SAVANNAH TECHNICAL COLLEGE

Emergency Operations Plan

2021-2022

Chatham County Campus
Effingham County Campus
Liberty County Campus

College President
Kathy S. Love, Ed.D.

Emergency Operations Plan
Savannah Technical College
2021-2022

REVIEWED: _____ DATE: _____
               EMERGENCY OPERATIONS COORDINATOR
               Savannah Technical College

APPROVED: _____ DATE: _____
               PRESIDENT Kathy S. Love, Ed.D.
               Savannah Technical College

REVIEWED: _____ DATE: _____
               EMERGENCY MANAGER
               TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED: _____ DATE: _____
               DIRECTOR OF CAMPUS SAFETY
               TECHNICAL COLLEGE SYSTEM OF GEORGIA

Promulgation Statement

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during emergencies. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The *Savannah Technical College* Emergency Operations Plan (EOP) provides a comprehensive framework for college-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, state, federal, and private organizations and resources that may be activated to address emergencies at *Savannah Technical College.*

The *Savannah Technical College* EOP ensures consistency with current policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of *Savannah Technical College* and with the authority vested in me as the President of *Savannah Technical College,* I hereby promulgate the *Savannah Technical College* Emergency Operations Plan – 2021-2022.

_____   _____

President Kathy S. Love, Ed.D.   Date
Savannah Technical College

Approval and Implementation

This plan supersedes the *Savannah Technical College* Emergency Operations Plan dated *2020-2021*

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The *Savannah Technical College* Emergency Operations Plan delegates the authority to specific individuals in the event that the president is unavailable. The chain of succession in a major emergency is as follows:

1. President
2. Chief of Police
3. Vice-President of Academic Affairs
4. Vice-President of Student Affairs

_____   _____

President Kathy S. Love, Ed.D.   Date
Savannah Technical College

Record of Changes

Change #	Date Change	Date Entered	Agent (Signature)
1 (Annual Review 2020	01/02/2020	01/02/2020	W.R.Willcox
2 (Annual Review 2021	04/27/2021	04/28/2021	W. R. Willcox
3			
4			
5			
6			
7			
8			
9			
10			

Record of Distribution

Plan #	Office/Department/Repository	Representative	Acknowledgment
1	President's Office	Dr. Kathy Love	
2	VP-Academic Affairs	Dr. Ashley Morris	
3	VP-Student Affairs	Pete Hoffman	
4	VP-Administrative Services	Connie Clark	
5	VP-Economic Development	Dr. Brent Stubbs	
6	Director of Communications	Gail Eubanks	
7	Facilities	Gary Strickland	
8	IT Services	Jamie Davis	
9	Director of Enterprise Tech	Tammy Brannen	
10	Police Department	Nathan Tirey	
11	Police Department	John Taylor	

Savannah Technical College
Emergency Operations Plan

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1. OVERVIEW

1.1 Purpose

The purpose of the *Savannah Technical College* Emergency Operations Plan (EOP) is to outline preparedness and response activities with regard to the various hazards that exist in the *Savannah Technical College* location(s) and setting(s). It is designed to clarify expectations for an effective response and to seamlessly integrate the processes and procedures described in the National Response Framework and local emergency operation plans or procedures.

1.2 Scope

This EOP applies to all participating operating units and agencies of the jurisdictions contained within the geographical boundaries of the *Savannah Technical College*.

1.3 Situation Overview

Characteristics

Savannah Technical College is a multi-campus technical college located in Southeast Georgia. Campuses are located in Chatham, Effingham, and Liberty Counties. The Savannah Technical College also serves the citizens of Bryan County.

Campuses:
Savannah Technical College, 5717 White Bluff Rd., Savannah, Ga 31405
Savannah Technical College Crossroads, 190 Crossroads Pkwy, Savannah, Ga 31407
Savannah Technical College Liberty, 100 Technology Dr., Hinesville, Ga 31313
Savannah Technical College Effingham, 2890 Hwy 21 South, Rincon, Ga 31326

The service area of the Savannah Technical College includes Chatham, Effingham, Liberty, and Bryan Counties. The geography is coastal lowlands.

County:	Population	2019
Chatham County:		289,430
Effingham County		64,296
Liberty County		61,435
Bryan County		39,627

Ethnicity:

The population of Chatham County is 52.8% white, 40.1% Black or African, and 5.4% Hispanic or Latino. The population of Effingham County, GA is 79.3% White, 13.2% Black or African American, and 3.9% Hispanic or Latino. The population of Bryan County is 74.3% White, 14.6% Black or African American, and 6.64% Hispanic or

Latino. The population of Bryan County, GA is 74.3% White, 14.6% Black or African American, and 6.64% Hispanic or Latino.

 Demographics:

In Chatham County, 17.3% of the population live below the poverty line, a number that is higher than the national average of 13.1%. The largest demographic living in poverty in Chatham County are Females 25 - 34, followed by Females 18 - 24 and then Males 18 - 24.

In Effingham County 9.56% of the population live below the poverty line, a number that is lower than the national average of 13.1%. The largest demographic living in poverty are Females 18 - 24, followed by Females 25 - 34 and then Females 35 – 44.

In Liberty County 16.6% of the population live below the poverty line, a number that is higher than the national average of 13.1%. The largest demographic living in poverty are Females 25 - 34, followed by Females 18 - 24

In Bryan County, 14.1% of the population live below the poverty line, a number that is higher than the national average of 13.1%.The largest demographic living in poverty are Females 35 - 44, followed by Females 18 - 24 and then Males 25 – 34.

The business foundation for this region is built on a diverse economy which includes manufacturing, agriculture/agribusiness, port-related operations, government/military, tourism, and film/television production.

The Port of Savannah is the fourth busiest and fastest growing port in the US and a major distribution hub for the east coast. The region is also known for vast economic opportunities with millions of square feet of industrial space to meet the needs of transportation/logistics and distribution centers. Savannah is home to one of the largest historic districts in the U.S. that serves as a major tourist attraction and has served as the backdrop for an increasing number of motion pictures and television series.

Hazard Vulnerability Assessment

Savannah Technical College completed the latest hazard vulnerability assessment in consultation with Emergency Management Agencies in Chatham, Effingham, and Liberty Counties in 2020. This hazard vulnerability assessment rated potential hazards on their frequency of occurrence. Each hazard is then rated as to potential impacts to life, property and environment, as well as to potential impacts on operations. A summary of the hazard vulnerability assessment for *the Savannah Technical College* is as follows:

The most significant vulnerability threat to all campuses in 2020 was the COVID-19 pandemic and this pandemic continues into 2021. Weather related vulnerabilities, such as Hurricane, Flooding, Lightening, and Tornadic are all significant hazards that have

high probability for our region, as well as high impact in Business Continuity and Financial Impact. Armed Intruder/Active Shooter threat remains a high impact vulnerability because of the impact that type of event has on an institution and the limited ability to predict where and when such events will take place.

Hazard Vulnerability Assessment Instrument

HAZARD	PROBABILITY			BUSINESS CONTINUITY IMPACT			FINANCIAL IMPACT		
	High	Med	Low	High	Med	Low	High	Med	Low
Natural									
Tornado/Winds/Thunderstorm	X			X			X		
Winter Weather			X		X			X	
Floods/Dam Failure	X			X			X		
Wildfires			X			X			X
Lightning	X			X			X		
Drought			X			X			X
Hurricane	X			X			X		
Earthquake		X			X		X		
Technological									
Structural Collapse			X		X		X		
Utility Failure		X			X			X	
Power Failure		X		X				X	
Network Failure/Cyber Attacks		X		X			X		
Telecommunications Failure		X		X			X		
Major Structure Fire		X		X			X		
Vehicle/Air/Train Accident			X	X			X		X
Biological									
Disease Outbreak	X			X			X		
Contaminated Food Outbreak		X		X			X		
Adversarial, Incidental & Human-Caused									
Civil Disorder		X		X			X		
Terroristic Threat		X		X			X		
Hazardous Materials		X		X			X		
Armed Intruder		X		X			X		
Hostage Situation		X		X			X		

1.4 Planning Assumptions

This EOP serves as a practical guide with modifications made to meet the demand of each emergency; because no plan can anticipate or predict every scenario, emergency management personnel must quickly adapt to events as they unfold. To this end it is assumed:

- Emergency situations individually, or in combination, may cause grave impacts on *Savannah Technical College.* These situations can vary in scope and intensity, from isolated areas of minimal impact to wide-ranging devastation.
- Planning is universal, based on the "all-hazards" approach.
- Planning recognizes and supports the principles of the National Incident Management, the Incident Command System, the National Response Framework and Presidential Policy Directive 8.
- Planning includes all constituencies, including, but not limited to: employees, students, volunteers, visitors, vendors and contractors.
- Planning incorporates all physical locations and settings for which the technical college has responsibility.
- Close professional working relationships are established among key college members prior to an emergency situation.
- Close professional working relationships are established with appropriate external agencies prior to an emergency situation, i.e., local, state, and federal law enforcement; fire departments; emergency management services; public health agencies; as well as medical facilities and volunteer organizations such as the American Red Cross.
- Public information is of vital importance and, as all emergencies are newsworthy and may receive media coverage including social media, the technical college will monitor and respond appropriately.
- Individual technical college operating units must design additional cooperative college response plans for situations that may develop under their purview.
- During response and recovery phases, officials under this EOP have the responsibility to save lives, protect property, relieve human suffering, sustain survivors, support constituencies, restore services, repair essential facilities and protect the environment.

1.5 Definitions

All Hazards: Any incident or event, natural or human caused, that requires an organized response by a public, private, and/or governmental entity in order to protect life, public health and safety, values to be protected, and to minimize any disruption of governmental, social, and economic services.

Assessment (Threat or Hazard): The method for determining risk and the resources and issues to be addressed in the EOP. Assessments include but are not limited to:

site assessments, culture and climate assessments, behavioral threat assessments, and capacity assessments.

Drill: A drill is a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency.

Exercise: An exercise is designed to test, whether in a functional design or full scale, to evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Mitigation: The capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency.

National Incident Management System (NIMS): A systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): The NRF is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation.

Presidential Policy Directive 8 (PPD-8): This directive orders the strengthening of the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.

Prevention: The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident.

Protection: The capabilities to secure against acts of terrorism and man-made or natural disasters.

Response: The capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery: The capabilities necessary to restore a setting affected by an event or emergency.

Training: Training may consist of briefings, to disseminate information about policy and/or procedures or hands-on training, to provide performance-based skills.

Vulnerabilities: The characteristics which make a setting or individual more susceptible to identified threats or hazards.

2. CONCEPT OF OPERATIONS

2.1 General
This EOP is supported by the local, state and federal organization levels of emergency management. Preparedness, prevention, response, recovery and mitigation are general responsibilities of all levels of government working together to provide a delivery system to meet the needs of their response community. Emergency operations will be initiated at the lowest level of government able to respond effectively and efficiently.

1.2 Plan Activation

This EOP is activated in response to actual or potential emergencies which occur or are likely to occur on or within the immediate area of the technical college locations. However, *Savannah Technical College* maintains an active approach to prevention, preparedness, response, recovery and mitigation at all times.

This EOP is brought into action by declaration of an emergency by the President, designee, or by the highest-ranking executive-level senior administrator who is currently available. Once an emergency has been declared, the members of the Policy Group, whose responsibilities are described below, and other support personnel are, to the extent possible, relieved of routine duties, to more fully concentrate on the tasks at hand. The President, or designee, will notify the Commissioner of the Technical College System of Georgia of such an emergency.

The President maintains executive control of the EOP. *Savannah Technical College* personnel and equipment will be utilized to provide priority protection of life, preservation of property, and restoration services to the college. The members of the Policy Group will determine the manner in which resources are utilized.

In 2020, the only incident that required EOP response was the Covid-19 Pandemic, which affected all campuses of the Savannah Technical College starting in March, 2020 and continued throughout 2020 and into 2021.

3. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This portion of the EOP defines the roles and responsibilities of members of the Policy Group involved in the emergency management process. This EOP describes the responsibilities during the activation of the EOP. The following is a generalized

accounting; individual technical college organization and assignment of responsibilities will dictate the specific organizational structure.

3.1 Policy Group Membership, may include, but is not limited to:
Emergency Policy Group:

- President of the College

- Vice President for Academic Affairs

    o Dean for Business and Professional Services

    o Dean for Industrial Technology Programs

    o Dean for Health Services Programs

        ▪ Exposure Control Coordinator

    o Dean for Liberty County Campus

    o Dean for Effingham County Campus

- Vice President for Student Affairs

- Vice President for Administrative Services

    o Director of Facilities

        ▪ Assistant Director of Facilities

    o Executive Director of Human Resources

- Vice President for Economic Development

- Executive Director Institutional Advancement & Communications

- Director of Enterprise Technology Services

- Chief of Police/Chief Information Officer

    o Police Lieutenants

    o Director of Information Technology Services

- Faculty Senate President

3.2 The Policy Group responsibilities may include, but are not limited to:
1. Strategic
   a. Makes major policy, strategic or resource decisions when critical functions of the college are interrupted.

b. Provides leadership and motivation.
c. Provides direction and vision for recovery and post-emergency restoration.
2. Resource Allocation
   a. Ensures adequate resources provided to meet needs.
   b. Empowers staff to implement response plans.
   c. Establishes and authorizes emergency budgetary parameters.
   d. Coordinates recovery with individual operating units.
   e. Authorizes contingency contractual agreements.
3. Operations
   a. Orders suspension or interruption of operations.
   b. Approves extension of or waiving of deadlines.
   c. Pursues means to resume normal operations as quickly as possible.
4. Communications
   a. Notifies, informs and updates all constituencies and stakeholders.
   b. Ensures applicable policy decisions are communicated.
   c. Serves as interface with counterparts at local, state and federal levels as appropriate.
   d. Authority over public information releases.
5. Incident Specific
   a. Declares college emergency.
   b. Establishes incident response level.
   c. Determines overall college status and identifies needs/responsibilities.
   d. Conducts post-emergency briefing.
6. Planning
   a. Ensures organizational readiness through appropriate planning processes.
   b. Authorizes overall college response strategies and plans.
   c. Supports and participates in training, exercises and outreach.

4. DIRECTION, CONTROL AND COORDINATION

To provide for the effective direction, control, and coordination of an incident, the technical college EOP will be activated including the implementation of the Incident Command System (ICS). The Incident Commander is delegated the authority to direct strategic on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

The ICS is organized into the following functional areas:

A. **Incident Command:** Directs the incident management activities using strategic guidance provided by the Policy Group. Responsibilities and duties include, but are not limited to:
   - Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.

- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including all constituencies and responders).
- Coordinate media relations and information dissemination with Policy Group.
- Develop working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident; and assist in accessing services when the need arises.
- Document all activities.

B. **Operations Section:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students. Specific responsibilities include but are not limited to:
- Implement an incident action plan.
- Assist in securing facility.
- Monitor utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off if danger exists or directed by Incident Commander.
- Establish medical triage and request additional supplies from the Logistics Section.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Analyze technical college staffing to develop plans for reunification.
- Document all activities.

C. **Planning Section:** Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities. Duties include but are not limited to:
- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

D. **Logistics Section:** Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. Additional responsibilities include but are not limited to:
- Establish and oversee communications center and activities during an incident.
- Document all activities.

E. **Finance/Administration Section:** Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for

services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties include but are not limited to:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

F. Coordination with First Responders

Savannah Technical College has excellent working relationships with external agencies. These relationships aid in the coordination of services between the agencies and *Savannah Technical College* and include, but are not limited to municipal and county entities such as emergency management, mental health, law enforcement, and fire departments. Written agreements specify the type of communication and services provided by one agency to another. If an incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The technical college's Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

Mutual Aid Agreements:
- Hinesville Police Department
- Effingham County Police Department
- Rincon Police Department
- Savannah Police Department (Pending)

5. INFORMATION, COLLECTION, ANALYSIS AND DISSEMINATION

During the course of normal daily operations, local conditions are monitored via internet websites, NOAA, NWS, weather radios, law enforcement alerts, local crime reports, and alerts from *Chatham Emergency Management Agency.*

Sources include, but are not limited to the following:
- National Oceanic and Atmospheric Administration (NOAA): http://www.noaa.gov/
- National Weather Service (NWS): http://www/weather.gov/
- Georgia Emergency Management Agency/Homeland Security: http://www.gema.ga.gov/
- Savannah Police Department – 912-652-6500
- Chatham County Police Department – 912-652-6920
- Rincon Police Department – 912-826-5200
- Effingham County Sheriff's Office - 912-754-3449
- Hinesville Police Department – 912-368-8211
- Savannah Fire Department – 912-644-5957
- Chatham Emergency Management Agency (CEMA) – 912-201-4500

- Effingham Emergency Management Agency (EEMA) – 912-754-8200
- Liberty County Emergency Management Agency (LEMA) – 912-368-2201
- Savannah Fire Department for Hazardous Materials – 912-644-5957
- WSAV – 912-651-0300
- WTOC – 912-234-1111
- WJCL – 912-925-0022
- Savannah Morning News – 912-236-9511

One important emergency function is to collect, analyze and properly disseminate situational information to the faculty/staff and personnel to make operational decisions for current and future operational periods. In order to obtain true and accurate situational information, all organizational units within the campus community and personnel must provide updates, damage assessments and resource status reports to the college President or designee.

Prior to the public release of data, information must be vetted; particularly in the event of criminal activity. Information regarding an incident is to be released only on a need to know basis.

6. TRAINING, DRILLS AND EXERCISES

Seek Shelter (Tornado) drills: In 2020, due to the pandemic and closure of all campuses, a seek shelter drill was not conducted on any campuses in conjunction with a NWS Tornado Warning for Coastal Georgia Counties. In 2020, Police personnel verified seek shelter guidelines were posted in all buildings.

Evacuation (Fire) drills: In 2020, due to the pandemic and closure of all campuses, Drills were not conducted. In 2020, Police Personnel verified evacuation plans posted in all rooms and firefighting equipment was in place and up to date on inspections.

Armed Intruder Exercise: The technical college recognizes the imperative requirement from the TCSG System Office with regard to participating in Armed Intruder Training/Exercises. The Armed Intruder training/exercise will be held in conjunction with local law enforcement agencies, as well as other emergency services.

Savannah Tech PD conducted an Active Shooter Training Session on December 15 through 18th, 2020 on the main campus. The training and active shooter exercise was conducted by the Federal Law Enforcement Training Center – Glynco at the main campus of Savannah technical College. The training and exercise session focused on single/double officer response and was the first time that a TCSG Police Agency was able to host this level of training. Officers from Savannah Tech, Savannah PD, Rincon PD, Hinesville PD, Chatham County Sheriff's Office, and others participated. Exercises were assisted by volunteers from the Savannah Tech student body, staff, and faculty members. TCSG Director of Public safety, Jen Ziifle, participated in the training and exercise.

NIMS & ICS: The technical college will identify key college personnel, and others who may have a need to become involved in emergency response operations, and provide training for Incident Command Structure (ICS) and/or National Incident Management System (NIMS) training.

Executive Leaders:
> These courses are designed specifically for the President and other senior leadership positions. The individuals in this role can take IS-700 and IS-100 or G-402 and IS-700

General Personnel:
> This would consist of IS-700 and IS-100 and would be appropriate for full-time faculty, administration, supervisor staff, IT personnel, Police personnel.

Command Staff:
> This would consist of IS-700, IS-100, IS-800 and IS-200. These courses would be appropriate for The Police Chief and Chief Information Officer and any administrators that would play a significant role in incident management/response.

Incident Managers:
> This would consist of IS-300 and IS-400 for the Police Chief

A copy of all course certificates will be maintained by Human Resources.

7. ADMINISTRATION, FINANCE AND LOGISTICS

- Ensure preservation and safekeeping of all records.
- Arrange for temporary workspace and relocate essential services.
- Initiate a record-keeping system for all expenditures associated with emergency operations.
- Coordinate with Purchasing on procedures for handling emergency expenditures.

8. PLAN DEVELOPMENT AND MAINTENANCE

This EOP is developed with input from across technical college constituencies and in collaboration with external stakeholders and evaluated at minimum once each year or more frequently should emergencies or organizational structure dictate changes. Training, drills and exercises will be conducted periodically to ensure that all members of the college community understand how to carry out the provisions of the plan.

In April 2021, the safety committee met and addressed issues that needed to be changed or updated within the EOP.

9. AUTHORITIES AND REFERENCES

2015 Georgia Emergency Operations Plan (GEOP); Georgia Emergency Management Agency (GEMA). https://gema.georgia.gov/what-we-do/planning

Federal Emergency Management Agency (FEMA) Emergency Management Institute training. https://training.fema.gov/

Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education. June 2013. U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, Federal Emergency Management Agency. https://rems.ed.gov/docs/REMS_IHE_Guide_508.pdf

National Incident Management System (NIMS) Implementation for Schools and Institutions of Higher Education (IHEs) Webpage. https://rems.ed.gov/docs/guide_for_developing_high-quality_school_emergency_operations_plans-resources07172013r.pdf

National Response Framework (NRF) http://www.fema.gov/national-response-framework

Presidential Policy Directive 8 (PPD-8)http://www.dhs.gov/presidential-policy-directive-8-national-preparedness

Local Law Enforcement Agencies:
    Savannah Police department 912-652-6500
    Hinesville Police Department 912-368-8211
    Effingham County Sheriff's Office 912-754-3449
    Rincon Police Department 912-826-5200

Local Fire Service Agencies:
    Savannah Fire Department 912-644-5957
    Rincon Fire Department 912-826-5745
    Effingham Fire and Rescue 912-754-8888
    Hinesville Fire Department 912-876-4143

Local EMA Agency
    Chatham Emergency Management Agency 912-201-4500
    Effingham Emergency Management 912-754-8200
    Liberty Emergency Management 912-368-2201
    Bryan County Emergency Management 912-858-2799

Functional Annexes

EMERGENCY SUPPORT FUNCTIONS (ESFs)

Emergency Support Functions (ESFs)
In the event that an incident exceeds the response capabilities of the college, STC will seek assistance from outside governments. Both county and state governments organize their response capabilities into ESFs. Requests for assistance are routed through the Emergency Operations Centers (EOCs) to the appropriate ESF.

The purpose of this Appendix is to provide a basic understanding of the ESFs and to identify he appropriate government and college elements responsible for accomplishing the task.

State of Georgia Division of Emergency Management ESF links
* http://www.georgiadisaster.org/emtools/esf.htm
State Emergency Response Team (SERT)
* http://www.georgiadisaster.org/index.asp

ESF 1 – Transportation
Provide coordination of transportation assets to support emergency operations during evacuation and re-entry.

Lead Government Agency   Chatham Area Transit or Affected County School System
Lead STC Department   Campus Police

ESF 2 – Communications
Provide coordination to assure radio and computer communication capabilities.

Lead Government Agency   Local County Police/Fire/EMS Dispatch, Radio Contractor
Local cellular and telephone providers

Lead STC Department   STC Information Technology

ESF 3 – Public Works
Provide and coordinate resources for debris clearance, clearing, repair or construction of damaged emergency access routes and emergency restoration of critical public facilities.
Lead Government Agency   Local Public Works

Lead STC Department   Facilities

ESF 4 – Fire Rescue
Provide response to fire, rescue, medical response and hazmat situations.

Lead Government Agency	Local Fire Department
Lead STC Department	Campus Police and Facilities

ESF 5 – Information & Planning
Compile, analyze and coordinate the overall information and planning activities in support of disaster response and recovery operations.

Lead Government Agency	Local County Emergency Management
Lead STC Department	Campus Police, ITS

ESF 6 – Mass Care
Coordinate emergency provision of temporary shelters, mass feeding and the distribution of coordinated relief supplies.

Lead Government Agency	Local County Emergency Management Agency
Lead STC Department	Student Affairs, Facilities

ESF 7 – Resource Support
Provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts.

Lead Government Agency	Local County Emergency Management Agency
Lead STC Department	Facilities

ESF 8 – Health & Medical
Coordinate the Dougherty County public health and medical resources and needs.

Lead Government Agency	Coastal Health District Georgia Department of Health
Lead STC Department	Academic Affairs, Facilities

ESF 9 – Search & Rescue
Provide for search and rescue needs.

Lead Government Agency	Local County Emergency Management Agency Local Police and Sheriff
Lead STC Department	Campus Police

ESF 10 – Hazardous Materials
Coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material resulting from a disaster.

Lead Government Agency	Local County Emergency Management Agency and local fire departments Georgia Department of Environmental Protection
Lead STC Department	Facilities

ESF 11 – Food & Water
Identify, procure and arrange for the transport and distribution of food and water.

Lead Government Agency	Local County Emergency Management Agency American Red Cross
Lead STC Department	Facilities

ESF 12 – Utilities
Provide coordination of emergency power to support emergency response and recovery operations and to normalize community functions.

Lead Government Agency	Local County Emergency Management Agency
Lead STC Department	Facilities

ESF-13 – Military
Provide for military assets in support of disaster response operations.

Lead Government Agency	Dougherty County EOC
Lead STC Department	STC EOC

ESF-14 – Public Information
Disseminate information on emergencies and protective actions to the community, present" One Voice" on behalf of the College and respond to Rumor Control.

Lead Government Agency	Local County Emergency Management Agency
Lead STC Department	Advancement and Communications

ESF-15 – Volunteers & Donations
Provide a central point for the coordination of voluntary agencies and donated goods.

Lead Government Agency	Local County Emergency Management Agency American Red Cross
Lead STC Department	Student Affairs

ESF-16 – Law Enforcement

Command, control and coordination of law enforcement disaster support.

Lead Government Agency   Local County Emergency Management Agency
                                     Local Police Department

Lead STC Department   Campus Police Department

ESF-17 – Animal Services
Coordinate emergency medical care; evacuation; shelter; food and water for animals.

Lead Government Agency   County Animal Control

Lead STC Department   Campus Police Department

ESF-18 – Business, Industry, and Economic Stabilization
Provide immediate and short-term assistance for the needs of business, and industry.

Lead Government Agency   Local County Emergency Management Agency

Lead STC Department   Economic Development

EMERGENCY OPERATIONS CENTER (EOC)

Operation of the Emergency Operations Center (EOC)

The EOC may be fully or partially activated for any Level 1, 2, or 3 emergency. It can also be activated at the discretion of the Chief of Police for the monitoring of any potential threat or for the management of any events or incidents.

PREPAREDNESS
- Are you prepared for no power, utilities, shelter needs, food/water/ice access?
- Have **all Departments** updated employee contact information, designated roles and
- expectations, encouraged employees to develop Hurricane Family Plans, identified which staff is expected to return to campus following the emergency, and identified facilities dependent on electricity and prepared alternate plans
- Has the **Executive Group** reviewed various situations and outcomes, discussed plans relative to campus closures, reviewed COOP implementation, and the President may liaison with fellow CEOs
- Has **Physical Plant, Facilities, and Construction** fueled all emergency generators,
- secured loose items on campus, protected flood prone areas, re-located assets to the
- parking garage, acquired resources to support operations for 3-5 days, and acquired

- necessary replacement parts
- Has **Information Technology** effected preventative measures to protect/back-up the
- network, telephone system, cameras, and taken action to protect assets
- Has the **Budget/Purchasing** office prepared emergency contracts and purchase orders, continuous payroll operation, and increased P-Card limitations as appropriate
- Has **Communications/Pubic Information** prepared pre-formatted press releases and their messages, prepared messages specific to campus closures, is the Emergency Message/Rumor Control Hotline in place for employees), and are we prepared for student/parent, faculty and staff questions/needs
- **Campus Closures** must be thoroughly coordinated to close and re-open
- Has the **Police Department** completed plans should a re-location become necessary, updated Go-Kits, acquired food/water/ice/ supplies and sleeping options to support a continuous operation following an emergency, coordinated with STC Police and other Police agencies for assistance, and has contact been made to protect hazmat areas
- Has **Human Resources** prepared for worker's compensation needs, and leave processing
- Are the EOC and Communications Center fully functional and operational with adequate supplies
- Are safe shelters (Red Cross) operational if needed

RESPONSE
- Establish communication with any field Incident Command Posts (ICP)
- Review Emergency Notification Contact Cards (wallet card, page 38)
- Ensure evacuation plans are ready, including persons with disabilities
- Host a conference call with Campus Leaders and Satellite Center Leaders to ensure
- preparation
- Which evacuation shelter (Red Cross) is open for faculty, staff and students
- Format emergency notification alert system messaging to maximize informational sharing and situational awareness
- Prepare STC Alert Messages, Timely Notification, and All Clears
- Determine operational periods
- Develop mission objectives and priorities
- Ensure safety of all employees and students
- Prepare for damage assessment
- Ensure access to building plans

RECOVERY
- Initial damage assessment documented and photographed
- Emphasize purchase receipts, documents, and injury reporting
- Ensure safety of the recovery efforts

- Debris Removal to major and vital elements prioritized
- Be prepared to place blockades to maintain closed campus
- Prepare messages and support, as appropriate, for post-traumatic stress
- Prepare for Demobilization Plans
- Prepare for After Action Reports
-

STC ALERT

STC Alerts and Timely Notifications

STC Alert is implemented when there is a serious on-going and real threat to the safety of the college community. A timely notification is issued to share generalized public safety information with the campus community.

The STC Alert emergency notification system utilizes any or all of the following methods of emergency notifications:

SMS Text Message	Regroup Mass Communication
E-Mail	Informacast Audible internal Speakers
Computer Pop-Ups	Webpage and Alert Page
Audio message to cellular telephones	Facebook
Audio message to home telephones	Twitter
Recorded Voice Message for STC Alert	

Timely Notifications utilize the following methods of information sharing:

E-Mail	SMS Text Message

Decision Criteria

The decision to activate the STC Alert or the Timely Notifications rests with the President who may designated the Chief of Police or designee based the following criteria:
1. What is the hazardous situation or threat to the college?
2. Is there an immediacy that threatens life safety?
3. If there is an urgency to act, what is the most effective delivery method?
4. Which campus or center is affected?
5. If there is no immediate threat is a timely notification appropriate?

Situational Awareness

It is important to continually update the campus community on the most current information relative to the situation at hand.

To that end, it is our goal to send updates via the alert system as appropriate, and to send the all clear message upon the conclusion of the incident.

Testing

The STC Alert System will be tested once per semester to ensure proper functionality of the emergency notification system.

Delivering Effective Emergency Notification Messages
1. Pre configure emergency messages using templates and scripts that you can then customize as needed for each incident.
2. Create a message that can be digested in 30-45 seconds (Who the message is from); What has happened? What you have done about it, and What you want the public to do about it)
3. Identify the campus or location impacted by the incident.
4. Look for ways to reassure; are first responders already on the scene.
5. Direct recipients to other sources for on-going information, such as the STC Alert Page.
6. When possible, use the same person to record each message related to an event.
7. Add automated National Weather Service alerts to your mass notification service.
8. Make sure you have the ability to manage the emergency using mobile technology in case you have to cope with a crisis from an off-site location.
9. Send alerts with zero retries. The time lapse between second and third attempts can result in warnings being delivered after weather conditions have changed.

INCIDENT PLANNING STRATEGIES

Response Checklists

BEFORE INCIDENT
- Keep EOP updated annually
- Keep BCP updated annually
- Ensure everyone is trained on the plan, ICS roles and responsibilities
- Ensure EOC is up to date, current building maps available, contact numbers updated
- Conduct regular training and exercises
- Is there a plan in place to contact employees before and after a disaster?
- Evaluate need for Emergency Information Hotline for employees or need for a Call Center
- Is there a media plan in place?
- Maintain relationships with other institutions
- Is IT prepared for the network draw and telephone system use during a crisis
- Are personnel, financial, aid, enrollment records protected
- Procurement contracts in place?
- Who is designated to handle financial matters with FEMA, Insurance?

DURING INCIDENT
- President is the face of the College
- Communications/Public Information can prepare messages in advance
- One message and always verify facts before releasing information

- Communicate, Update, Share Information often
- STC Alert and webpage continuously update
- Ensure physical and emotional safety of everyone
- Seek assistance from others as needed
- Be prepared to document incident for cost recovery purposes
- Be prepared to establish a Call Center
- Document everything, photos, video, ICS forms, receipts
- Track everything, such as, labor, lost labor, service costs
- Pay all disaster related expenses from the fewest number of accounts
- Be prepared for support from government and volunteers
- Be prepared to minimize loss to enrollment through COOP for classrooms, etc.

POST INCIDENT
- Safety First Always
- Effectively Communicate and Calm/Patient
- Understand emotional and traumatic needs of campus
- Establish counseling as needed
- Some employees may need flexible work schedules
- Thank employees and campus for their efforts
- In traumatic situations a memorial may be appropriate
- People need an opportunity to express emotions and feelings
- Don't let the tragedy define the College
- Post disaster improvements can lead to infrastructure improvements, review Master Plan

Reference Materials
National Weather Service Weather Safety Planning Website
http://www.weather.gov/safety

The Presidential Role in Disaster Planning and Response: Lessons from the Front
http://www.scup.org/asset/48682/scup-heery-lessonsfromthefront.pdf

Psychological First Aid for Students and Teachers: Listen, Protect, Connect-Model & Teach
http://rems.ed.gov/docs/HH_Vol3Issue3.pdf

Lessons Learned from Hurricanes and Explosives (Campus Law Enforcement)
http://www.iaclea.org/visitors/PDFs/LessonsLearnedReportFinal.pdf

Learning from a Disaster: Gulf Coast Colleges and Universities: The Lessons Of Hurricane
Katrina
http://icb.uncf.org/LinkClick.aspx?fileticket=vcZuVV%2BdLWw%3D&tabid=160&mid=511

Action Guide for Emergency Management at Institutions of Higher Education
http://rems.ed.gov/docs/REMS_ActionGuide.pdf

Hoping for the Best While Preparing for the Worst (Disasters, Emergencies, Community Colleges)
http://www.league.org/league/projects/homeland_security/files/HopingfortheBest_final.pdf

Secret Service: Final Report and Findings Safe School Initiative
http://www.secretservice.gov/ntac/ssi_final_report.pdf

Secret Service: Threat Assessment in Schools
http://www.secretservice.gov/ntac/ssi_guide.pdf

Secret Service: Prior Knowledge of Potential School-Based Violence
http://www.secretservice.gov/ntac/bystander_study.pdf

Campus Safety Links
http://www.margolishealy.com/resources/category/presentations_publications_white_papers/

Social Media in School Emergency Management
http://rems.ed.gov/docs/Training_SocialMediaInEM.pdf

DEPARTMENT RESPONSE PLANNING

Development of Department Response Plans
Every department, center and facility within the Savannah Technical College must evaluate the need for the development of specialized response plans to provide direction in the event of an emergency.

To that end, specialized plans shall be consistent with the guidelines established in the Comprehensive Emergency Management Plan and College Policy.

Recommended Content for Emergency Response Plans
The following information represents the minimum content for such plans and can be used as a starting point in the development of any specialized response plan.

- Identify the individuals and alternates in your area with specific responsibilities
- Develop communication procedures with emergency call rosters and then continuously update the contact information
- Review the Comprehensive Emergency Management Plan and other information sources with all employees
- Identify the threats and put in place simple response directions for staff
  - What would you do for each threat?
  - Where are your secure "Shelter in Place" areas?

- o Have you trained staff for each threat?
- o Do you have facility maps and instructions?
- o Where are your designated evacuation points outside the building?
- o Do you discuss emergency protocols in your staff meetings?
- Identify assets, such as equipment, computers, vital records, etc.; what protective action scan you take to assure their safety
- Seek out and provide training to reinforce emergency actions
- Do you have a "Go Kit" in case you must relocate or lose power
- What staff would return to campus following a disaster?
- How would you accomplish your role after a disaster? (Payroll, benefits, media releases, or emergency purchases)

Possible areas of the college needing Emergency Response Plans

Each College Building	Each College Department
Each Satellite Campus and Location	Physical Plant, Facilities, Planning
Campus Security	Library
Information Technology	Human Resources
Business Office and Purchasing	Financial Aid
Student Affairs	

Evacuation

This annex focuses on procedures executed to evacuate all constituencies from buildings, facilities and grounds associated with the technical college.

EVACUATION PROTOCOL

Evacuation of all or part of the campus may be necessary should an emergency situation arise which threatens the safety of the campus community. An evacuation will normally be signaled by sounding the fire alarm or, in some cases, by notification from College Police Officers and Public Safety Officers or other college administrators.

In an evacuation, individuals will be moved at least 1000 feet from the danger point. The evacuation will be supervised by College Police and Public Safety Officer Personnel or other college administrators and will be directed through the safest and fastest route of travel. Normally the existing roadways and sidewalks will be used; however, should these routes not be accessible the most direct and safest route should be taken.

1.1   Primary Evacuation/Reunification Point 1 – White Bluff Campus

When evacuating the Savannah campus, the primary point for reunification will be the park on Alpine Dr.. College Police and Public Safety Officers and local emergency services personnel will act as guides.
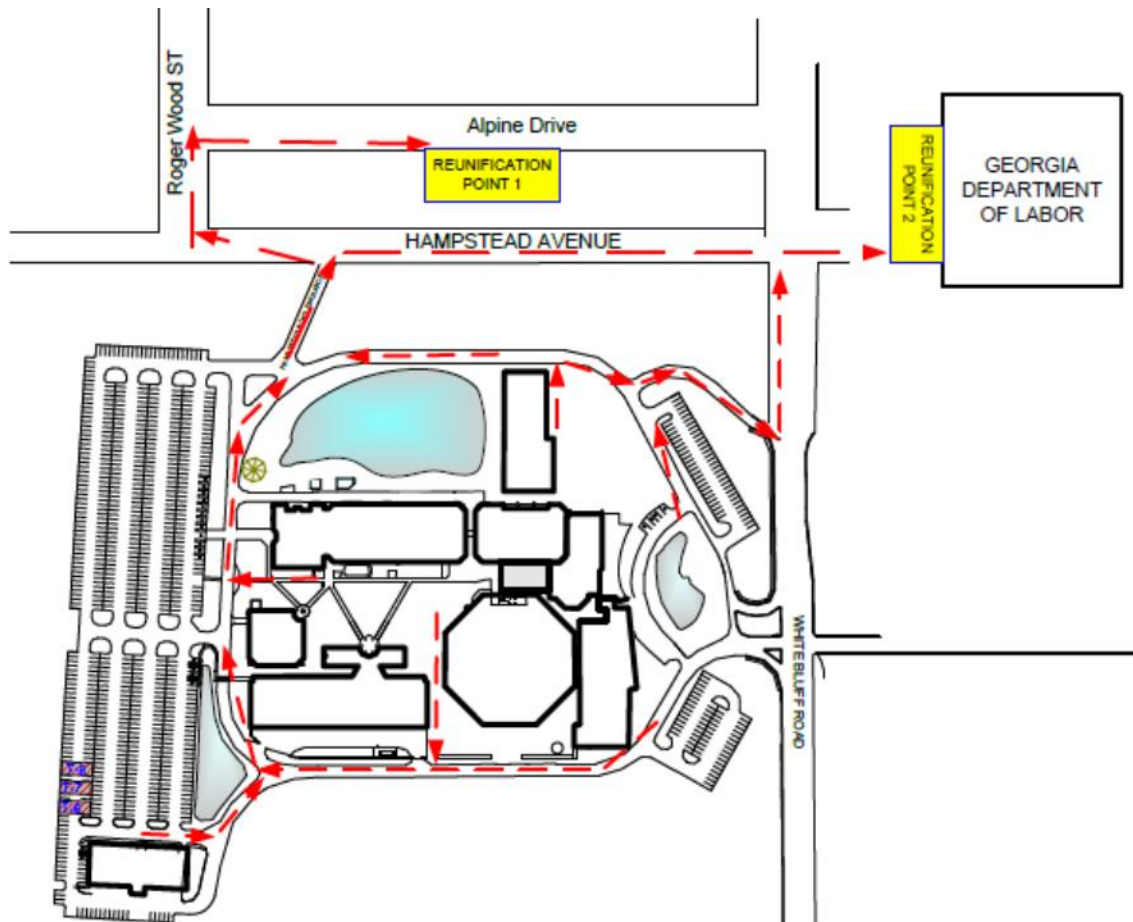
1.2   Secondary Evacuation/Reunification Point 2

Should the primary evacuation route or reunification point be blocked or unusable, a secondary reunification point will be established in the GA Department of Labor site just north of the college on White Bluff Road. The evacuation route to this point will be by use of the city sidewalk on White Bluff Road, north to Hampstead Street, crossing White Bluff Road at the traffic light, and entering onto the Labor Dept. property.

1.3   Accounting for all persons

1.   Instructors will take attendance and ascertain that all students in their care are accounted for.

2.   If a student is missing, question remaining students to help determine the student's location. Do not go back into Evacuated Buildings to search for missing students.

3.   Instructors will provide the Police Supervisor with an oral report of the status of their students. (Examples: "Room 7214 all accounted for, no injuries"; "Room 7216, two students with injuries.")

4.   Describe seriousness of the injury and provide names of students missing and unaccounted for.

5.   If no Police Supervisor has reported to the evacuation point within ten minutes of the evacuation, a faculty member will be designated to gather reports for your building.

6.   Deliver the written status reports to police personnel and return to your assembly area.

Both the primary and secondary reunification points are located at least 1000 feet from the campus and are large enough for evacuees and emergency services staging.
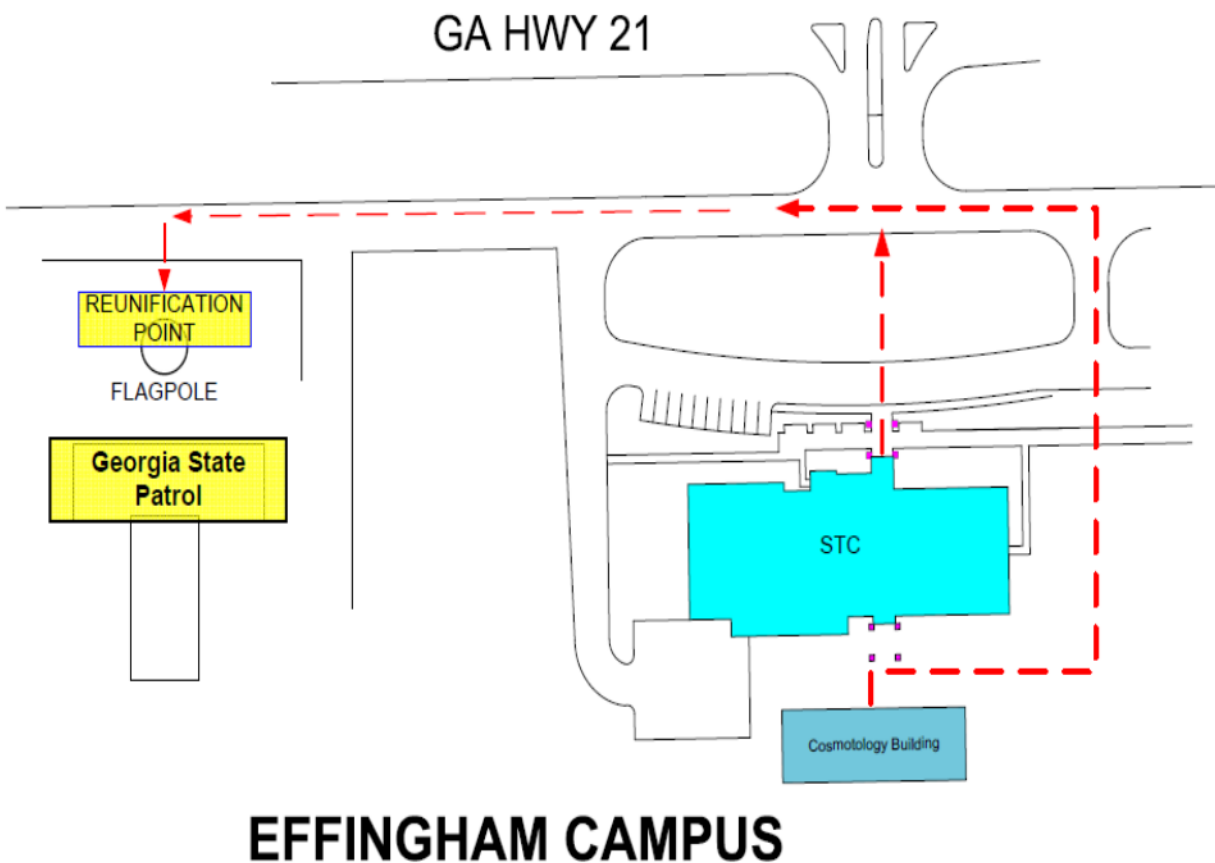
1.1 Primary Evacuation/Reunification Point – Liberty Campus

When evacuating the campus the primary point for reunification will be the State Patrol driving range south of the Campus. Campus Police and Public Safety officers and local emergency services personnel will act as guides. Evacuees will leave the building going north to the road and follow the road to the right (east), turn right and proceed to the Reunification Point for staging. No egress will be permitted through the Parking Lots.

EVACUATION PLAN

LEGEND
- Exit route
- Fire Extinguisher
- First Aid Kit

AFTER EVACUATING, MOVE AT LEAST 100 FEET FROM ALL STRUCTURES

1.1   Primary Evacuation/Reunification Point – Effingham Campus

When evacuating the campus the primary point for reunification will be the State Patrol Office Flag Pole west of the Campus. Campus Police and Public Safety officers and local emergency services personnel will act as guides. Evacuees will leave the building going north to the road and follow the road to the left (west) turn left towards the Flag Pole and proceed to the Reunification Point for staging. No egress will be permitted through the Parking Lots.

GA HWY 21

REUNIFICATION POINT

FLAGPOLE

Georgia State Patrol

STC

Cosmotology Building

EFFINGHAM CAMPUS

1.1 Primary Evacuation/Reunification Point (For Crossroads Campus)

When evacuating the Crossroads campus, the primary point for reunification will be the Aviation Building. Staff, Faculty, College Police and Public Safety officers and local emergency services personnel will act as guides. Evacuees will leave the building and utilize the path around the pond to the Reunification Point for staging. No egress will be permitted through the Parking Lot.

1.2   Primary Evacuation/Reunification Point (For Aviation Building)

When evacuating the Crossroads campus, the primary point for reunification will be the Crossroads Campus. Staff, Faculty, College Police and Public Safety officers and local emergency services personnel will act as guides. Evacuees will leave the building and utilize the path around the pond to the Reunification Point for staging. No egress will be permitted through the Parking Lot.

EVACUATION FOR DISABLED PERSONS

This section provides general guidelines for evacuation procedures for persons with disabilities who may have difficulty exiting during fire and other building emergencies. Some of the guidelines may not apply in every circumstance.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make any emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and 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.

After an evacuation has been ordered:

1. Evacuate people with disabilities, if possible.
2. DO NOT USE ELEVATORS, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.
3. If situation is life threatening, call 911.
4. Check on people with special needs during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (coworkers/neighbors) alert them and assist them in an emergency, is a good method.
5. Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
6. Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can be assisted or moved and whether there are any special considerations or items that need to come with the person.

Blindness or visual impairment:
1. Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms.
2. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold on to your arm as you exit, especially if there is debris or a crowd.

Deafness or hearing loss:
1. 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.

2. Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

Mobility impairment:

1. It may 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.
2. If people with mobility impairments cannot exit, they should move to a safer area. Check the college's posted Emergency Response Maps.
3. Notify police or fire personnel immediately about any people remaining in the building and their locations.
4. Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The fire department may determine that it is safer to override the rule against using elevators.
5. 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.

Power outages:
1. If an outage occurs during the day and people with disabilities choose to wait in the building or 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, facility department personnel should be notified so they can advise emergency personnel.
2. If people would like to leave and an evacuation has been ordered or if the outage occurs at night, call campus police (912-443-5200) to request evacuation assistance.

Deny Entry/Closing/Lockdown

This annex focuses on procedures required to secure buildings, facilities, and grounds during incidents that pose an immediate threat or hazard including, but not limited to, crime, bomb threat or the event of a chemical or biological hazard in or around the technical college. In the event of a chemical or biological hazard, all constituencies may be required to move to areas that can be sealed. The primary objective of secure-in-place is to quickly ensure all constituencies are secured in areas away from immediate danger.

Shelter-in-Place/Secure-in-Place

This annex focuses on procedures needed when all constituencies are required to remain indoors, potentially for an extended period of time, because it is safer inside a building or a room than outside. Depending on the hazard, all constituencies may be required to move to locations without windows, or to a designated weather shelter (as in the event of severe weather).

Shelter-in-Place

When there is a threat of criminal violence or an emergency, it may be necessary for you to shelter-in-place. This precaution is to enhance your safety while you remain in your facility. Shelter-in-place means securing your current location by the use of locks, barricades, or means to restrict access to your location. All doors are equipped with school safe devices, to secure the doors in a locked configuration, push the lever into a vertical position. When confronted with an active shooter or other life-threatening situation, remember the word "OUT!"

Get Out!
- *If you hear gunshots or are otherwise alerted to a life-threatening situation, determine if you can safely evacuate the facility.*
- *If it is possible to do so, leave the facility by the closest exit.*
- *Be prepared to respond to the commands of arriving law enforcement officers. Remember that responding law enforcement officers will not be able to tell the "bad guys" from the "good guys." Therefore, be prepared to respond to commands such as "show your hands" or "get on the ground", making certain that your hands are empty at all times.*
- *Understand that law enforcement officers have been trained to respond to active shooters and other emergencies in a particular way. Do not argue with or ignore the commands from law enforcement officers. These officers issue these commands for their protection and the protection of others.*
- *Remember that active shooters and other life-threatening incidents are rapidly evolving, fluid events. Public safety and College officials must often make split-second decisions in how they respond to events.*
- *Go to a predetermined assembly point when you evacuate. This allows for the accountability for all individuals in classrooms or offices.*
- *Do not re-enter a facility until allowed by a law enforcement officer or College official.*

Call Out!
- *Regardless of whether you evacuate or shelter-in-place, call for help.*
- *Call the College's Police emergency number at 912-443-5200 or 911.*
- *Be prepared to stay on the telephone line and give your location, a description of the events and their location, and what you see or hear. Also, give your name and telephone number.*

Hide Out!
- *If you cannot safely evacuate an area, then you should shelter-in-place.*
- *Stay low to the ground and conceal yourself behind desks or other objects. Understand that concealment is not cover and that bullets may penetrate walls, desks, and other objects.*
- *Cover windows so a shooter cannot see into a room.*
- *Turn out the lights so that people and objects in the room are not illuminated.*

- *Unless you are calling for help, turn off your cellular telephone and other noise-emitting objects that can reveal your location.*

Keep Out!
- *Secure your room by locking the door using the School Safe Latch.*
- *If you cannot lock the door, barricade access by placing a large desk or other object that restricts access to your location. If necessary, stack furniture against the door.*
- *If necessary, two or more people can hold a table or desk against a door to prevent entry.*
- *Keep the room secured until law enforcement officers arrive to evacuate you.*

Take Out!
- *Do not be passive regarding your safety. If a shooter enters your area, be prepared to take him or her out!*
- *Remember that the only thing a shooter cares about is shooting people.*
- *Be prepared to move to action. While a shooting event is terrifying, do not let panic and fear control you. One person moving to action can motivate others.*
- *Do not accept that you are a victim. Do something to facilitate your survival.*
- *Use books, chairs, and other objects that can be thrown or used to distract or incapacitate a shooter.*
- *Yell, scream, kick, and punch at the shooter. A shooter may not be prepared for someone fighting back and these actions can take him or her by surprise.*
- *Work with others in the room to "gang tackle" a shooter and hold him or her until help arrives.*

Other Considerations:
- *Check for text messages, or monitor the online news center*
- *If you are outside, take cover until it is safe to enter a facility.*
- *During an emergency, access to certain areas of campus may be restricted. Do not intentionally go to a part of campus where an emergency is occurring. Be aware that some roads may be closed. Wait until you are notified that it is clear to enter the affected area.*
- *Unless you are calling for help, do not use your cellular telephone. Responding public safety officials may need to use the cellular telephone for emergency communications. Too many callers can overwhelm the cellular telephone tower and prevent emergency communications.*

  When sheltering for extended periods of time, each building is equipped with emergency lighting, restroom facilities and water fountains. All buildings are accessible for individuals with disabilities and all stairwells are equipped with disability evacuation chairs in the event elevators are not available. Each campus is equipped with an Automated External Defibrillators and stop the bleeding kits located on each floor of each building.

Shelter Locations:

Designated Shelter in place locations for weather related events are the first floor interior restrooms and mechanical rooms without windows. Alternate shelter in place locations would be hallways and stairwells away from doors and windows

Information Collection, Analysis, and Dissemination

During the course of normal daily operations, local conditions are monitored via internet websites and/or NOAA weather radios, law enforcement alerts, and local crime reports.

Sources include, but are not limited to the following:

- National Oceanic and Atmospheric Administration: http://www.noaa.gov/
- National Weather Service: http:www.weather.gov/
- Georgia Emergency Management Agency/Homeland Security: http:www.gema.ga.gov/
- Chatham County Chatham Emergency Management Agency (CEMA) – 912-201-4500
- Effingham Emergency Management Agency (EEMA) – 912-754-8200
- Liberty County Emergency Management Agency (LEMA) – 912-368-2201

One important emergency function is to collect, analyze and properly disseminate situational information to the faculty/staff, and personnel to make operational decisions for current and future operational periods. In order to obtain true and accurate situational information, all organizational units within the campus community and personnel must provide updates, damage assessments and resource status reports to the college President or designee. Prior to public release of data, information must be vetted; particularly in the event of criminal activity. Information regarding an incident is to be released only on a need to know basis Effective communication during a crisis situation is vital. Effective communication will assist in ensuring the safety of students, faculty, staff, visitors, and neighbors of Savannah Technical College. In the event of internal and external mass notification, the college will utilize the **Savannah Informacast and Regroup Systems** to provide critical notification services. This system has the ability to alert and convey accurate information to the college's community and concerned constituents. Various methods may be utilized to notify the campus community of a potential emergency situation or provide updated information about the status of an incident, including:
- E-mail
- Campus Telephone System
- Web page
- Voice mail messaging
- Regroup Emergency Alert System
- Media Broadcast
- Informacast Communication System

Accounting for All Persons

This annex focuses on procedures for accounting for the whereabouts and well-being of all constituents and identifying those who may be missing.

Accounting for all persons
1. Instructors will take attendance and ascertain that all students in their care are accounted for. They will coordinate the evacuation of their classrooms, taking the designated route for their building to the Reunification Point. They will stay with their students.
2. Once at the Reunification Point If a student is missing, the instructor will question remaining students to help determine the student's location. Do not go back into Evacuated Buildings to search for missing students.
3. Instructors will provide the Reunification Point Coordinator with an oral report of the status of their students. (Examples: "Room 7214 all accounted for, no injuries"; "Room 7216, two students with injuries.")
4. If there is an injury describe the seriousness of the injury, and provide names of students missing and unaccounted for to the Reunification Point Coordinator.
5. The Reunification Point Coordinator will report the results of the report on students to the Chief of Police/Incident Commander at the Incident Command Center.

Communications and Notifications

This annex focuses on procedures related to communication and coordination during emergencies. Included are procedures for internal communication with all constituencies as well as families; and communication with external stakeholders both before and after an emergency.

While schools are public buildings, they are not necessarily open to the general public. Generally, administrators are not under a constitutional obligation to allow media personnel on campus. The media can serve as a great resource for information dissemination during a crisis. In order to utilize this tool, the College must provide factual response information to the media as quickly as possible during a crisis. Emergency/Disaster Preparedness Plans should be coordinated in advance of an incident with local media representatives to facilitate an efficient community response during a college-related crisis.

1. Advance Preparation.

The Executive Director for Institutional Advancement & Communications is designated as a media spokesperson at the crisis site. This person should be intimately familiar with the College's Emergency Operations Plan. The Executive Director for Institutional

Advancement & Communications will respond to and facilitate inquiries and requests for interviews. The Executive Director for Institutional Advancement & Communications in concert with the Campus Police will determine safe and appropriate staging areas for media personnel near the school for use during a crisis. Depending upon the size of the incident, the media response may be overwhelming in numbers of people and equipment arriving on the scene.

2.   Communications and Warnings

Media personnel often monitor radio frequencies of local police agencies. It is certain that local media will have immediate knowledge that a crisis has occurred at the College and will respond quickly. The Executive Director for Institutional Advancement & Communications will be prepared for this response and use the media to provide updates to the public, as information becomes available.

3.   Response Protocol

If a college related crisis occurs the media spokesperson or liaison should immediately begin providing the media with factual information, preferably a written statement, which needs to be transmitted to the community. The College will make every effort to keep the names of any injured students and/or staff protected until the families of the victims have been notified.

The media spokesperson should make certain every media member receives the same information.

The media spokesperson should be accurate. If uncertain of the facts, do not release information. If necessary, refer media to appropriate sources.

- Set limits for time and location of media briefings.
- When handling interviews:
- Ask in advance what specific questions will be asked.
- Do not say "no comment." If an answer is not known, offer to get information and get back with them.
- Do not speak "off the record."
- Keep answers brief and to the point.
- Emphasize positive actions being taken. Turn negative questions into simple, positive statements.
- Ensure that the sensitivities of those who are touched by the crisis are respected.
- Before agreeing to have staff members interviewed, obtain their consent.
- Students under the age of 18 should not be interviewed on campus without parental permission.
- Let law enforcement handle any questions regarding criminal investigations. The school spokesperson should focus on what the school administration is doing.

Business Continuity

This annex focuses on procedures to ensure essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (e.g., payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

See STC Business Continuity Plan 2021

Emergency Management Team

The STC Incident Management Team, which consists of the above ICS elements, will provide leadership to the overall emergency response to any campus emergency. The Campus Leaders will function as a team to provide assistance directly to designated buildings, areas, and locations.

The STC Emergency Management Team (EMT) will be fully or partially activated, based on the type and nature of the incident, in order to manage the operational aspects of the College's response to an emergency situation.

Additional Roles and Responsibilities

In addition, to the STC Emergency Management Team (EMT) identified above, the following roles are considered critical to the emergency management response of the College. These organizational roles through their leadership positions on campus or at a center provide representation to virtually every area, department, building and location of the College.

A. Campus Leaders

1. **Vice Presidents** are responsible for multiple departments and large areas within the College.

2. **Deans** are responsible for Academic Departments sometimes multiple buildings and areas.

3. **Directors** are responsible for College Programs, Departments, and sometimes satellite centers or locations.

4. **Supervisors** oversee smaller units within the College or specialized work groups and areas.

B. Roles of College Departments and Divisions

Each Department and Division within the College serves a critically important role in the preparation for and continued operation of the campus during an emergency situation.

a. Administrative Services

- Maintain and re-fuel emergency generators and other required equipment/supplies
- Relocation of mobile assets to the secure areas
- Secure containers/items on campus to prevent flying objects
- Prepare facilities for damaging conditions
- Assist with damage assessment
- Be prepared to answer questions when College is closed
- Maintain employee benefits
- Prepare for emergency procurements
- Maintain records for potential reimbursement
- Ensure maintenance of payroll process
- Maintain Financial Aid processes

- **Information Technology**

- Implement appropriate plans to back-up information
- Maintain operational phones, computers, network and wireless technology, and network and data security
- Support security cameras and access card systems

- **Communications and Public Information**

- Support EOC Operations
- Prepare messages for campus closures
- Prepare for Rumor Control
- Assist Executives with information messages
- Maintain website with current information regarding campus status
- Assist STC Alert situational awareness

- **Academic Affairs**

- Support faculty and staff to support classroom needs
- Be prepared for campus closing and opening
- Identify which programs are prepared to start again
- Status of Library and Academic Areas
- Direct movement to online classes, if needed

- **Student Affairs**

- Support student needs
- Support Mental Health and Disability Services
- Support Enrollment Services

In addition to these roles, **the Business Continuity Plan** may be utilized to provide direction regarding how the essential functions of the College will be handled during an emergency or situation that may significantly disrupt normal operations or leave college facilities damaged or inaccessible.

Efforts Made to Restore Normalcy

Phases of Emergency Management
There are four distinct phases of an emergency management process.
   - Mitigation/Prevention
   Efforts made to reduce the impact of an emergency
   - Preparedness
   Activities performed prior to an emergency to prepare
   - Response
   Actions taken to accomplish mission priorities
   - Recovery

   Every member of the college has a role in one or more of these phases in working as a team to ensure the safety and security of the campus.

Recovery

This annex focuses on how a technical college will recover from an emergency. The four most fundamental kinds of recovery are academic recovery, physical recovery, fiscal recovery and psychological and emotional recovery.

Academic Recovery:

The Academic recovery process will be directed by the VP of Academic Affairs as approved by the President.

Physical Recovery:

The VP of Administrative Services will direct the physical recovery of the campuses as approved by the President.

Document assets in order to assess damage.
1. Identify personnel with expertise concerning assets, and how and where records will be accessed for verification after an emergency.
2. Provide for the sheltering needs of individuals living on campus.
3. Address research facilities that contain sensitive information, materials, or animals.
4. Coordinate with utility and insurance companies before an emergency to support recovery.

Fiscal Recovery:

The VP of Administrative Services will direct the Fiscal recovery of the campuses as approved by the President.

1. Identify leadership to be included (e.g., the president, chief business officer, personnel director, and risk manager).
2. Communicate timely and factual information regarding returning to work or studies.
3. Identify sources for emergency relief funding.

The VP of Student Affairs will direct the Psychological and Emotional Recovery efforts for the campuses as approved by the President.

1. Identify leadership and provide counselors.
2. Identify location of counseling and psychological first aid.
3. Create a calm and supportive environment, share basic information about the emergency, provide psychological first aid (if trained), and identify those who may need immediate crisis counseling.
4. Secure a sufficient number of counselors and others trained in psychological first aid in the event of an emergency for immediate, short-, and long-term counseling needs of students, faculty, staff, and families.
5. Handle commemorations, memorial activities, or permanent markers and/or memorial structures (if any will be allowed), including concerns such as when a commemoration site will be closed, what will be done with notes and tributes, and how students will be informed in advance.
6. Determine how to strike a balance among honoring the loss, resuming routines and schedules, and maintaining hope for the future.
7. Provide plans for dealing with mass casualty incidents.

A. Exercises

The STC Campus Safety Coordinator is responsible for the development, implementation and maintenance of the annual exercise schedule.

• The STC Mass Communications/Alert System will be exercised each semester in order to evaluate the various system technologies.

• An exercise of the EOP will be conducted annually to evaluate response capabilities and areas for improvement.

Armed Intruder Exercise: Savannah Technical College recognizes the imperative requirement from the TCSG System Office with regard to participating in an Armed Intruder Exercise. The Armed Intruder Training exercise will be held (Fall Semester) annually in conjunction with local law enforcement agencies, as well as other emergency services.

Exercise/Drill Schedule

STC Mass Communication/Alert System exercise each semester

Active Shooter Training Drill conducted annually

Introduction to Exercises
http://training.fema.gov/EMIWeb/IS/IS120A.asp

Exercise Evaluation and Improvement Planning
http://training.fema.gov/EMIWeb/IS/IS130.asp

Exercise Design
http://training.fema.gov/EMIWeb/IS/is139.asp

B. Hurricane Family Plan
Prior preparation for a hurricane is an essential element to protecting your family, pets and home. If you are needed at STC it is important that you know your family will be safe. Take the time to complete a disaster preparedness training course and a hurricane family plan.

FEMA Disaster Preparedness
https://www.STC.fl.edu/Current/Academics/WorkforceDevelopment/Training/ConstructionTrades/Pages/FEMA-Disaster-Course.aspx

Are You Ready? A Guide for Citizen Preparedness
http://training.fema.gov/EMIWeb/IS/is22.asp

Animals in Disasters: Awareness and Preparedness
http://training.fema.gov/EMIWeb/IS/is10a.asp

Administration, Finance, and Logistics

The Vice President for Administrative Services and the staff of the business office will be responsible for all types of emergencies, as well as, general policies for managing resources. **Specifically the department will be accountable for:**
1. Processing emergency related purchases and arranging delivery
2. Coordinating procurement of supplies and equipment to support emergency operations
3. Notifying Resources Coordinator of gifts and donations
4. Establishing system to process and distribute pay to employees
5. Activating telephone tree call-down list (tree) to alert personnel
6. Coordinating financial matters and records
7. Coordinating insurance and risk management activities
8. Overseeing property control and protection
9. Handling emergency purchasing
10. Maintaining written record of emergency actions

The Business Continuity Plans and Disaster Recovery Plan for the college covers areas of administrative controls, security of systems and records, and plan for implementation of needed functions in the event of a disaster.
See current BCP-Business Continuity Plan and Disaster Recovery Plan for the College.

Plan Development and Maintenance
This EOP is developed with input from across technical college constituencies and in collaboration with external stakeholders and evaluated at minimum once each year or more frequently should emergencies or organizational structure changes dictate. Training, drills and exercises will be conducted periodically to ensure that all members of the college community understand how to carry out the provisions of the plan. In order to provide normal operations following an emergency or disaster, essential records must be protected, e.g., vital statistics, operational plans, resources data, casualty/injury/damage list, authorities, and personnel records must be protected. Records will be maintained in an area designated by the Vice President for Administrative Services, a pre-designated location or in a location designated by the President.

The Chairperson of the Campus Safety Coordinator shall be responsible for maintaining, updating, distributing all changes to this plan, and initiating additional actions, as deemed necessary to effectively implement this plan.

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

Authorities and References

Public Safety on the campus of Savannah Technical College has been assigned to Savannah Technical College (STC) Police Department per the authority of the Technical College System of Georgia (TCSG) effective July 2016.

Related Authority
Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education. June 2013. U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, Federal Emergency Management Agency. Available at http://rems.ed.gov/docs/REMS_IHE_Guide_508.pdf.

National Incident Management System (NIMS) Implementation for Schools and Institutions of Higher Education (IHEs) Webpage. Available at http://rems.ed.gov/display.aspx?page=resources_NIMS.

2015 Georgia Emergency Operations Plan (GEOP); Georgia Emergency Management Agency (GEMA). Available at http://www.gema.ga.gov/Plan%20Library/GEOP%20-%20Base%20Plan%20(2015).pdf

Federal Emergency Management Agency (FEMA) Emergency Management Institute training. Available at http://training.fema.gov/IS/NIMS.aspx

Georgia Pandemic Influenza Planning advisement document. Available at http://health.state.ga.us/pandemicflu/doc/Georgia%20Pandemic%20Influenza%20Standard%20Operating%20Guide%206-7-06.pdf

Guide for Developing High Quality Emergency Operations Plans for Institutions of Higher Education. June 2013. U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, Federal Emergency Management Agency. Available at http://rems.ed.gov/docs/REMS_IHE_Guide_508.pdf

National Incident Management System (NIMS) Implementation for Schools and Institutions of Higher Education (IHEs) Webpage. Available at http://rems.ed.gov/display.aspz?page=resources_NIMS.

National Response Framework (NRF) http://www.fema.gov/national-responseframework

Presidential Policy Directives 8 (PPD-8) http://www.dhs.gov/presidential-policy-directive-8-national-preparedness

Public Health, Medical and Mental Health Annex

This annex focuses on procedures to address emergency medical (e.g., first aid), public health, and mental health counseling issues. These efforts should be coordinated with

the appropriate emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives. (Mental health needs after an emergency are addressed in the Recovery Annex.)

Each building on all campuses has an AED and Stop the Bleeding Kit on each floor and maps are posted showing the location of the devices/equipment.

Police Personnel have all received training in CPR/AED/Stop the Bleeding. In addition to the police, many faculty from Health Sciences are qualified to administer First Aid pending arrival of EMT personnel. Staff that wish to receive their certification in CPR can contact the police department for training.

The STC Exposure Control Coordinator is appointed by the Dean of Health Sciences and communicates and reports information about outbreaks or epidemics or other unusual medical situations to the local/state health authorities.

The CARE Team meets in response to mental health issues and refers individuals to appropriate providers when necessary.

Security Annex

This annex focuses on procedures implemented on a routine, on-going basis to secure the technical college from criminal threats originating from both inside and outside. This includes efforts done in conjunction and cooperation with law enforcement agencies.

The STC Police Department coordinates with all area first responders and participates in information sharing about security threats to all of the campuses. The Police Department maintains police presence on all campuses during business hours and has on call response at other times.

Rapid Assessment Annex

This annex focuses on procedures to be implemented when the technical college is notified of or becomes aware of an occurring or impending emergency situation.

Courses of Action

The local 911 responding unit and impacted campus police officer will dispatch the appropriate resources to the incident scene. The first responding campus police officer is responsible for safely assessing the scene for threats, report known threats to other responding officers, and confirm the emergency severity and type to the dispatcher.

1. Hazard Type
   - What is the hazard? (room fire, tornado, hurricane)

- What is the impact to STC? (minor, major, disaster)
- What is the potential for the situation to worsen?
- Is the situation under control?

2. Life Safety/Property Protection
- What is the potential for death?
- What is the potential for serious injury? What is the potential for minor injury?
- What is the potential for damage?
- What is the potential for disruption to normal course of business?

3. The dispatcher is then responsible for contacting the appropriate campus police administrator to initiate the major emergency notification process as outlined in the Emergency Operations Plan.

4. Once the appropriate college personnel are notified of an incident, the threat assessment process begins. Campus and district personnel must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements of information should be used to assist in the threat assessment process:
- Type of incident/location of incident.
- Time of incident.
    Information received from local law enforcement, fire rescue agencies, and from college police officer on scene.

INITIAL SAFETY INSPECTION PROTOCOLS AND FORM

Implementation of Safety Inspection Protocols
A Safety Inspection (to assess damage and safety) is a critical function that must be addressed during a disaster. The initial safety inspection is what triggers the need for a Presidential Disaster Declaration, as well as Individual and Public Assistance through the Federal Emergency Management Agency.

Safety Inspections are usually conducted in two steps:

1. The first step is a visual assessment that places structures in one of the following categories: destroyed, major or minor damage, or unaffected. This information is used to begin the preliminary evaluation of the impact the disaster event has had on our campus and satellite centers.

2. Following this a more detailed assessment is conducted which may involve the use of structural engineers and other certified or licensed professionals. This more detailed process is coordinated by the Physical Plant, Facilities and Construction Department.

- Reports of property damage in total numbers and degree of damage (destroyed, major, minor) are required

- Reports on total dollar losses in terms of current replacement or repair costs and the uninsured portion of the dollar loss are also needed. The dollar amount is the best estimate of the total replacement cost of each type of property
- Building inspection procedures established by the Facilities Management should be followed
- Information should be recorded on the appropriate forms
- Forms A and B are used to record the safety assessment information for external and internal structures
- Attach as many Form B's as needed to one Form A per building
- Buildings should be placarded appropriately
- Areas with safety concerns should be cordoned off
- Engineers should be consulted whenever possible regarding structural safety
- Although assessment teams are expected to use their professional expertise in making cost projections, they should also be aware that they are making estimates
- Safety assessment coordinators are responsible for:
  - Directing their agency's safety assessment operations
  - Assigning personnel to field inspection tasks
  - Reviewing safety assessment information submitted by field personnel for thoroughness and credibility
  - Compiling safety assessment information by county and submitting it to the EOC

BUILDING EXTERIOR INITIAL SAFETY INSPECTION
FORM A

Building Name   Building #
Assessment by (sign)   Date
Storm or Incident Name

Building Area	Cause*	Damage Comments	Photo	Immediate Action
Roof				
Soffits				
Gutters				
Entry				
Stairs				
Landscape				
Walls				
Fences				
Gates				
Power				
Other				

Action Required/Comments:

*Cause Code
I = Impact; F = Flood W = Wind, L= Lightning, DR= Wind-Driven Rain/Leaks, WD = Water through Storm-Related Building Damage/Failure

BUILDING INTERIOR INITIAL SAFETY INSPECTION
FORM B

Building Name   Building #
Assessment by (sign)   Date
Storm or Incident Name

Room #	Cause*	Damage Comments	Photo	Immediate Action
Carpet				
Floors				
Walls				
Ceiling Tile				
Ceiling Other				
Windows				
Built-Ins				
Furnishings				
Light Fixtures				

HVAC
Other

Action Required/Comments:

*Cause Code
I = Impact; F = Flood W = Wind, L= Lightning, DR= Wind-Driven Rain/Leaks, WD = Water through Storm-Related Building Damage/Failure

Hazard-Specific Annexes

The Hazard-Specific annexes address specific hazards to the individual technical college. In the Emergency Operations Plan, the identification and prioritization of hazards is accomplished within the formal Business Continuity Plan; specifically within the Hazard Vulnerability Assessment Instrument. The Hazard Vulnerability Assessment Instrument addresses natural hazards (including, but not limited to, tornado, winds, thunderstorm, winter weather, floods/dam failure, wildfires, lightning, drought, hurricane, earthquake; technological hazards (including, but not limited, to structural collapse, utility failure, power failure, network failure/cyber attacks, telecommunications failure, major fire, vehicle/air/train accident; biological hazards (including, but not limited to, disease and contaminated food outbreaks; as well as adversarial, incidental and human-caused hazards (including, but not limited to, civil disorder, terroristic threat, hazardous materials, armed intruder, and hostage situation). Once identified, each of these hazards is individually assessed as to their probability, business continuity impact and financial impact.

Specific procedures as well as corresponding documents that address the hazards identified by the college, are described in the following individual technical college identified annexes.

FIRE/SEVERE WEATHER, ACTIVE SHOOTER DRILLS, AND EMERGENCY EVACUATIONS

To help assure your safety, all college buildings have clearly marked and illuminated emergency exit signs which indicate evacuation routes. In some buildings, these signs remain illuminated at all times; in other buildings, they become illuminated when a fire alarm is activated. The college regularly tests the lighting in these signs to assure that it is adequate day and night.

In order to acquaint everyone with the sound of the fire alarm and the exit routes to be followed in an actual emergency, the college may conduct announced fire drills, severe weather drills, an active shooter drills each academic year. It is each employee's responsibility to make sure he/she knows the proper evacuation routes. Additionally, faculty members and supervisors assume the role of monitors/coordinators for their students and subordinates during such drills or actual emergencies. Therefore, faculty members/supervisors should:

1. Inform students/subordinates of the location of and routes to area exits prior to an emergency.
2. Inform students/subordinates of the location of the nearest fire extinguisher prior to an emergency. If a fire is small, contained, you are trained with the use of a fire extinguisher, and you are not compromising your safety, you may try to extinguish it.

3. Instruct students to evacuate calmly and quietly when notified by fire alarm activations or by the campus police officer. Ensure that priority is given to safety. Take only your essential belongings with you. Assist with evacuating persons with disabilities.
4. Ensure that classroom/office doors are closed and overhead lights turned off after everyone has evacuated.
5. Instruct students/subordinates to walk, not run, during evacuation.
6. Advise students/subordinates to use the stairs, not elevators, during evacuation.
7. Assemble as a group at least 150 feet away from the building. Do not assemble near fire lanes, hydrants, doors, and streets, where you might impede the access of emergency responders. Instructors/supervisors shall report anyone unaccounted for to the college police department immediately.
8. Remain as a group and wait further instructions. The campus police officer will inform all concerned when the building is safe for re-entry.
9. Prohibit smoking during all phases of evacuation.
10. If you become trapped in an office or building, try to gain access to a window. If possible, place something at the bottom of the door to reduce smoke from entering the room. Since smoke rises, remain as low to the floor as possible. And, obviously, communicate your location to the campus police officer any way you can.
11. In the event of an intruder/active shooter incident, refer to section on Deny Entry or Closing (Lockdown).

Additional Note: The Special Populations Coordinator will obtain information from disabled students regarding their preference for method of evacuation—e.g., with or without wheelchairs during an evacuation and will include that information on the faculty notification form. The instructor will identify a primary and alternate student/employee to assist the disabled person during an emergency. Instructors should designate these primary and alternate students during the first class period; supervisors should designate these employees as staff changes.
Additionally, instructors should assign students with disabilities to seats nearest to the door to expedite their evacuation, if this does not interfere with their academic programs.

SEVERE WEATHER

Response Checklists
PREPARATION BEFORE A POTENTIAL IMPACT

PREPARATORY ACTIONS   **"What should I do in advance?"**
- When severe weather threatens the area monitor the media or weather radio
- Specifically monitor the tracking of the storm
- Often the most violent portion of the storm is in the northeast quadrant
- Close all doors
- Instruct faculty, staff and students to remain indoors
- Move everyone to an interior location of the building
- Avoid glass windows and exterior doors
- Shelter in place on the first floor if possible
- **Follow any directions from STC Alert**
- Move valuable assets and equipment to a safe area
- Prepare to protect flood prone areas
- Move loose items outside the buildings inside

National Weather Service link
- http://www.srh.noaa.gov/tlh/

Hurricane: A violent tropical cyclone in which winds reach a constant of sustained speed of74 miles per hour. There may be gusts of up to 200 miles per hour. Spiraling bands of weather associated with a hurricane may extend several hundred miles from the storm.

Hurricane Categories:

Category	Wind Velocity	Impact
1	74-95 mph	Minimal
2	96-1110	Moderate
3	111-130	Extensive
4	131-155	Extreme
5	156+	Catastrophic

Storm Watch: A watch indicates a storm is near and attention should be given to subsequent advisories. It implies a possibility of dangerous conditions within twenty-four (24) to forty-eight (48) hours. A hurricane watch is issued by the National Weather Service when a hurricane is within 72 hours (3 days) of landfall.

Storm Warning: When a warning is announced, conditions are considered imminent and landfall of the storm should be within twelve (12) to twenty-four (24) hours.

ACTIONS AFTER THERE IS AN IMPACT

SITUATION ASSESSMENT   **"What do I have?"**
- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- How many buildings and what size area has been impacted?
- Are any flooding conditions present?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS   **"What do I do?"**
- Notify Campus Police 912-443-5200 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share
- Follow directions from STC Alert
- Follow directions from Campus Leaders and Building Captains, if present
- Identify Danger Zone concerns, restrict access if possible
- Provide assistance to others in need, if safely possible
- Assist disabled, if needed
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Avoid any downed power lines
- Remain calm and reassure others
- Follow commands of emergency responders

SPECIAL CONSIDERATIONS   **"What else do I need to know?"**
- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document relative information

The Hazard

Nature of the Hazard

The term "hurricane" describes a severe tropical cyclone and sustained winds of 74 miles per hour (mph) or greater that occurs along the Gulf or East Coasts, in the Caribbean, or in the

Pacific along the west coasts of Mexico and California or near Hawaii. Tropical cyclones in other areas of the world will have different names (e.g., typhoon).

The hurricane season runs from the first of June until the end of November. Yet hurricanes have occurred in every month of the year.

Hazard Agents

The primary hazard agents associated with a hurricane are the high, sustained winds; flooding from storm surge or heavy rains; battering from heavy waves; and a variety of secondary hazards:

- High Winds. The high winds impose significant loads on structures, both direct wind pressure and drag, and tend to propel loose objects at high velocity.
- Flooding. The hurricane can cause many different types of flooding. Along the coast the flooding may occur from storm surge, wind-driven water in estuaries and rivers, or torrential rain. The flooding can be still water flooding or velocity flooding caused by wave action associated with wind driven water along the coast. The rainfall associated with a hurricane is on the order of 6 to 12 inches, with higher levels common. The rain may precede landfall by hours and may persist for many hours after landfall, causing severe flooding.
- Heavy Waves. The storm may generate waves up to 25 feet high. These can batter the coastline, causing devastating damage to the shoreline itself and to structures near the shore. The velocity of the water moving back and forth undermines the foundations of building and piers by removing the soil from around them. Debris driven inland by the waves can cause severe structural damage; persons exposed to the moving water and debris are likely to receive severe injuries.

Secondary Hazards.

Hurricanes can also cause numerous secondary hazards.

- Tornadoes and electric power outages are common.
- Contamination of water supplies, flooding of sewage treatment facilities, and even dam failure may occur.

Estimating the Force of Hurricanes

The Saffir-Simpson scale is a widely recognized and accepted practical tool planners rely on to estimate the destructive forces associated with hurricanes.

This scale classifies hurricanes into five categories based on wind speed and describes the destructive forces caused by wind, storm surge, and wave action for each category. The categories are listed below.

Hurricane Category Wind Speed (mph)

1 74-95

2 96-110

3 111-130

4 131-155

5 156+

Risk Area

To determine the risk area, each jurisdiction's planning team in the hurricane high-risk States should use the Hurricane Evacuation Technical Data Report, if available, and other local information sources such as maps and historical data on previous hurricanes and other storms

that have caused injuries and/or loss of life, property damage, and disruption of essential services.

Time Phases
Usually, phases correspond to hours before the estimated time of arrival of gale/hurricane force winds, immediate response actions after landfall of hurricane force winds, through termination of all response activities. Typical phases include:
- Awareness. 72-60 hours before the arrival of gale force winds (32-63 mph).
- Stand-by. 60-48 hours before the arrival of gale force winds. It is likely that a tropical storm watch would be issued during this period.
- Response. 48 hours before arrival of gale force winds through termination of the emergency. Hurricane watches and warnings would be issued by the NWS during this period.

Initial actions are started before the beginning of the awareness phase when it appears likely that a specific storm could threaten the jurisdiction. They continue through the response phase. Therefore, provisions should be made, as appropriate, to address the following planning considerations
Determine when response organizations should:
- Be placed on stand-by, partial activation, or full activation.
- Suspend or curtail day-to-day functions and services and focus on emergency response tasks. Ensure response organizations can continue to perform assigned operational tasks throughout all three phases (e.g. secure, disperse, or relocate operations centers, vehicles, equipment, vital records, and other essential resources)
Determine timing for taking action on the following critical concerns:
- Closing the school.
Warning Since hurricanes are typically slow-moving storms, sufficient warning time will be available to allow those people at risk to evacuate and find a safe place to stay before the storm reaches land.

FLOODING

Response Checklists

PREPARATION BEFORE A POTENTIAL IMPACT

PREPARATORY ACTIONS "What should I do in advance?"
- When severe weather threatens the area monitor the media or weather radio. Specifically monitor the tracking of the storm
  - Often the most violent portion of the storm is in the northeast quadrant
- Close all doors
- Turn off electrical equipment, if safe to do so
- Instruct faculty, staff and students to remain indoors
- Move everyone to an interior location of the building
- Avoid glass windows and exterior doors

- Shelter in place on the first floor if possible
- Follow any directions from ATC Alert
- Move valuable assets and equipment to a safe area, if appropriate
- Prepare to protect flood prone areas
- Move loose items outside the buildings inside, if safe to do so

ACTIONS AFTER THERE IS AN IMPACT/FLOODING
    SITUATION ASSESSMENT "What do I have?"
- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?
    National Weather Service link
    - http://www.srh.noaa.gov/tlh/

RESPONSE TACTICS "What do I do?"
- Notify Campus Police 912-443-5200 or 911
- DO NOT call if you do not have important information to share
    Follow directions from STC Alert-

Emergency Operations Plan
- Follow directions from Campus Leaders, if present
- Identify Danger Zone concerns, restrict access if possible
- Do prevailing conditions dictate that you Evacuate or Shelter in Place?
- Provide assistance to others in need, if safely possible
- Assist disabled, if needed
- Account for students and staff
- Move as a group to a safe area, create distance from the
- danger
- Avoid any downed power lines
- Remain calm and reassure others
- Follow commands of emergency responders
- If flooding occurs, avoid contact with water to eliminate the potential for electric shock
- During outdoor flooding on campus, use caution when driving on flooded streets. In some cases excess water pressure in the storm drain may dislodge manhole covers
- If flooding occurs inside a building, be sure to raise electrical equipment off the floor (i.e. computers), if this is safe to accomplish. This may help may help reduce the risk of electrical shock

SPECIAL CONSIDERATIONS "What else do I need to know?"
- Prepare in Advance, Seek Training
- Notify your supervisor when possible and document relative information

ACCIDENTS
Vehicular

If you are involved in or witness any vehicular accident on campus, the following steps should be taken:

1. Check the scene to make sure it is safe for you to respond.
2. Render any immediate first aid that you are qualified to provide. Call 911. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
3. Notify campus police officer of the accident, providing details about the location, number of vehicles involved, vehicle descriptions, and any injuries that resulted. Remain on the telephone with police officer unless instructed otherwise.
4. Remain at the scene of the accident until a college police officer or public safety (city police or county officer) arrives, and advise any parties to the accident that they also need to remain. If a party to the accident attempts to leave prior to the officer's arrival, do not attempt to stop the person. However, do take note of the appearance of the vehicle and person, and attempt to record the license plate number.
5. Upon arrival, the responding campus police officer shall be responsible for subsequent steps, including coordination with any responding emergency personnel, identification of witnesses, investigation of the accident, and submission of any required motor vehicle collision reports.

Workplace

If you are involved in or witness a workplace accident on campus, the following steps should be taken:

1. Check the scene to make sure it is safe for you to respond.
2. Render any immediate first aid that you are qualified to provide. Call Campus Police (443-5200) or 911. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
3. Notify campus police officer of the accident, providing details about the location, nature of the accident, and any injuries that resulted. Remain on the telephone with police officer unless instructed otherwise.
4. If the cause of the accident still poses a danger to others, notify the officer and provide whatever assistance you are requested to and capable of rendering to reduce or eliminate the danger.
5. If the accident involves injury to an STC employee, work-study student, or student working in a clinical or off-site location, notify the College's Human Resource Director as soon as feasible.
6. Upon notification, the campus police officer shall document accidents in an incident report. When possible, the cause of the injury will be identified. When appropriate, the college shall then take steps to eliminate any causes of the injury that are within its purview.

TRANSPORTATION ACCIDENTS
    A. PROFILE OF TRANSPORTATION ACCIDENTS

(1) Transportation accidents occur in all counties serviced by STC on a regular basis, but rarely to the extent of being classified as a disaster. Transportation related disasters would include radioactive/hazardous materials accidents, multiple vehicular accidents resulting in deaths/severe injuries, large van, school or other type bus, commercial aircraft and ground casualties, runaway vehicle into a crowd of spectators, etc.

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

B. PREPARATION

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

C. RESPONSE

(1) *Atomic Weapons or Components:*
In the rare event that a vehicle transporting an atomic weapon, component or radioactive material on or near the campus is involved in an accident and can be identified with a military service, the dispatcher shall immediately request assistance from the appropriate military head - depending on the extent of the accident. The State Division of Radiation Control and/or Department of Natural Resources may need to be notified also.

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

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

DANGEROUS OR DISRUPTIVE PERSON/INCIDENT

Response Checklists

The Savannah Technical College is committed to maintaining a safe and healthy work place. Incidents of workplace violence cannot be ignored, whether they involve student, visitors, faculty or staff.

SITUATION ASSESSMENT   "What do I have?"

- **Recognizing Early Warning Signals**
    - Direct or veiled verbal threats of harm
    - Intimidation of others by words or actions
    - Carrying a concealed weapon or flashing a weapon to test reactions
    - Hypersensitivity or extreme suspiciousness
    - Extreme moral righteousness
    - Unable to take criticism of job performance
    - Holds a grudge, especially against a supervisor
    - Often verbalizes hope for something to happen to the person against whom the employee has the grudge
    - Expression of extreme desperation over recent problems
    - History of violent behavior
    - Extreme interest in weapons and their destructive power to people
    - Fascination with incidents of workplace violence and approval of the use of violence under similar circumstances
    - Intentional disregard for the safety of others
    - Destruction of property

No one signal alone should cause concern but a combination of these "red flag" items should be a cause for concern and action.

RESPONSE TACTICS   "What do I do?"

Acting on Early Warning Signals

If based upon any of the above "red flags" or other circumstances you feel it is appropriate to report the early warning signs or other non-threatening conduct or behavior you can follow these steps.

Faculty and Staff

Disruptive or concerning conduct of faculty and staff is remedied by Human Resources, contact either the Police Department or the Human Resources office.

Students

Disruptive or concerning conduct of students is remedied by Vice-President of Student Affairs, contact either the Police Department or the Student Affairs office.
The information you report is taken very seriously. It is reviewed and acted upon by the CARE Team and the Police Department. Reporting dangerous and disruptive persons and incidents is an essential element to ensuring a safe campus.

Anonymous Reporting of disruptive or suspicious behaviors

At any point you may wish to report these behaviors anonymously or you may wish to encourage others.

Acting on immediate circumstances or situations
- Notify Police 229-430-4711 or 911
- **Or utilize Classroom Direct Police Line or Emergency Call Boxes**
- Explain the circumstances, what is occurring now, and your concerns
- A police officer will respond to the location to assist you
- If the incident has already occurred you may still call the police or stop by the police
- department to report the circumstances

SPECIAL CONSIDERATION   "What else do I need to know?"
Suggested Guidelines: "Do's" and "Do Not's"
- **DO** project calmness: move and speak slowly, quietly and confidently
- **DO** focus your attention on the other person to let them know you are interested in what they have to say
- **DO** maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person
- **DO** accept criticism in a positive way. When a complaint might be true, use statements like "You are probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions
- **DO** acknowledge the feelings of the other person. Indicate that you can see he or she is upset
- **DO NOT** use styles of communication which generate hostility such as apathy, brush off, coldness, going strictly by the rules, or giving the run-around
- **DO NOT** reject all of the person's demands from the start
- **DO NOT** move suddenly which can be seen as threatening. Notice the tone, volume and rate of your speech
- **DO NOT** represent a challenge, threaten, or dare the person. Never belittle the person or make him or her feel foolish
- **DO NOT** try to make the situation seem less serious than it is
- **DO NOT** crowd or invade their personal space. Make sure there is a space of 3' to 6' between you and the other person

SERIOUS MEDICAL INJURY OR DEATH (ON CAMPUS)

    A. Serious medical injury
        1. DO NOT LEAVE OR ATTEMPT TO MOVE THE VICTIM. Avoid unnecessary conversation with the victim.
        2. Call 9-911 on campus phone and 911 off campus or from a cellular phone. Stay calm and carefully explain the problem to the operator. DO NOT HANG UP THE PHONE UNTIL TOLD TO DO SO.

3. Notify campus security to report medical emergency. If an employee or student is injured, an incident report must be completed and filed. An investigation of the cause of the accident must be conducted.
4. If possible, designate a person to wait outside to direct emergency services to the injured person.
5. Give the location of the incident. Example: (Savannah Technical College, White Bluff Campus, Academic Commons room 7126)
6. Keep bystanders calm and evacuate them from the immediate area to an adjacent room.

B. Death On or Near Campus

Deaths and defined as either "attended" (death due to natural causes, and at which witnesses are present), or "unattended" (suicides, homicides, accidents, and deaths at which there were no witnesses).

Attended Deaths:

1. There is no one on campus qualified to pronounce a person dead or deceased. If a person is not responsive, call 9-911 immediately and either attempt first aid/CPR, if qualified, or send someone to notify a staff member that is qualified in first aid/CPR.
2. Try to keep the area secure and do not allow bystanders in the area.
3. Remain with the person until emergency personnel arrive.
4. Have someone posted at the main entrance of the building to direct emergency personnel to the scene.
5. Notify the College President or his/her designee.

Unattended Deaths:

1. Any unattended death is always, initially, considered a homicide. It is imperative that the police be notified immediately and the body and the scene not be disturbed and that no one be allowed in the area.
2. Other than if it is necessary to check vital signs do not touch the body.
3. Keep people away from the scene and send someone to call 911 and to notify the College President or his/her designee.
4. Do not cover the body as this can remove valuable evidence.
5. Make sure someone form the College's personnel staff meets and identify themselves to emergency personnel.
6. If there is a witness to a suicide, homicide, or accident, encourages the witness to go into a quiet safe area and be supportive until law enforcement officials arrive.
7. DO NOT give out information to anyone other than identified emergency personnel. The College President or his /her designees (Executive Director for Advancement and Communication) are the only personnel authorized to issue information regarding the incident.

8. Law enforcement officials, not college personnel, will notify family members.
9. Law enforcement officials may decide to keep the body at the scene for several hours to gather evidence. The College President may decide to close part of the building and cancel or relocate classes.

PSYCHOLOGICAL CRISIS

From time to time, individuals may exhibit unusual behavior in response to mental/emotional stress or the interaction of various medications. These instances can generally be referred to as "psychological crises" and may take the form of anything from unexplained agitation and disruptive conduct to a serious suicide attempt. This person may be out of touch with reality due to a drug reaction or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior. Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult the appropriate people to assess the risk and plan interventions. If you observe someone in this state, notify Campus Police immediately. Keep in mind the following priorities:

• Protection of self and bystanders
• Protection of the individual-in-crisis
• Protection of property
• Minimizing the effect on campus operations

If a student verbalizes thoughts of violence, but has yet to act on their thoughts, refer him/her to the college's Special Populations Coordinator (443-5717) for assistance, immediately.

Seldom will individuals-in-crisis pose a threat to anyone other than themselves; however, persons in this condition are often emotionally unstable and can exhibit radical changes in demeanor with little or no warning. Should the situation warrant immediate action, police officers may take the disturbed individual into protective custody in order to transport them to a psychiatric hospital for evaluation. If the individual-in-crisis is a student or employee of Savannah Technical College, attempts will be made to contact a family member and/or physician at the earliest opportunity.

All incidents are to be followed up with an incident report and forward to the appropriate personnel (i.e. Deans, V.P. for Student Affairs, V.P. for Academic Affairs, and President)

ACTIVE SHOOTER/HOSTAGE SITUATION

Response Checklists

SITUATION ASSESSMENT   **"What do I have?"**
- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS   **"What do I do?"**
There is no one procedure that can be recommended, however in general, you should follow our training:
- Run
- Hide
- Fight

If a shooter is outside the building:
- Turn off all the lights and close and lock all windows and doors
- Silence cell phones
- If you can do so safely, get everyone on the floor and out of the line of fire
- Move to a central and secure area of the building if safe to do so and remain there until an "all clear" instruction is given by someone you recognize
- If you or the others you are with do not recognize the voice that is giving the instruction, you should not change your status. The shooter may attempt to lure you from your secured location. If possible call the Police and verify that emergency personnel are at your location.
- Follow the direction of Police Officers as you leave the building, as they may direct you to one collection point. Keep your hands on your head or open in front of you

If a shooter is inside the building:
- If it is possible to flee the area safely and avoid danger, do so. Do not attempt to flee if the shooter is between you and the exit. If you are unsure, do not attempt to flee
- Dial 9-1-1 or 229-430-4711 to give your location, if possible
- Do not pull the fire alarm. This may work to the shooter's advantage by causing the

- occupants to funnel out of the building, increasing the number of potential targets
- If flight is impossible, lock all doors and secure yourself in your space
- Get down on the floor or under a desk and remain silent
- Get everyone else on the floor and out of the line of fire
- If you encounter the Police, place your hands on your head or open in front of you, and follow their instructions
- Wait for the "all clear" instruction from an emergency first responder

If the shooter comes into your class or office:
- There is no one procedure that can be recommended in this situation
- Attempt to get the word out to others if possible, and call 911 if that seems practical
- Use common sense. If hiding or flight is impossible, remain quiet. Attempting to negotiate with the individual may be very dangerous
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances
- Remember, there may be more than one active shooter
- Wait for the **"all clear"** instruction from an emergency first responder
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later
- In case you must flee, get far away from the shooting scene and contact the Police Department. If your building has a predetermined evacuation site, do not go there. The shooter may know this

RESPONSE TACTICS   **"What do I do NEXT?"**

When safe to do so:
- Notify Police 912-443-5200 or 911
- DO NOT call if you do not have important information to share
- Follow directions from STC Alert-
- Identify Danger Zone concerns, restrict access if possible
- Do prevailing conditions dictate that you evacuate or Shelter in Place?
- Provide assistance to others in need, if safely possible
- Assist disabled, if needed
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders

SPECIAL CONSIDERATIONS   **"What else do I need to know?"**
- Prepare in Advance, Seek Training
- Active Shooter training page

BOMB THREAT

Response Checklists

SITUATION ASSESSMENT   **"What do I have?"**
- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- What would cause more harm?

RESPONSE TACTICS   **"What do I do?"**
If you receive a bomb threat

If possible, signal to another person that you are receiving a bomb threat.

Instructions for second person:
1. Call Police at 912-443-5200 or 911
2. Report the telephone number the call is coming in on
3. If you have a phone that allows you to listen in to the conversation, take notes
4. Be calm and listen carefully. Obtain as much information as possible
5. Do not interrupt or antagonize the caller

Questions to ask caller:

Who are you?
Where are you?
Where is the bomb?
When will it explode?
What will cause it to explode?
What is it made of?
What kind of bomb is it?
What does it look like?
What will cause it to explode?
How big is the bomb?
Why did you place the bomb?
Is there more than one bomb?
Why did you set the bomb?

If there is more than one bomb, gather the same information that was obtained for the first bomb.

Description of voice:
Male Female Age Race
Accent
Tone (high, low, gruff, etc.)
Mood (anger, despair, etc.)

Speech difficulties
Is the voice familiar?
Who did it sound like?
Background noise
Background noise
Additional information:
Time call received Day of week Date
Length of call
Call received by Title
At (location)
Remarks

Upon completion of the call:
- Await arrival or direction from Police
- Do Not alarm others
- Under no circumstance s should an untrained person attempt to locate and/or move a suspicious device
- Follow commands of emergency responders
- Follow directions from Campus Leaders and Building Captains, if present
- If directed to evacuate:
  - Identify Danger Zone concerns, restrict access if possible
  - Provide assistance to others in need, if safely possible
  - Assist disabled, if needed
  - Account for students and staff
  - Move as a group to a safe area, create distance from the danger
  - Remain calm and reassure others

SPECIAL CONSIDERATIONS   **"What else do I need to know?"**
- Prepare in Advance, Seek Training
- Notify your supervisor when possible and document relative information

When a bomb threat is received, the following people shall be notified and informed of the existing conditions:

PERSON / ORGANIZATION		OFFICE HOME	Pager / Cell
911 Emergency Center		911	
Facilities Director	Gary Strickland	443-5794	655-7028
Campus Police (STC)	Officer on duty	443-5200	443-5200
President's Office		443-3026	655-5020

FIRE, SMOKE, BUILDING COLLAPSE, EARTHQUAKE

Response Checklists

SITUATION ASSESSMENT   **"What do I have?"**

- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS   **"What do I do?"**
FIRE
- Upon Discovery of a Fire, Smoke, or Building Collapse, please follow the R.A.C.E. acronym
  - **R RESCUE** anyone in immediate danger if it does not jeopardize your life
  - **A ALARM/ALERT** everyone by activating a red pull station fire alarm and calling Police at229-430-4711.
  - **C CONFINE** the fire or potential for fire by closing all doors and windows (if possible)
  - **E EXTINGUISH/EVACUATE** the building by going outside or to another building where your safety is assured
- Take short breaths and crawl to safety if caught in heavy smoke or dust
- Do not fight the fire (unless trained to use a fire extinguisher)
- Do not use elevators
- All alarms should be taken seriously (if you hear a fire alarm, evacuate)
- Always treat the threat of Fire seriously
  - Begin an orderly evacuation of the building
  - Provide assistance to others in need, if safely possible
  - Assist disabled, if needed
  - Account for students and staff
  - Move as a group to a safe area, create distance from the danger
- Notify Police 9112-443-5200 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share
- Follow directions from STC Alert
- Follow directions from Campus Leaders and Building Captains, if present
- Identify Danger Zone concerns, restrict access if possible
- Remain calm and reassure others
- Follow commands of emergency responders

SMOKE
- If you smell smoke immediately seek out the source
  - If the source is a fire, follow the above Fire Protocols
  - If not, Notify Police 912-442-5200 or 911
- The Police will respond to assist in tracing the smoke source
- Smoke may represent a maintenance issue and the Police will summon staff to assist

- If the prevailing conditions warrant an evacuation, the Police will assist
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders

COLLAPSE
- Notify Police 912-443-5200
- If in the building, evacuate immediately
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders

EARTHQUAKE
- If you can evacuate the building and go to an area outdoors that is away from buildings.
- If you cannot leave the building, seek shelter under a substantial desk/table or door frame
- Notify Police 912-443-5200 as soon as possible
- If in the building, evacuate immediately when the earthquake stops
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders

SPECIAL CONSIDERATIONS   **"What else do I need to know?"**
- Prepare in Advance, Seek Training
- Notify your supervisor when possible and document relative information

HAZARDOUS MATERIALS INCIDENT/SPILL

Response Checklists

SITUATION ASSESSMENT   **"What do I have?"**
- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?

- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS   **"What do I do?"**
- Notify Campus Police 912-443-52100 or 911
- DO NOT call if you do not have important information to share
- Follow directions from STC Alert
- Follow directions from Campus Leaders and Building Captains, if present
- Identify Danger Zone concerns, restrict access if possible
- Do prevailing conditions dictate that you evacuate or Shelter in Place?
- Contact the Campus Police for further guidance at 912-443-5200.
- **HAZARDOUS MATERIALS INCIDENT (Railroad or Highway)**
  - Shelter in Place
  - Recommend everyone stay inside, unless directed otherwise
  - Keep doors closed and block door gaps where possible with wet cloth
  - Persons with respiratory ailments should move to interior rooms
- **CHEMICAL SPILL (Inside)**
  - Contain the spill
  - Treat at eye and clean up stations
  - Follow training
  - Evacuate as appropriate
  - Vent space if appropriate
- **SPECIAL NOTES**
  - Do not allow unauthorized clean-ups
  - Do not touch materials unless trained to do so
  - Some chemicals react with water, do not wash down, unless trained to do so
  - Follow any posted chemical hazard signs or information
- Provide assistance to others in need, if safely possible
- Assist disabled, if needed
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders

SPECIAL CONSIDERATIONS   **"What else do I need to know?"**
- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document relative information

NATURAL GAS LEAK

Response Checklists

SITUATION ASSESSMENT   "What do I have?"
- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS   "What do I do?"
- Notify Campus Police 912-443-5200 or 911
- DO NOT call if you do not have important information to share
- Do not light matches, do not turn lights on or off
- Follow directions from STC Alert
- **Follow directions from Campus Leaders, if present**
- Identify Danger Zone concerns, restrict access if possible
- If prevailing conditions dictate begin to safely Evacuate
- Provide assistance to others in need, if safely possible
- Assist disabled, if needed
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders

SPECIAL CONSIDERATIONS   "What else do I need to know?"
- Prepare in Advance, Seek Training
- Notify your supervisor when possible and document relative information

POWER OUTAGE

Response Checklists

SITUATION ASSESSMENT   "What do I have?"
- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS   "What do I do?"

POWER OUTAGE

- Intermittent and long term power outages are possible due to a variety of conditions including weather, traffic crashes, downed trees, etc.
- If severe weather is in the area follow the appropriate checklist appendix
- During a power outage neither the Police nor Maintenance will know the extent or length of the outage until a utility crew responds to the area to investigate the source
- Emergency Lights will remain activated for up to 4 hours
- Persons trapped in an elevator should notify the Police, do not attempt to free the doors, the Police will notify Maintenance and the Fire Department for further assistance
- When the power goes out and remains out, you should follow these steps to report the outage:
    - Notify your administrative office first, they will in turn contact the Police on behalf of the entire building
    - If this is not successful then call the Campus Police directly at 912-443-5200 to report the outage
    - As always, if an emergency exists immediately call the Police, you may call the 912-344-5200 number of dial 911
    - If you do not have important information to share do not call the Police as this can congest the emergency phone lines
    - The Police will notify maintenance and the utility department
- In determining when it is appropriate to discontinue or cancel class, consider the following:
    - Follow any protocols established by your Dean
    - Is there severe weather in the area, would it be safe to leave the building?
    - Can you continue class with the available lighting (day vs. night)?
    - Can you continue class without power?
    - Generally, in a sustained power outage, **it will require at least 20 minutes by day and 30 minutes by night to determine the source of the outage**
- If a STC Alert is issued, follow the directions
- Follow directions from Campus Leaders, if present
- Identify Danger Zone concerns, restrict access if appropriate
- Do prevailing conditions dictate that you evacuate or Shelter in Place?
- Provide assistance to others in need, if safely possible
- Assist disabled, if needed
- Account for students and staff
- Move as a group to a safe area, create distance from the danger, if appropriate to the situation
- Avoid any downed power lines
- Remain calm and reassure others
- Follow commands of emergency responders
- Unplug coffee pots or any other heating apparatus

- o not light candles

National Weather Service link
• http://www.srh.noaa.gov/tlh/

SPECIAL CONSIDERATIONS   **"What else do I need to know?"**
- Prepare in Advance, Seek Training
- Notify your supervisor when possible and document relative information

POWER OUTAGE/UTLITY FAILURE
1. In the event of major power outage occurring during regular working hours (8:00AM-5:00 PM), Monday-Friday, immediately notify the campus Police at 912-443-5200
2. If there is a potential danger to building occupants, or if the power outage occurs after hours, weekends, or holidays, notify campus police at 912-443-5200
3. Identify and prioritize vital power-dependent functions, operations and equipment. Plan ahead for short-term and long-term needs.
4. Faculty and staff should keep duplicates of critical data. Back up files regularly.
5. It is advisable to keep portable radios and well-charged flashlights available for emergencies.
6. If you are trapped in an elevator, activate the emergency alarm.
7. If an emergency exists, activate the building alarm and proceed with evacuation procedure. Always assist with those who have disabilities when evacuating a building.

SUSPICIOUS PACKAGE/POWDER

Response Checklists

SITUATION ASSESSMENT   **"What do I have?"**
Suspicious packages can come in all shapes and sizes. In general terms, a suspicious package is any bag, box, backpack, package or other item left unattended or that otherwise seems out of place.

Suspicious packages should be immediately reported to the Police at 912-443-5200
The Police will determine if evacuation or other action is necessary.

Typical characteristics of suspicious letters and packages include:
- Misspelled words
- Unexpected
- Restrictive markings such as "Personal" or "Confidential"
- Postmark does not match return address
- Badly typed or written
- Excessive postage
- No return address

- Wrong title or name in address
- Excessive tape or string
- Protruding wires
- Strange odor
- Crystals or powder-like residue
- Oily stains, discolorations or crystallization on wrapping
- Lopsided, rigid or bulky package
- Ticking sounds

RESPONSE TACTICS   "What do I do?"

- If you receive a suspicious package:
    - Handle it with care. Don't shake or bump it
    - Isolate it immediately
    - Don't open, smell or taste
    - Wash your hands with soap or water
- Notify Police 912-443-5200 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share
- If the police determine that an evacuation is appropriate:
    - Provide assistance to others in need, if safely possible
    - Assist disabled, if needed
    - Account for students and staff
    - Move as a group to a safe area, create distance from the danger
    - Remain calm and reassure others
    - Follow commands of emergency responders

SPECIAL CONSIDERATIONS   "What else do I need to know?"

- Prepare in Advance, Seek Training
- Notify your supervisor when possible and document relative information

AIRCRAFT CRASH PROCEDURE

• Southwest Georgia Regional Airport (ABY) maintains a detailed Emergency and Disaster Plan that includes responses to crash sites. The devastation of a crash on the grounds of Savannah Technical College may vary greatly depending on several conditions including the size of the aircraft, fuel on board, and the location of the impact site.

In the event of a crash:

• Immediately notify emergency services by contacting 911 and indicate that an air craft has crashed.
• Provide a specific location and size and type of aircraft if possible.

• Contact Campus Police at 912-443-5200.
• ONLY IF IT IS SAFE FOR YOU TO DO SO, assist any survivors from the wreckage. Do not place yourself in danger. Do not disturb any wreckage.
• Once Savannah Fire Department has arrived, they will be in charge of the scene.
• Campus Police and other local law enforcement agencies will be in charge of traffic, crowd control, and protection of the scene. (Note: Should a military aircraft be involved, the military will have full control once they have arrived on the scene).
• Savannah Technical College will rely on the Mutual Aid services through the local EMA and Fire Department for other crash related services that may be necessary during such an event.
• It should be noted that buildings and areas around any such crash site may be closed for extended periods while investigations and recovery take place, therefore, extended Alternative work locations may be necessary.

NUCLEAR ATTACK

The National Warning System (NAWAS) is a nationwide network on warning stations which can immediately alert the nation to nuclear threat. In peacetime, the network is used to pass local emergency information and weather information by the National Weather Service. The STC service area should be considered an area of risk, for possible nuclear attack, due to potential aiming points at the Hunter Army Airfield Base, Fort Stewart, Savannah Port, and the Savannah Hilton Head Airport.

A. PROFILE OF NUCLEAR ATTACK

From a nuclear detonation, the greatest threat by far is the effects of nuclear radiation. This radiation is most hazardous during the first 24 hours and fallout shelter protection for up to two weeks is absolutely necessary for survival.

> (1) The G.E.M.A. analyzed the potential hazard from a nuclear attack and has identified this area to be considered relatively more likely to experience the direct weapons effects, e.g., intense blinding (flash) light, heat, blast, and initial nuclear radiation. Explosions that are on or close to the ground would create quantities of dangerous radioactive fallout particles. Areas close to nuclear explosion might receive fallout within 15 to 30 minutes.

> (2) Medium to high risk areas require planning such as
> 1) Identification of shelters from the direct weapons effects,
> 2) Assurance of rapid attack warning to the risk areas on a priority basis,
> 3) provisions of special building techniques to reduce vulnerability to weapons effects and fallout, and 4) evacuation and relocation of people from risk areas if time allows.

> (3) Mitigation for this area is found primarily in the building construction techniques available to withstand nuclear effects. Response activities

begin at first alert of a nuclear attack. They provide for movement of the population to available shelters, the human needs of the total population, protection from fallout, and maintenance/support of essential services during the period of crisis. Recovery activities provide for the return of the inhabitants to their residences and restoration of facilities and services after the crisis has ended.

B. WARNING

If an attack actually occurs, it is almost certain that incoming planes/missiles would be detected by our networks of warning stations in time for citizens to get into shelters or at least take some cover. The warning time might be as little as 10-20 minutes or as much as an hour or more in others.

How you receive notice/warning of an attack will depend on where you are at the time. Warning will be given on radio, television, emergency systems networks, and outdoor warning systems such as sirens, whistles, and horns in a city.

C. GUIDELINES AND RESPONSIBILITIES

(1) Understand the dangers you would face in an attack or a serious transportation accident involving nuclear warhead.

(2) Make your own preparations before an attack from information readily available.

(3) Learn what actions you should take at the time of an attack.

(4) Seek private shelter at home, private shelter in your own community, or leave the community to seek shelter in a less dangerous area.

(5) Once you hear an attack warning signal, by whatever means, unless your local government has instructed you to otherwise, seek suitable shelter. Listen to the radio for official information and follow instructions.

(6) Do not use the telephone - listen to your radio. Telephone lines will be much needed for official calls.

(7) It is very unlikely that your first warning of an enemy attack might be a flash of nuclear explosion in the sky some distance away or after a warning while you are en route to a shelter. If you are outdoors at the time of a nuclear flash, especially if you feel warmth, take cover IMMEDIATELY in the best place you can find. By taking instant cover within a few seconds, you might avoid being seriously burned by the heat or injured by the blast wave of a nuclear explosion.

(8) You can take immediate cover in any type of a building, cellar/ basement, ditch or culvert alongside the road, highway underpass, under a parked vehicle, a heavy piece of furniture, etc., as some protection is better than none at all. The important thing is to avoid being burned by the heat, thrown about by the blast, or struck by flying objects.

(9) If you are able to protect yourself against the blast and heat waves by instantly taking cover, you can get protection from the radioactive fallout (which would arrive later) by moving to a suitable fallout shelter.

(10) You may need to stay in a shelter area, at least part of the time, for a week or two. During this time you will need certain supplies and equipment. Preparedness is the answer (Whenever possible) and it is your own responsibility to know what to do, where to go, what provisions to take with you and /or what you will need, etc., especially if you are relocating to a safer area.

Not only should the college's staff be prepared to manage the students, but the likelihood of neighborhood survivors seeking shelter at the campus is a distinct possibility. The best shelter is to be found below ground in those areas offering the least exposure to outdoors. In addition, interior hallways and rooms, preferably without windows, will offer a degree of protection from the radiation hazard.

CYBER ATTACK PROCEDURE

Preparation
This phase will be the work horse of your incident response planning, and in the end, the most crucial phase to protect your business. Part of this phase includes:
- Ensure your employees are properly trained regarding their incident response roles and responsibilities in the event of data breach
- Develop incident response drill scenarios and regularly conduct mock data breaches to evaluate your incident response plan.
- Ensure that all aspects of your incident response plan (training, execution, hardware and software resources, etc.) are approved and funded in advance
- Your response plan should be well documented, thoroughly explaining everyone's roles and responsibilities. Then the plan must be tested in order to assure that your employees will perform as they were trained. The more prepared your employees are, the less likely they'll make critical mistakes.

Questions to address
- Has everyone been trained on security policies?
- Have your security policies and incident response plan been approved by appropriate management?
- Does the Incident Response Team know their roles and the required notifications to make?
- Have all Incident Response Team members participated in mock drills?

Identification

This is the process where you determine whether you've been breached. A breach, or incident, could originate from many different areas.

Questions to address

- When did the event happen?
- How was it discovered?
- Who discovered it?
- Have any other areas been impacted?
- What is the scope of the compromise?
- Does it affect operations?
- Has the source (point of entry) of the event been discovered?
- Have you notified Campus Police and other Law Enforcement Agencies?

Containment

- When a breach is first discovered, your initial instinct may be to securely delete everything so you can just get rid of it. However, that will likely hurt you in the long run since you'll be destroying valuable evidence that you need to determine where the breach started and devise a plan to prevent it from happening again.

- Instead, contain the breach so it doesn't spread and cause further damage to your business. If you can, disconnect affected devices from the Internet. Have short-term and long-term containment strategies ready. It's also good to have a redundant system back-up to help restore business operations. That way, any compromised data isn't lost forever.

- This is also a good time to update and patch your systems, review your remote access protocols (requiring mandatory multi-factor authentication), change all user and administrative access credentials and harden all passwords.

Questions to address

- What's been done to contain the breach short term?
- What's been done to contain the breach long term?
- Has any discovered malware been quarantined from the rest of the environment?
- What sort of backups are in place?
- Does your remote access require true multi-factor authentication?
- Have all access credentials been reviewed for legitimacy, hardened and changed?
- Have you applied all recent security patches and updates?

Eradication

- Once you've contained the issue, you need to find and eliminate the root cause of the breach. This means all malware should be securely removed, systems should again be hardened and patched, and updates should be applied.

- Whether you do this yourself, or hire a third party to do it, you need to be thorough. If any trace of malware or security issues remain in your systems, you may still be losing valuable data, and your liability could increase.

Questions to address
- Have artifacts/malware from the attacker been securely removed?
- Has the system be hardened, patched, and updates applied?
- Can the system be re-imaged?

Recovery
- This is the process of restoring and returning affected systems and devices back into your business environment. During this time, it's important to get your systems and business operations up and running again without the fear of another breach.

Questions to address
- When can systems be returned to production?
- Have systems been patched, hardened and tested?
- Can the system be restored from a trusted back-up?
- How long will the affected systems be monitored and what will you look for when monitoring?
- What tools will ensure similar attacks will not reoccur? (File integrity monitoring, intrusion detection/protection, etc)

Lessons Learned
- Once the investigation is complete, hold an after-action meeting with all Incident Response Team members and discuss what you've learned from the data breach. This is where you will analyze and document everything about the breach. Determine what worked well in your response plan, and where there were some holes. Lessons learned from both mock and real events will help strengthen your systems against the future attacks.

Questions to address
- What changes need to be made to the security?
- How should employee be trained differently?
- What weakness did the breach exploit?
- How will you ensure a similar breach doesn't happen again?

PANDEMIC

Planning Assumptions
    A. General Assumptions
        a.   A pandemic event of a disease, particularly a pandemic influenza event has occurred in the United States in the past and more than likely will again. A pandemic event may occur when a new influenza virus develops within the

human population, and has the potential to spread quickly and easily from one person to another.

      b. All Georgia residents may be exposed to and affected by a rapidly spreading pandemic influenza. 3. The Center for Disease Control (CDC) has developed a Pandemic Severity Index that is based on the case fatality rate (the number of patients who are expected to die after contracting the Influenza). This index rates the severity of a pandemic event on a scale of one through five in separate categories with a category one being the least severe and a category five being the most severe. (See "State of Georgia Pandemic Influenza Planning Committee Kit"). Pandemic influenza events will occur in waves, each lasting approximately six to eight weeks long.

   B. State Planning Assumptions

      a. A pandemic influenza event will call for the full support of all State and Local Emergency Support Function (ESF) partners and Non-Government Organizations (NGOs).

      b. Georgia will establish a Unified Command to coordinate and organize the statewide response to a Pandemic Influenza event.

      c. A pandemic influenza event may affect entire regions of the United States, thus limiting federal resources available to states. Voluntary or mandatory quarantine may prevent key state personnel from being physically present at their place of duty. Federal guidance suggests employers should expect to have a forty percent absenteeism rate for the peak two week period during each pandemic influenza event wave.

General

      This plan with numerous attachments shall be activated in conjunction with the Georgia Emergency Operations Plans, Agency Specific Response Annexes and any applicable Standard Operating Procedures or Guides. The unique nature of a pandemic influenza event and the rapidly changing response guidance in this particular area, require this plan to be constantly updated as necessary and for members of the Unified Command Planning Team to remain flexible as direction and policy may change frequently during the response to a pandemic influenza event.

Operational Phases
Pandemic influenza planning will be a separated into three phases:
 Phase I: Preparedness
 Phase II: Response
 Phase III: Recovery

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

- Incorporate into the pandemic plan scenarios that address college functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different event scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community.
- Issues to consider include:
  - Cancellation of classes, sporting events and/or other public events;
  - Closure of campus, student housing, and/or public transportation;
  - Assessment of the suitability of student housing for quarantine of exposed and/or ill students;
  - Contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home); contingency plans for maintaining research laboratories, particularly those using animals; and stock-piling non-perishable food and equipment that may be needed in the case of a pandemic.
- Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college. Identify and review the college's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on campus.
- Establish an emergency communication plan and revise regularly. This plan should identify key contacts with local and state public health officials as well as the state's higher education officials (including back-ups) and the chain of communications, including alternate mechanism.
- Test the linkages between the college's Incident Command System and the Incident Command Systems of the local and/or state health department and the state's higher education agency.
- Implement an exercise/drill to test the plan, and revise it regularly.
- Participate in exercises of the community's pandemic plan.
- Develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption). Share what you have learned from developing your preparedness and response plan with other colleges/universities to improve community response efforts.
- Assess readiness to meet communications needs in preparation for an influenza pandemic, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders.
- Develop a dissemination plan for communication with employees, students, and families, including lead spokespersons and links to other communication networks. Ensure language, culture and reading level appropriateness in communications.
- Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, local radio or television) for communicating college response and actions to employees, students, and families.
- Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.

- Advise employees and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
- Disseminate information about the college's pandemic preparedness and response plan.
- Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing /sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies, and the at-home care of ill students or employees and their family members.
- Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.

RESPOND
- Implement infection control policies and procedures that help limit the spread of influenza on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette).
- Make good hygiene a habit now in order to help protect employees and students from many infectious diseases such as influenza. Encourage students and staff to get annual influenza vaccine.
- Procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).
- Establish policies for employee and student sick leave absences unique to pandemic influenza (e.g., non-punitive, liberal leave).
- Establish sick leave policies for employees and students suspected to be ill or who become ill on campus. Employees and students with known or suspected pandemic influenza should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.
- Establish a pandemic plan for campus-based healthcare facilities that addresses issues unique to healthcare settings. Ensure health services and clinics have identified critical supplies needed to support a surge in demand and take steps to have those supplies on hand.
- Adopt CDC travel recommendations during an influenza pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an event begins, and distributing health information to persons who are returning from affected areas.

RECOVER
- Maintain contact with local, state, and federal public health and public safety officials for information on best practices and for updates.
- Implement emergency staffing plans as directed by the College Leadership
- Evaluate all departments for the completion of all pre-planning and coordination procedures.
- Maintain EOC operations and evaluate situation reports.
- Begin to evaluate and forecast appropriate recovery steps to continue College operations once deemed safe and appropriate by the CDC and Public Health.
- Implement single point of entry for all campus buildings for security purposes.
- Implement telecommuting practices as appropriate.

- Evaluate strategies to repopulate buildings and return to normal operations when deemed safe and appropriate with consultation from Public Health.
- Discuss strategies for disinfecting and cleaning buildings and public areas in preparation for resumption of normal operations.
- Maintain ongoing communications with campus communities regarding signs/symptoms and a protocol for referral of suspected cases. C
- Continue coordination of all email campaigns on self-protection.
- Implement the Emergency Response Plan and activate contracted personnel for additional assistance with counseling efforts.
- Notify Human Resources of employee illnesses or suspected illnesses and send them home as directed by HR.
- Track and advise the ERT of all staff and student illnesses, hospitalizations and deaths.
- Advise the ERT of appropriate building cleaning and sanitization procedures to facilitate repopulation of campus.
- Track the status of homebound staff and provide them with updates.

GENERAL NON-SPECIFIC EMERGENCY

Response Checklists

SITUATION ASSESSMENT   **"What do I have?"**
- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS   **"What do I do?"**
- Notify Campus Police 912-443-5200 or 911
- Follow directions from STC Alert
- Follow directions from Campus Leaders, if present
- Identify Danger Zone concerns, restrict access if possible
- Do prevailing conditions dictate that you evacuate or Shelter in Place?
- Provide assistance to others in need, if safely possible
- Assist disabled, if needed
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders

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SPECIAL CONSIDERATIONS   **"What else do I need to know?"**
- Prepare in Advance, Seek Training
- Notify your supervisor when possible and document relative information

Exhibit 1

ADMINISTRATIVE PERSONNEL ROSTER

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

PERSON/ORGANIZATION	OFFICE	HOME	Pager/Cell
Dr. Kathy Love, President	443-3026	655-5020	655-5020
Gail Eubanks, Executive Director Advancement/Communications	443-3022	220-0815	220-0815
Dr. Ashley Morris, Vice President Academic Affairs	443-5858		856-2256
Connie Clark, Vice President Administration	443-5485		665-7845
Pete Hoffman, Vice President Student Affairs	443-5707		665-3335
Gary Strickland Director of Facilities	443-5794		655-7028
Jamie Davis Director Information Technology	443-4162		433-8423
Dr. Brent Stubbs, V.P. Economic Development	443-4150		675-0812
Police Officer (on-duty)	443-5200		

Exhibit 2
EMERGENCY CONTACT NUMBERS
MAIN CAMPUS

EMERGENCY NUMBERS
Campus Police 443-5200
EMS or Fire 911

Technical College System of Georgia 404-679-1600
Jen Ziifle – TCSG Public Safety   404-775-2054

NATIONAL RESPONSE CENTER 1-800-424-8802

POISON CONTROL CENTER 1-800-282-5846

STATE OF GEORGIA:
Emergency Management 229-431-3266
Georgia Bureau of Investigations 229-777-2080
G.E.M.A. (Georgia Emergency Management Agency) 404-624-7000
Georgia State Patrol 912-261-3990