

Business Continuity Plan Savannah Technical College 2026-2027

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Business Continuity Plan Savannah Technical College 2026-2027

Overview:

The Business Continuity Plan (BCP) supports the State Board of the Technical College System of Georgia Policy 3.4.1. "Emergency Preparedness, Health, Safety and Security" assertion which states, "The Technical College System of Georgia (TCSG) and each of its associated technical colleges and work units are committed to healthy, safe and secure workplaces and/or educational settings for all employees, students, volunteers, visitors, vendors and contractors. Each technical college or work unit shall develop, review and submit, at least annually to the System Office, those plans and procedures which are essential to respond to matters of natural and man-made hazards; public health; occupational and environmental safety as well as security. These plans and procedures shall be established with the goals of mitigating risk to individuals and physical resources as well as of maintaining compliance with national, state and local regulations."

The intent of the Business Continuity Plan is to guide response and recovery from a major emergency and where appropriate, to be linked or combined with emergency operations procedures. This BCP has been prepared through a collaborative process, with a thorough examination of critical mission functions, a systematic hazard vulnerability assessment, and comprehensive development of strategies for each critical mission function recognized to be potentially at-risk during emergency. This BCP is exercised and reviewed annually as a part of the evaluative and planning processes.

The following business continuity incidents occurred during the AY2025 year:

September 28 – October 4, 2024 – Hurricane Helene – Classes cancelled – Eckburg Auditorium open for staff and public access for WIFI, AC, and refreshments

November 7, 2024 – Savannah White Bluff Campus Closed – Street Flooding

January 21 – 25, 2025 – Campuses Closed – Remote work for employees -Snow and Icy Roads

Savannah Technical College engages in the following contractual agreements regarding business continuity:

- The college has a service agreement with Chatham County E911 for GCIC services in the event of our own GCIC terminal being disabled.

- The college contracts with Regroup Mass Notification for the purpose of mass communication before, during and after emergencies.
- The college has Mutual Aid Agreements in effect with Effingham County Sheriff's Office, The City of Rincon, and The City of Hinesville. A Mutual Aid Agreement with the City of Savannah is pending.

Savannah Technical College engaged in the following training, drills and exercises during Academic Year 2025:

Fire System Drills: In AY 2025, fire drills were conducted on each campus, 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.

Active Shooter Drills: In AY 2025, the Savannah Tech Police department conducted active shooter drills on each campus.

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

All emergency training records are kept in the Police Department Records room. Hard copies of these records are retained for a period of 3 years; digital records are retained indefinitely. The Business Continuity Plan is reviewed annually during the month of February by the Emergency Policy Group. All planning steps are reviewed, revisions are suggested, discussed and, if approved, implemented. All BCP worksheets are then reviewed for accuracy and relevancy by the appropriate supervisor and revised where necessary. All annual Business Continuity Plans are retained digitally for an indefinite period.

The Business Continuity Plan contains the following components and appendices:

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I. Business Continuity Plan Maintenance, Preparation, Implementation and Recovery

Every member of the Senior Leadership team is responsible, throughout the year, for ensuring their respective teams are familiar with this plan, properly equipped, and prepared to react properly to a crisis event.

Important Points To Note:

- Information Technology Services (ITS) does not maintain a stock of laptops or desktop PC's that become available during a crisis. It is incumbent upon Senior Leadership to ensure that (1) their critical personnel are issued laptops, year-round, that are loaded with necessary software; (2) those personnel are able to access their necessary web-based worksites from outside the college network; and (3) these functions are tested throughout the year;
- ITS does not maintain a stock of cellphones that can be issued during a crisis. It is incumbent upon Senior Leadership to ensure that their critical personnel maintain operable cellphones and communications capability throughout the year;
- In the event of an evacuation emergency, ITS will be focused on bringing down the college network and securing it against weather conditions. ITS personnel will not be available to remove or transport PC hard drives, external drives, or PC's. Nor will they be available during this time to repair equipment needed for evacuations;
- In the event of an evacuation emergency, Facilities will be focused on securing the physical assets of the college. Facilities personnel will not be available to relocate individual program assets or implement actions not provided for in this plan;
- In the event of an evacuation emergency, Police Department personnel will be focused on working with local Emergency Management personnel to establish the emergency communications network, securing college assets, and assembling the teams that will be responding to the crisis in various ways. PD personnel will not be available for other requests outside the scope of their departmental responsibilities.
- The Police Department does not maintain a stock of portable 2 way radios that can be issued during a crisis. The radios that the Police Department are not sufficient to equip each police officer and are shared among the officers during an emergency.

PREPARE IN ADVANCE!

While emergencies may be categorized in many ways, the concept of Business Continuity is concerned with two types of emergencies:

- An emergency that prevents staff from occupying college facilities, but does not force an evacuation of staff from their homes; and/or
- An emergency that prevents staff from occupying college facilities and forces a complete or partial evacuation of staff from their homes.

For either category, staff access to the internet is critical to business continuity. Currently, most critical college services, including email services, are based in the cloud and may be accessed offsite without the college network. Banner is not currently cloud based.

A. Established Teams:

Emergency Policy Group:

- President of the College
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Administrative Services
- Vice President for Institutional Effectiveness and Technology
- Vice President for Economic Development
- Vice President of Adult Education
- Vice President for Community & College Relations
- Director of Enterprise Technology Services
- Chief of Police
- Lieutenant of Police (2)
- Assistant Vice President for Operations
- Director of Information Technology Services
- Executive Director of Human Resources

- Faculty Senate President
- Exposure Control Coordinator
- Dean of Business and Professional Services
- Dean of Industrial Technology Programs
- Dean of Health Services Programs
- Dean of Liberty County Campus
- Dean of Effingham County Campus

Recovery Team:

- Vice President for Administrative Services
- Vice President for Economic Development
- Chief of Police
- Lieutenants of Police
- Public Safety Officers
 - Assigned Police personnel
- Assistant Vice President for Operations
- Assistant Director of Facilities
 - Assigned Facilities personnel
- Director of Information Technology Services
 - Network Administrator
 - Assigned IT Personnel

Communications Team:

- Vice President for Academic Affairs
- Vice President for Student Affairs

- Chief of Police
- Vice President for Community & College Relations

B. Staged Approach

In order to be prepared for both categories, this plan recommends viewing Business Continuity as a continuous exercise that is conducted in 6 stages. Senior Leadership should note that, beginning with Stage 2, the Facilities, Information Technology Services, and Police Departments will be dedicated to evacuation-related responsibilities. The 6 stages are:

1. Maintenance – in which prescribed activities ensure that the college's ability to continue business at the highest level possible is maintained.
2. Evacuation Possible – in which it becomes apparent that an event may force an evacuation. During this stage, prescribed activities begin to prepare the college and staff for the possibility of an evacuation.
3. Evacuation Probable – in which event circumstances make the possibility of a college and staff evacuation **more probable than not**. Prescribed activities are premised on **the assumption that evacuation will occur**. Activities required during this stage should be completed well enough in advance to allow college staff time to prepare their homes and families for what is now considered a likely evacuation event, as they will likely be focused on this activity.
4. Evacuation – in which the event has forced the imminent evacuation of all or part of the college and its staff, and the college President has declared the college — or part of the college — will be closed for a period of time. During this time, college staff are offsite.
5. Initial Recovery and Assessment – in which the precipitating event has passed, and recovery efforts are being managed. Prescribed activities during this stage are based primarily around the Facilities, Information Technology Services, and Police Departments working with local Emergency Management Agencies to safely gain access to the college physical plant, assess the damage, and initiate repair and reactivation efforts.
6. Recovery – in which the appropriate Emergency Management Agencies have approved reentry to all civilian personnel. Activity during this stage will be centered on continuing reactivation efforts until the college has reopened.

C. Stage 1 – Maintenance

Stage 1 prescribed activities are based on the need to stay vigilant and prepared for a crisis event. They are ongoing throughout the year.

Prescribed Activities:

- All supervisors, beginning with Senior Leadership and extending through each divisional organizational chart to front-line personnel, will ensure their respective teams maintain accurate Active Directory information and Banner information to ensure up-to-date communication/location information for every college employee. Failure to ensure accurate contact information within these repositories will result in employees not receiving emergency information during a crisis event;
- All supervisors will ensure they maintain accurate contact information for their teams, to include cellphone, email, personal cellphone and personal email;
- All supervisors will ensure that technology issued to team members (laptops, cellphones, etc.) is kept up to date on software, ability to access the college network from offsite, and operability. This is particularly important for critical personnel required to play a supporting role during an evacuation period;
- All supervisors will ensure their respective teams are aware of what items they may need to take in the event of an evacuation, especially critical personnel. A “Go Bag” should be customized for critical personnel who will be essential during an evacuation period;
- The Police Department will periodically inspect the Recovery Areas on each campus to ensure they are properly stocked and prepared;
- The Police Department, Student Affairs, the Vice President for Community and College Relations and the Information Technology Services Department will test all Emergency Communications channels (InfoCast, ReGroup, etc.) each semester to ensure operability;
- The Facilities Department will periodically inspect equipment likely to be needed during a recovery period, i.e. chainsaws, gas cans, generators, etc.;
- The Emergency Policy Group will engage in an annual tabletop exercise between the months of May and August. This exercise will be formulated by the Chief of Police with the cooperation of other personnel selected by the Chief of Police. The exercise will include operational situations designed to ensure all areas of the college respond properly to the scenario presented, and will include a post-exercise briefing.

D. Stage 2 – Evacuation Possible

This stage will be declared by the President of the College and is triggered by a crisis event, or an announcement by a local, state, or federal Emergency Management Agency that a crisis event could occur in the college service area. The Facilities, Information Technology Services, and Police Department personnel will have limited availability to college staff during this stage, as they will be preparing their respective areas for a potential evacuation.

Prescribed Activities:

- The Emergency Policy Group will meet to assess the crisis event and ensure the following action items are set in motion:
 - The Chief of Police will notify the TCSG Emergency Policy Group that the college has entered Stage 2 of the BCP;
 - All supervisors will confirm that their contact information for their respective teams is accurate (work and personal);
 - All supervisors will confirm that they can contact their respective team members in the event of an evacuation. It is strongly recommended that every supervisor obtain from their respective teams if, and where, they will evacuate to should the need for evacuation arise;
 - All supervisors will confirm that critical personnel Go Bags are properly equipped and ready for evacuation;
 - The Police Department, Vice President for Community & College Relations, Information Technology Services Department and Student Affairs Departments will test ReGroup and all other Emergency Notification channels to ensure they are properly operational. Deficiencies will be noted and addressed immediately;
 - The Chief of Police or his/her designee will confirm the contact information (personal and work cellphones, email addresses) for the Emergency Policy Group, as well as the contact information for the appropriate Emergency Management Agencies, Power Companies, First Responders and appropriate local government agencies;
 - The Vice President for Community & College Relations will maintain and update contact information for all service area media outlets;
 - The Emergency Policy Group, Recovery Team and Communications Team will make preparations to ensure the safety of their families and

properties, and reserve evacuation accommodations outside of the predicted area of impact in order to ensure continuity of communications during the evacuation and recovery stages. Communication is the foundation of a successful recovery and resumption of college business. Evacuation location and lodging shall be selected with this priority in mind;

- Communications messages will be prepared per the following process:
 - The Emergency Policy Group will define the message(s) for the faculty, staff, students, and public;
 - The Communications Team will review and refine the message(s) before submitting to the President for final approval;
 - The Campus Police will assume a state of readiness to send the final approved message(s) to faculty, staff and students for distribution through email, text and automated voice message in the event of evacuation;
 - Enterprise technology will prepare the website emergency page containing the final approved message(s) for posting on the college website in the event of evacuation;
 - The Vice President for Community & College Relations will assume a state of readiness to send the final approved message(s) to service area news media and social media in the event of evacuation;
 - NOTE: these messages will be distributed at the direction of the President. The same personnel will manage updates and revisions of the messages as the event progresses.

E. Stage 3 – Evacuation Probable

At this stage, the probability of evacuation is high. Activities should be premised on the assumption that evacuation will occur. This stage will be declared by the President of the College, and triggered by a crisis event, or an announcement by a local, state, or federal Emergency Management Agency that a crisis event is likely to occur in the college service area, and human safety and welfare would be best preserved by evacuation. **Facilities, Information Technology Services, and Police Departments will be completely dedicated to evacuation preparation during this stage, and will not be available for repair, asset, or maintenance services to other divisions.**

Prescribed Activities:

- The Emergency Policy Group will meet to discuss the potential interruption of college business and whether the following action items should occur:
 - The Chief of Police will notify the TCSG Emergency Policy Group that the college has entered Stage 3 of the BCP;
 - The Facilities Department will prepare the physical assets of the college for evacuation;
 - The Information Technology Services Department will announce the planned times that the Computer Applications, such as the Banner system, and college network will be taken down;
 - The Enterprise Technology Department will ensure the following occurs prior to the college network being taken down:
 - Enterprise Technology Department will request that TCSG back up the Banner Database;
 - Enterprise Technology Department will take down the Student Information System at the pre-planned time;
 - The Information Technology Services Department will take the network down at the pre-planned time, after ensuring that TCSG has performed a Banner Database backup, and the Database Administrator has taken down the Student Information System;
 - The Police Department will take appropriate measures to secure the college;
 - The Recovery Team will disseminate their planned evacuation locations, contact information, and recovery plan to the Emergency Policy Group;
 - The Communications Team will disseminate their planned evacuation locations, contact information, and Temporary Emergency Communications Plan to the Emergency Policy Group;
 - The Communications Team will disseminate the appropriate communications regarding business interruption and recovery to students, staff, and the appropriate media channels using the Temporary Emergency Communications Plan;

- The Emergency Policy Group will disseminate their planned evacuation locations and contact information throughout the Emergency Policy Group in order to maximize communication among the group during, and following, the crisis and evacuation.

F. Stage 4 – Evacuation (to include conditions necessitating staff/students remaining at their homes rather than occupying the college during business hours)

Evacuation can be declared only by the President of the College and will be triggered by an appropriate local, state, or federal official, or by the crisis event circumstances. During this stage, it is very likely that college staff and students will be occupied with their personal evacuation concerns and are, therefore, unavailable.

If the conditions are such that college staff may remain in their homes but cannot access the college during business hours (ex. flooding, road closures, etc.), then critical personnel will utilize issued communications equipment to maintain communications and, where possible, utilize internet connectivity to continue necessary functions.

The evacuation stage will continue until the appropriate local, state, or federal official lifts the evacuation order and allows reentry.

Prescribed Activities:

- All approved emergency messages will be distributed by the Campus Police, Enterprise Technology, and the Vice President for Community & College Relations per the process outlined at the end of Stage 2:
 - The Campus Police will **distribute** the final approved evacuation message(s) to faculty, staff and students through email, text and automated voice message;
 - The Community & College Relations department will **post** the website emergency page containing the final approved evacuation message(s) on the college website;
 - The Vice President for Community & College Relations will **distribute** the final approved evacuation message(s) to service area news outlets and through social media.
- The Recovery Team will make all reasonable efforts to prepare for a rapid recovery.

- The Communications Team will make all reasonable efforts to monitor event conditions and keep the Emergency Policy Group updated. Where possible and reasonable, the Communications Team will also disseminate information to service area media outlets, staff and students as conditions and operations return to normal.
- The Emergency Policy Group will make all reasonable efforts to ensure they can receive necessary communications.
- The Recovery Team will locate themselves in an area where they can most reasonably ensure continual communications with the appropriate Emergency Management Agencies.

G. Stage 5 – Initial Recovery and Assessment

Reentry into the evacuated area will occur in phases that are based on the safety of reentry as interpreted by the appropriate Emergency Management authorities. The Chatham Emergency Management Agency Phased Reentry approach is as follows:

Phase 1. Emergency Personnel and Public Safety Personnel only.

Phase 2. Essential Services for Cleanup Only: Public Works Personnel and General Contractors working with Public Works.

Phase 3. Residents and Business Owners Only: Proof of address will be required for reentry.

Phase 4. General public.

The Bryan, Liberty and Effingham County Emergency Management organizations utilize similar phased approaches. The college Recovery Team will be monitoring reentry communications during the Evacuation Stage and communicating with the Emergency Policy Group in preparation for reentry to the evacuated area.

This stage aligns with the above listed Reentry Phases 1 and 2. Immediately following the crisis event, the Recovery Team will be in communication with Emergency Management Agency personnel and will return to the college when cleared to do so.

Prescribed Activities:

- Due to potential safety issues, the college Chief of Police will direct this stage and the initial phases of reentry;

- The Recovery Team, when cleared to do so by the Chief of Police, will reenter the evacuation area and begin a damage assessment of the college;
- The Recovery Team will keep the Emergency Policy Group apprised of the damage assessment and preliminary strategy for recovery;
- When feasible to do so, the Recovery Team will formulate a strategy for preparing the college for safe resumption of business and communicate that strategy to the Emergency Policy Group;
- To ensure communications, the Recovery Team shall maintain power and communications capability. As noted, prior to evacuation, the Recovery Team will determine evacuation location and lodging with this priority in mind.

H. Stage 6 – Recovery

This stage aligns with CEMA's Reentry Phase 3, wherein residents and business owners may return to the evacuated area. Return to the college, however, will be determined by the Emergency Policy Group, based on the condition of the college physical plant and assessments by the Recovery Team.

Prescribed Activities:

- The Recovery Team will implement and manage the strategy for preparing the college for safe resumption of business and communicate pertinent progress updates to the Emergency Policy Group;
- Based upon progress updates from the Recovery Team, the President of the College will determine partial or full resumption of business by the college, and return of college staff and students;

Summary Notes of Importance:

1. As noted at the beginning of this section, every member of the Senior Leadership team is responsible, throughout the year, for ensuring their respective teams are familiar with this plan, properly equipped, and prepared to react properly to a crisis event. Please prepare by adhering to Stage 1 (Maintenance) preparation requirements over the course of the calendar year.
2. The maintenance of ongoing communications capability during the evacuation is critical to a quick recovery and resumption of business. Choosing to stay during a hurricane or similar crisis ensures the loss of communication. Critical personnel should weigh this fact very heavily when deciding whether to evacuate.

Appendix B – Critical Mission Functions Chart

OPERATING UNIT	CRITICAL MISSION FUNCTION	ALLOWABLE DOWNTIME	PRIORITY LEVEL
Police Department	Emergency Communication	0-12 hours optimally. Function is dependent on the power and communications infrastructure.	High
Police Department; IT Services	External Communication; Internal Communication; Core IT Systems	0-12 hours optimally. Function is dependent on the power and communications infrastructure.	High
President; Marketing	Non-Academic Activities	96+ hours	Low
President; Marketing	Public Information	0-12 hours optimally. Function is dependent on the power and communications infrastructure.	High
Academic Affairs	Classroom Instruction; Computer Classroom Instruction; Laboratory Instruction	24-48 hours optimally	High
Enterprise Technology Services	Distance Instruction	24-48 hours optimally; Switching Classroom Instruction function to online is dependent on internet access to Blackboard for faculty, staff and students.	High
Academic Affairs	Library Services	96+ hours	Medium
Facilities	Utilities Deliver	During recovery period, function is dependent on the power and communications infrastructure.	High
IT Services	Core IT Systems	0-12 hours optimally. Function is dependent on the power and communications infrastructure.	High
Administrative Services	Payroll	0-24 hours optimally. Payroll function is dependent on internet access.	High
Administrative Services	Procurement	0-24 hours optimally.	Medium
Facilities	Facilities Repair	0-24 hours optimally. Function is dependent on electricity.	High

Administrative Services	Mail Services	Function is unnecessary during evacuation and recovery period.	Low
Administrative Services	General Accounting Services	0-24 hours optimally. Function is dependent on internet access and electricity.	High
Adult Education	Admissions	12 – 24 hours optimally. Function is dependent on the power and communications infrastructure, and internet access.	High
Adult Education	Classroom Instruction	12 – 24 hours optimally. Function is dependent on the power and communications infrastructure, and internet access.	High
Adult Education	Distance Instruction	12 – 24 hours optimally. Function is dependent on the power and communications infrastructure, and internet access.	High
Student Affairs	Admissions	24-48 hours optimally. Function is dependent on power, communications infrastructure, and internet access.	High
Student Affairs	Registration	24-48 hours optimally. Function is dependent on power, communications infrastructure, and internet access.	High
Student Affairs	Transcript Issuance	24-48 hours optimally. Function is dependent on power, communications infrastructure, and internet access.	Medium
Marketing	Non-Academic Activities	Function is unnecessary during evacuation and recovery period.	Low

Appendix C – 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		

IV. Appendix D – Risk Management/Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Savannah Technical College **Date:** April 25, 2024

Critical Mission Function: Emergency Communication

Function Description: Communication, to include landline & cellular telephone, two way radio.

Production Location: Savannah, Crossroads, Effingham County and Liberty County Campuses; process continual throughout the college service area.

Process Manager: Chief of Police

Department: Police Department

Backup Personnel: Police Lieutenants

Drafts

Recovery Details:

Recovery Strategy Overview:

The Chief of Police (and any other department staff so designated by the Chief of Police) are designated members of the Recovery Team and will comply with Section I of this document.

Landline & cellular telephone are coordinated thru the college IT Department. In an emergency event this service may suffer loss as phone lines and cell towers may become inactive or non-operational for a time. During this period any communication would be through 2-way radios, piggybacking on the region-wide Motorola service provider. The local contact, Savannah Communication, Inc., has established tower linkage throughout the service area region so as to provide networking in any emergency. Prior to any known emergency, such as hurricane or natural disaster, the local provider will interact with the college users to maintain communication. All emergency communication would be coordinated with Chatham Emergency Management Agency (CEMA) and the Georgia Emergency Management Agency

(GEMA). Additionally, the Recovery Team and Emergency Policy Group will, in an evacuation event, relocate to areas where they will have access to power and internet communications in order to ensure communications capability throughout the crisis event.

Following the crisis event, the Chief of Police will direct reentry of the Recovery Team into the evacuation area, in keeping with emergency management authorities.

Maximum Allowable Downtime (MAD): 12 hours, though this figure is subject to prevailing conditions.

MAD Rationale/Justification:

12 hours is the maximum downtime expected, though this figure is subject to prevailing conditions. Existing emergency management procedures, which apply to the local/State Emergency Operations Center would begin with a 72 hour, pre-disaster, set up plan. Communication would continue through this center, in conjunction with the local service provider, prior to the event.

Can process be suspended? No **Can process be degraded?** Only to the point of 2-way radio communication; land - line and cellular service should come on line within 24-72 hours.

Work-around procedures in place? Yes, through CEMA and GEMA.

Work-around procedures tested? Yes

Recovery Point Objective (relocation): Central Georgia Technical College in Warner Robbins, GA, or, Augusta Technical College in Waynesboro, GA.

Hours to Point Objective: 0-12 hours

Recovery Time Objective (hours): 12-24 hours

Hardware Needs: Motorola UHF & 800 MHz portable radios (20), Motorola dash - mount mobile radios (10), spare radio batteries, mobile gas- or diesel-powered generator.

Software Needs: Programming software from Motorola Communications, Inc. in order to reprogram radios.

Necessary Vendors/Contractors: Savannah Communications, Inc. & Motorola, Inc.

Special Notes:

Appendix D - Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Savannah Technical College **Date:** April 15, 2023

Critical Mission Function: External Communications, Core IT Systems, and Internal communications.

Function Description: Telephone, internal & external e-mail/Internet capability and all core IT systems.

Production Location: Savannah, Crossroads, Effingham County and Liberty County Campuses; process continual throughout the college service area.

Process Manager: ITS Director

Department: IT Services

Backup Personnel: ITS Director Designee

Recovery Details:

Recovery Strategy Overview: All college departments depend on IT Services to perform critical functions. Any business or instructional process is dependent on IT for any ability in carrying out the prescribed responsibility. IT currently does a nightly back up on servers for the majority of any college programmatic function and maintains those data files on backup tapes. These tapes are stored off site, monthly, in a remote location readily accessible in an emergency.

In the event of disaster, forced closure or evacuation, it is anticipated hardware would be available from another institution, within the TCSG system, or, purchasable from vendors. Restoration of college data from the backup Media to the supplied hardware would then be affected.

Maximum Allowable Downtime (MAD): 12 hours, though this figure is subject to prevailing conditions.

MAD Rationale/Justification: 12 hours maximum anticipated as gathering of downloaded media, capture of immediate use data and transport to secondary site, coupled with set up and production of data to users would take this time. Advance agreements with fall back locations are in place with reserved space and hardware available for IT use in bringing college back online ASAP.

Can process be suspended? No.

Can process be degraded? No.

Work - around procedures in place? Yes.

Work-around procedures tested? Yes.

Recovery Point Objective (relocation): Central Georgia Technical College in Warner Robbins, GA or Augusta Technical College in Waynesboro, GA.

Hours to Point Objective: 0 – 12 hours.

Recovery Time Objective (hours): 12 – 24 hours.

Hardware Needs:

- **Servers:** DNS, DHCP, File storage, SharePoint, e-mail internal/external, Banner Student Information Systems;
- **Routers:** Firewall, Router;
- **Switches:** Core switch, Edge switches, Wireless Access Points;

- 10 Laptops, 10 VoIP telephones, Call Manager, Trunk lines or PRIs, 5 mobile phones.

Software Needs: PeopleSoft, Blackboard, Banner Systems, Single Sign-On.

Necessary Vendors/Contractors: Dell, GTA, Verizon.

Special Notes:

Appendix D - Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Savannah Technical College **Date:** April 15, 2021

Critical Mission Function: Non-Academic Activities

Function Description: Any activity not related to the (emergency) operation of the on-going, critical, function of the college in its educational & business pursuits.

Production Location: Any and all Savannah Technical College affected service areas.

Process Manager: College President

Department: Executive

Backup Personnel: Vice President for Community & College Relations

Recovery Details:

Recovery Strategy Overview: The President of the College will make all decisions as may relate to any college activity not immediately required for the emergency operation of relocating and restoring critical functions, as needed, in order to affect the specific mission of the college. It is anticipated that any such activity would be minimal at best.

Maximum Allowable Downtime (MAD): 96 plus hours, though this figure is subject to prevailing conditions.

MAD Rationale/Justification: The college business and educational responsibilities are paramount in regaining creditability and functionality should a disaster occur. Any function not directed linked to this mission will become secondary and may await full restoration of services before being addressed.

Can process be suspended? N/A

Can process be degraded? N/A

Work-around procedures in place? Yes.

Work-around procedures tested? Yes.

Recovery Point Objective (relocation): Central Georgia Technical College in Warner Robbins, GA or Augusta Technical College in Waynesboro, GA.

Hours to Point Objective: 0 – 12 hours.

Recovery Time Objective (hours): 12 – 24 hours.

Hardware Needs: N/A

Software Needs: N/A

Necessary Vendors/Contractors: N/A

Special Notes: This activity will be determined by the President of the College given the ongoing situation, at any point in time, during an emergency.

Appendix D - Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Savannah Technical College **Date:** April 15, 2021

Critical Mission Function: Public Information

Function Description: Distribution of information regarding the college and its ongoing progress in meeting the challenges incurred due to any emergency situation.

Production Location: Distribution of information regarding the college and its ongoing progress in meeting the challenges incurred due to any emergency situation.

Process Manager: College President

Department: Executive

Backup Personnel: Vice President for Community & College Relations

Recovery Details:

Recovery Strategy Overview: Production and distribution of any public information regarding the ongoing emergency as dictated by the President of the College. Distribution to the student population will occur through ReGroup. Distribution to media outlets may occur through email and/or cellular service.

Maximum Allowable Downtime (MAD): 0 – 6 hours, though this figure is subject to prevailing conditions.

MAD Rationale/Justification: Public information regarding the situation of the college, its ongoing attempts to establish its mission goals and continue with business/educational pursuits, is of vital importance. Having a face and voice of the college, directed toward the public and with the goal of maintaining creditability for the college mission during an emergency is paramount.

Can process be suspended? No

Can process be degraded? No

Work-around procedures in place? Yes

Work-around procedures tested? Yes.

Recovery Point Objective (relocation): Central Georgia Technical College in Warner Robbins, GA or Augusta Technical College in Waynesboro, GA.

Hours to Point Objective: 0 – 12 hours, though this figure is subject to prevailing conditions.

Recovery Time Objective (hours): 12 – 24 hours.

Hardware Needs: N/A

Software Needs: N/A

Necessary Vendors/Contractors: N/A

Special Notes: Public information regarding the situation of the college, its ongoing attempts to establish its mission goals and continue with business/education pursuits, is of vital importance. Having a face and voice of the college, directed toward the public and with the goal of maintaining creditability for the college mission during an emergency is paramount.

Appendix D - Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Savannah Technical College **Date:** April 25, 2024

Critical Mission Function: Academic Affairs to include Classroom Instruction, Distance Instruction, Computer Classroom Instruction and Laboratory Instruction. Library services are under this function but with a low priority level given information available on-line.

Function Description: Restoration of classroom or on-line general instruction, for all credit programs in a timely fashion as conditions allow. While many instructional programs can continue some will be discontinued until such time as the college physical plant can be reoccupied due to the requirement of equipment, tools, or labs specific to the program. These programs include, but are not limited to, Aviation Maintenance, Basic Law Enforcement Certification, Culinary Arts, Cosmetology, Barbering, Welding, Dental Hygiene and others.

Production Location: Savannah, Crossroads, Effingham County and Liberty County Campuses; process continual throughout the college service area.

Process Manager: All Deans, Department Heads and Vice President of Academic Affairs in conjunction with the Vice President of Administrative Services, Enterprise Technology Services, and Information Technology Services.

Department: Academic Affairs.

Backup Personnel: As designated by the Vice President of Academic Affairs.

Recovery Details:

Recovery Strategy Overview: In as timely a fashion as possible reconstruct the academic mission of the college utilizing the Blackboard LMS, so as to provide on line and/or direct instruction to students engaged in the pursuit of their educational goal; and to further provide such professional training as desired by the college industry partners in the restoration of their business and industry function; the end result being full functionality of the college educational mission to students and clients.

Maximum Allowable Downtime (MAD): 24 – 48 hours, though this figure is subject to prevailing conditions.

MAD Rationale/Justification: Minimum estimated time for evacuation, travel and arrival to a remote location, set up of programs and beginning of instruction.

Can process be suspended? Yes, but with some loss of the college mission.

Can process be degraded? Only with the express approval of the President of the College.

Work-around procedures in place? Yes; faculty knowledgeable in on-line courses.

Work-around procedures tested? Yes; most faculty already using process.

Recovery Point Objective (relocation): Central Georgia Technical College in Warner Robbins, GA or Augusta Technical College in Waynesboro, GA.

Hours to Point Objective: 0 – 12 hours.

Recovery Time Objective (hours): 12 – 24 hours.

Hardware Needs: Laptops for critical personnel.

Software Needs: Business Pro Plan, My IT lab, MyMath Lab, Microsoft Office Suite, Blackboard, Quickbooks Pro 2010, Keyboarding Pro Deluxe, MS 2007 & ins/Billing, Adobe InDesign, Microsoft Windows 10 & 11.

Necessary Vendors/Contractors: Blackboard, Georgia Virtual Technical College.

Special Notes: All personnel required are listed in a confidential folder containing personal contact information to include work, home, emergency contact and next of kin information.

Appendix D - Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Savannah Technical College **Date:** April 25, 2024

Critical Mission Function: Utilities Delivery, Facilities Repair and Mail Services.

Function Description: Repair and operation of all infrastructure/Physical Plant necessary for the normal pursuit of business/service delivery throughout the college service area. Part of this entails mail delivery, which will take low priority until such time as normal operation of the college can take place.

Production Location: Savannah, Crossroads, Effingham and Liberty County Campuses; process continual throughout the college service area.

Process Manager: Assistant Vice President for Operations **Department:** Operations
- Facilities

Backup Personnel: Assistant Director of Facilities

Recovery Details:

Recovery Strategy Overview: The Director of Facilities and the Assistant Director of Facilities are designated as members of the Recovery Team and will comply with Section I of this document. All members of the Recovery Team will stage and/or evacuate in a location with sufficient power and communication resources. Upon return/reentry, after disaster and under protection of Police/reentry personnel, the Facilities Department will clear debris, reestablish college physical plant if possible and work with contractor groups to place college in order.

Maximum Allowable Downtime (MAD): 0 – 12 hours, though this figure is subject to prevailing conditions.

MAD Rationale/Justification: Estimate of time needed to move/relocate above noted items/equipment to remote location and establish service to begin restoration of college service to student/client base.

Can process be suspended? No

Can process be degraded?

Yes, but not below that level of service required for basic mission or life safety requirements.

Work-around procedures in place? Yes, by use of facilities at remote location.

Work-around procedures tested? Yes.

Recovery Point Objective (relocation): Central Georgia Technical College in Warner Robbins, GA or Augusta Technical College in Waynesboro, GA.

Hours to Point Objective: 0 – 12 hours.

Recovery Time Objective (hours): 12 – 48 hours.

Hardware Needs: Enclosed trailers, large 1st aid kits, chainsaws, roadside assistance safety equipment and tools, Flashlights, Batteries, Basic toiletries, MRE's, Water, Work Lights, rain gear, fuel, shovels, battery-powered radios and various other basic survival items.

Software Needs:

Necessary Vendors/Contractors: General Utility Contractors Listed in Departmental Emergency manuals.

Special Notes: Facilities will work in conjunction with Police Department in securing home campuses, transporting under guard and establishing temporary housing for Police personnel staying behind to protect home campuses.

Appendix D - Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Savannah Technical College **Date:** April 25, 2024

Critical Mission Function: Administrative Services, to include Payroll (Human Resources), Procurement, and General Accounting Services.

Function Description: Overall business function of the college. Central operational entity for all accounting & personnel services throughout the college service area.

Production Location: Centralized services located on the Savannah Campus.

Process Manager: Vice President for Administrative Services **Department:**
Administrative Services

Backup Personnel: Director of Accounting

Recovery Details:

Recovery Strategy Overview: In a timely fashion reestablish all college business and personnel services activity at a remote location if necessary. Services to include transfer of all saved records and files, saved through IT nightly downloads, and by use of such files continue the daily needs of the college business function. Relocation will include the necessary payroll check printer and necessary accessories.

Maximum Allowable Downtime (MAD): 12 – 24 hours, though this figure is subject to prevailing conditions.

MAD Rationale/Justification: Sheer bulk of information required for this operation in moving from home location to remote site, will require time for transport, set up and initial testing. The anticipated time frame, given reserved hardware at established remote location, coupled with readily available system wide support for certain functions should decrease the anticipated down time by several hours.

Can process be suspended? No.
Yes, to a functional minimum.

Can process be degraded?

Work-around procedures in place? Yes.

Work-around procedures tested? Yes.

Recovery Point Objective (relocation): Central Georgia Technical College in Warner Robbins, GA or Augusta Technical College in Waynesboro, GA.

Hours to Point Objective: 0 – 12 hours.

Recovery Time Objective (hours): 12 – 24 hours.

Hardware Needs: External hard drives (08), Laptops (08), AP Check Stock (amount unknown), Check printer (01).

Software Needs: PeopleSoft, WinPrism, Capella.

Necessary Vendors/Contractors:

Special Notes: Will require all existing vendor, tax, payroll invoice and receipt, check listings for current year and personnel information files, not on saved server information.

Appendix D - Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Savannah Technical College **Date:** April 25, 2024

Critical Mission Function: Adult Education, to include all Admissions, Classroom Instruction, and Distance Instruction. Adult Education provides ABE, GED and ESL classes to individuals who lack basic skills and can demonstrate legal presence in the country.

Function Description: Restoration of classroom or on-line general instruction, for all adult education programs in a timely fashion. While most instructional programs can continue some will be discontinued until such time as the college physical plant can be reoccupied.

Production Location: Savannah, Crossroads, Effingham County and Liberty County Campuses; process continual throughout the college service area.

Process Manager: Vice President of Economic Development
Adult Education Department.

Department:

Backup Personnel: Coordinator of Adult Education

Recovery Details:

Recovery Strategy Overview: In as timely a fashion as possible reconstruct the mission of the Adult Education Department, in a remote location using the relevant online tools so as to provide online and/or direct instruction to students engaged in the pursuit of their educational goal; and to further provide such professional training as desired by the college industry partners in the restoration of their business and industry

function; the end result being full functionality of the college educational mission to students and clients.

Maximum Allowable Downtime (MAD): 24 – 48 hours, though this figure is subject to prevailing conditions.

MAD Rationale/Justification: Minimum estimated time for evacuation, travel and arrival to a remote location, set up of programs and beginning of instruction.

Can process be suspended? Yes, but with some loss of the college mission.

Can process be degraded? Only with the express approval of the President of the College.

Work-around procedures in place? Yes; GALIS data system, TABE Online system and GED Academy.

Work-around procedures tested? Yes.

Recovery Point Objective (relocation): Central Georgia Technical College in Warner Robbins, GA or Augusta Technical College in Waynesboro, GA.

Hours to Point Objective: 0 – 12 hours.

Recovery Time Objective (hours): 12 – 24 hours.

Hardware Needs: External hard drives if utilized. Laptops for critical personnel.

Software Needs: MS Office Suite, browsers.

Necessary Vendors/Contractors: N/A

Special Notes: All personnel required are listed in a confidential folder containing personal contact information to include work, home, emergency contact and next of kin information.

Appendix D - Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Savannah Technical College **Date:** April 15,2021

Critical Mission Function: Economic Development, to include Admissions, Classroom Instruction, and Distance Instruction for contracted business and industry partners. This Worksheet also addresses the Child Care Resource & Referral department housed within Economic Development.

Function Description: Restoration of classroom or on-line general instruction, for all Economic Development programs in a timely fashion. While most instructional programs can continue some will be discontinued until such time as the college physical plant can be reoccupied.

Production Location: Savannah, Crossroads, Effingham County and Liberty County Campuses; process continual throughout the college service area.

Process Manager: Vice President for Economic Development **Department:** Economic Development

Backup Personnel: Manager of Business and Industry Services.

Recovery Details:

Recovery Strategy Overview: In as timely a fashion as possible reconstruct the mission of the Economic Development Department, in a remote location, so as to provide on line and/or direct instruction to students engaged in the pursuit of their educational goal; and to further provide such professional training as desired by the college industry partners in the restoration of their business and industry function; the

end result being full functionality of the college educational mission to students and clients.

Maximum Allowable Downtime (MAD): 24 – 48 hours, though this figure is subject to prevailing conditions.

MAD Rationale/Justification: Minimum estimated time for evacuation, travel and arrival to a remote location, set up of programs and beginning of instruction. All systems and data for Economic Development and Continuing Education are supported in a cloud environment and can be operated from any web location. This allows ED/CE to effectively communicate with their clients and students. CCRR operates with remote offices and is backed up via their State website.

Can process be suspended? Yes, but with some loss of the college mission.

Can process be degraded? Only with the express approval of the President of the College.

Work-around procedures in place? Yes.

Work-around procedures tested? Yes.

Recovery Point Objective (relocation): Central Georgia Technical College in Warner Robbins, GA or Augusta Technical College in Waynesboro, GA.

Hours to Point Objective: 0 – 12 hours.

Recovery Time Objective (hours): 12 – 24 hours.

Hardware Needs: 4 laptops.

Software Needs: Web browser w/ remote access to Savannah Technical College website WordPress administrator environment.

Necessary Vendors/Contractors:

Special Notes:

Appendix D - Business Continuity Plan Worksheet

Business Continuity Plan Worksheet

Work Unit/Technical College: Savannah Technical College **Date:** April 25, 2024

Critical Mission Function: Student Affairs, to include Admissions, Registration, Transcript Issuance, and Non-Academic Activities.

Function Description: Restoration of the ability to admit and register students, issue transcripts, and perform non-academic activities online. While online registration for current students can be accomplished, admission of new students will be severely impaired due to the inability to receive and review the transcripts, tax returns, and/or other documentation in hard-copy in the presence of the student during off-site relocation. Non-academic activities are of low importance and will likely be suspended or greatly degraded.

Production Location: Savannah, Crossroads, Effingham County and Liberty County Campuses; process continual throughout the college service area.

Process Manager: Vice President for Student Affairs **Department:** Student Affairs

Backup Personnel: Registrar

Recovery Details:

Recovery Strategy Overview: In as timely a fashion as possible reconstitute the ability to admit/register students and process financial aid from remote locations, so as to limit the disruption to the recruitment/enrollment process. Key members of the Student Affairs Team will relocate independently to areas with telephone/internet connection and will establish communication with the rest of the team and with students needing immediate services.

Maximum Allowable Downtime (MAD): 24 – 48 hours, though this figure is subject to prevailing conditions.

MAD Rationale/Justification: Minimum estimated time for evacuation, travel and arrival to a remote location, set up of programs and beginning of instruction.

Can process be suspended? Yes, but with significant loss of the college mission.

Can process be degraded? Only with the express approval of the President of the College.

Work-around procedures in place? Yes, minimal functionality through online services.

Work-around procedures tested? Yes.

Recovery Point Objective (relocation): Central Georgia Technical College in Warner Robbins, GA or Augusta Technical College in Waynesboro, GA.

Hours to Point Objective: 0 – 12 hours.

Recovery Time Objective (hours): 12 – 24 hours.

Hardware Needs: 7 laptop computers distributed as follows:

- VP for Student Affairs

- Registrar
- Assistant Registrar
- Financial Aid Director
- Admissions Director
- High School Coordinator
- Military Outreach Coordinator

Software Needs: Web browser and internet access.

Necessary Vendors/Contractors:

Special Notes:

V. EXERCISE AND REVIEW

The Emergency Policy Group, Communications Team and Recovery Team will design, schedule and complete a minimum of one tabletop exercise annually. The exercise will involve an evacuation of at least one college campus. The effectiveness of the Business Continuity Plan during the exercise will be reviewed and, if necessary, the Business Continuity Plan will be revised accordingly.

Following any crisis event wherein the Business Continuity Plan is invoked – in whole or in part – the Emergency Policy Group will review the effectiveness of the plan and, if necessary, revise it accordingly.

VI. Appendix E – Emergency/Utility Contacts

Savannah Campus

Law Enforcement: Savannah Technical College Police Dept. – 912.443.5200

Savannah Police Dept. – 911/912.652.6500

Fire: Savannah Fire Department – 911/912.651.6758

Power: Georgia Power – 1.800.437.3890

Water: 311/912.651.6565

Natural Gas: South – 1.877.427.4321

Telecommunications: Savannah Technical College ITS Department

Other: Chatham Emergency Management Agency – 912.201.4500
124 Bull Street
Savannah, GA 31401

VI. Appendix E – Emergency/Utility Contacts

Crossroads Campus

Law Enforcement: Savannah Technical College Police Dept. – 912.443.5200

Savannah Police Dept. – 911/912.652.6500

Fire: Savannah Fire Department – 911/912.651.6758

Power: Georgia Power – 1.800.437.3890

Water: 311/912.651.6565

Natural Gas: Gas South – 1.877.427.4321

Telecommunications: Savannah Technical College ITS Department

Other: Chatham Emergency Management Agency – 912.201.4500

124 Bull Street

Savannah, GA 31401

VI. Appendix E – Emergency/Utility Contacts

Effingham Campus and Effingham College and Career Academy

Law Enforcement: Savannah Technical College Police Dept. – 912.443.5200
Effingham County Sheriff's Department – 911/912.754.3449

Fire: Effingham County Fire Department (Springfield) – 911/912.754.8888

Power: Georgia Power – 1.800.437.3890

Water: City of Springfield - 912.547.9767/after hours Sheriff's Office: 912.977.2454

Natural Gas: N/A – Not billed for gas service.

Telecommunications: Savannah Technical College ITS Department

Other: Effingham County Emergency Management Agency – 912.754.8888
601 North Laurel Street
Springfield, GA 31329

VI. Appendix E – Emergency/Utility Contacts

Liberty Campus and Liberty College and Career Academy

Law Enforcement: Savannah Technical College Police Dept. – 912.443.5200

Hinesville Police Dept. - 911/912.368.8211

Walthourville Police Dept. – 912-368-6525

Fire: Hinesville Fire Dept. - 912.876.4143

Power: Georgia Power – 1.800.437.3890

Water: City of Hinesville - 912.876.3564/after hours: 912.876.8216

Natural Gas: Gas South – 1.877.427.4321

Telecommunications: Savannah Technical College ITS Department

Other: Liberty-Hinesville Emergency Management Agency – 912.368.2201
100 Liberty Street
Hinesville, GA 31313

VII. Emergency Teams Contact Information

Emergency Policy Group

Position	Name	Phone(s)
President of the College	Dr. Ryan Foley	Ofc 912 443-3026
VP for Academic Affairs	Dr. Gayle Tremble	Ofc 912 443-5858 Cell 912 856-2256
VP for Student Affairs	Tal Loos (interim)	Ofc 912 443-5707 Cell 912 665-3335
VP for Administrative Services	Tonya Vickers	Ofc 912 443-5485 Cell 912 665-7845
VP for Economic Development	Tal Loos	Ofc 912 443-4140 Cell 912 414-0153
VP for Community & College Relations	Robert Grant	Ofc 912 443-3022 Cell 912 220-0815
Director of Enterprise Technology Services	Tammy Brannen	Ofc 912 443-4797 Cell 912 655-5006
Chief of Police/Chief Information Officer	Chief Nathan Tirey (interim)	Ofc 912 443-4787 Cell 912 433-9135
Lieutenant of Police	Lieutenant John Taylor	Ofc 912 443-4165 Cell 912 755-0125
Assistant VP for Operations	Kathryn Twining	Ofc 912 443-5337 Cell 912 704-0860

Director of Information Technology Services	Jamie Davis	Ofc 912 443-4162 Cell 912 433-8423
Exposure Control Coordinator	Stephanie Derfus	Ofc 912 443-5812 Cell 912-755-1069
Dean of Industrial Technology Programs	Dan Krautheimer	Ofc 912 443-5821 Cell 912 665-5499
Dean of Health Services Programs	Stephanie Derfus	Ofc 912 443-5828 Cell 912 655-3933
Dean of Liberty Campus	Terrie Sellers	Ofc 912 443-6003 Cell 912 659-4800
Dean of Effingham Campus	Dr. Tristam Aldridge	Ofc 912 443-4107 Cell 706 244-0657
Dean of Aviation	Jimmie Smith	Ofc. 912-443-4140 Cell 912-675-0812
Dean of Business & Technology	Debra Geiger	Ofc. 912-443-5783
Dean of Public Services	Shunda Ware	Ofc. 912-443-4097

Communications Team

Position	Name	Phone(s)
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VP for Academic/Student Affairs	Dr. Gayle Treble	Ofc 912 443-5858 Cell 912 856-2256
VP for Student Affairs	Tal Loos (interim)	Ofc 912 443-5707 Cell 912 665-3335
VP for Community & College Relations	Robert Grant	Ofc 912 443-3022 Cell 912 220-0815
Assistant VP for Public Relations & Marketing	Cynthia Cradduck	Ofc 912 856-9075
Chief of Police	Chief Nathan Tirey (interim)	Ofc 912 443-4787 Cell 912 433-9135
VP for Economic Development	Tal Loos	Ofc 912 443-4140 Cell 912 414-0153

Recovery Team

Position	Name	Phone(s)
VP for Administrative Services	Tonya Vickers	Ofc 912 443-5485 Cell 912 665-7845
Chief of Police	Chief Nathan Tirey (interim)	Ofc 912 443-4787 Cell 912 433-9135
Lieutenant of Police	Lt. John Taylor	Ofc 912 443-4165 Cell 912 755-0125
Public Safety Officer/Emergency Communications	Ben Robinson	Ofc 912 443-5097 Cell 912 658-2107

Assistant VP for Operations	Kathryn Twining	Ofc 912 443-5337
Director of Information Technology Services	Jamie Davis	Ofc 912 443-4162 Cell 912 433-8423
Network Administrator	Matt Marmet	Ofc 912 443-5187 Cell 912 414-0684
Assigned Police Personnel	Designated by Chief of Police	To be assigned during evacuation preparation.
Assigned ITS Personnel	Designated by Director of ITS	To be assigned during evacuation preparation.
Assigned Facilities Personnel	Designated by Assistant VP for Operations	To be assigned during evacuation preparation.