Serves as the principle officer for all legal and liability concerns regarding emergency management and operations associated with this plan; responsible for providing professional consultation to the President, Provost or designee and other members of the University's Emergency Management Team as needed. Consolidates all response and recovery documentation and preserves records in accordance with University policy.

9. Chief of Police – Serves as the principle law enforcement officer for all safety and security operations throughout the University and contiguous environment. Oversees the most efficient mitigation measure for man-made emergencies by ensuring Police patrols are conducted on a 24/7 basis. Before, during and after an emergency, this position oversees all Police operations to preserve life and safety. This includes, but is not limited to, the following:

- Maintains the Police Communications Center in a state of constant readiness(24/7/365)

- Notifies the Director of Emergency Management of Level 2 or 3 emergencies and ensures a chronological log of the emergency is documented from start to completion

- Monitors campus emergency radio and telephone communications

- Takes immediate and appropriate operations to protect life and property, and to safeguard records as required

- Obtains assistance from the City, County, State, and Federal

- Government as dictated by the needs of the emergency event

- Provides traffic control, access control, perimeter and internal security patrols

- Provides and equips alternate sites or vehicles for any field command posts

- Maintains liaison with telecommunications support as necessary

- Coordinates emergency medical services when necessary

- Evaluates potential environmental impacts of the incident

- Interacts with appropriate government agencies

- Assumes or delegates Field Incident Command until responsibilities can be properly transferred to higher authorities, i.e. GSP, Albany Fire/E.M.S. and other stateor federal agencies
- Attends local emergency management meetings

10. The Environmental Health and Safety Coordinator – Serves as the principle officer for all bio-safety, environmental, hazardous material, and radiation safety matters within the Emergency Management Team; responsible for providing professional and technical advice in relation to lab safety, environmental concerns such as air and water quality, responding to hazardous material incidents and recovery efforts associated with waste disposal, clean up and return to normal operations. Advises the emergency first responders with associated Material Safety Data Sheets (MSDS) and specific information related to response, assessment, containment, isolation and recovery.

Emergency Response Teams (ERT) and Building Captains

The Emergency Response Teams are comprised of Facility/Unit Emergency Coordinators (appointed by the appropriate Dean or Vice President) that provide support for emergency preparedness and emergency response guidance for their specific department and facilities. The ERTs are charged with maintaining their Unit/Facility Emergency Operations Plans and providing emergency response guidance for their respective groups through established communication measures.

The concept of the ERT program is to grow and develop an ever-expanding culture of campus-wide situational awareness and crisis preparedness through voluntary commitment and individual training.

All personnel are trained in emergency preparedness, emergency response, crisis mitigation, recovery techniques. Team members act as immediate responders to many critical incidents, most commonly fire alarms and medical incidents. They are trained to mitigate the on-site situation pending the arrival of trained first responders, such as law enforcement, fire, and/or emergency medical personnel. In this way, immediate assistance is rendered during the critical first few minutes of a crisis.

The ERT is a volunteer program supported by the administration of Albany State University. All members perform regular daily tasks in support of normal campus functions. In times of crisis, they serve, within the limits of their individual training, to mitigate the immediate situation and provide continuing assistance upon the arrival of professional first responders to include police, emergency medical and fire personnel with the overall objective of ensuring a safe and secure environment for students, staff, faculty and visitors.

Typical events where members may activate include:

- **Medical Emergency**: Render first aid and summon medical care
- **Building Fire Alarm Activation:** Evacuate building
- **Internal Chemical Spill or Gas Leak:** Evacuate building
- **External Hazardous Material Threat:** Shelter in place
- **Severe Weather Warnings:** Shelter in Place
- **Violent Intruder/Active Shooter Incident:** Secure in place

The Office of Emergency Management is responsible for recruiting, training, equipping, and supervising the all-volunteer ERT program. These civilian volunteers provide on call, critical, trained manpower needed by the University Police without drawing down its limited resources.

EMERGENCY NOTIFICATION PLAN

Revised November 2023

A. BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

I. 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.

II. Scope

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

III. Authority

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

IV. Responsibility

a. The USO Safety and Security office will be responsible for conducting an annual review of the Emergency Notification Plan, completing revisions as required.

b. 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.

c. USG Chief of Police/Alternate, Vice Chancellor for Communications and Governmental Affairs/designee and Executive Vice Chancellor for Administration will coordinate notifications to the Board of Regents, and/or other agencies as required.

V. Distribution

This plan will be disseminated to:

a. Core USO personnel identified in Part II.
b. Core USG Unit personnel identified in Part II.
c. Copy of this plan will be included in each institution Emergency Action/Operations Plan as an appendix or annex.

VI. Requests for USG Resources

a. 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 upon specific situations or needs, the USG Chief of Police may request inventory updates or resource information apart from GEMA requests.

b. 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.

c. Requests received by USG Unit(s) by local agencies, or in response to localizedemergency:

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 beyondtheir capability to the USG Chief of Police.

VII.   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 VI. above as follows:

a. Mike Coverson, BORPD
b. Ben Scott, BORPD

VIII.   USO Notifications

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

a. Chancellor
b. Executive Vice Chancellor of Administration
c. Vice Chancellor for Communications and Governmental Affairs
d. Others as required by situation/incident

IX.   Definitions
a. Situation 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 occurredcontiguous 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.

X. **USG Unit Core Personnel**

    a. President
    b. Chief Business Officer
    c. Chief Information Officer
    d. Chief Academic Officer
    e. Emergency Coordinator
    f. Physical Plant Director
    g. Chief of Police
    h. Media Relations

XI. **USO Core Personnel**

    a. Chancellor
    b. Executive Vice Chancellor of Administration
    c. Vice Chancellor for Communications and Governmental Affairs
    d. Vice Chancellor of Legal Affairs
    e. Vice Chancellors – as required
    f. USG Chief of Police

B. CRISIS COMMUNICATION PLAN

I. Notifications/Communications- Critical Incidents

Effective communications during and after an incident or event are critical to protecting the community and property. During critical incidents, it is imperative that communications be clear, effective and timely. Training and exercises prior to the event will improve communication channels and decrease the likelihood of ineffective communication.

This notification policy will be implemented in the event of a Critical Incident. Critical Incidents are any event which:
a. May threaten university operations
b. May cause or attract media attention to the university
c. Involves the death or serious injury of a university student, employee or visitor on a campus
d. May cause parental concerns for student safety
e. Involves the arrest of a student
f. Other noteworthy events
g. Any of the above occurring off-campus that ASU Police is made aware of by any means from another law enforcement agency, university or similar organization. Examples include but are not limited to: serious and unusual crimes, natural disasters, utility failures or emergencies, civil unrest, deaths and suicide attempts, fires, serious injuries, acts of terrorism, hostage situations and threats to the community.

II. University Executive Notifications- The Call Plan

The President will be notified as soon as possible through the call plan when a Critical Incident threatens the safety/security of the university community and facilities. In the event of a Critical Incident, the responding officer will make the determination to activate the Call Plan. The Call Plan may be terminated at any point at the discretion of the senior official receiving notification.

Notifications will take place as follows:

a. Responding officer notifies Dispatch to activate the Call Plan;
b. Dispatch contacts ASU Police Chief and Director of Emergency Management, who will then contact the Vice President for Finance and Administration. If the ASU Police Chief or the Director of Emergency Management cannot be contacted, dispatch contacts the Vice President for Finance and Administration.
c. Vice President contacts the University President.
d. The ASU Police Chief or Director of Emergency Management will contact the other members of the President's Cabinet or Emergency Management based on the incident.
e. The ASU Police Chief or Director of Emergency Management, in consultation with university administration, will determine if the Incident Command System will be activated.

III. **University Community Notifications:** Emergency Notification System Standard Operating Procedure

a. **Purpose**

The Albany State University Emergency Notification System Standard Operating Procedure provides guidelines regarding the activation of the multi-faceted Emergency Notification System deployed to inform faculty, students, and staff of an emergency on or close to a campus. Faculty, students, and staff should become knowledgeable of the university's emergency notification procedures and ensure their personal information remains updated in One USG, Blackboard Connect 5 & Live Safe App (for faculty and staff) and Banner (for faculty, staff, students). Activation of the Emergency Notification System will be carried out by the Office of Emergency Management and Albany State University Chief of Police or designee.

b. **Concept of Operations**

The Albany State Emergency Notification system can be activated for an emergency event affecting a large area at any campus. The following individuals can authorize the activation of the Emergency Notification System:

1. President
2. Vice President Finance & Admin
3. University Attorney
4. Provost
5. Chief of Police
6. Director of Emergency Management
7. Dispatch
8. Designated Police Command Staff member

The Chief of Police and Director of Emergency Management should be notified of any event necessitating the activation or partial activation of the Emergency Notification System, regardless of time, situation, location or severity.

c. **Operational Guidelines**

The Emergency Notification System is to be used for emergency messages only. Routine notifications should not be broadcast to the entire faculty, student and staff population except in extraordinary circumstances. A routine broadcast to the entire faculty, student and staff populations must be approved by the Chief of Police, Director of Emergency Management or the Associate Vice President (AVP) of Marketing and Communications.

The following methods may be deployed as part of the Emergency Notification System:
1. Emergency Outdoor Warning Sirens
2. Indoor PA System
3. Blackboard Connect 5 Mass Notification
4. Live Safe App
5. University Website
6. Social Media
7. Campus Broadcast (email blast)

d. Notification Methods

1. Emergency Outdoor Warning Sirens

Albany State has sirens to notify campus communities of an immediate threat: two (2) on the West Campus, one (1) at East Campus. These sirens can be activated by a variety of means by the University Police and the Office of Emergency Management. The warning sirens are omnidirectional sirens and have pre-recorded messages to indicate the type of emergency that is occurring on a campus. The siren warning system is only used for situations that require the community to take shelter indoors immediately from an imminent threat. This system is tested on the first Wednesday of every month.

2. Mass Notification Systems

The Blackboard Connect 5 Mass Notification System & Live Safe App send rapid emails, text messages and/or phone message announcements to faculty, staff, and students. The systems have the ability to send text, email and voice calls as well as push information to the campus community. These systems are tested annually.

University Website - Information can be used for emergency or non-emergency messages and is linked to the Albany State website. This page can be accessed at http://www.asurams.edu/

Social Media - Albany State University's social media platforms are also used during emergency situations as a means of notification.

The Director of Emergency Management or Special Event Administrator or Incident Commander has the authority to active the sirens nearest to a special event, especially at the Coliseum, Baseball, and Softball.

These three types of events (active shooter, tornado warning, hazardous materials incident) pose the greatest threat to Albany State University campuses. Beyond these three major emergency events, smaller emergencies may necessitate activation of part of the Emergency Notification System.

All other events will be at the discretion of the Chief of Police, Director of Emergency Management or their designee. During an emergency, update notifications should be sent in a timely fashion to inform the Albany State population of the most accurate information and response guidelines. These updates can include a reaffirmation that the event is ongoing and to maintain response actions, additional information relevant to the emergency that was not immediately available at the initial broadcast or changes in the recommended response actions. At the conclusion of an emergency event, the campus population will be notified by an "all clear" broadcast.

e. Notification Messages

1. Active Shooter

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Indoor/Outdoor PA) A person armed with weapon reported near_____. Stay away or move to safe area and shelter in placenow! Check www.asurams.edu for more info.

(Email, Voice) This is an urgent emergency alert from Albany State University! A dangerous person armed with a weapon was reported near _____.

If you are near the reported location, immediately lock and barricade yourself and others in a room if possible. If locking yourself in is not possible, leave and stay away from this location and move to a safe area immediately. Police are responding to the reported location of the shooter.

Turn off lights and keep quiet. Remain calm. Wait for further instruction from the Police Department or recognized authority. The suspect's description_____. For more information, check the university website at www.asurams.edu

If safe to do so, contact the University Police if you can provide specific information about thesuspect or require medical assistance.

More information will be provided.

2. All Clear

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Indoor/Outdoor PA)
ALL CLEAR for_____. Visit www.asurams.edu for more info.

(Email, Voice) This is an 'ALL-CLEAR' notification for_____. The_____is deemed safe and normal operations can resume at this time. For more information, check the university website at www.asurams.edu

3. Bomb Threat-Evacuation

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Indoor/Outdoor PA)
_____is being evacuated due to a possible dangerous situation. Avoid the area untilfurther notice. See www.asurams.edu

(Email, Voice) A potentially dangerous situation has been reported in_____. If you are in this building, do not use radios or cell phones to communicate. Proceed calmly to an outdoor location and move at least 300 feet away from the building. DO NOT RETURN until the police give an all-clear. For more information, check the university website at www.asurams.edu

4.Civil Unrest-Advisory

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Email, Voice, Indoor/OutdoorPA) Protest near. ASU Police is monitoring the situation and partnering with other nearby law enforcement agencies. Use caution near this area.

5.Communications Outage

(Text, LinkedIn, Connect 5, Live Safe App, Facebook, Instagram) Albany State University is experiencing a _____outage. Officials are working to restore communications as soon possible.

(Personal Email, Personal Voice) Albany State University is currently experiencing a _____outage. Officials are working to restore communications as soon possible.

6.Explosion

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Indoor/Outdoor PA) An explosion has been reported at._____is being evacuated. Avoid the areauntil further notice. See www.asurams.edu for more info.

(Email, Voice) At_____today an explosion was reported at_____.   The   area   is   being evacuated and an investigation is being conducted. Avoid the area until further notice. For moreinformation, visit www.asurams.edu

7.Fire

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Indoor/Outdoor PA) A report of fire or heavy smoke at_location._____is   being   evacuated. Avoid the area. See www.asurams.edu   for more info.

(Email, Voice) A fire has been reported in_____. If you are in the_____, evacuate the building by using the stairwells and move to your established assembly area. Do notuse the elevators and impede the Fire Department's response. For more information, check the university homepage at www.asurams.edu

8.ASU Closed

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Indoor PA) Because of
_____, all Albany State University campuses will be closed on _____.

(Email, Voice) Because of_____, all Albany State University campuses will be closed on _____. Check the university homepage at www.asurams.edu for updates.

9. *ASU Delayed Opening*

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Indoor PA) Albany State University will delay opening on ___until___. Please travel safely.

(Email, Voice) Because of_____, Albany State University will delay opening on _____until_____.m. Please travel safely. The university will continue to closely monitor the_____and update this information promptly. Check the university homepage at www.asurams.edu for updates.

10. *ASU Normal Operations*

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Email, Indoor PA) All Albany State University campuses will re-open for normal operations on___.

11. *Hazardous Materials*

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Indoor PA) A chemicalspill has been reported at_____. Move indoors and to higher floors and await instructions.See www.asurams.edu for more info.

(Email, Voice) A chemical spill has been reported at_____. If you are near the _____, go to a safe area. If possible, go to a building a safe distance away from the spill and move to higher floors. If you are in your vehicle, turn off your air conditioner and close your vents. First responders are on-scene and are conducting further evaluations. For more information, check the university website at www.asurams.edu for more info.

12. *Power Outage*

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Indoor PA, Email) Because of a power outage, _____campus is closed._____classes are cancelled on_____.   Check   the university's homepage, www.asurams.edu for updates.

13. *Semester Notification Test*

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Indoor/Outdoor PA) This is a test of the Albany State LiveSafe/Outdoor/Indoor Alert - Emergency Notification System. This is only a test. No action is required. Thank you.

(Email, Voice) This is a test of the Albany State Alert - Emergency Notification System. I repeat, this is only a test. No action is required. You received this message because you are a student, faculty or staff member or you are listed as a next of kin emergency contact. If you believe you have received this message in error, email the phone number and/or address to be removed to emergencymanagement@asurams.edu   and your contact information will be removed from our system.

14. *Shooting on Campus*

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitors, Email, Indoor/Outdoor PA) Report of gunshots fired near____. Seek shelter. For safety, lock doors and remaininside. Check www.asurams.edu for updates.

15. *Stabbing on Campus*

(Text, Website, Instagram, LinkedIn, Connect 5, Live Safe App, Facebook, Internal Monitor, Email, Voice, Indoor/Outdoor PA) ASU Police has responded to a stabbing incident at _____m. near_____. The incident is under control and no action is required. Check www.asurams.edu for updates.

16. *Suspicious Package*

(Text, Homepage, LiveSafe, LinkedIn, Connect 5, Live Safe App, Facebook, Message Boards, Email, Voice, Indoor/OutdoorPA) Suspicious package has been found at_____. No evacuation is needed at this time. ASU Police are at the scene. Check www.asurams.edu for updates.

17. *Tornado Warning*

(Text, Homepage, LiveSafe, LinkedIn, Connect 5, Live Safe App, Facebook, Message Boards, Email, Voice, Indoor/Outdoor PA) A Tornado Warning has been issued. Take shelter in the interior of the building. Stay away from windows and glass doors. Check www.asurams.edu for updates.

A Tornado Warning has been issued. Take shelter in the interior of the building. Stay away fromwindows and glass doors. Do not use the elevator. If you hear the tornado, crouch down and cover your head. Remain sheltered until you receive an all-clear notice. Check www.asurams.edu for updates.

18. *Violent Crime Alert*

(Text, Homepage, LiveSafe, LinkedIn, Connect 5, Live Safe App, Facebook, Message Boards, Email, Voice, Indoor/OutdoorPA) ASU Police is working a crime scene at_____. Stay away from the scene. The incident is under control. No action is required.

f. Staff/Faculty Duty to Act without Notification

Power outages or downed telephone lines, which may occur during the rapid development of an emergency situation, severely hinder or disrupt communications. Therefore, university employees must be prepared to act without a direct order in an emergency situation.

University employees must maintain an awareness of potentially hazardous conditions and reactaccordingly when a situation develops rapidly. Preparedness training in the form of Emergency Response Team training is available through the Dougherty County Emergency Management Agency and the Albany State Office of Emergency Management. The campus community is encouraged to participate in this valuable training that helps prepare you to respond and assist in a variety of emergency incidents and/or disasters.

g. **Emergency Call Center**

Notification/Activation Process:

When a crisis occurs, it is important to contact ASU IT as soon as possible to ensure that its services are activated in a timely manner.

h. **Media Communications**

The AVP of Marketing and Communications is responsible for news media contacts such as development/distribution of press releases and initiation of news broadcasts in reference to suspension of university operations (with the approval of the President or VP). In addition, the AVP of Marketing and Communications will assist in the development and/or distribution of information to faculty, staff and students. A media surge area will be identified as needed to direct and coordinate news releases with the media.

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

When the Incident Command System is established, the VP/AVP of Marketing and Communications will usually serve as a member of the Command Staff in the position of Public Information Officer (PIO). When possible, the PIO will coordinate with the Emergency Management Team to review all press releases and other information prior to release to the public.

i. **Media Surge Plan**

Purpose:

To identify venues, logistics and other media needs during an emergency or special event on campus. AVP will take the lead in coordinating the following considerations and needs:

1. *Identify a location*

Work with the Office of Emergency Management , ASU Police Department and Facilities to identify a venue to accommodate media. Depending on whether or not classes are cancelled/in session, the campus, is open/closed or whether or not there are active construction projects underway.

2. *Identify parking*

Work with Parking and Transportation to find logical/accessible locations in vicinity to the media staging/briefing venue.

Address basic needs within identified venue, keeping in mind some of the locations maybe best suited for the short-term:

i. Identify a location for media briefings/press conferences
   o Lectern, speakers/sound system
   o Backdrop

ii. Provide a media filing center
   o Access to wi-fi, phones
   o Tables/chairs
   o Power source/power strips

iii. Provide a media break room with refreshments or access to food/beverage source (budget permitting)
- o Identify a location/room for one-on-one interviews
- o Provide bathrooms for media that park and stay for extended periods
- o Signage

3. Other Logistics

Identify miscellaneous needs/logistics

i. Wi-fi
ii. Phones
iii. Copier(s)
iv. Check-in point
v. Credential check

j. Crisis Communications Action Checklist

1. AVP of Marketing and Communications is notified of a crisis.

2. AVP confers with appropriate ASU official(s).

3. Crisis team convenes; reviews communication, legal, other issues. This crisis team, led by AVP, includes editor, public relations specialists as needed.

4. Gathers any additional information needed to decide course of communication.

5. Media contacts directed to AVP.

6. Recommends communication strategy.

7. Prepares news release or talking points for response to media inquiries.

8. Releases information internally.

9. Post news on the homepage and on social media.

10. Coordinates notification of outside individuals and/or groups, including BOR, trustees, parents, community, etc.

11. Holds news briefings with the media when appropriate and necessary.

12. Monitors news coverage.

13. Corrects news reports as needed.

14. Conducts evaluation and follow-up.

15. Provides summary of news coverage to cabinet.

k. National Terrorism Advisory System Alerts

The National Terrorism Advisory System (NTAS) replaced the color-coded Homeland Security Advisory System. This new system is expected to more accurately communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat.** Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure ASU Police and recommended steps individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat. Terrorism is a type of security threat that would require immediate activation of the ICS System, with immediate notification to the Emergency Management Team that would assure notification to state and federal authorities. For more information on the National Terrorism Advisory System visit the website: http://www.dhs.gov/files/programs/ntas.shtm

C. CRISIS COUNSELING PLAN

Albany State University must be prepared to assist if a sudden need for crisis counseling arises. A mass casualties' incident or disaster will call for the immediate and sustained need for crisis counseling for the campus community. If there is a need for immediate and sustained crisis counseling services, the following will take place:

I.   Director of Emergency Management will confer with the Counseling Center

II.   The Chief of Police will notify the President and/or VP Finance and Administration

III. Director of Emergency Management will also contact the:

     a. Director of Counseling & Student Accessibility Services
     b. VP for Student Affairs
     c. Dean of Students Development
     d. Chief of Police
     e. Chief Human Resources Officer

IV.   The Director of Counseling & Student Accessibility Services will determine the number of counselors that are immediately needed for basic crisis triage and begin considering the needs beyond the first few hours. Counseling services will be considered from:

     a. ASU Counseling & Student Accessibility Services
     b. Other licensed mental health clinicians among administrators and faculty/staff
     c. University System of Georgia Counseling Director's Association (CDA) crisis response network
     d. Off-Campus Counseling Partners (e.g., Red Cross Disaster Mental Health, Aspire, Phoebe Behavior Health, Albany Area Primary Health Care)

V.   A member of the Office of Emergency Management will meet with the Director of Counseling & Student Accessibility Services (or designee) to set up the counseling operation.

D. INCIDENT COMMAND SYSTEM IMPLEMENTATION PLAN

The Incident Command System (ICS) is established as soon as practical, once an event occurs or is threatening and meets the need for ICS. The Incident Commander (IC) is identified as one with the knowledge, training, skills and immediate access to resources appropriate for the specific incident. The Incident Commander (IC) has overall responsibility for all incident emergency activities, including development, implementation, review of strategic decisions, andpost event assessment. The IC manages the incident by developing objectives, planning strategies, and implementing tactics. All information gathered forms the basis of the Incident Action Plan (IAP) which guides all responders and staff assigned to the incident.

The IC may assign or utilize personnel in their current functional capacities to Command Staff Positions (Liaison, PIO/Media Relations, and Safety) or Section Chief (Operations, Planning, Logistics, and Finance) responsibilities within the ICS system as the situation dictates.

The Incident Command Group (IC, Command Staff and Section Chiefs) focuses on the response and stabilization efforts and has the authority granted by their position assigned, regardless of the rank they hold within their respective agencies. It is imperative to maintain accurate and complete documentation of planning efforts, incident utilization of resources, costs and contracts used, as well as risk management issues. Utilizing trained staff from the onset of the incident will help facilitate seamless operation and communication during a critical incident, and prevent unnecessary, underutilized, or inappropriate resources and expenditures. Pre-designated, trained and qualified Incident Commanders and Section Chiefs will greatly enhance continued operational efforts.

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.

I. Structural Components of ICS: Unified Command

Unified Command is, perhaps, the most important aspect of the Incident Command System for Albany State University. Unified Command enables agencies with different legal, geographical, and functional responsibilities to coordinate, plan, and interact efficiently to appropriately respond to an emergency. Incident commanders from each representative response agency or department will make joint decisions within the Unified Command structure and speak with one voice. As the incident evolves, the lead Incident Commander would change within the Unified Command to match the needs of the incident. For example, as an incident switched from a law enforcement centered response to an active shooter to a medical centered response to deal with the patients, the decisions made by Unified Command would lean more towards law enforcement representatives for the first part and medical representatives for the second.

Under Unified Command, unity of command, which is where each responder reports to only one supervisor, would remain intact. Each agency or department would maintain their own incident command structure, but overarching decisions would be made by the Unified Command and decisions would then be filtered down through the ICS structure. There would be a single set of general staff and/or command staff positions. These positions should be filled by the most qualified and experienced persons available. Decisions on who should fill these positions must be agreed upon by the Unified Command. For example, for a response operation requiring emergency response from fire personnel, law enforcement personnel, and plant operations personnel, there would be a single Operations Section Chief directing all of the tactical operations. There would then be a Branch Director over each of the three emergency response groups to direct their

operations.

A Unified Command results in a shared understanding of priorities and restrictions, as well as a single set of incident objectives for all agencies. This allows for collaborative strategies and improved informational flow, both internally and externally. By having all response agencies following the same strategies and objectives, duplication of effort is decreased and the efficientuse of resources increases.

Unified Command allows for a single planning process that produces one Incident Action Plan (IAP) for the incident, instead of each department of agency having their own IAP. Along with coordinated planning activities, logistics and resource ordering can also be coordinated to decrease logistical duplication and increase potential cost saving.

It must also be understood that University executives will be involved in strategic, and at times, operational decisions. During a Level II or Level III emergency, it may be necessary for the President of the University to assemble the President's Cabinet. This decision falls solely to the President or their designee. This assemblage would provide executive level leadership to the emergency's operational response. The Chief of Police or the Director of Emergency Management would serve as the direct liaison to the President's Cabinet during an emergency event. The President's Cabinet includes:

- President
- VP Student Affairs
- University Attorney
- VP University Operations
- Senior Advisor to the President
- VP Finance and Administration
- Provost/VP for Academic Affairs

Structural Components of ICS: Command Staff

The Incident Commander (IC) is the person with overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics. Depending on the severity of the situation, the IC may require the services of Command Staff personnel, which includes a Safety Officer, a Liaison Officer, and/or a Public Information Officer.

- Safety Officer: ensures the safety of all on-scene personnel
- Liaison Officer: primary contact for supporting agencies and is generally only required during a multi-agency, multi-jurisdictional response
- Public Information Officer: responsible for sharing information with University constituencies and the media in reference to the incident. This position will maintain the situational awareness by providing the Cabinet with information updates

Structural Components of ICS: General Staff

Depending on the severity of the incident, the Incident Commander may assign Section Chiefs to direct major functional areas of the incident response. The four major functional areas are: Operations, Logistics, Planning, and Finance/Administration.

Operations - The Operations Section is responsible for directing and coordinating all incident tactical operations. Generally, the Operations Section Chief is the person with the greatest technical and tactical expertise in dealing with the situation. This section generally expands to include additional layers of supervision as more resources are deployed to maintain a manageable 3-7 person "span of control," which is the number of people that can be effectively supervised by a single person. As an incident grows larger, the Operations Section may be split based upon function or geography, as the situation dictates. Each situation is different and could require vastly different operational solutions and resources.

Logistics - The Logistics Section is responsible for all of the resource and facility support requirements for the incident. Some of the tasks the logistics section may include, but are not limited to: ordering, obtaining, maintaining and accounting for essential personnel, equipment and supplies; providing communication planning and resources; setting up food services for responders; providing support transportation; and providing medical services to incident personnel.

Logistics can be split into Service and Support Branches. The Service Branch includes Communications, Medical, and Food units. The Support Branch includes Supply, Facilities, and Ground Support units. Each of these units provides valuable support to the overall incident operations.

Service Branch:

- Communications Unit - prepares and implements the Incident Communications Plan, distributes and maintains communications equipment, supervises the Incident Communications Center, and establishes adequate communications over the incident.
- Medical Unit - develops a medical plan, provides first aid and light medical treatment for personnel assigned to the incident, and prepares procedures for a major medical emergency.
- Food Unit - supplies the food and potable water for all incident facilities and personnel, and obtains the necessary equipment and supplies to operate food service facilities at Bases and Camps.

Support Branches:

- Supply Unit - determines the type and amount of supplies needed to support the incident. It is also responsible for ordering, receiving, storing and distributing those supplies, as well as maintaining proper inventory and accountability of supplies and equipment. The Facilities Unit sets up and maintains required facilities to support the incident. This unit is also responsible for facility security and maintenance needs, including sanitation, lighting, and cleanup. The Ground Support Unit prepares the incident Transportation Plan. This unit is also responsible for fueling, maintenance, and repair of ground resources as well as supplying transportation for all personnel,supplies, and food.

Planning-The Planning Section is responsible for the incident action planning process and information collection and analysis. The planning section is also responsible for tracking resources assigned to an incident, maintaining all incident documentation, and developingdemobilization plans and procedures.

The Planning Section can be staffed by four additional units. They are the Resources, Situation, Documentation, and Demobilization units. In addition to these units, any technical specialists or subject-matter experts would be placed in the planning section to aid in proper Incident Action Plan development.

The Resources Unit conducts all check-in activities and maintains the status of all incident resources. This unit plays a significant role in the development of the Incident Action Plan. The Situation Unit collects and analyzes information on the current situation, prepares situation displays and summaries, and develops maps and projections. The Documentation Unit provides duplication services, including the written IAP, and maintains incident-related documentation. The Demobilization Unit assists in ensuring that all resources are released from the incident in an orderly, safe, and cost-effective manner.

Finance/Administration-The Finance/Administration Section monitors costs associated with the response and provides cost analysis, as needed. This section is involved in contract negotiating and monitoring, timekeeping, damage or injury compensation, and documentation for reimbursement. The Finance Section can be split into four units: Procurement, Time, Cost, and Compensations/Claims.

The Procurement Unit is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements. The Time Unit is responsible for all incident personnel time-recording needs. The Cost Unit is responsible for collecting all cost data, performing cost effectiveness analysis, providing cost estimates, and making cost-saving recommendations. The Compensation/Claims Unit is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury-related and claims-related activities kept for the incident.

These structures would be assigned by the Incident Commander in incidents where the IC could not appropriately handle all four aspects due to incident size or complexity.

Pre-Determined Incident Commanders

Although it's understood that the first arriving first responder (likely a ASU Police Officer) will start off as incident commander, in an attempt to alleviate confusion as to which incident response agency/department is expected to take the lead during emergency situations, the following list of potential hazardous incidents identifies an associated agency or department to take the lead. As with any emergency situation, it is important to remember that mitigating circumstances can supersede this list.
  • Acts of Violence – Chief of Police or designee
  • Utility Outage – Director of Facilities or designee
  • Inclement Weather – Director of Emergency Management or designee
  • Earthquake – Director of Emergency Management or designee
  • Medical Emergency – Local Ambulance (Chief of Police or designee until EMS or local Fire personnel arrive)
  • Fire – Local City or County Fire (Chief of Police or designee until Fire personnel arrive)
  • Pandemic – Student Health Services or Local City or County Public Health

It must also be understood that University executives will be involved in strategic, and at times, operational decisions. The Vice President-Finance and Administration will serve as the senior university executive for incidents that occur on campus.

INCIDENT COMMAND CHARTS FULL ICS STRUCTURE

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                          ┌─────────────────────┐
                          │ Incident Commander  │
                          └─────────────────────┘
                   ┌─────────────────────┐      ┌─────────────────────────┐
                   │ Police Information  │      │ Executive Policy Council│
                   │ Officer             │      └─────────────────────────┘
                   │ Safety Officer      │
                   │ Liaison Officer     │
                   └─────────────────────┘

┌──────────────┐  ┌──────────────┐  ┌──────────────┐  ┌────────────────────┐
│  Operations  │  │   Planning   │  │  Logistics   │  │ Finance            │
│   Section    │  │   Section    │  │   Section    │  │ Administration     │
└──────────────┘  └──────────────┘  └──────────────┘  │ Section            │
                                                       └────────────────────┘

┌──────────────┐  ┌──────────────┐  ┌──────────────┐  ┌────────────────────┐
│   Branches   │  │    Units     │  │    Units     │  │       Units        │
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┌──────────────┐
│ Divisions or │
│    Groups    │
└──────────────┘

┌──────────────┐
│    Units     │
└──────────────┘
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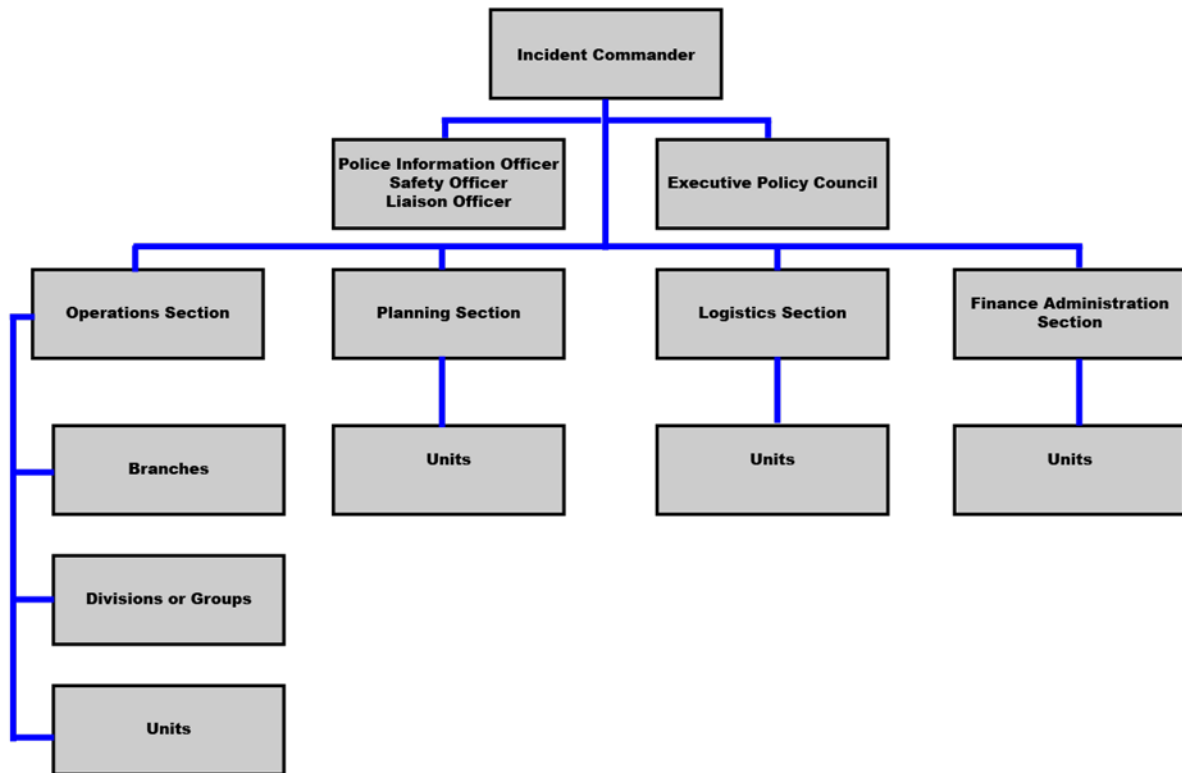
INCIDENT COMMAND GENERAL AND COMMAND STAFF ONLY

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                    ┌─────────────────────┐      ┌─────────────────────┐
                    │ Incident Commander  │──────│ Executive Policy    │
                    └─────────────────────┘      │ Council             │
                                                 └─────────────────────┘
        ┌─────────────────────────────┐
     {  │ Public Information Officer  │
        │ Safety Officer              │
        └─────────────────────────────┘

┌──────────────┐  ┌──────────────┐  ┌──────────────┐  ┌────────────────────────┐
│  Operations  │  │   Planning   │  │  Logistics   │  │ Finance Administration │
│   Section    │  │   Section    │  │   Section    │  │       Section          │
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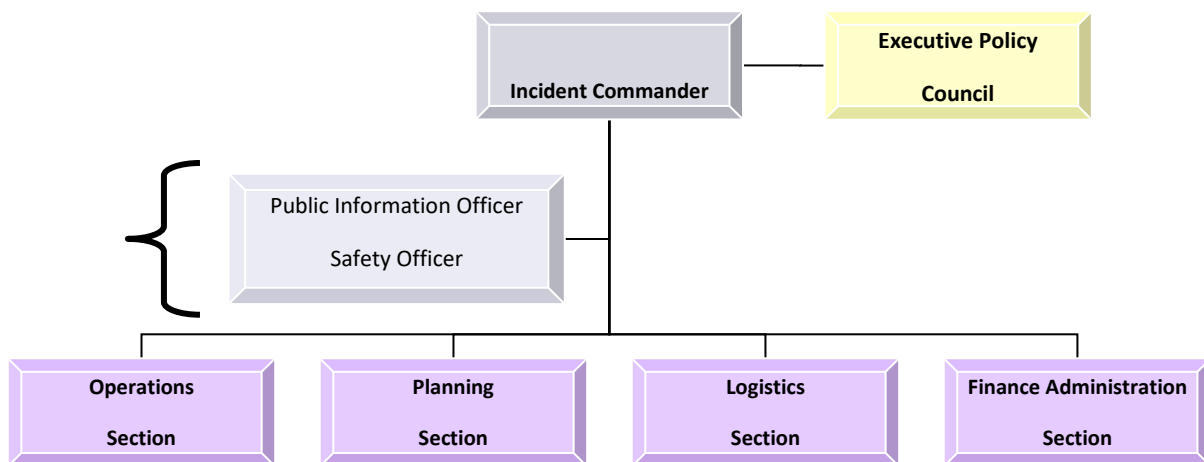
Incident Command Forms

Most incidents require record-keeping techniques to allow for proper documentation of the event. The requirements for each event, like the events themselves, will vary depending upon the agencies involved and the nature of the incident. To allow for a streamlined approach to documentation, 21 ICS forms have been made available by the Department of Homeland Security. For ASU's purposes, the following ten forms are the most likely to be implemented during any large-scale event or emergency at the university.

ICS 201 – Incident Briefing Form
This form provides the incident command/unified command and general staff with basic information regarding the incident situation and the resources allocated to the incident. This form also serves a permanent record of the initial response to an incident.

ICS 202 – Incident Objectives
This form serves as the first page of a written Incident Action Plan (IAP) and describes the basic strategy and objectives for use during each operational period.

ICS 203 – Organizational Assignment List
This form, typically used as the second page of the IAP, provides information on the response organization and personnel staffing of the incident.

ICS 204 – Division/Group Assignment List
This form is used to inform personnel of their assignments after the objectives are approved by incident command/unified command.

ICS 205 – Incident Communications Plan
This form provides a single location for all communications equipment assignments for each operational period.

ICS 206 – Incident Medical Plan
This form provides information on incident medical aid stations, ambulances, hospitals, and medical emergency procedures.

ICS 207 – Incident Organization Chart
This form allows for a visual wall chart depicting the ICS organization position assignments for the incident.

ICS 209 – Incident Status Summary
This form can be utilized as a situational report to give an overall view of the most recently completed operational period accomplishments and needs for the next operational period.

ICS 211 – Check-in List
This form is used to check in personnel and equipment arriving at or departing from the incident.

ICS 214 – Activity Log
This form records details of notable activities and events. It provides a basic documentation of incident activity to be used as a reference for after-action reports (AARs).

Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) serves as a primary operations center for information management, resource allocation and support, and decision making to support the Incident Commander and on-scene operations during the response and recovery phases of emergency management. Activation of the EOC will be determined by the Incident Commander, Chief of Police or the Director of Emergency Management.

EOC Location:

• Primary EOC: ASU West Campus A Building, Room 153

The primary Emergency Operations Center contains access to phone lines, multiple analog and digital radios, network communications, WebEx EOC and cable television. The EOC can monitor the campus cameras, and monitor the situation occurring at other University System facilities. When activated, the Director of Emergency Management, or their designee, will notify both the local county EMA and the Georgia Emergency Management Agency of the EOC activation.

The EOC will be staffed by each Emergency Support Function Coordinator, or their designee, with decision-making authority during a full activation. During a partial activation, designees of the involved agencies and departments who have decision-making authority will staff the EOC. During monitoring-only activities, the Office of Emergency Management will staff the EOC.

E.   BUSINESS OPERATIONS CONTINUITY PLAN

1. Business Operations Continuity

In the event that University facilities are inaccessible due to facility damage or unsafe conditions, Business Operations Continuity planning is essential. Primary operations will be maintained and continuity plans established by the University Vice Presidents.

2. Primary Operations

The following departments are considered primary operations and the respective Vice Presidents must complete a Business Operations Continuity Plan:

- Human Resources –worker's compensation, employee assistance program (ESP) and benefits
- Budget & Finance – payroll, accounting services and procurement, primary financial operations
- Facilities – recovery services, provision of back-up power where required
- Student Affairs – primary support functions for the campus community, counseling services, disability services, etc.
- Academics Affairs – Instruction and Academic Support
- Information Technology Services – data storage and backup.

3. Continuity Plan Elements

Continuity plans, at a minimum, will include processes/procedures for the following:

- Critical records back-up (preferably to be stored at an off-campus site)
- Communications Plan that establishes procedures for communicating with the Emergency Management Group, Incident Commander and the community
- Training for department employees in emergency procedures
- Method for annual review/revision.

4. Business Continuity Plans

Upon completion, copies of the Business Operations Continuity plan from the primary operations departments will be forwarded to the ASU Police Chief, Director of Emergency Management & Information Security Officer.

Due to the confidential nature of the Business Operations Continuity Plan, it will be published separately from the Emergency Operations Plan and maintained electronically with limited access. It will be distributed to and held by the Albany State University Emergency Management Group. Senior management of the ASU Police and Emergency Operations teams will also have access to the plan.

F. INFECTIOUS DISEASE EMERGENCY RESPONSE

I. Introduction and Purpose

This document is an annex to the Albany State University Emergency Operations Plan and should be reviewed as one component of a larger, more extensive emergency operations plan. This plan is designed to provide a response framework for Albany State University (ASU) departments or units that may have campus-wide oversight of critical functions in response to an infectious disease outbreak on any ASU campus. This document is intended to serve as a guide for departments involved in overall campus activities related to mitigation, preparation, response, and recovery of an infectious disease emergency.

II. Scope and Applicability

The Albany State University Infectious Disease Emergency Response Plan (IDERP) is a campus-level plan which includes responsibilities for critical departments on campus. It is the official plan regarding infectious disease(s) for all Albany State University campuses and supersedes previous plans and precludes departmental actions not in concert with the plan, or the emergency organization created by it.

Infectious disease emergencies are circumstances caused by biological agents, including organisms such as bacteria, viruses or toxins with the potential for significant illness or death in the population. The Infectious Disease Emergencies Response Plan may be used in situations that include naturally occurring outbreaks (e.g., measles, mumps, meningococcal disease), emerging infectious diseases (e.g., SARS, pandemic influenza), and bioterrorism. Although this plan provides general guidelines on how each named department or unit with campus-wide responsibility will be involved in the overall campus mitigation, preparation, response, and recovery efforts, individual departments should develop a departmental response plan, specifically a business continuity plan as it would relate to a pandemic outbreak or other infectious disease emergency at Albany State University.

Additionally, there is resource information and other useful documents included in this plan as appendices which may be helpful as departments work through the planning process. As specific threats become evident, disease specific information will be shared with the campus community as applicable and included as another appendix as it relates to the ASU planning processes. Specific focus to pandemic influenza information will be included as many of the infectious disease events ASU will face will likely be related to the influenza viruses.

Appendices include:
Appendix A ASU Influenza Response Flowchart
Appendix B ASU Influenza Response Organizational Chart
Appendix C Pandemic Alert Phases
Appendix D Pandemic Flu Communications Plan
Appendix E Acronyms and Definitions
Appendix F Contact Information

Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in manners not foreseen or covered by elements of the plan or appendices. Departments and individuals should develop comprehensive emergency action plans and continuity of operations plans in support of campus-wide plans, with appropriate coordination and training for employees specific to their unique location and organization to ensure that employees are informed and prepared to deal with a pandemic or other contagious illness outbreak.

III. Plan Distribution

Dissemination of the ASU IDERP will be coordinated by the Albany State University Office of Emergency Management (OEM). OEM will provide the plan to ASU departments that will play a campus-wide emergency response role during an infectious disease emergency and will make available a copy of the plan for access by all departments and individuals. ASU's IDERP, like any planning document, is a fluid document and will be frequently updated and revised as planning evolves and new information becomes available.

IV. Plan Maintenance

The Office of Emergency Management will conduct an annual review of the IDERP during the summer of each year; however, minor changes may be made to the plan throughout the year. Revisions to the plan will be documented in the revisions chart that is included below. Updates, suggestions for improvement, and other comments should be directed to OEM and/or emailed to emergencymanagement@asurams.edu

V. Planning Overview

The Albany State University IDERP, along with the appendices, is based in part on past responses to infectious disease emergencies including healthy hygiene information, publicity campaigns, and treatment of students, housing resources, transportation response, and other higher education responses. Many specifics about the plan cannot be determined ahead of time because the seriousness of the disease outbreak will not be immediately known and because the availability of resources may change from year to year.

Many decisions such as dismissal of students from class, social distancing in instruction, housing, and workforce decisions will be made at higher administrative levels. ASU will followa unified command structure while the President of the University or his/her designee is in overall command for dealing with the crisis on behalf of ASU. In the event that the President is unavailable, the standard line of succession will be followed.

Goals:

1. Delay the peak outbreak of the illness

2. Lower the impact of the peak illness on the response resources

3. Diminish the number of people who become ill

4. Lower the impact on the healthcare infrastructure

The virulence of the illness as well as the population most at risk may not be known at the start of the outbreak. A virulent infection will require a quick response.

Challenges:

1. Length of incubation period

2. With many viruses/diseases a person may be contagious before symptoms appear

3. ASU students have a high social density both in classrooms and in living spaces which aids in the spread of the illness

The Centers for Disease Control and Prevention (CDC) suggests the following when creating a response to an influenza outbreak and therefore ASU will apply this to any applicable pandemic or infectious disease outbreak:

1. The target of planning cannot just be those who are ill

2. Plans must be put in place quickly

3. Social density will increase the likelihood of transmission

4. Transportation can be another means of transmission

At the outset of outbreak, vaccination will likely not be available. Some non- pharmaceutical interventions the CDC suggests to lessen the spread of a virus include:

1. Isolation and treatment of sick persons

2. Voluntary home quarantine

3. Dismissal of students from school

4. Social distancing (both workforce and instruction)

5. Infection control through cough etiquette, hand hygiene

VI. Summary of Recommended Actions

Based on past pandemic experiences, several actions need to occur in an expeditious manner when dealing with a potential pandemic or other wide-spread infectious disease other than seasonal influenza.

A condensed version of these recommended actions in outline format are as follows:

1. Form a publicity committee to promote healthy habits.

    a. Wash hands frequently
    b. Cover your cough
    c. Stay home if you are sick
    d. Get vaccinated

2. Command and Control

   a. Individual departments should be briefed on the IDERP and their responsibilities

   b. Alternative Emergency Operations Center (EOC) functions should be considered that do not require face to face meetings.

3. Business Continuity

   a. Departments and Offices, especially mission critical ones, need to make sure their line of succession is clear in case of illness
   b. Cross training of critical tasks
   c. Explore avenues to remotely access work resources

4. Decrease social density

   a. Create plans for instruction by distance learning where applicable
   b. Departments need to examine how they can implement social distancing and identify critical staff
   c. Determine what non-critical events can be cancelled or postponed
   d. The degree to which these plans are implemented will vary based upon the seriousness of the outbreak, but plans need to be ready to be implemented quickly
   e. Staff must be encouraged by their superiors to stay home if they are sick

5. Treatment of students who are ill

   a. Encourage students who are ill to seek treatment and if applicable, to return to their primary residence
   b. Encourage sick individuals to self-isolate
   c. Consider students on campus who self-isolate may need assistance with meals
   d. Options for housing sick students or roommates of sick students will need to be investigated

6. Academic issues will need to be addressed

   a. Students should be made aware of absent policies to alleviate concerns of academic penalties
   b. Attendance requirements and distance learning options will need to be explored

7. Plans for closing events and/or the University will need to be discussed

   a. Options for closing the University and the length of the closure will need to be discussed
   b. Mission critical operations will need to be identified

VII. Infectious Disease Response Planning at ASU

Albany State University has dealt with infectious disease emergencies in the past and it is likely to face future infection disease issues. ASU has responded to previous influenza pandemics in past but most recently COVID-19 pandemic of 2020-2022. In addition, to the influenza virus, other outbreaks have caused disruption on campus and required a coordinated response. Due to the history of pandemic outbreaks and the ability of some viruses to mutate rapidly, it is pragmatic to plan for a possible future outbreak. Additionally, preparation of a response plan has been mandated by the Chancellor of the University System of Georgia (USG).

Because of the emerging threat posed by a novel influenza virus or other infectious diseases, representatives from OEM and ASU Student Health Services have been involved in pandemic influenza and other infectious disease planning for several years in conjunction with local, state, and federal emergency planning and response agencies. Community-wide planning efforts are ongoing. However, the overall ability of ASU to respond appropriately to any situation will also depend on the readiness of individuals and departments within ASU to respond appropriately.

VIII. Infectious Disease Planning Challenges and Assumptions

Planning for an infectious disease outbreak presents many challenges.

Some challenges are:

1. Length of incubation period

2. The specific illness may be hard to differentiate from other illnesses

3. The potential for infected people to have mild symptoms or be asymptomatic allowing them tospread the disease

The disease may spread quickly because there is a short incubation period. People who are infected will spread the disease before they know they are sick, hindering the ability to keep infected people away from healthy people. Symptoms of the flu are similar to other illnesses making it difficult to diagnose with complete accuracy. The flu does not affect everyone the same way so not everyone with the flu will present the same symptoms again making it hard toidentify those with the condition.

Some pandemic illnesses, influenza for example, spreads mostly through droplets in the air that are expelled when an infected person coughs or sneezes. The flu is normally spread from person to person as they come into contact with each other.

From these challenges, the CDC suggests the following when creating a plan:

1. The target of planning cannot just be those who are ill

2. Plans must be put in place quickly

3. Social density will increase the likelihood of transmission

4. Transportation can be another means of transmission

Rate of transmission presents areas of concern for ASU because the nature of a college setting is that students interact closely with each other in classrooms and dorms. Additionally, ASU has a number of international students and students in study abroad programs that allows the virus to move from other areas of the world to Albany State.

There are several assumptions that should be included in infectious disease planning:

1. An infectious disease emergency or pandemic will happen

2. Strategies to combat potential illnesses

    a. Vaccination
    b. Treating infected persons and providing prophylaxis to those exposed
    c. Infection control and social distancing

3. A vaccine for the illness may not be available for 4-6 months, if at all, and will likely be limited at first.

4. Prophylaxis may or may not be effective based on how the virus mutates or condition progresses

5. Anti-viral prophylaxis may be in short supply

Because a vaccine may not exist prior to an outbreak, the first responses will be based on Non-Pharmaceutical Interventions (NPI). The NPI that the CDC suggests considering are:

1. Isolation and treatment of sick persons

2. Voluntary home quarantine

3. Dismissal of students from school

4. Social distancing

5. Infection control through cough etiquette, hand hygiene, and other established healthy hygiene practices.

The steps that will be taken to combat an infectious disease emergency will depend on the seriousness of the outbreak both in the virulence of the illness and the number of people that are ill.

The goals of the plan should be to delay the peak outbreak of the illness, lower the impact of the peak illness on the response resources, diminish the number of people who become ill, and lower the impact on the healthcare infrastructure. The goal of delaying the peak of the outbreak allows time for a vaccine to be manufactured and shipped. If the peak number of people who are ill can be spread out more evenly this will have less of an impact on the campus and allow ASU to continue to operate normally. The fewer people that become ill decreases the spread and lowers the impact on health care allowing those professionals to help others who are sick for different reasons.

While the above assumptions were written by the CDC prior to the H1N1 influenza outbreak, they match the experience at higher education campus during both the fall of 2009 as well other non-influenza-based outbreaks. The H1N1 influenza outbreak was a fast-moving illness that had different effects on members of the community. The peak of the illness occurred prior to the appearance of a vaccine requiring a response based on non- pharmaceutical interventions.

IX. Pandemic Alert Phases

There are several systems utilized that categorize the status of pandemic influenza. As in the 2009 Influenza A Pandemic, the systems are likely to be informative, but specific decisions about responses on the ASU campus may be driven more by the actual impact of a pandemic in Georgia than by systems that reflect the spread of the virus worldwide. Generally, three systemsare utilized by the Centers for Disease Control and Prevention, the World Health Organization and by United States government agencies in their guidance. One is the Pandemic Severity Index(PSI) which includes the severity of the illness as a factor and provides general response suggestions. The WHO and United States government phases are presented in this plan as an Appendix L, because they are likely to be referenced by the media and included in all government guidance.

X. Incident Management

The Albany State University Office of Emergency Management in partnership with Student Health Services will lead and coordinate ASU's response and organizational efforts involving an infectious disease emergency at Albany State University. OEM will closely coordinate with the ASU Emergency Response Group, ASU President's Office, Student Health Services, and local Public Health. National Incident Management System (NIMS) principles will be utilized to provide an organized Incident Command Structure. In addition, ASU has a primary Emergency Operations Center (EOC), and a secondary EOC location identified on campus to serve as the overall command and coordination center for ASU. There is also the possibility of conducting a virtual EOC. Also, it is likely that OEM/Police will be asked to designate a representative to serve in the Dougherty County Emergency Operations Center, to act as a liaison for ASU. Additionally, or alternatively, ASU may be required to provide a representative for the Public Health EOC for Regions 8-2; the Public Health regions that includes all Albany State University campuses.

XI. Authorities

During an Infectious Disease Emergency, several different government officials have authority that may affect the Albany State University campus. The Governor of the State of Georgia, the Board of Regents of the University System of Georgia, the state Office of Public Health, the Dougherty County District Health Director, Albany/Dougherty County Governments all have the ability to make decisions that can affect the ASU campuses. Thus, the impact of outside authorities on the operation of the college requires close communication and coordination with those entities.

For quarantining students:

If students are diagnosed at the Student Health Services with an applicable disease, the student will be encouraged to have an isolation plan in order to avoid spreading the illness. Based on recommendations from the Department of Public Health, it may be necessary for some students, based on symptoms and in some cases the guidance of anepidemiologist, to be quarantined until confirmation and/or medical transportation canoccur. In some cases, this may require the student be quarantined until they are transported to a designated hospital. This guidance will be provided specific to each outbreak and procedures will be developed by Student Health Services in conjunction with and as directed by the Department of Public Health.

For not allowing students to class:

Students who are ill will be encouraged not to attend classes. Determining which students are ill will be difficult to impossible. One issue with many illnesses this plan may be activated for is that students will be contagious before they have symptoms.

For cancelling classes:

The authority for cancelling classes at Albany State University resides with the President of the University and the senior administrative staff. Public K-12 schools, colleges and universities may also be cancelled by the Governor of the State of Georgia.

XII. Essential Services and Departments

Several ASU departments have campus-wide responsibility for providing essential services, technical support or making critical decisions that will impact the entire institution during an infectious disease emergency. In addition to fulfilling their campus-wide planning and response role, these departments should also plan and prepare at the departmental level.

• President's Office

• Student Health Services

• University Police

• Office of Emergency Management

• Marketing Communications

• Student Affairs

• Finance and Administration

• Legal Affairs

• Human Resources (HR)

• University Housing

• Auxiliary Services

• Facilities Management Division

• Information and Technology Services - computer network and server support

• Athletics

• Parking and Transportations Services

• Counseling & Accessibility Services

• University Research

XIII. Roles and Responsibilities

The following summary provides a brief overview of specific roles campus units or individuals may be asked to perform during an infectious disease event. This summary is not intended to cover all functions or services a department may be asked to provide during the actual emergency.

• Office of Emergency Management (OEM): OEM will lead infectious disease emergency planning and response efforts at ASU. During an actual event, OEM will activate the IDERP and the emergency operations center and serve in the incident management role to bring together the institutional resources identified during planning.

• ASU Emergency Management Team (EMT): The EMT is comprised of senior level administrators, ASU emergency response leaders. The EMT is contacted during most large-scale events to help manage the incidents and provide needed resources. During an infectious disease event, the ASU EMT will be assembled to make critical decisions regarding coordination, response, and recovery actions. In addition, the EMT will make administrative decisions concerning the University and coordinate to execute decisions regarding staffing levels, continuation or suspension of classes, event cancellations, closures, and other critical decisions impacting ASU faculty, staff, students, and facilities.

• Student Health Services (SHS): The SHS will participate and collaborate with other ASU departments and Public Health agencies in planning for a pandemic contagious illness outbreak; provide medical and health-related prevention education to the ASU campus community before and during an infectious disease outbreak/pandemic; and monitor the World Health Organization and the Centers for Disease Control and Prevention advisories and recommendations.

• Emergency Operations Center (EOC): The EOC may be a virtual EOC where decision-makers do not physically report to a location in order to reduce exposure to the contagious illness. OEM will coordinate logistics and resource acquisition during the response and recovery phase. In addition, OEM will maintain a liaison role with other local, state, and federal agencies.

• Albany State University Police Department (ASUPD): ASUPD will be responsible for maintaining safety and security on campus. In addition to normal activities, ASUPD will assist with security, traffic planning, and operations at the Student Health Services Center and other campus locations that may serve as temporary medical triage areas, dispensing sites, and, if necessary, storage sites used for storing medical supplies, vaccines, or other critical commodities.

• Office of Academic Affairs: will continue to perform their normal functions including oversight and technical assistance in maintaining hazardous materials, radiation safety, lab safety, environmental health and safety, and outreach programs. In addition, ORSP will be responsible for establishing a communication link and relaying environmental safety related information and resources to all campuses.

ASU Marketing Communications (MC): During the pre-pandemic phase, MC will assist the Student Health Services Center and the Office of Emergency Management in the development and dissemination of educational and prevention materials. During a pandemic, PRMC will coordinate all media releases and communications to faculty, staff, and students regarding ASU's response and recovery efforts. They will keep the main ASU home page, https://www.asurams.edu updated with important information about the pandemic.

• Student Affairs: The Student Affairs office will monitor student absences, make decisions related to events hosted by and for student groups, and will be represented in the EOC to assistwith all decisions affecting students and student groups.

• Vice President for Academic Affairs/Provost: The Provost will serve in an advisory capacity

regarding all academic decisions (i.e. the suspension of classes, class credit issues, tuition refunds, distance learning opportunities, etc.).

• Office of International Education (OIE): OIE will serve as ASU'sliaison to all international programs including Study Abroad programs, exchange students and visiting scholars, etc. OIE will provide frequent updates on the welfare and condition of ASU faculty, staff, and students who are currently residing in other countries while participating in ASU affiliated programs. In addition, this office will be able to provide information regarding the travel activities of its program participants which could initiate a quarantine of an individualor group.

• Legal Affairs: The ASU Legal Affairs office will provide legal consultation regarding quarantine policies, suspension of classes or closure issues, human resource issues, payroll activities, and interpretation of emergency declarations. Situation briefings should be provided tothe EMT based on consultation and coordination with the University System of Georgia Legal Affairs office.

• Human Resources (HR): HR will be responsible for monitoring and reporting faculty and staff absences to the EMT daily, evaluating and adjusting HR policies and procedures as warranted to meet the staffing requirements of the Institution during the emergency, and to ensure consistency with University System policies regarding compensation during closings and other schedule adjustments. HR will coordinate with the Payroll Office to ensure timely payments are made as warranted and to ensure employee benefits payments are received in order to keep benefits in effect as determined by the ASU Senior Administration and University System Office. And HR is responsible for reviewing insurance coverage applicability and reporting procedures that may need to be adjusted during orfollowing a pandemic.

• Finance and Administration Team: The team will be responsible for ensuring University fiscal transactions can occur as needed whether the institution is open or closed during the pandemic. Policies and procedures will be reviewed and adjusted as necessary to ensure critical supplies can be purchased and invoices paid, payroll checks can be deposited or distributed, and student fees suspended, refunded, or held as directed by the University System Office.

• University Housing & Residence Life: The University Housing Office will continue to provide housing needs forcurrent students as well as the coordination of possible emergency isolation areas on campus to serve students, if necessary.

• Dining Services: Food Services will be responsible for maintaining, preparing, and evaluating existing food stocks per normal procedures and supplying food for quarantined or isolated faculty, staff, or students on campus as needed. A procedure has been developed and may be implemented, and publicized as warranted, to provide food to students while decreasing exposureto the health threat.

• Facilities Management (FM): Facilities will provide cleaning services andlabor to facilitate general support to various campus departments and agencies. They are responsible for checking all air handling systems and supplying other sources of heat or air conditioning as the situation warrants. They will also be responsible for ensuring the appropriatetype of germicidal and disinfectant supplies are stock piled along with personal protective equipment for custodial staff. FM Transportation is responsible for ensuring adequate fuel supplies and drivers are available whenever possible as appropriate to continue regular or emergency transportation as needed. They may also implement applicable cleaning procedures for buses in an effort to decrease exposure to the contagious illness.

• Information Technology Services (ITS): ITS will provide technical assistance and computer and phone support when establishing the EOC or other temporary facilities where technical support is required. The Help Desk will assist with distance learning and other means of providing education while decreasing public gatherings and implementing social distancing.

• Athletics: The ASU Athletic Department will serve in a resource role in providing potential venues for use by medical personnel for triage or storage. Additional resources, such as water, food, and Athletic Department medical staff may be used to assist the SHS in their duties.

• Accessibility Services: Accessibility Services will assist in making sure the needs of all students areconsidered when response plans are discussed and implemented.

XIV. Continuity of Operations

Facilities maintains Albany State University buildings even when the institution is closed for extended holidays, snow closings or other events when normal operations are interrupted. This includes building utilities, heating and cooling systems, access control systems, fire detection systems and other critical building systems. In addition, the Albany State University Police Department is a full-service police department which operates 365 days a year, 24 hours a day and 7 days a week.

To aid departments in their planning efforts to manage the disruption and recovery of a pandemic, departments will be encouraged to plan for and address these concerns.

XV. Continuity of Instruction

Instructors for classes will be encouraged to create contingency plans for providing instruction without meeting in a traditional classroom setting. Instructors will be encouraged to become familiar with any virtual learning environment supported by ASU.

Plans for instruction will vary depending upon the type of class. Some classes with labs and other types of hands on learning will present challenges. The responsibility for instruction and requirements related to instruction fall under the University Provost. Decisions related to instructional needs and requirements will be made by the President, the Provost, or their designee.

XVI. Personal Protective Equipment

Once a pandemic starts, it will be difficult, if not impossible, to secure certain items that will be needed due to increased demand coupled with delays in shipments caused by fuel shortages and illness and absenteeism in the transportation industry. Given the just-in-time purchasing practices of most organizations and the fact that most personal protective equipment (PPE) is manufactured overseas, it is anticipated that current supplies in the United States will be exhausted quickly under pandemic circumstances. In addition, there will likely be a rush to purchase general cleaning products and disinfectants by the general public making these items difficult to purchase with the onset of a pandemic. Therefore, departments should determine whether stockpiling of critical supplies would be prudent and, if so, the amount of funding necessary to establish and store supplies. Below is a general list of supplies that departments might consider purchasing and stockpiling for their essential staff members who would likely be called upon to continue operations in their respective areas despite a closure of the University.

  A. Personal Protective Equipment:
      • Basic surgical mask (general use by campus staff who want some level of protection)
      • Face shield, visor, or goggles
      • Gloves (latex and vinyl)
      • US NIOSH-certified N95 or equivalent respirator (campus first responders)

B. Cleaning Supplies:
   • Disinfectant cleaning agents
   • Gloves (latex and vinyl)
   • Alcohol based hand washing solutions
   • Soap
   • Paper products

C. ASU PPE Stockpile for Essential Responders- A small amount of PPE has been purchased and is stored at ASU Facilities Department. Some designated PPE items are to be rotated out and into the stock of the Student Health Services as needed to avoid becoming expired. The PPE will be used as needed by ASU emergency personnel during aPandemic or disease outbreak.

Appendix A

ASU Pandemic Response

Scenario flowchart

1. Human to Human transmission of pandemic contagious virus
2. Reported by media
3. Confirmed by local Public Health Department

Notifications

1. CDC Notified
2. Georgia Public Health Notified

ASU Core Communication Contacts:
1. Student Health Services
2. ASU Police
3. ASU Office of the President
4. ASU Emergency Management Group
5. Notification to ASU Faculty, Staff, and Students

Activate
ASU Infectious Disease Plan

Appendix B

ASU Pandemic Illness Response Organizational Chart

Incident Command

ASU Police/Emergency Management
Student Health Services

Incident Command Sub Group
ASU Office of the President
ASU EMT

Liaison Group

University System of Georgia
Local and State Public Health
County Emergency Management
American Red Cross

Operations

Student Health Services

Planning

Office of Emergency Management

Logistics
Facilities

Finance
Human Resources
Finance and Administration

Appendix C

Pandemic Alert Phases

The CDC uses a Pandemic Severity Index (PSI) in much of their pandemic flu guidance. The PSI is a simple tool for planning based on the number of people infected and the virulence of theillness. The greater the number of people affected and the more severe the illness, the higher thecategory. The PSI is shown in the figure below:
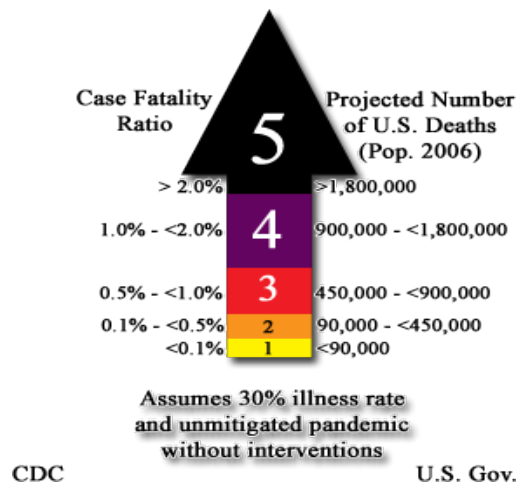
The PSI is also helpful because it provides some recommended actions. As can be seen in the next photo, as the index reaches phases 2 and 3, the CDC suggests that social distancing practices should be considered for approximately four weeks. If the pandemic were to reach phases 4 and 5, the CDC suggests implementing social distancing practices for longer periods oftime. This tool may be useful if the case fatality rate and the number of people infected with theflu increase. The decision on what response actions to take will still need to be based on the impact of the illness.

| Interventions* by Setting	Pandemic Severity Index		
	1	**2 and 3**	**4 and 5**
Home			
Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	Recommend†§	Recommend†§	Recommend †§
Voluntary quarantine of household members in homes with ill persons¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	Generally not recommended	Consider**	Recommend**
School **Child social distancing**			
-dismissal of students from schools and school based activities, and closure of child care programs	Generally not recommended	Consider: ≤4 weeks††	Recommend: ≤12 weeks§§
-reduce out-of school social contacts and community mixing	Generally not recommended	Consider: ≤4 weeks ††	Recommend: ≤12 weeks§§
Workplace / Community **Adult social distancing**			
-decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)	Generally not recommended	Consider	Recommend
-increase distance between persons (e.g., reduce density in public transit, workplace)	Generally not recommended	Consider	Recommend
-modify, postpone, or cancel selected public gatherings to promote social distance (e.g., stadium events, theater performances)	Generally not recommended	Consider	Recommend
-modify work place schedules and practices (e.g., telework, staggered shifts)	Generally not recommended	Consider	Recommend

The World Health Organization (WHO) uses a system of six phases of pandemic alert. This is the system that is most likely to be reported in the media. The six phases are numbered from one to six with each higher numbered phase being progressively worse. The WHO phases concentrate on the transmission of the illness and not the virulence of it. Because the WHO phases do not take into account the virulence of the disease, it was not a useful planning tool for the 2009 H1N1 Influenza A outbreak. The WHO placed the 2009 outbreak in Phase 6, the highest and most severe phase on June 11, 2009. While the illness was widespread, the impact of the outbreak was not severe.

The United States federal government also created response stages. These response stages were created to take into account the impact of a pandemic influenza in the United States. These response stages assumed the outbreak would begin in Asia rather than in North America. As a result, the response stages disappeared from the federal government influenza websites with no explanation after the 2009 H1N1 Influenza A outbreak began. It is not clear whether theses stages will return or if the United States government will use them when the issue guidance.

Listed below are the WHO and Federal Government Response Stages.

	Revised 2009 WHO Influenza Planning Phases	Federal Government Response Stages
Preparedness	**Phases 1-3**: Predominantly animal infections, few human infections	**Stage 0**: New Domestic Animal outbreak in At-Risk-Country
Response & Mitigation	**Phase 4**: Sustained human to human transmission **Phases 5-6**: Widespread human infections	**Stage 1**: Suspected human outbreak overseas **Stage 2**: Confirmed human outbreak overseas **Stage 3**: Widespread human outbreaks in Multiple locations overseas **Stage 4**: First Human Case in North America **Stage 5**: Spread throughout the U.S.
Recovery	Post-Peak Possibility of recurrent events (multiple waves) Post Pandemic Disease activity at seasonal levels	**Stage 6**: Recovery & preparation for subsequent waves

In 2009, the World Health Organization revised its phases of an influenza pandemic to emphasize the post pandemic phases. In addition to the six phases shown above, the new WHO system includes a post-peak period and a post-pandemic period. In the post-peak period, flu activity should be decreasing, but it will be uncertain if additional waves will occur. The WHO suggests being prepared for additional waves. In the post-pandemic period, the flu will have returned to levels normal for seasonal flu and will be expected to behave as seasonal flu in the future.

PANDEMIC INFLUENZA PHASES (2009)
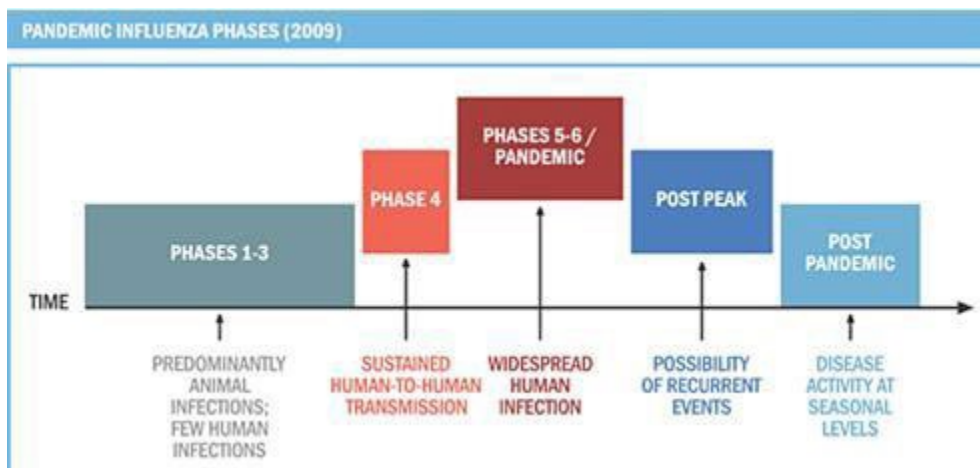
The World Health Organizations (WHO) developed an alert system to help inform the world about the seriousness of a pandemic. The alert system has six phases, with Phase 1 having the lowest risk of human cases and Phase 6 posing the greatest risk of pandemic. Organizations are encouraged to monitor the WHO phases and establish continuity "triggers" as deemed appropriate.

The phases are applicable globally and provide a framework to aid countries in pandemic preparedness and response planning. The use of a six-phased approach has been retained. However, the pandemic phases have been re-defined (Table 1). In addition, the time after the first pandemic wave has been elaborated into post peak and post pandemic periods.

World Health Organization Pandemic Influenza Phases

Phase 1 No animal influenza virus circulating among animals has been reported to cause infection in humans.

Phase 2 An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.

Phase 3 An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.

Phase 4 Human-to-human transmission (H2H) of an animal or human-animal influenza reassortant virus able to sustain community-level outbreaks has been verified.

Phase 5 The same identified virus has caused sustained community level outbreaks in two or more countries in one WHO region.

Phase 6 In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region.

Post-Peak Period Levels of pandemic influenza in most countries with adequate surveillance have dropped below peak levels.

Possible new wave Level of pandemic influenza activity in most countries with adequate surveillance rising again.

Post- Pandemic Period Levels of influenza activity have returned to the levels seen for seasonal influenza in most countries with adequate surveillance.

Appendix D

Pandemic Illness Communications Plan

Communicating with the Albany State University Community when a pandemic occurs is vitally important. The media and other outlets will report on problems and potential problems. There will be messages and announcements from other sources on the pandemic which makes it important for Albany State University to explain how it is responding and what is expected of the community.

Communications to the community should be consistent with announcements from ASU as well as information from other government sources. Partners outside of ASU, including Public Health, local hospitals, and the local emergency management office, should be consulted to assist in forming a consistent message to the community.

The means by which people, especially young people, receive information changes frequently. The best methods to reach the community will likely change over time. The ASU Marketing Communications Department will determine the best suited means to distribute applicable information but may reach out to various campus groups for additional insight.

Information to the ASU Community may include:

• Where to go to receive updated information
• Healthy habits to avoid contracting the illness such as:
    o Get vaccinated
    o Hand Washing
    o Cover your cough and sneeze with your sleeve
    o Stay home if you are sick

• What Albany State University is doing to prepare and manage the problem to instill confidence

• Any changes or adjustments to class attendance

• Relevant human resources information for employees such as sick leave policy, working from home, social distances techniques, and many others

    o Information for departments on organizing their response

Communicating to Students

Determining the best way to target information to students can be difficult. Students receive information in many different formats and via various methods. Several methods of communicating with the public should be used. Using students to communicate with other students may also be effective.

Methods that will be considered to communicate with students and the Albany State University Community include:

• Creating a central web page for information

• Creating a slogan for the campaign.

• Public Service Announcements on local radio and ASU cable television

Communicating to Faculty and Staff

There will be many issues that affect the faculty and staff of Albany State University differently from students. Human Resources will be vital in providing answers to many questions related to sick leave, proof of illness, abuse of sick leave, and many other related issues. Employee response to the outbreak will vary from abuse of leave to coming to work sick. Supervisors and leaders will need to know of any changes to normal human resources policies and will need to communicate the information to employees.

Appendix E

Commonly Used Acronyms

CDC – Centers for Disease Control and Prevention
COOP – Continuity of Operations Planning
OEM – Office of Emergency Management
EOC – Emergency Operations Center
EMT – Emergency Management Group
FMD – Facilities Management Division
ASU – Albany State University
ASUPD – Albany State University Police Department
HR – Human Resources Department
NIMS – National Incident Management System
NPI – Non-pharmaceutical interventions
OIE – Office of International Initiatives
PPE – Personal Protective Equipment
PSI – Pandemic Severity Index
SHS – Student Health Services
USG – University System of Georgia
WHO – World Health Organization

Definitions

Continuity of Operations Planning (COOP)- A continuity of operations plan, also known as a business continuity plan, allows organizations to preserve, maintain, and/or reconstitute its capability to perform essential functions in the event of threat or occurrence of any disaster or emergency that could potentially disrupt operations and services.

Office of Emergency Management (OEM) The Office of Emergency Management is a unit responsible for coordination of emergency management activities at ASU.

Emergency Operations Center (EOC)- An EOC is the physical location used to provide a centralized point from which emergency support functions can provide interdepartmental coordination and decision making to support campus incident management activities. Campusand local personnel, who are provided with the authority to make decisions, commit staff and resources, and manage financial resources, staff the EOC.

Emergency Management Team(EMT)- The EMT includes Albany State University cabinet- level administrators, department heads from critical campus departments. The ASU EMT is comprised

of a Core Group Team who would likely be notified of all large-scale campus emergencies and an EMT Support Group Team, of which specific members would be activated based on their Emergency Support Function (ESF) relative to the specific emergency.

Office of Research & Sponsored Programs (ORSP): The Department that is on campus responsible for chemical safety andsecurity, chemical spill response, hazardous chemical removal and storage, radiation safety and other campus environmental issues.

National Incident Management System (NIMS)- NIMS is a system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from, domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking and reporting of incident information and incident resources.

Albany State University Police Department (ASUPD)- The ASUPD serves the ASU campus with a full complement of law enforcement services. ASUPD Communications 229-430-4711 should be the first call initiated during any campus or building emergency.

University System of Georgia (USG)- The governing body that oversees the State of Georgia's26 public colleges and universities.

Appendix F

Important Contact Information

ASU Police Emergency: (229)430-4711 Non-emergencies: (229) 500-3072
City County Police/Fire/EMS Emergency: Call 911
Student Health Services: Phone: (229) 500-3544

Center for Disease Control and Prevention: Phone: 1-800-232-4636

G. AUTOMATED EXTERNAL DEFIBRILLATOR WRITTEN PLAN

Summary:

The Automated External Defibrillator (AED) Guideline has been developed to provide guidance for the selection, placement, use and maintenance of AED units for departments at Albany State University. The use of an AED is one step in the process towardimproving survival rates for victims of sudden cardiac arrest.

According to the American Red Cross each year in the United States over 250,000 people die of sudden cardiac arrest before reaching a hospital. A person's chance of survival can be increased by establishing a Chain of Survival system that includes early recognition, early cardiopulmonary resuscitation (CPR), early defibrillation, and access to advanced cardiac life support by emergency medical services (EMS) and medical facilities. The effectiveness in increasing patient survival through the use of AEDs has been documented by organizations such as, the American Heart Association, the American Red Cross, and the National Heart, Lung and Blood Institute.

Currently, over 60 AED units are available across the campuses, including the Albany State University Police patrol vehicles, athletic facilities and other buildings.

Scope: The scope of this guideline includes:

- Departments with AED units already in place, or
- Departments considering purchasing them.

Definitions:

- Automated External Defibrillator (AED)-this is a computerized medical device that will assess a person's heart rhythm and deliver an electrical shock if the heart is in ventricular fibrillation.

- Cardiopulmonary resuscitation (CPR)-an emergency medical procedure using artificial blood circulation and respiration to maintain the flow of oxygenated blood through the body, thereby delaying tissue death and increasing the opportunity for successful resuscitation without brain damage.

- Chain of Survival-optimizing a patient's chance of survival of sudden cardiac arrest. There are four links in the chain: early recognition, early CPR, early defibrillation, and early access to advanced cardiac life support.

- Emergency Medical Services (EMS)-typically, an ambulance service that provides acute medical care and transports patients to a medical facility for more advanced treatment.

Responsibility: Office of Emergency Management:

- Perform monthly checks of the AED units (indicator light green represents active)
- Respond to a cardiac arrest situation.
- Coordination of post event procedures, including; completion of a written report by the University Police and given to the Office of Emergency Management.
- Recommendations for AED placement.
- Annual review of the AEDs.
- Develop, maintain and update the AED written plan for the university.
- Provide vendor information for purchasing AED units, AED supplies, maintenance procedures, post event procedures and CPR/AED training.
- Conduct an annual survey of AED units on campus for placement and operation.

Procedures: Selection Criteria for AED devices:

- Meet the American Heart Association Guidelines
- Intended to be used by the general public
- Ability to be used on children and adults.
- Ability of the unit to perform automated self-checks for battery and pad integrity.

The majority of AED units on campus are:
Philips brand Onsite Heart Start (West Campus) models.
Philips brand G-3 Onsite Heart Start models (East Campus).

Placement:

The recommended vary depending on the location and intended use of the AED. There are several elements to consider for placement of AED units. The Guidelines for Public Access Defibrillation in Federal Buildings and American College of Occupational and Environmental Medicine provide information. An optimal response of 3 minutes or less is recommended by the Federal Occupational Health Public Access Defibrillation guideline. Survival rates decrease by 7 to 10% for every minute that defibrillation is delayed.

For ease of use and security, consider the following for AED placement:

- Located in a highly populated area and well-marked for identification.
- Optimal height for potential responders and in accordance with accessibility and American with Disabilities Act guidelines.

Signage:

Buildings equipped with AED units should be identified with signage indicating the availability of a unit.

Liability:

The Georgia Good Samaritan Law (O.C.G.A. § 51-1-29) offers relief from civil liability of any person who in good faith renders emergency care at the scene of an accident or in an emergency

to a victim or victims. Therefore, the Good Samaritan Law protects persons from civil damages as a result of renderingemergency treatment to save someone's life. This law was amended to include the use of an Automated External Defibrillator.

Training:

CPR and AED training is voluntary unless it is part of a written job description. Examples of mandatory CPR/AED trained personnel included police officers and other first responders. Departments with AED units are strongly encouraged to provide training for staff. The availability of AED unit and trained personnel in the work environment should allow for greater survival rates from a cardiac arrest. Written training records are to be maintained by the Office of Emergency Management. Training should include:

- Recognition of the signs and symptoms of sudden cardiac arrest.
- Instructions for CPR and AED protocols.
- Specific instructions to contact the ASU Police Department at 229-430-4711, identify the problem and your location.
- Location of the AED units in the buildings.
- Refresher training.

AED Unit
Maintenance

The Office of Emergency Management is responsible for the routine inspection and maintenance of the AEDs according to the manufacturer's recommendations. The battery packs and pads need to be replaced prior to their expiration dates and other supplies replaced as needed.

Post-Event Procedures:

When an AED has been utilized in a rescue situation it is imperative to return the unit to service as soon as possible. It is assumed that the ASU Police will be involved in all situations where an AED was used and to provide a written report of activities.

- Notify the Office of Emergency Management.
- Remove the AED from service and have the event documented.
- Decontaminate the AED and restock the AED bag with items that were used during the event.
- A written report of the event will be provided by the ASU Police to the Office of Emergency Management and ASU Human Resources.

Location of AED's

ALBANY STATE UNIVERSITY EAST CAMPUS AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

BUILDING EAST CAMPUS	FLOOR	LOCATION	ATTACHED
Billy C. Black	1st	Atrium	Wall mounted
		Front entrance door	Wall mounted
	3rd	East hallway across from elevator	Wall mounted
Daisy Brown	1st	Kitchen	Wall mounted
Sleuth Early Learning Ctr.	1st	Across from reception desk	Wall mounted
Facilities Mgmt.	1st	Front office room 101	Wall mounted
C. Hartnett	1st	Lobby by stairs	Wall mounted
J.W. Holley Fine Arts	1st, 2nd &3rd	Across from elevator	Wall mounted
Jones Brother Hyper	1st	Across from middle stairs	Wall mounted
Hall 1	1st	Lobby	Wall mounted
Hall 2	1st	Lobby	Wall mounted
Hall 3	1st	R.A.	Office drawer
Hall 4	1st	R.A.	Office drawer
Hall 5	1st	Lobby	Wall mounted
Hall 6	1st	Lobby	Wall mounted
East	1st	Lobby	Wall mounted
North South	1st	Lobby	Wall mounted
L. Orene	1st	R.A.	Office
Lovett	1st	Middle atrium	Wall mounted
President's (old house)	1st	Multi-purpose room near back entrance	Wall mounted
Peace	1st	Outside kitchen wall	Wall mounted
J. Pendergrast Library	1st	Lobby by stairs	Wall mounted
Police Dept.	1st	Dispatch	File cabinet
Reese Union	1st	Lobby near room 126	Wall mounted
Sanford Gym	1st	Back entrance hallway	Wall mounted
Student Center	1st	Outside Chick-fil-A	Wall mounted
	2nd	Dining hall (cashier)	
	2nd	Information desk	

ALBANY STATE UNIVERSITY WEST CAMPUS AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

BUILDING WEST CAMPUS	FLOOR	LOCATION	ATTACHED
A Administrative services	1st	Across from mailboxes	Wall mounted
B Science Math & Dental Hygiene	1st 1st 2nd	Across from room 130 Near dental hygiene clinic Near room 208	Wall mounted Wall mounted Wall mounted
C Student Center	1st 2nd	Hallway by game room Near room 252	Wall mounted Wall mounted
D Plant Operations	1st	Lobby	Wall mounted
E Physical Education	1st 1st 2nd	Fitness Center Room 108 Basketball Arena Metal stairs left wall	Wall mounted Wall mounted Wall mounted
F Humanities & Academic Support	1st 2nd	127 ROTC Storage Across from room 212	Wall mounted Wall mounted
[(G – G101)] Library & Testing Center	1st	Circulation desk	Wall mounted
I Business & Social Science	1st 2nd	Across from room 121 Near room 221	Wall mounted Wall mounted
J Allied Health, Community Service & Theater	1st 2nd	Across from Online Learning By room 243	Wall mounted Wall mounted
K Academic Services/ Administration	1st 3rd	Right side by elevator Right side by elevator	Office drawer Wall mounted
L Nursing	1st 2nd	Across from nursing By room 208	Office drawer Wall mounted
(Housing) Commons	1st 2nd 3rd	Near room 101 Hallway across from janitors' closet Across from elevator	Wall mounted Wall mounted Wall mounted
(Housing) Village south	1st 2nd 3rd	We have front desk Near elevator Near elevator	Wall mounted Wall mounted Wall mounted

CORDELE CAMPUS	FLOOR	LOCATION	ATTACHED
Hallway wall	1st	Outside bathrooms	Wall mounted

Albany State AED Post Incident Report Form

Date:_____   **Time:**_____am / pm

Location of Incident:_____

Responder(s):_____

AED Operator:_____**Phone#**_____

AED ID#:_____

PATIENT DETAILS:

Patient Name:_____

Male:___**Female:**___**Race:**_____

Approximate Age:_____

Address:_____

Contact Number:_____

MEDICAL RESPONDERS DETAILS:

Ambulance #:_____

Ambulance Company:_____

EMS Run Report #:_____

EMS Responders:

Names:_____

Arrival Time:_____am/pm Departure Time:_____am / pm

Emergency Care Facility: _____

ADDITIONAL COMMENTS:

_____

_____

Send To: ASU Director of Emergency Management

Office of Emergency Management emergencymanagement@asurams.edu

H. DINING SERVICE EMERGENCY FOOD SERVICE PLAN

Albany State Dining Services maintains numerous residential and retail dining operations on each campus, including two dining commons that serve hundreds of meals each day. Various emergencies could necessitate the implementation of the emergency food service plan on either the Albany State campus. ASU Dining Services maintains a flexible emergency food service plan that employs specific strategies based on the circumstance of each potential situation. Emergency situations that might impact the specific services of a facility or facilities could include, but are not limited to, fire, flooding, building damage, contamination issues, loss of critical utilities, server weather, or other scenarios. More likely, Dining Services may be called upon to assist other campus personnel when critical personnel are activated to respond to an extended emergency.

Emergency Notification

When an emergency occurs where Dining Services may need to implement the emergency food service plan, the following Dining Service administrators should be notified in order for a response to be activated: Senior Director, the Manager of the specific retail or commons facility impacted. The Albany State University Police Communications and the Office of Emergency management both maintain an updated list of emergency contact numbers for the ASU Dining Services administrative personnel.

Additionally, the Dining Services administrative personnel serve on the Albany State's emergency operations center (EOC) team and can be notified via an emergency contact group for campus-wide emergency situations that warrant EOC activation.

Building Operations Impacted/Temporary Closure Options:

1. Students may be evacuated out of the building or area impacted by the temporary disruption or building closure. Dining Services staff will assist with services to the impacted building according to their building emergency plan.
2. Students will be provided instructions regarding other available/nearby dining commons options or temporary options that may be made available.
3. Appropriate signage or messages will be posted near the impacted dining commons to alert students and staff of the disruption and/or closure.

Emergency Food Service to ASU Critical Employees:

During some emergencies, previously identified ASU employees (facilities, police, IT support, etc.) may be required to report to campus when classes have been cancelled and normal operations are suspended. Or, the critical employees may be required to remain at work if the closing of campus occurs during the workday. Typically, this situation occurs during winter weather events. Various departments have different methods of working with employees to aid in their efforts to report to work despite potentially hazardous road conditions.

Dining Services dining commons will remain open during campus closures in order to continue to provide meals for students who live on campus. ASU critical employees, who are working in a response capacity during the campus closure, are provided complimentary meals by Dining Services when the employee displays his or her university identification card.

Emergency Scene Food Service Assistance Options:

On rare occasions, emergency responders may be working an emergency event on campus that may require meals and drinks to be provided due to the nature of the emergency. Dining Services has a catering division that can bring a "sack lunch" option to an emergency scene on campus to feed emergency responders, as needed. Additionally, meals can be prepared at one of the dining commons and picked up by emergency responders. Contact ASU Emergency Management to coordinate on scene food service assistance options.

I. STUDY ABROAD CRISIS MANAGEMENT PLAN

Crisis Management

1. **Log of Events/Program Advisor**: In the event of a crisis or emergency situation abroad, the Program Advisor is required to immediately begin keeping a log of events. It is critical for information to be shared accurately and completely, as soon as possible.

2. **Incident Report Form**: In the event of an incident involving alcohol/drugs, theft, assault of a student, injury/illness, arrest of a student, student behavior problem, or other serious situations involving a student, the Program Advisor will complete the Incident Report Form online from the Office of International Education Webpage as soon as possible. The electronic form will automatically be sent to the Study Abroad Program office. This will inform the office and allow Study Abroad staff to follow up and provide support if necessary. In the event Marketing and Communications has been contacted about the incident, this will also allow the Study Abroad Programs office to effectively discuss the incident. Study Abroad Program will send the completed Incident Report to the Dean of Students Office when necessary.

3. **Log of Events/Director of the Office of International Education (DOIE):** During a crisis or emergency abroad the DOIE will keep a log of all calls and activities.

4. **Travel Warning or Travel Alert:** Albany State University does not support program development in countries under a Department of State Travel Warning. Travel warnings are issued by the State Department in the event of long-term, protracted conditions that could create a potentially dangerous or unstable situation in a country. Travel alerts are issued by the State Department to disseminate information about short-term conditions on concern. In the event a travel alert is published by the U.S. State Department, whether or not an ASU program can proceed as planned to a country or region will be decided after review by the President or designee on a case by case basis. If the program is approved to continue, students will be notified by the Study Abroad Program office. They will be informed of the travel alert, and depending on the situation, may be required to sign an additional waiver as a condition of participation in the program.

5. **Cancellation of Programs:** In the event of an emergency, such as civil unrest, pandemic outbreak, a natural disaster, travel warning or a travel alert, it may be necessary to cancel or alter a program for the safety of the students. The Provost, in consultation with the appropriate members of the President's cabinet, will recommend to continue or cancel the program.

6. **Death of a Program Advisor:** If a Program Advisor dies while leading a program abroad, the Director of Study Abroad Programing will contact appropriate members of the Emergency Management Team(EMT) to plan next steps regarding the program. Based on information about the program and the participants, the EMT will recommend to the Dean of the College and the Provost whether or not the program should continue. The EMT will coordinate contact the family of the deceased. If a program advisor is admitted to the hospital while abroad, the Director of the Office of International Education will take immediate responsibility for decision-making regarding the program, including determining, in consultation with the Dean of the College, whether or not the program will continue.

7. **Student Death:**

If a student dies while abroad, the Program Advisor should:

a) Verify the identity of the student and gather as much information as possible regarding the cause of death.
b) Contact the Director of the Office of International Education immediately.
c) Do not attempt to contact the family. The Director will contact the Dean of Students who will contact the family. The Director will also consult with the Counseling and appropriate member(s) of the Emergency Management Team(EMT) and resources will be made available for other program participants.
d) Notify the US embassy or consulate (if student is not a US citizen or permanent resident, notify the embassy or consulate of citizenship) and the local police as soon aspossible.
e) Make sure the student's belongings are safely stored and kept confidential.
f) Notify the rest of the participating students. All circumstances surrounding the death should be kept private until the local police complete an official investigation.

8. **Crisis Management Workshop:** A workshop will be given for Director of the Office of International Education and Advisors to preparethem in handling emergency situations abroad. The workshop will be facilitated by Study Abroad Program staff, with the help of relevant units across campus, such as the Counseling.

9. **Backgrounder:** Each year, the Study Abroad Programs office will update the Backgrounder information for Marketing Communications and the University Police Department. The Backgrounder gives general information about the administration and responsibilities of the Study Abroad Programs Office, descriptions of Albany State University study abroad programs, and Crisis Prevention and Management Protocol for University sponsored study abroad programs.

10. **Phone Script.** The emergency phone script is to be used by staff in the Study Abroad Programs Office and ASU Police Department when answering emergency phone calls from students, faculty, or staff from abroad. The script helps track important information to provide the most effective and efficient assistance possible. The Study Abroad Programs Office staff istrained to answer emergency phone calls.

11. **Emergency Notification System.** In the event of an emergency or crisis abroad, the Program Advisor should contact the Director of the Office of International Education if the incident is during office hours at (229) 500-2354. If it is not during office hours, the call should be directed to the University Police at 229-430-4711. This number is answered 24 hours a day, 7 days a week.

All known information about the emergency should be given, together with contact information for the Director of the Office of International Education. University Police will then contact the Director, the Chief of University Police and the Director of Emergency Management (whoever receives call) will then contact the remaining persons identified on the contact list set forth below. Additionally, the responsible person will determine if circumstances merit contacting the President and the Provost.

Dr. Gibson Annalease- Director of the Office of International Education
Dr. Rhonda Porter – Associate Provost

   i. Director of the Office of International Education will contact: President, Provost, Dean, and Department Chair.

   ii. The Director of Emergency Management or Chief of Police will contact: Vice President for Student Affairs, Legal Affairs, Marketing Communications, Human Resources Director and the Counseling.

  iii. From this point, only the President's designee will handle all communication with the Program Advisor for the duration of the crisis.

  iv. Marketing and Communications will handle all communication (internal, external, media, etc.) for the University. The President's designee will be in continuous contact with Marketing Communications for the duration of the crisis.

   v. The Vice President for Student Affairs/Dean of Students will contact emergency contacts, as deemed necessary.

  vi. The Dean of Students, Vice President for Student Affairs, or President's designee will contact family members in the event of the death of a student and will be responsible for all communication with the family.

III. INCIDENT ANNEXES – OVERVIEW/TEPLATE

The guidelines outlined in the Annexes are suggested approaches to handling some of the more challenging incidents that could occur on an Albany State University campus. It is not expected to be all-inclusive, but is an all-hazards approach to incidents, some which are similar in nature or would require a similar approach and initial response. The guidance offered in this plan should never supersede advanced or specific incident training or the directions/direct orders given from your supervisors, law enforcement officials, ERT members, or professional responders.

It is the annual responsibility of each Staff/Faculty of Albany State University to review the Emergency Operations Plan and specifically the emergency response guidelines.

A department plan template is available to unit heads to utilize while developing department-specific policies/procedures for responding to emergencies, mitigating potential hazards, and protecting key information.

Each incident encountered is distinctive and requires a calm and systematic approach, using past experiences, training and sound judgment – for the best possible outcome. It is imperative that each person prepares for potential response to each type of incident. For more specific response information, training, or preparedness material, contact ASU Office of Emergency Management at 229-500-3076.

It is expected that emergency notification procedures will begin as soon as safety permits. This includes procedures contained or expected within the Incident Command Implementation Plan, Albany State Crisis Communications Plan, USG Emergency Notification Plan, Local Media outlets, or County Emergency Management Agency, as deemed by the situation.

Incidents that are intense in nature or long in duration may require consideration for a designated area for family waiting/reconciliation and a separate area for media staging. Potential areas should be pre-identified and utilized as the situation dictates.

Upon resolution of the immediate threat of specific incidences, it is important to assess the situation for the need of crisis intervention and/or damage assessment reports as appropriate. Additionally, an after-action report is recommended on all referenced incidents and those that are considered significant by the responding agency.

In addition to the procedures included in the University Emergency Operations Plan, the following procedures have been developed for the departments. All Department Faculty and Staff are responsible for knowing, and periodically reviewing these procedures.

Department Plan Template for Emergency Response Procedures

DEPARTMENT OF_____Emergency Response Procedures

In addition to the procedures included in the Albany State Emergency Operations Plan, the following procedures have been developed for the Department of_____. All Department Faculty and Staff are responsible for knowing, and periodically reviewing these procedures.

I. Prevention:

    a.   Preventative Maintenance – Members of the department will report any observed maintenance problems as soon as possible to Facilities at 229-500-3039 or to Semange https://helpdesk.asurams.edu/catalog_items/1656145-facilities-work-order-request/service_requests/new.portal

    b.   Hazardous conditions will be reported immediately to the University Police at 229-430-4711.

    c.   Hazardous Weather Conditions – Members of the department need to maintain awareness of hazardous conditions, such as threatening weather. In such conditions, eachmember is encouraged to periodically check local news media outlets for updated information. Also, members must be prepared to take emergency actions with little or nowarning. If available, utilize a weather radio to stay updated on the changing situation.

    d.   Awareness – members of this department need to know the locations of the following in and about their work area:

        1. Fire pull stations – One is located at [insert location of nearest pull station]
        2. Emergency Exit(s) and alternates
        3. Fire Extinguishers – One is located at [insert location of nearest pull station]

    e.   Reporting – Members of this department receiving information about threats of violence, rumors, etc., will report them immediately to [department head's name].

II. Emergency Contact Information

Members of this department will insure that their contact information is kept up-to-date. [insert name] is responsible for maintaining an accurate, up-to-date list. Any changes in telephone numbers should be forwarded to [insert name] as soon as possible. Updated lists will be distributed periodically to all department members. Department members are encouraged to keep a copy at home and in their office.

III. Department Emergency Procedures

Members are to familiarize themselves with the Incident Annexes and the Emergency Operations Procedures guide. Members should understand that students and/or visitors may require direction and/or assistance during an emergency situation.

IV. Department Specific Procedures

[If faculty, the department head may include a department procedure as follows:]

Faculty members will notify students of the proper evacuation routes for their specific classroom. Notification may be made verbally or as an addition to the course syllabus. See the following:

In emergency situations students may be required to evacuate the building. Students should be aware of exit routes from this classroom. In threatening weather conditions, students should listen to local news stations and consult the Albany State website for updated information aboutpotential University closings. The university community will receive a notification from the Blackboard Connect 5 mass notification, Live Safe App systems and University email, in the case of school closing. Students should not call faculty, department offices, or ASU Police for school closing information.

[Specific department procedures, such as: backing up computer data, records storage, and/or notifying students of class cancellations should be included in this section.]

V. Emergency Operations Procedures

It is freely distributed to the campus community, and should be found prominently displayed on the university web site https://www.asurams.edu/fiscal-affairs/police/emergency-preparedness.php It is each person's responsibility to become familiar with the emergency procedures contained within. Questions or concerns should be directed to Office of Emergency Management at 229-500-3076.

A. ARMED INTRUDER/ACTIVE SHOOTER

Acts of violence on campus pose a direct and devastating threat to the Albany State University community. These incidents can happen anywhere and without warning. They are unpredictable and evolve quickly. Any action taken during this type of incident must be performed quickly and decisively.

In general, an individual has three response options when faced with an active shooter or other type of violence. Here are those three options:

1. **Evacuate (Run) AVIOD**
   a. Remain calm
   b. If you decide to evacuate, have a route in mind
   c. Do not wait for others to decide whether or not to evacuate
   d. Leave belongings behind
   e. Help others, if possible
   f. Notify others who may be attempting to enter the area you are evacuating
   g. Follow the directions of any emergency responders you encounter
   h. Notify the University Police at 229-430-4711, if possible

2. **Hide DENY**
   a. Remain calm
   b. If you choose to hide, find a location that offers both cover (strong, sturdy walls and doors) and concealment (out of sight)
   c. Lock the door, if possible, and barricade the door if it opens inward to deny entry
   d. Silence cellphones or other noise-making devices
   e. Remain quiet
   f. Notify the University Police at 229-430-4711 if it can be done quietly

3. **Take Action (Fight) DEFEND**
   a. Only as a last resort and only when your life is in imminent danger, you can choose to try and disrupt or incapacitate the shooter

Albany State University is committed to the protection of its students, staff, and faculty against acts of violence. Acts of violence could include, but are not limited to, active shooter situations, hostage situations, work place violence, and terrorism. Such acts of violence have occurred on multiple campuses and multiple types of campuses across the nation. These incidents have happened with little or no warning on campus or in close proximity to campus. Violent situations are often times dynamic and evolve rapidly, demanding immediate notification of first respondersand quick responses to protect the innocent.

Active Shooter-An active shooter is an armed subject that is actively engaged in shooting and killing or attempting to kill in populated areas with no pattern or method to target selection. Active shooter situations are highly fluid and dangerous. Often times, it takes law enforcement intervention before the situation comes to an end.

It is important to understand the following:
• No "profile" exists for an active shooter
• Active shooter situations are rarely impulsive acts
• Usually, these type of events are well planned and thought out

- Often times, other people have been aware prior to an active shooter event but failed to notify anyone
- The most common goal of an active shooter is retribution
- In many cases, other people were involved in the attack in some capacity

If anyone believes that a threat exists on campus, immediately contact the Albany State University Police at 229-430-4711 or make anonymous notification in Live Safe App.

In the event of an active shooter situation, the following protocols will be implemented:

1. The University Police and/or the Office of Emergency Management will initiate the mass notification procedure for an active shooter situation, which includes:

a. LiveSafe Alert mass notification system, including text, email and phone calls
b. Early Warning Sirens
c. Indoor Building PA System
d. Blackboard Connect 5 mass notification system alert, including text, email and phone calls
e. University social media sites and homepage
f. Direct notification of the President and/or VP Designee

2. University Police will respond to the incident and activate mutual aid from surrounding jurisdictions and agencies, as needed

For individuals on campus, follow these procedures:

1. Remain as calm as possible

2. Determine your course of action. The best way to survive an active shooter incident is to not be where the shooter is and to not go where he or she can see you. You have two choices:

a. Secure-in-Place

    i.   Go to the nearest room or office
    ii.   Close, lock, and barricade the door with any heavy furniture possible
    iii. Cover windows, if possible
    iv. Turn out the lights, if possible
    v.   Silence all noise producing sources, including your cell phones
    vi. If you can provide any valuable information to the responding units, such as the whereabouts of the shooter, call 229-430-4711

b. Evacuate

    i.   Exit the building immediately, if it is safe to do so
    ii.   Move quickly to a safe location away from the shooter
    iii. Leave belongings behind that will slow you down
    iv. When you see police vehicles, move toward them when it is safe to do so with your hands on your head and presenting no threat to them
    v.   Follow the directions of any emergency responders you encounter

3. If you are in a room with others, spread out in the room, keep quiet, and determine a plan of attack if the shooter enters your room.

4. If you are faced with the shooter, you have a choice to make and only you can make the choice. You can stay still and hope they don't shoot you, run for an exit while zig zagging, or even attack the shooter. This is very dangerous. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option you choose may still result in a negative response.

5. If someone near you has a life-threatening injury, and it is possible for you to safely provide first aid, do so up to but not exceeding your level of training.

Hostage Situation

A hostage situation involves a person or persons taking control over another person or group of people, demanding some type of action, and not allowing the person or group of people to leave. In hostage situations, the hostage taker or takers are not actively shooting or injuring people. They are, instead, holding people against their will. Each hostage situation is different depending on the specific circumstances of the encounter.

1. Try to remain calm
2. It is recommended that you follow the directions of the hostage taker(s)
3. Remain alert
4. Keep a low-key, non-provocative posture towards the hostage taker(s)
5. Personalize/humanize yourself
6. Say as little as possible, if questioned
7. Be determined to survive the situation

Any other survival techniques are situation-dependent and must be applied carefully and at your own discretion.

All negotiation operations will be handled by University Police and any outside agency they defer to for assistance.

Work Place Violence

Work place violence is defined as any physical assault, threatening behavior, or verbal abuse occurring in the workplace setting, which includes the campus and immediate surrounding area. Workplace violence should be reported promptly to the appropriate authorities. Faculty, staff, and students are encouraged to report any behavior that they reasonably believe poses a potential workplace violence threat as described above. It is important for all members of the Albany State University community to take the responsibility to report such behavior seriously to maintain a safe and secure working and learning environment.

Anyone experiencing or witnessing anyone in imminent danger or actual violence involving weapons or personnel injury should immediately contact University Police at 229-430-4711. This includes, but is not limited to: physical assault and/or threat; stalking or continuous harassment that causes fear, worry, or intimidation; actions intended to disrupt or sabotage operations; and indirect threats, such as "I know where you live."

If there is a threat without the accompanied apparent ability to carry out the threat, notify the University Police and your supervisor.

Terrorism

The Federal Bureau of Investigation (FBI) defines terrorism as a violent actor acts dangerous to human life that violate federal or state law, appear to be intended to intimidate or coerce a civilian population, affect the conduct of a government by mass destruction, assassination or kidnapping, and is calculated to influence or affect the conduct of government by intimidation or retaliate against government conduct. Terrorism is usually referenced as being premeditated and politically motivated.

Terrorist acts are, by their very nature, designed and carried out with the intention of inflicting mass casualties and extensive property damage. When an act of terrorism occurs on a college campus, it will likely be necessary to implement multiple parts of the emergency management system and summon additional resources to respond to the incident.

Due to the unknown nature of implementation of a terrorist event, the appropriate response protocol for the incident, such as hazardous material release, bomb detonation, or active shooter, should be implemented and followed.

To help ensure the safety of the campus community, the university encourages all faculty, staff, students, and visitors to implement the Department of Homeland Security's "see something, say something" approach to identifying potential terroristic threats.

If anyone sees anything that is out of the ordinary, they are encouraged to report it to the University Police at 229-430-4711.

Psychological Crisis

A Psychological Crisis exists when an individual is threatening to harm himself/herself or another person, or is out of touch with reality, exhibiting uncontrollable behavior or hallucinations. Persons in this condition may also exhibit radical changes in their demeanor with little or no warning.

For the safety and well-being of the individual, it is recommended that transportation to a medical facility be conducted under the supervision of emergency medical personnel and with the aid of the ASUPD, if necessary. This is largely because emergency medical personnel are trained in handling and transporting persons undergoing psychological distress.

If you observe a person undergoing psychological distress, notify the University Police immediately at 229-430-4711.

Be prepared to provide the following information:
1. Your name and the name of the person suffering distress, if known
2. Location
3. Observed behaviors or symptoms

Do no confront or attempt to detain the individual as this may exacerbate the situation. If you are unsure whether the person poses an immediate threat to yourself or others use extreme caution. Your protection and the protection of those around you are the first priority.

B. BOMB THREAT AND SUSPICIOUS PACKAGE

All patrol units will respond to bomb threats in a safe, cautious and professional manner. Until identified as a false alarm, ASU Police will respond to all bomb threats as actual threats. Threat analysis is critical, and the results will guide ASU Police's continued actions and decision on evacuation and other procedures.

1. **Response Guidelines for Bomb Threat Calls:**

   a) Ask the caller:
      - "When is the bomb going to explode?"
      - "Where is the bomb located?"
      - "What kind of bomb is it?"
      - "What does it look like?"
      - "Why did you place the bomb?" (The caller may be willing to discuss this)
      - "What is your name? "
      - "Are there secondary devices?" "Where are they?"
      - "Who is the target?"
   b) Listen for background noises (e.g. trains, airplanes, TV sounds, industrial sounds)
   c) Keep talking to the caller.
   d) Record the following:
      - -Time of call
      - -Age & gender of caller
      - -Speech pattern, accent, nationality, etc.
      - -Emotional state of caller
   e) Contact Supervisor/ASU Police immediately without letting the caller know.
   f) University Police will determine if a credible threat exists – Don't cause unnecessary panic by alerting others prior to this. ASU Police will establish RadioSilence within 1000 feet of the area, and will notify Facilities of radio silence due to threat.

2. **Evacuation NOT Ordered:**

   a) ASU Police may choose to conduct a covert search of the affected area to determine the credibility of the threat.

3. **Evacuation Ordered:**

If evacuation is ordered, ASU police officers will conduct a search of the area. Employees in the affected area may be asked to assist in identifying objects that are unusual or out of place. Evacuate the area approximately 1500 feet from the suspected location of the potential bomb. Dependent upon the time of day, evacuation may be accomplished by any of the following means:
   - Notify occupants, Department heads, etc., in the building
   - Use the fire alarm pull station to initiate evacuation
   - When possible, direct the occupants away from vehicles, dumpsters, and other buildings

Officers will establish posts on the perimeter of the evacuated area to ensure no one enters once evacuated. Tape, traffic barricades and other methods of marking off an area may be utilized. Individuals refusing to exit or remain outside of the area are subject to arrest. Officers may identify university personnel that are familiar with the areas to assist in the building search if a

definite time for the denotation was not identified. The Albany State Incident Commander will coordinate the response with the jurisdictional Fire Department.

4. **Bomb or Suspicious package located**:

   a) ***DO NOT HANDLE OR APPROACH THE OBJECT.***
   b) Clear the areas immediately, assure ASU Police is aware: 229-430-4711 and begin immediate evacuation of the affected building/area.
   c) CELL PHONE USE AND TWO-WAY RADIO COMMUNICATIONS ARE ABSOLUTELY PROHIBITED WHILE THE DEVICE IS UNDER SUSPICION
   d) Contact the jurisdictional Bomb Disposal Unit to respond. Upon arrival and briefing, the Bomb Disposal Unit Commander or Jurisdictional Police Department Watch Commander will assume the position of Incident Commander.

5. **Suspicious Package identification:**

   - Unexpected letter or package
   - Excessive postage
   - Handwritten/poorly typed address
   - No return address
   - Oily stains, powder, discolorations or strange odors
   - Ticking sound
   - City or state in postmark does not match return address
   - Leaking substance
   - Unusual amount of tape attached
   - Addressed to title only or incorrect title listed
   - Protruding wires
   - Mailed from Foreign address or Country

6. **Suspicious Package response:**

DO NOT:
   - Move or examine further; Shake or disturb contents; Smell package
   - Clean up spills from package; Touch your skin or anything else with package contents
   - Use cell phones or radios within 300 feet of package if a bomb is suspected

DO:
   - **Stay calm;** Clear the area and close off the area if possible
   - Wash your hands and arms with soap and water (no bleach or disinfectants)
   - Immediately contact ASU Police 229-430-4711 from a safe distance
   - Describe the device/package and exact location; Stay available for Police interview
   - Remember that bombers often place secondary devices for first responders

7. **In the event of Explosion:**

- Stay away from windows; Take cover under sturdy furniture.
- After explosion or if directed, evacuate to a safe location, upwind.
- Assist others in evacuation as necessary; Use stairs only; do not use elevators.
- Move well away from site of the hazard to a safe location.
- Do not light matches due to possible gas leak; Contact ASU Police with incident details.
- Provide first aid for injured as possible; Try to stay calm.
- Keep everyone together for accountability and Police statements.
- If trapped under rubble, try to stay calm and try to clear the area around your mouth,nose and chest to facilitate breathing; call out for help and listen for responders.
- When you hear responders, call out your location or last location prior to theexplosion.

8. **Additional Resources:**

Consider the need for using staff from the following:

- Facilities: Assist with crowd direction, monitoring evacuation area to prevent re-entry.
- Nursing Department: (if available) Assist with injuries incurred during evacuation; setup Triage/Treatment.
- Human Resources: initial crisis response to employees that may be exhibiting emotional distress.
- Student Affairs: Initial crisis response to students that may be exhibiting emotional distress.
- Crisis Intervention Team: Trained crisis response personnel that can be deployed
- Emergency Response Team Coordinators: Trained response personnel to augment ASU Police responders.

C: CIVIL DISTURBANCE OR DEMONSTRATION

1. **Introduction:**

Most campus demonstrations such as marches, meetings, picketing and/or rallies will be peaceful and non-obstructive. Albany State University may maintain and enforce reasonable time, place, and manner restrictions narrowly tailored to serve a significant institutional interest. Such restrictions must employ clear, published, content and viewpoint-neutral criteria, and provide for ample alternative means of expression. Finally, any such restrictions may include reservation requirements, if needed, but must also allow for members of the campus community to spontaneously and contemporaneously assemble or distribute literature.

Albany State University can designate accessible, high-traffic locations on campus as public forum areas for individuals or groups who are not members of the campus community and can require these individuals or groups to comply with reasonable time, place, and manner restrictions, including reservation requirements.

Pre-Planning for demonstrations or disturbances may require sufficient law enforcement and support personnel on scene to safely contain crowds. The objective is to protect life and property by ensuring the safety of by-standers, university community and those involved in the demonstration. Assemblies and demonstrations may be disrupted by the appropriate ASU personnel if they:

   a) result in a breach of peace or violation of law;
   b) negatively impact the security and safety of persons and/or property on campus;
   c) interfere with the free and unimpeded flow of pedestrian and vehicular traffic on campus or the entry or exit into University buildings;
   d) materially disrupt or interfere with the normal activities of the University;
   e) damage or destroy University property.

If any of these conditions exist, ASU Police should be alerted immediately.

2. **Specific Responses to Demonstration Types:**
   a) PEACEFUL NON-OBSTRUCTIVE DEMONSTRATION

   ▪ Generally, demonstrations of this kind shall not be interrupted, obstructed or provoked and efforts should be made to conduct university business as normal.

   ▪ If demonstrators are asked to leave but refuse to leave by close of business:

   ASU Police personnel will monitor and escalate notifications to the chain of command per department protocols.

   b) NON-VIOLENT DISRUPTIVE DEMONSTRATIONS

   • Demonstrators will be asked to terminate the disruptive activity by the ASUPolice Chief or their designee.
   • The Chief or their designee, if deemed necessary, will have

photographer/videographer/or officer bodycam present to document the incident.

- If appropriate, key university personnel and/or student leaders may be asked by the Chief or their designee to persuade the demonstrators to desist.
- If demonstrators persist in disruptive activity, they will be advised that failureto discontinue the specified action within a determined period of time may result in disciplinary action, including suspension, expulsion, or arrest. Except in extreme emergencies, the President will be consulted prior to any such action being taken.
- Efforts should be made to secure positive identification of demonstrators tofacilitate any subsequent investigations.

- After consultation with the University President, the Emergency Management Team may consider the need for an injunction of civil authorities shall be determined.

- If a court injunction is obtained, the demonstrators will be so informed. Thosedemonstrators who refuse to comply will be warned of the intent to arrest.

c) VIOLENT DISRUPTIVE DEMONSTRATIONS-During regular business hours:

- All available campus ASU Police personnel will be summoned to the scene.
- The Police Chief or their designee will call for a photographer/videographer to the scene to document the incident.
- ASU Police will be responsible for containing demonstrators and will requestmutual aid, if necessary. The request for mutual aid will be determined in consultation with the University President or their designee.

d) VIOLENT DISRUPTIVE DEMONSTRATIONS- After regular business hours:

- ASU Police will be notified immediately of the disturbance.
- ASU Police will investigate and implement the appropriate NotificationProcedure(s) (page 36 & 41).

NOTE: The ASU Police Chief or senior ASU Police Supervisor reserves theright to order officer intervention without counsel from others if it is deemednecessary to protect life and/or property.

D: CRIMINAL/SUSPICIOUS OR VIOLENT BEHAVIOR

1. Overview:

Everyone on campus (faculty/staff/students/etc.) is a partner with ASU Police in crime prevention. While traveling across the campus or just down the hall, everyone should bealert to their surroundings and report any criminal/suspicious or violent behavior. Similarto how a 'neighborhood watch' works, everyone is asked to be on the lookout for anything that appears out of the ordinary for the area, time of day, weather, etc. By embracing this partnership with ASU Police, we will benefit by helping to secure a safer campus environment.

Albany State University is providing all students, faculty, and staff with access to Blackboard Connect 5 alert system.

Use Blackboard Connect 5:

- The Connect5 and Audible Siren systems are ASU's mass notification networks to report severe weather conditions and emergency warnings.

- The Connect5 System is the mass notification emergency warning system by way of the internet. Blackboard Connect5 is the version that has been upgraded with new technology that allows us to notify everyone registered in the system of any emergency on campus. The system provides warnings of potential weather threats and can send out warnings for all other extreme emergency situations. You can register up to six phone numbers where the system can expand its message reach to Facebook, LinkedIn, Connect 5, Live Safe App, RSS, voice phone calls, or text messages.

Get Blackboard Connect 5:

- Go to https://www.asurams.edu/fiscal-affairs/police/connect5.php

- Click "BlackBoard Connect 5" tab at bottom of page and enter Campus Alert System Portal to submit required information.

Live Safe App:

- The campus safety app, LiveSafe, provides the entire campus community with a direct line of communication with emergency responders.

- By calling 911, or calling/messaging ASU Police from the "Emergency Options" screen, you will initiate location tracking, allowing safety officials to see where you are and respond to you more quickly in an emergency situation. You can easily stop location tracking at any time after the call is placed

LiveSafe Best Practices

- Complete your profile: To gain the maximum benefit of the LiveSafe app, make sure to complete your user profile with your mobile phone number. This will help ASU Police to better respond to reports you send in.

- Enable Push Notifications: Allow "Push Notifications" to be enabled in your settings ASU Police will send important alerts through SMS, email, and push notifications. You will not be spammed.

- Enable Location Services: Be sure to enable location services. Safety officials rely on GPS data to better serve and protect you. When you report an incident or make an emergency call through the app, ASU Police will see your location so they can respond quickly. Don't worry! You are not being actively tracked, and can stop location tracking (when used during emergencies) any time you want.

Get Live Safe App:

Download instructions click link below

https://www.asurams.edu/fiscal-affairs/police/downloadlivesafe.php

Video instructions click below link

https://www.youtube.com/watch?v=TG8OHUzanwc

For technological assistance, please email helpdesk@asurams.edu

2. Remember to:

a) BE ALERT: Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

b) CALL FOR HELP: If you are the witness, victim or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify Albany State University ASU Police at 229-430-4711from a cellular phone as soon as possible and give them the following information:

   - Nature of the incident
   - Location of the incident
   - Description of the person(s) involved
   - Description of the property involved

c) WITNESS/REPORT: If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify ASU Police at 229-430-4711 from a cellular phone.

d) Note: Suspicious Activity may also mean:
   - Person or persons sitting in vehicles for extended periods of time, possibly taking notes relative to activities or people in the area.
   - Large vans or trucks, parked in unauthorized areas for extended periods of time. They may have emergency flashers activated or no one in the vehicle.
   - Persons wearing heavy coats or other outer garment wear in the warm months. (Dress is out of place for the time period.)
   - Back packs or other containers left unattended for periods of time or just out of place.

E. EARTHQUAKE

1. Earthquake

An earthquake is the result of a sudden release of energy in the earth's crust. This results in a shaking or sometimes a rupture at the Earth's surface. During an earthquake, the following procedure should be followed:

a) IF INDOORS, seek shelter under tables, desks or other objects that will provide protection from falling glass and debris. Stay away from windows, shelves andheavy equipment that might fall.
b) IF OUTDOORS, move away from buildings, trees, utility poles and other structures.
c) If in an automobile, stop as quickly as possible in a safe place, away from overpasses, trees and utility poles. Stay in your vehicle for the shelter it offers.
d) After the initial shocks subside, contact ASU Police at 229-430-4711
e) Report any injuries or damage.
f) Be prepared for aftershocks.
g) Evacuate the building when instructed to do so or when the shaking stops.
h) Seek out disabled persons during evacuation and assist their exit.
i) BEWARE of falling debris, glass and electrical wires. Report any smell of gas immediately and clear the area!
j) Proceed to the designated Safe Zone, at a minimum of 500 feet from the building and away from utility poles and light poles.
k) Follow any instruction given by responders and be prepared to assist if necessary.

F: EVACUATION

1. **Emergency Evacuation Preparation:**
   a) Department heads are responsible for instructing their employees on the emergency evacuation routes for their areas. Evacuation routes should be posted in visible areas near exits, whenever possible. At the beginning of each semester, faculty are requiredto instruct students as to the location of the emergency evacuation route for their particular room or area and designate an assembly point outside of the building, referencing the Classroom Emergency Procedures mounted in each classroom.

2. **Building Evacuation**
   a) All building evacuations will occur when the alarm sounds and/or upon notification by ASU Police Officers or an Emergency Response Team member.
   b) When the building evacuation alarm is activated during an emergency, leave by the emergency evacuation route for the area in which you are located. If the exit is blocked, use the nearest marked exit and alert others to do the same. If unable to exit, shelter in place and alert ASU Police to your location (building/room) and number of people with you.
   c) Assist the disabled in exiting the building. Do not use the elevators in case of fire and/or potential power loss.
   d) Once outside, proceed to a clear area that is at least 1000 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Meet at your identified assembly point/safety zone.
   e) DO NOT RETURN to an evacuated building unless instructed to do so by a university official. Check in with your ERT coordinator or designee.
   f) Temporary (respite) sheltering may be located in a gymnasium or student center, if environmental conditions are not favorable to outside congregation.

3. **Campus Area Evacuation**
   a) Evacuation of all or part of the campus grounds will be announced by ASU Police and all persons are to immediately vacate the area in question and move to another part of campus as directed.
   b) Long term sheltering needs should be communicated to the local County EMA.

4. **Evacuation Plans for People with Disabilities**

   The following guidelines have been adopted by Albany State University to help evacuate people with physical disabilities. Evacuating a disabled or injured person is best performed by a professional. If a professional is not available, or in the event of an immediate danger, you may want to volunteer to help evacuate a disabled or injured person to a safe area. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

   Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

- Occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice toensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and the evacuation path that will be followed.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoidinjury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call University Police at 229-430-4711.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Facilities should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Police at 229-430-4711 to request evacuation assistance.

A. Blindness or Visual Impairment

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information as needed (i.e. elevators cannot be used).

B. Deafness or Hearing Loss

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

C. Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, e.g.,- most enclosed stairwells - an office with the door shut which is a good distance from the hazard.
- If you do not know the safer areas in your building, call University Police at 229-430-4711.
- Notify emergency responders immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe to remain in place or will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.

If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

G: EXPLOSION/CRASH ON CAMPUS

1. **Overview:**

    Many types of incidents can cause an explosion on a university campus, which can be very terrifying to all who experience it, and leave some with permanent reminders of the event. Whether it is a plane that crashes into a building, hazardous materials from a lab that explode, or a bomb that detonates, all these types of scenarios need to be approached in a calm and orderly manner. ASU Police personnel have been trained to deal with these types of situations, to quickly assess resource needs and determine a plan of action, but they will likely need the cooperation of all staff, faculty and employees to address the situation completely. Assuring personal familiarity with the Emergency Operations Plan and completely fulfilling individual responsibilities will greatly enhance the effectivenessof plan implementation and incident outcome.

2. **Explosion event on campus:**

    a) Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris that may result from secondary explosions or facility damage.
    b) Notify ASU Police as soon as possible.
    c) Watch for secondary explosions or facility structure collapse
    d) If necessary, or when directed to do so, activate the building fire alarm.
    e) Assist the disabled in evacuating the building. Do not use the elevators in case of failure.
    f) Once outside, move to a clear area that is at least 1,000 feet away from the affected area. Keep streets and walkways clear for emergency vehicles and crews.
    g) Provide aid to others as possible/needed
    h) If requested, assist emergency personnel as necessary.
    i) Do not return to an affected area unless instructed to do so. Stay clear of the emergency area and/or affected buildings to reduce the chances of interference with responding emergency personnel.
    j) Do **NOT** move or touch any items from a Blast Zone, it may be a crime scene.
    k) If trapped under rubble, try to stay calm and try to clear the area around your mouth, nose and chest to facilitate breathing; call out for help and listen for responders.
    l) When you hear responders, call out your location or last location prior to the explosion.

3. **Possible reasons for Explosions:**

    *   Hazardous Materials ignition
    *   Aircraft crash – Poss. Hazardous Materials fuel or terrorism
    *   Bomb detonation – Be aware of possible secondary devices

H: FIRE

1. **Overview:**

   All department heads, supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work areas, emergency evacuation routes for their work area and the location of fire exit windows. Do not use elevators in the event of fire. All incidents of unintentional/non-control burn fires will be reported to ASU Police immediately whether Fire Department response is required or not. In addition, the following procedures should be reviewed with employees**.**

2. **Fire Alarm Activation:**

   EVACUATE the building immediately unless otherwise directed by authorized personnel.

3. **ASU Police Search:**

   ASU Police may order officers to enter and search the building depending up factors such as:
   - Response time and availability of trained fire fighters
   - Extent of fire engagement to the building, or
   - To assist fire fighters in locating/operating elevators, etc.

4. **In the event of fire:**
   - Activate the fire alarm
   - Notify ASU Police 229-430-4711 or 911 of the building and room/floor fire location
   - Locate your evacuation route simultaneously

5. **If the fire is very small, and you can operate a fire extinguisher safely:**
   - Keep your back to your exit
   - Don't allow fire to cut off your exit
   - Direct the charge of the fire extinguisher toward the base of the flame
   - Do not attempt to extinguish a fire larger than a small waste can
   - After one (1) attempt, continue evacuation

6. **If the fire is too large or you cannot extinguish with one (1) attempt:**
   - Warn and assist others in evacuation
   - Close all doors (do not lock) while exiting the building to reduce oxygen to the flames and slow the spread of fire.
   - If the area is smoky, stay low to the floor where the air is less toxic
   - On the outside, direct crowds away from the fire hydrants, roadways, and clear sidewalks immediately adjacent to the building.
   - Direct personnel to watch for movement of trapped victims near the windows or articles of clothing hanging out windows

7. **If you become trapped in a room on the first floor:**
   - Close any doors between you and the fire
   - Attempt to open the windows and crawl out or draw attention to yourself to be rescued.

8. **If trapped on a second story or higher:**
   - Hang an article of clothing out the window to attract the attention of rescuers
   - Stay close to the floor for the best air quality

Upon arrival of fire department personnel, the ASU police officer in charge will brief then transfer command to the Fire Commander. ASU officers and any ERT personnel will remain on the scene and continue assignments within the ICS structure as needed.

I: HAZARDOUS MATERIALS

1. **General Information:**

    Hazardous chemicals and/or materials are utilized on campus in various locations. The ASU Biosafety Manual is available through Office of Research & Sponsored Programs Services (ORSP). Additionally, trains, tractor trailers and contractors may travel on or around campus with hazardous materials that may threaten the environment of the campus in the event of a spill. There is also always a potential for a manmade disaster from the intentional use of a chemical/biological/nuclear agent. This guide will address general response guidelines topractice prior to the response of a specialist to a hazardous materials spill.

2. **Concept of Operations: Response Priorities**
    - Prevention of harm to individuals
    - Treatment of casualties
    - Stabilization of the situation (extinguish fires, contain spill, etc.)
    - Decontamination of any residual chemical hazard
    - Return of facility to normal operations
    - Follow-up examination of the incident for lessons learned

3. **Levels of Operations:**
    - Minor lab spill response to known materials
    - Major lab spill
    - Unknown chemical/biologic or hazardous materials spill

    A. Minor lab spill of identified hazardous material or other lab materials:
    - a) Turn off fans if possible in the spill area.
    - b) Alert ASU Police at 229-430-4711 and notify them of the spill incident, location, product and approximate amount.
    - c) Assess if you have the proper training and protective gear to clean up the spill and advise them of your intention.
    - d) If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate, consult your supervisor.
    - e) If you are unable to clean up the spill, vacate the area and seal it off to unauthorized personnel, posting signs as necessary.
    - f) Notification to ASU Police will initiate a call to Facilities and/or the Office of Emergency Management, who will initiate a response to clean and contain the spill.
    - g) If evacuation is necessary, the building fire alarm should be activated and evacuation procedures followed. EVACUEES MUST BE NOTIFIED OF THE AFFECTED AREA(S) TO PREVENT CONTAMINATION DURING EVACUATION.
    - h) Be careful not to further contaminate yourself or others.
    - i) If contaminated with product, shower with soap and water and change clothes. Depending on product, clothes may have to be laundered separately.
    - j) Follow any additional Hazardous Materials specialist advice for decontamination and medical treatment as indicated.

B. Major lab spill or unknown chemical/biologic or hazardous materials spill:
    a) Leave the area of the spill and proceed to a safe location nearby, turn off fans in the spill area if possible during your exit.
    b) Alert ASU Police at 229-430-4711 and notify of the spill incident, location, product and approximate amount.
    c) Notification to ASU Police will initiate a call to Facilities and the Office of Emergency Management, who will initiate a response to clean and contain the spill.
    d) Be careful not to further contaminate yourself or others with hazardous product.
    e) If evacuation is necessary, the building alarm should be activated and evacuation procedures followed. EVACUEES MUST BE NOTIFIED OF THE AFFECTED AREA(S) TO PREVENT CONTAMINATION DURING EVACUATION.
    f) Follow evacuation procedures and congregate at Safety Zones unless you are separated for Hazardous Materials decontamination.
    g) Do NOT leave campus until dismissed by ASU Police officials.
    h) Follow any additional Hazardous Materials specialist advice for decontamination and medical treatment as indicated.

J: HAZARDOUS WEATHER: TORNADO, THUNDERSTORM, WINTER STORM

Severe Weather/Tornado

Severe weather is a continuous, active threat in Georgia. Severe weather can include, but is not limited to: hail, lightning, heavy rain, high winds, and even tornadoes. When preparing for severe weather, it is important to know the difference between a Watch and a Warning.

Watch: Conditions are favorable for the development of the severe weather indicated by the watch. For example, if a flash flood watch is in effect, then conditions are favorable for the development of a flash flooding incident. Preparations for a warning should commence, if they have not already.

Warning: A warning is issued when the identified severe weather condition has been indicated on radar, reported by trained weather spotters, or reported by public safety agencies. For example, a tornado warning means a tornado has been spotted or indicated by radar and an immediate response is necessary.

The Albany State Office of Emergency Management will maintain situational awareness regarding potential weather and brief campus partners accordingly. The National Weather Service in Tallahassee, Florida will be the official source of weather information, including forecastsand potential impact analysis.

Severe Thunderstorm: A Severe Thunderstorm is a thunderstorm that produces winds of at least 58 mph and/or hail at least 1 inch in diameter. These storms can sometimes produce winds stronger than weak tornadoes. Torrential rain and cloud-to-ground lightning are also possible with Severe Thunderstorms.

If a Severe Thunderstorm Warning is issued, the following steps will be taken:

1. The Office of Emergency Management will monitor the conditions to determine if any additional actions are required.

2. If possible, individuals should remain indoors until the storm passes

3. Individuals should stay away from large glass windows, if possible

4. Individuals should prepare to take appropriate shelter if conditions dictate

Tornado: A Tornado is defined as a rotating column of wind in touch with the ground. Tornadoes are considered nature's most violent storm and can produce winds in excess of 300 mph. Damage paths from tornadoes have been measured at over one mile in width.

If a Tornado Warning is issued, the following steps will be taken:

1. The ASU Police Department and/or ASU Office of Emergency Management will initiate the mass notification procedure for a Tornado Warning, which includes the following activations:

a. Blackboard Connect 5 Mass notification text, email and phone call

b. Live Safe App
c. Tornado Sirens
d. Outdoor Mass notification PA
e. In-Door PA

2. All individuals outside when the warning is issued should take cover in the nearest building
3. All individuals inside when the warning is issued should remain indoors
4. Individuals should take appropriate shelter on the lowest possible floor in interior rooms away from windows and doors.

When determining the best shelter area, consider the following guidelines:
a. Avoid areas near glass
b. Avoid areas near exterior walls
c. Avoid areas with high roofs
d. Avoid areas with wide-span roofs
e. Avoid non-structural hazards, such as heavy equipment on shelving
f. Do not enter elevators during a tornado warning

5. Help direct special needs populations and visitors to safe sheltering areas
6. Take direction from ERT in the building in which you are sheltering
7. Crouch close to the ground, if possible, and cover the back of your head and neck with your hands
8. Remain in your sheltering location until the all-clear is issued from the Albany State Office of Emergency Management.

Flooding

Flooding is the temporary inundation of a normally dry area caused by rising water in an existing waterway or by the ponding of water at or near the point where the rain fell. The National Weather Service identifies three types of flooding for which they will issue a warning: Flash Flooding, Areal Flooding, and River Flooding.

• Flash Flood: A rapid or extreme flow of high water in a normally dry area due to intense rainfall or dam failure
• Areal Flood: Gradually flooding from flooding from prolonged and persistent moderate to heavy rainfall
• River Flood: Flooding of an area due to a nearby waterway's flow rate exceeding its capacity

For a flooding event, evacuation of the affected area is the most prudent response. This evacuation can be accomplished in two ways.

1. Evacuation of the building using the identified evacuation plan and relocation to an adjacent building on higher ground
       a. Adhere to the evacuation plan guidelines
       b. Move to an area uphill from the affected building

2. Vertical evacuation within the building
       a. Move all persons from the lower floors affected by flooding to the upper floors

Severe Weather Triggers

To be better prepared to respond to a severe weather event, the Office of Emergency Management has developed the following protocols and triggers based upon information provided by the Storm Prediction Center and the National Weather Service local office.

Storm Prediction Center Information

The Storm Prediction Center issues a convective outlook for potential severe weather as much as seven days in advance. This information is provided as a Day 1 Outlook, a Day 2 Outlook, a Day 3 Outlook, and a Day 4-8 Outlook. The Storm Prediction Center issues risk based upon a five-level scale to provide a general idea of the threat of severe weather. Below is a graphic of this scale and a definition of each level:

Understanding Severe Thunderstorm Risk Categories

THUNDERSTORMS (no label)	1 - MARGINAL (MRGL)	2 - SLIGHT (SLGT)	3 - ENHANCED (ENH)	4 - MODERATE (MDT)	5 - HIGH (HIGH)
No severe* thunderstorms expected	Isolated severe thunderstorms possible	Scattered severe storms possible	Numerous severe storms possible	Widespread severe storms likely	Widespread severe storms expected
Lightning/flooding threats exist with all thunderstorms	Limited in duration and/or coverage and/or intensity	Short-lived and/or not widespread, isolated intense storms possible	More persistent and/or widespread, a few intense	Long-lived, widespread and intense	Long-lived, very widespread and particularly intense

* NWS defines a severe thunderstorm as measured wind gusts to at least 58 mph, and/or hail to at least one inch in diameter, and/or a tornado. All thunderstorm categories imply lightning and the potential for flooding. Categories are also tied to the probability of a severe weather event within 25 miles of your location.

National Weather Service
www.spc.noaa.gov

For each definition level, the Office of Emergency Management will have a subsequent reaction designed to provide the most comprehensive monitoring. These actions are listed below:

<u>Marginal</u>

Definition: 2% chance of a Tornado and/or a 5-10% of 58+ mph winds and/or hail up to 1 inch within 25 miles of the designated area

Office of Emergency Management personnel will:

- Monitor weather conditions
- Review emergency notification protocols
- Check all emergency notification devices to ensure mission readiness

The Communications Center will:

- Monitor the weather conditions

<u>Slight</u>

Definition:5% chance of a Tornado and/or a 15-30% of 58+ mph winds and/or hail from 1-2 inches within 25 miles of the designated area

Office of Emergency Management personnel will:

- Monitor weather conditions
- Review emergency notification protocols
- Check all emergency notification devices to ensure mission readiness
- Notify all University Police personnel of the threat of severe weather
- Review University events for outside activities

The Communications Center will:

- Monitor weather conditions
- Review emergency notification protocols
- Check all emergency notification devices to ensure mission readiness

<u>Enhanced</u>

Definition:10% chance of a Tornado and/or a 30-45% of 58+ mph winds and/or hail from1-2 inches within 25 miles of the designated area

Office of Emergency Management personnel will:
- Monitor weather conditions
- Review emergency notification protocols
- Check all emergency notification devices to ensure mission readiness
- Notify all University Police personnel of the threat of severe weather
- Prepare and implement a staffing plan for non-business hour monitoring of weather conditions
- Review University events for outside activities

The Communications Center will:

- Monitor weather conditions
- Review emergency notification protocols
- Check all emergency notification devices to ensure mission readiness
- Notify the campus community of the threat of severe weather via Connect 5

The Communications Manager and Supervisors will:

- Discuss staffing plans for the Communications Center during anticipated severe weather windows

Moderate

Definition:15-30% chance of a Tornado and/or a 45-60% of 58+ mph winds and/or hail of two inches or greater within 25 miles of the designated area

Office of Emergency Management personnel will:

- Monitor weather conditions
- Review emergency notification protocols
- Check all emergency notification devices to ensure mission readiness
- Notify all University Police personnel of the threat of severe weather
- Review University events for outside activities
- Prepare and implement a staffing plan for non-business hour monitoring of weather conditions,including on-site monitoring of weather conditions during non-business hours
- Notify the campus community of the threat of severe weather via Campus Broadcast and SocialMedia

The Director of Emergency Management will:

- Directly notify the Chief of Police, VP Finance and Administration, AVP Marketing Communications of the impending threat of severe weather.

The Communications Center will:

- Monitor weather conditions
- Review emergency notification protocols
- Check all emergency notification devices to ensure mission readiness

The Communications Manager and Supervisors will:

- Implement staffing plans for the Communications Center during anticipated severe weatherwindows

High

Definition:30+% chance of a Tornado and/or a 60+% of 58+ mph winds and/or hail of 2 inches or greater within 25 miles of the designated area

Office of Emergency Management personnel will:

- Monitor weather conditions
- Review emergency notification protocols
- Check all emergency notification devices to ensure mission readiness
- Notify all University Police personnel of the threat of severe weather
- Recommend the cancellation of all outdoor events
- Prepare and implement a staffing plan for non-business hour monitoring of weather conditions,including on-site monitoring of weather conditions during non-business hours
- Notify the campus community of the threat via Campus Broadcast system
- Prepare the Emergency Operations Center for activation

The Director of Emergency Management will:

- Directly notify the Chief of Police and the Vice President Administration and Fiscal Affairs of the impending threat of server weather

The Communications Center will:

- Monitor weather conditions
- Review emergency notification protocols
- Check all emergency notification devices to ensure mission readiness

The Communications Manager and Supervisors will:

- Implement staffing plans for the Communications Center during anticipated severe weather windows

Inclement Winter Weather Process

Inclement weather is defined as weather conditions that are forecasted to occur that could lead to a campus delayed opening or closure. This includes winter weather as it is the most likely threat to Albany State University as categorized as "inclement" weather. Continuous communication is a key ingredient in the preparation and response of winter weather, especially as it relates to possible campus closures.

For inclement weather, the ASU Office of Emergency Management will perform a detailed hazardous weather analysis of the situation with guidance from the National Weather Service, local County Emergency Management Agency, and the Georgia Emergency Management Agency. This analysis will include forecasted weather conditions, expected onset and duration of conditions, and expected travel impacts and considerations. This information will be relayed to the President and/or VP of Administration and Fiscal Affairs for a decision regarding the closing of campus or delaying campus activities.

The following options will all be considered when determining appropriate action:

1. Closure of campus
2. Suspension of classes
3. Suspension of campus events
4. Delayed opening of campus
5. Remain open with no changes to scheduled normal operations

Decisions made by the President or VP, under the advised analysis of the Chief of Police and the Director of Emergency Management, will be made and relayed by VP of Marketing Communication/AVP of Marketing and Communications for immediate dissemination. Dissemination of information will follow all emergency notification protocols.

Albany State University faculty, staff and students will be notified through the following mediums:

1. Mass notification system, including text, email, and/or phone call
2. Local and regional radio and television networks
3. University homepage
4. Official university social media accounts
5. University email

When determining campus closure decisions overnight, the University Police will monitor road conditions, along with conditions in the parking lots, and be prepared to relay that information to the Chief of Police and the Director of Emergency Management. Closure decisions will be relayed to the VP of Administration and Fiscal Affairs/ VP of Marketing Communications, the VP of Student Affairs, the Director of Facilities, and the appropriate Finance and Business offices.

If inclement weather develops during the day, the same processes will be utilized to decide campus closures, early dismissal of employees, cancellation of classes, and cancellation of events.

Departments with responsibility for critical, 24/7 operations should develop prearranged plans for staffing needs during periods of inclement weather to maintain essential services, operations, and infrastructure.

It is important to remember that forecasts in general, but especially winter weather forecasts have marginal accuracy beyond 72 hours. Forecasts of 5-7 days should be used as a general guide to potential "interesting weather" but are certainly not accurate enough to act as firm triggers. It is also important for University community members to understand that they should communicate with their supervisor if they do not feel safe to come to work based on road conditions in their neighborhood or on their commute route.

Official NWS advisories for the Southwest Georgian Georgia region, including all, can be located at www.weather.gov

When a Winter Storm Advisory is issued by the National Weather Service, the Office of Emergency Management will notify key campus stakeholders and EMT via email blast and WebEx message.

When a Winter Storm Watch or Warning is issued by the NWS, the Office of Emergency Management will notify the campus through Campus Broadcast and email. Furthermore, when a Winter Storm Watch is issued, essential personnel must make plans to accomplish critical functions in the event of a campus closure. When a Winter Storm Warning is issued by the NWS, essential personnel must action their plans to maintain critical functions.

This document is to be used as a guideline for winter weather procedures for determining potential closings or delayed openings of Albany State University.

Office of Emergency Managements will:

- Check weather forecasts (National Weather Service and local weather media outlets)
- Call ASUPD Patrol for status check of all campus roadways/parking lots

- Contact other Institutions of Higher Education Other
  Considerations for the Office of Emergency Management:
- Contact National Weather Service in Tallahassee, Florida for Weather Information
- Contact local City and County Public Schools for status
- Contact local County EMA for updates
- Contact local City, County and State DOT for status on highways
- Contact GSP Troop for status on interstate and state roads

Contact President or VP of Finance and Administration, with status and recommendations

- When time permits, also email local County EMA, local City/County Police Depts., localCity/County Schools and GEMA. Continue to monitor weather and campus conditions and provide updates to President or VP.

Once a decision has been made regarding the status of university operations:

- Contact the Board of Regents Public Safety (via Basecamp)
- ASUPD Dispatcher will activate Blackboard Connect 5 alert channels
- ASUPD Dispatcher will activate LiveSafe app, email, push notification, text

K: MEDICAL EMERGENCY & MULTIPLE CASUALTY INCIDENT

1. **Medical Emergency:**

   Medical emergencies may occur at any time and without warning. These emergencies may range from cardiac arrest to a broken bone. In each incident, the primary emergency contact number should be to call ASU Police at (229) 430-4711. Provide the following:

   - Your name, location, number of people injured, and description of the medical emergency
   - Stay on the phone for instructions of what to do
   - Stay calm and keep the patient calm and as comfortable as possible
   - Do NOT move the victim unless their safety is in danger

2. **Multiple Casualty Incidents (MCI):**

   Many situations such as aircraft crash, tornadoes, school shootings and explosions have the potential for injuring or killing many people. In these situations, where the number of patients outnumber the responders, patients are triaged (sorted) based on their level of injury. During the initial phase in an MCI on the campus of Albany State University, the following should occur:

   - ASU Police will respond, determine if the scene is safe and take Command.
   - ERT and other emergency responders will deploy to the location and start assessing patients under the Incident Command System that is deployed.
   - Patients will be triaged to minor, delayed, immediate, or dead.
   - As additional medical/support resources arrive, a Medical Group Supervisor will arrive, and set up Triage, Treatment and Transport areas. This can be done by the Nursing Department (if possible).
   - Additional medical/support resources from the University arrive, and will be assigned to the different areas to assist with the wounded, record tracking information, etc.
   - As the city/county emergency response resources arrive, they will assume Command and continue to utilize the medical and support volunteers within the incident until the resources are no longer needed.

3. **University staff/faculty/employee actions during a multiple casualty incident:**

   - Stay calm, keep the patients calm and provide first aid prior to trained responder arrival
   - Do not move the patients unless their safety is in danger
   - Consider continuing to volunteer your assistance when the trained responders arrive
   - Consider contact with crisis intervention personnel

L: SHELTER IN PLACE

1. **Overview:**

   Certain incidents may require that occupants of a building shelter-in-place for protective actions. Examples of these are tornado warnings, active shooter and certain hazardous materials incidents. ASU Police and OEM will advise occupants when these types of actions are appropriate.

2. **Lockdown**

   a) Close and lock the room door
   b) Cover door window if possible
   c) Turn off electronics
   d) No one is to leave the room after being informed of a lockdown situation
   e) Keep away from the windows and doors, stay low and quiet
   f) Seek shelter next to concrete walls or heavy structures

3. **Short Term Shelter in Place:**

   Tornado Warning/Weather Event

   a) Activate the university's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
   b) If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
   c) Stay sheltered until advised by ASU Office of Emergency Management

4. **Long Term Shelter in Place:**

   Hazardous Materials release outside

   a) Activate the university's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
   b) If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
   c) Ideally, provide for a way to make announcements over the university-wide public address system from the room where the top school official takes shelter.
   d) Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
   e) If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
   f) Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
   g) Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid

overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.

h) It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

i) For long term shelter in place, gather any available disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.

j) Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

k) Write down the names of everyone in the room, and call ASU Police to report who is in the room with you.

l) Listen for an official announcement from the Office of Emergency Management via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

M: UTILITY DISRUPTION

Utility Failure

Utility failures can have significant primary and secondary impacts on the ability of the university to operate. As such, it is important that all utility failure incidents be reported immediately so that response and recovery operations can be conducted promptly. Many campus buildings have backup power generators to allow for the immediate restoration of critical infrastructure, such as emergency lighting. However, not all campus buildings have generators in place.

Power

Power outages on the Albany State University campuses are usually a result of off-campus issues. Some of the power supplies at Albany State are buried underground, while some campuses are affected by falling trees because of overhead power lines. However, during a major disaster event, it is likely that power failure will occur due to the surrounding areas being impacted. Emergency lighting in each building should activate during a power failure. However, these lights will only remain operational for 15-30 minutes.

In the event of a power failure:

1. Immediately report the outage to the ASU Police at 229-430-4711 who will handle notification for Facilities' personnel to respond.

2. If the power is out for more than five (5) minutes, and if emergency lighting does not work, initiate an evacuation of the building

3. Follow the evacuation protocol and assist others, as needed

4. Never try to "fix" any electrical problems on your own

5. If there is inclement weather preventing the evacuation of the building, proceed to the lowest level of the building

6. If the inclement weather is severe, implement severe weather sheltering protocols

Gas

Anyone who believes they smell gas should:

1. Immediately report the smell to the ASU Police at 229-430-4711

2. Follow evacuation protocols for chemical agents listed in the Hazardous Materials Hazard-Response section

3. Evacuations should be uphill and upwind of the affected area

Water

Water utility failures will be handled on a case-by-case basis depending on the expected duration and extent of the failure. Failures of the water system may require an evacuation or the initiation of a Fire Watch for the affected buildings. Water utility failures will likely cause plumbing issues (i.e. no flushing), which can become a critical issue in the residence halls. All decisions regarding proper response will be made jointly by the ASU Police and Facilities' personnel.

APPENDICES

Appendix A – ASU Emergency Resource Contacts

ASU Core and Extended Team	PHONE NUMBER	
President	Office: 229-500-3500	Cell: 404-844-7903
Vice President of University Relations/Chief of Staff	Office: 229-500-3503	Cell: 229-894-7381
ASU Legal Counsel	Office: 229-500-3502	Cell: 229-456-1060
Provost/Vice President of Academic Affairs	Office: 229-500-2806	Cell: 229-733-9226
Vice President of Finance & Administration	Office: 229-500-3026	Cell: 229-894-2769
Vice President of Student Affairs	Office: 229-500-3553	Cell: 229-288-4339
Vice President of Institutional Advancement	Office: 229-500-3286	Cell: 229-376-0128
Vice President of Enrollment Management & Student Success	Office: 229-500-2925	Cell: 229-319-7170
Director of Facilities Management	Office: 229-500-3041	Cell: 229-602-8000
Interim Director of Information Technology	Office: 229-500-2027	Cell: 229-319-7170
Dean of the Darton College of Health Professions	Office: 229-500-2173	Cell: 229-376-2584
Dean of the College of Professional Studies	Office: 229-500-2156	Cell: 229-376-6564
Dean of the College of Arts and Sciences	Office: 229-500-2121	Cell: 229-603-2594
Associate Dean for Student Engagement	Office: 229-500-2809	Cell: 229-319-1669
Director of Student Health Services	Office: 229-500-3546	Cell: 229-809-1847
Director of Counseling & Student Accessibility Services	Office: 229-500-3442	Cell: 229-809-4214
Director of Housing and Residence Life	Office: 229-500-3062	Cell: 229-894-5031
Executive Director, Cordele campus	Office: 229-500-3411	Cell: 229-809-4437
ASU Chief of Police	Office: 229-500-3072	Cell: 229-352-7836
Director of Emergency Management	Office: 229-500-3076	Cell: 229-809-4385
ASU Police Dispatch/Office	Office: 229-430-4711	Cell: 229-500-3080
Environmental Health & Safety Coordinator	Office: 229-500-3048	Cell: 229-809-4385
Board of Regents' Police Support Unit (s)	Office: 229-500-2247	
USG Chief of Police	Office: 229-500-3157	Cell: 470-426-3706

City/County/State – Emergency Resource Contacts

TITLE	PHONE NUMBER
Mayor	Office: 229-431-3244
City Manager	Office: 229-431-3234
Chief of Police (City of Albany)	Main: 229-431-2100

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

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

Appendix B: Campus Maps: East Campus

Appendix B: Campus Maps: West Campus

Appendix B: Campus Maps: Cordele Campus

Appendix B: Campus Maps: Cairo Campus

Cairo Campus
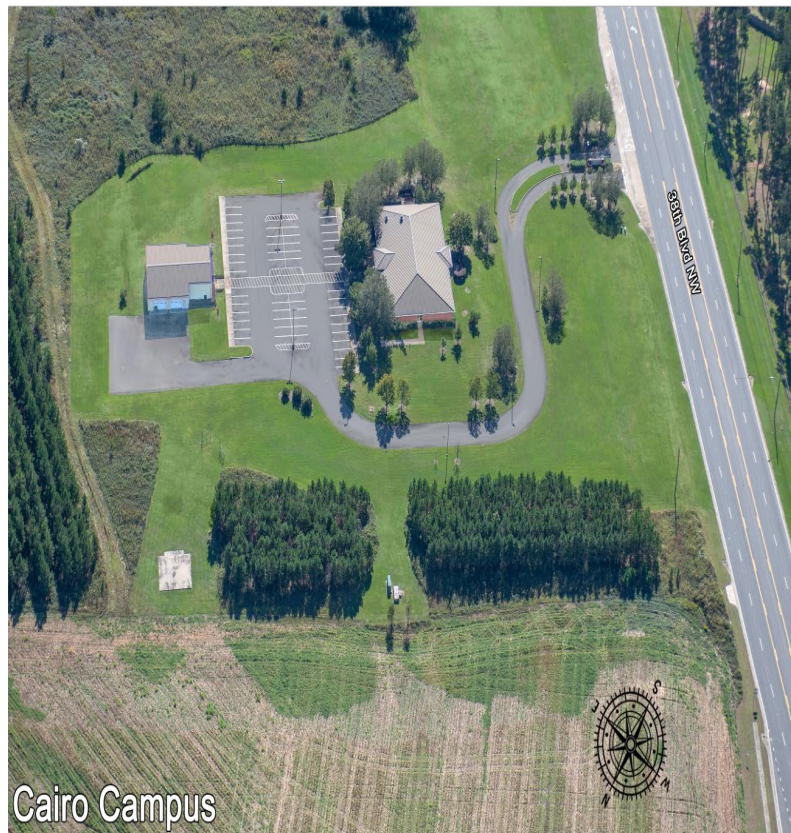
Appendix C: Classroom Emergency Procedures Poster

Albany State University
UNIVERSITY SYSTEM OF GEORGIA

ASU Emergency Action Plan
Campus Emergencies 229-430-4711 or 911

QUICK REFERENCE GUIDE

Active Shooter

- **Avoid** (Run) Be aware of your surroundings know your exits, and consider secondary exits (windows)

- **Deny** (Hide) Lock and barricade the door, turn off lights, remain calm and quiet

- **Defend** (Fight) Choose this only when your life is an imminent danger and you cannot run or hide

- Notify ASU police 229-430-4711 or 911

- ASU alert messages will be used to gale warnings and all clear messages

Fire

- Notify ASU Police (229) 430-4711 or 911

- Activate fire alarm system by pulling one of the pull stations that are located along the exit routes, if the alarm is not already sounding

- Follow evacuation route to the nearest exit

- Do not use elevators

- Take your personal belongings with you

- Locate fire extinguisher in use, if appropriate

- Remain outside in the assembly area until you have been told to re-enter the building by an emergency personnel in charge

Hazardous Materials Spills

- Notify ASU Police (229) 430-4711 or 911

- Evacuate the immediate area, or the entire building if necessary

- Keep others out of the area

- Assist others to safety

- Notify the building coordinator

- Provide first aid to victims only if it is safe to do so

- Report the extent of injuries or damages if possible

Severe Weather

- Seek shelter in a fully enclosed building (shelter area)

- Stay away from windows, doors and electrical appliances

- Move to an interior hallway

- Monitor local TV stations, radio stations, NOAA weather radio, and ASU emails and alerts

- Wait until the warning from National Weather Service has expired

- If outdoors, lie in ditch, low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors.

Bomb Threat

- If you receive a bomb threat, remain calm and keep the caller on the phone as long as possible

- Ask caller for exact location and time of possible detonation

- Pay particular attention for any strange or peculiar noises, such as motors running, background music (type), and any other noises, etc.

- Listen closely to the voice (male or female), quality of voice, (calm or excited), accents and speech impediments

- Notify ASU police 229.430.4711 or 911

Medical Emergency

- Notify ASU Police (229) 430-4711 or 911

- Provide name, location, number of people, injured, and description of medical emergency

- ASU police will notify the local ambulance service

- Stay on the phone for instructions of what to do

- Stay calm and keep patient calm, as well

- If the ASU police are not on the scene and immediate action is required, locate AED device/First Aid Kit and use accordingly

ASU Police Department 229-430-4711 or 911

Appendix D: Disaster Recovery Service Contractor Policy

1. 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 contractorsthat were identified through a qualifications-based selection process as having the requisite abilities to respond to emergency situations that may occur on the Albany State campus.

2. Discussion:

Pre-qualified contractors have been identified through a qualifications-based selection process. This process focuses on qualifications and not pricing. Albany State's response for obtaining quotes, and monitoring contractor activities to ensure the best use of fiscal resources.

3. Authorities:

Only the following Albany State personnel have the authority to initiate a contractor response:

-VP of Administration and Fiscal Affairs
-Director of Emergency Management
-Director of Facilities
-Designated staff by President of University

4. Procedure:

A. Request for Contractor Response:

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.

Contractor(s) will be selected from the pre-qualified contractor list and contacted using the information provided.

B. Initial Assessment/Estimate

Contractor will conduct an initial assessment of the grounds and/or facility to determine elements of a response. Projected costs for stabilization activities will be obtained from the contractor within 24 hours to include initial scope of activities.

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. Authorizing official will request a price list from vendor for services to be provided. NOTE: this does not prohibit the institution fromnegotiating 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.

Disaster Recovery Response Vendors

Disaster Recovery Response Vendors
Disaster Recovery Services
BMS-CAT, Inc.
USG Emergency Response: 1-800-396-8036

Secondary Vendors
• Full Circle Restoration (770) 232-9797
• Afterdisaster (800) 948-0242
• BluSky Restorations (800) 266-5677

Appendix E: Training/Drills/Exercises

1. **Overview:**

Training in the Albany State University Emergency Operations Plan, overview of the Incident Command System and/or response specific plans will be conducted as required with the necessary personnel. The ASU Police Training Office and Office of Emergency Management, will be responsible for assuring that Training and Educational opportunities meet or exceed all requirements of O.C.G.A. 38-3-57 and P.O.S.T. requirements. The training outline consists of:

2. **Review of the EOP**

Review of the EOP or applicable components by each student, faculty, and staff. This information will be part of new student or employee information and a statement of review can be connected to annual performance measures for employees.

3. **Heightened Employee Awareness**

Department heads will ensure that faculty and staff are aware of the emergency response procedures and that Emergency Operations Plan to include safety information that is posted in work areas. This information can be distributed during monthly or quarterly meetings, or through the various communication media.

4. **Community Training**

ASU Police and Office of Emergency Management will conduct majority of the awareness training through distribution of information and coordinating lectures or training sessions through the University.

5. **Incident Command System Training**

As outlined in NIMS, applicable as follows:

A. Incident Command System Orientation/Overview – ERT members, University Executives and Department Heads plus staff as designated.

B. Incident Command System Training – All ASU Police personnel, Facilities personnel, or other personnel that may be required to serve in Command or General Staff positions. These are graduated levels of training recommended according to response position and authority, outlined in NIMS.

6. Emergency response exercises

These will be conducted on each campus to exercise skills, evaluate knowledge and effectiveness of the Emergency Operations Plan, and identify areas of opportunity for improvement. These may involve any combination of table top, functional or full-scale exercises. Additionally, the exercises will be a combination of:

    A. Department Level – Department level such as table-top exercises will concentrate on the actual responses.

    B. Institution Level – where possible, exercises will involve local agencies when possible and cover institutional and multi-jurisdictional responses.

    C. City/County Level – local campuses will participate in city/county-wide disaster drills when the opportunity arises.

7. Incident Specific Training

Incident specific training programs will be made available as determined by needs assessment, regulations, or exercise after action reporting. Specific training programs may be arranged by contacting the ASU Police Chief or Director of Emergency Management.

8. Evacuation Drills

Evacuation drills are to be conducted on each campus. Drills are to take place during normal business hours, except for residence halls and must be conducted in all campus buildings. All ERT (department liaisons) will be notified of pending drills months in advance. All evacuation drills will be evaluated by a member of the Fire Safety team and take action as necessary. An evacuation drill evaluation form is attached.

Appendix F: Evacuation Drill Evaluation Form

Campus/Building:	Emergency Building Coordinator:	Officer:
Date:	Start Time:	End Time:

1. Did everyone evacuate the building? YES/NO
2. Did everyone evacuate the building in a reasonable amount of time? YES/NO
3. Was every room checked to make sure there was no one in the room? YES/NO
4. Was there a designated area away from the building for occupants to go to? YES/NO
5. Did all occupants evacuate to their designated areas? YES/NO
6. Was a headcount conducted? YES/NO

Overall rating: SATISFACTORY UNSATISFATORY

Remarks/Comments:

_____

_____

_____

_____

Officer Signature:	Date:
Emergency Building Coordinator Signature:	Date:

Appendix G – Glossary

Business Continuity – Those functions identified as critical to the continued operations of an organization, department, or business entity.

Critical Incident – Incidents such as serious and unusual crimes, natural disasters, utility failures or emergencies, civil unrest, deaths and suicide attempts, fires, serious injuries, acts of terrorism, hostage situations, and threats to the community that cause disruption to the Campus Community.

Crisis Intervention – Implementation of methods for the provision of crisis intervention services for the University community through local, state and federal resources.

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

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

Emergency Building Coordinators – Staff and faculty members trained to assist emergency responders in the event of an emergency.

Emergency Coordination – Executive level support by the University Administration during an incident by providing for external communications, coordination, and policy review and development. If the event requires a sustained response or recovery effort, the Emergency Coordination Center (ECC) will be activated and an incident specific operations continuity plan will be developed.

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.

Federal Emergency Management Agency (FEMA) – Federal agency, under the control of the Department of Homeland Security (DHS), responsible for responding to and managing nationwide emergencies.

Georgia Emergency Management Agency (GEMA) – State agency responsible for emergency management for Georgia.

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.

Incident Command System (ICS) – A set of personnel, policies, procedures, facilities, and equipment integrated into a common organizational structure designed to improve emergency response operations of all types and complexities.

Mutual Aid- An agreement made with local, county, state, or federal institutions to render aid in the event of a major incident.

National Incident Management System (NIMS) – A system mandated by Homeland Security Presidential Directive 5 that provides a consistent nationwide approach for governments, the private sector, and non-government entities to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

National Terrorism Advisory System (NTAS) – The National Terrorism Advisory System replaced the color-coded Homeland Security advisory system. This new system will include a clear statement that there is an imminent threat or elevated threat, and provide a concise summary of the potential threat

Pandemic – An epidemic of infectious disease spread throughout a wide geographic region.

Appendix H - Acronyms/Abbreviations

CBRNE: Chemical Biological Radiological Nuclear Explosive

CDC: Center for Disease Control

CIT: Crisis Intervention Team

EOP: Emergency Operations Plan

ECC: Emergency Coordination Center

EMA: Emergency Management Agency

EPQRG/QRG: Emergency Procedures Quick Reference Guide or Quick Reference Guide

GEMA: Georgia Emergency Management Agency

ASU: Albany State University

UniversityH1N1: Novel

Influenza A

IC: Incident Commander

ICS: Incident Command System

IT: Information and Technology

LE/L.E.: Law Enforcement

NIMS: National Incident Management System

NTAS: National Terrorism Advisory System

OEM: Office of Emergency Management

OIE: Office of International Education

Org Chart: Organization Chart

PIO: Public Information Officer

MC: Marketing Communications

USG: University System of Georgia

USO: University System Office