



Brian P. Kemp  
Governor

Gregory C. Dozier  
Commissioner

February 19, 2020

President Glass  
Southern Regional Technical College  
15689 US Highway 19 North  
Thomasville, GA 31792

Dear President Glass:

Enclosed is the approved and signed copy of the 2019-2020 Emergency Operations Plan for your college. Your EOP has been approved without need for revisions. We appreciate the hard work and dedication you and your staff have shown.

Please contact me directly at [lbeck@tcsq.edu](mailto:lbeck@tcsq.edu) or 404-679-1666 if I can be of service to you or your college in any way with concerns you may have in these areas. We wish you a safe and secure academic year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lisa Anne Beck", is written in a cursive style.

Lisa Anne Beck  
Emergency Manager

(Please send a copy to your College Emergency Operations Coordinator, Chief James Spooner for college distribution.)



**Emergency Operations Plan**  
***Southern Regional Technical College***  
**2019 - 2020**

REVIEWED:  DATE: 2/10/2020  
EMERGENCY OPERATIONS COORDINATOR  
*Southern Regional Technical College*

APPROVED:  DATE: 2/10/2020  
PRESIDENT  
*Southern Regional Technical College*

REVIEWED:  DATE: 02/12/20  
EMERGENCY MANAGER  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED:  DATE: 02/19/20  
DIRECTOR OF CAMPUS SAFETY  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

*Southern Regional Technical College*  
**Emergency Operations Plan**  
**2019-2020**

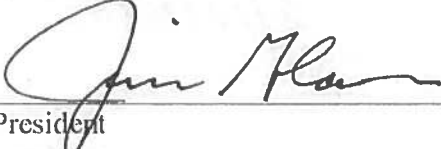
## Promulgation Statement

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 Southern Regional 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 Southern Regional Technical College.

The Southern Regional 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 Southern Regional Technical College and with the authority vested in me as the President of Southern Regional Technical College, I hereby promulgate the Southern Regional Technical College Emergency Operations Plan.

  
\_\_\_\_\_  
President  
Southern Regional Technical College

2/12/2020  
Date

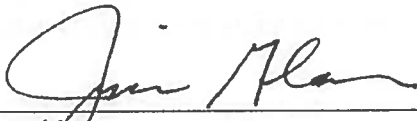
## Approval and Implementation

This plan supersedes the Southern Regional Technical College Emergency Operations Plan dated April 2017.

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 Southern Regional 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. Executive Vice President
3. Chief of Police

  
\_\_\_\_\_  
President  
Southern Regional Technical College

2/12/2020  
Date







# **Southern Regional Technical College Emergency Operations Plan**

## **Table of Contents**

### **Emergency Operations Plan**

1. Overview
2. Concept of Operations
3. Organization and Assignment of Responsibilities
4. Direction, Control, and Coordination
5. Information Collection, Analysis and Dissemination
6. Training, Drills and Exercises
7. Administration, Finance and Logistics
8. Plan Development and Maintenance
9. Authorities and References
10. College Risk Assessment Instrument

### **Functional Annexes**

1. Evacuation
2. Deny Entry/Closing/Lockdown
3. Shelter-in-Place/Secure-in-Place
4. Accounting for All Persons
5. Communications and Notifications
6. Business Continuity
7. Recovery
8. Public Health, Medical and Mental Health
9. Security
10. Rapid Assessment

### **Hazard-Specific Annexes**

#### **Natural Hazards**

1. Tornado/Winds/Thunderstorm
2. Winter Weather
3. Floods/Dam Failure
4. Wildfires
5. Lightning
6. Drought
7. Hurricane
8. Earthquake

#### **Technological Hazards**

1. Structural Collapse
2. Utility Failure
3. Power Failure

4. Network Failure/Cyber Attacks
5. Telecommunications Failure
6. Major Structure Fire
7. Vehicle/Air/Train Accident

#### Biological Hazards

1. Disease Outbreak
2. Contaminated Food Outbreak

#### Adversarial, Incidental & Human-Caused Hazards

1. Civil Disorder
2. Terroristic Threat (includes Bomb Threat and Suspicious Package)
3. Hazardous Materials Incident
4. Armed Intruder
5. Hostage Situation

#### Exhibits

##### 1. Overview

###### 1.1 Purpose

The purpose of the Southern Regional Technical College (SRTC) Emergency Operations Plan (EOP) is to outline preparedness and response activities with regard to the various hazards that exist in the Southern Regional 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 boundary(ies) of the Southern Regional Technical College.

###### 1.3 Situation Overview

##### Characteristics

Southern Regional Technical College serves 11 counties in South Georgia, including: Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner and Worth. Substantial cities within this service delivery (SDA) area include Ashburn, Bainbridge, Blakley, Cairo, Camilla, Colquitt, Donalsonville, Moultrie, Sylvester, Tifton and Thomasville.

## Hazard Vulnerability Assessment

Southern Regional Technical College completed the latest hazard vulnerability assessment in July 2019 in consultation with administration, faculty staff and external stakeholders of the Southern Regional Technical College. 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 SRTC Service Area is as follows:

High Probability Hazards include: Power Failure and Network Failure/Cyber Attacks.

High Business Continuity Impacts include: Tornado/Winds/Thunderstorm.

High Financial Impacts include: Tornado/Winds/Thunderstorm.

*(See Appendix 1 for Hazard Vulnerability Assessment Instrument.)*

### **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 Southern Regional 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.

**Train:** 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 the response community. Emergency operations will be initiated at the lowest level of government able to respond effectively and efficiently.

### **2.2 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, Southern Regional 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 Safety Committee, 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. Southern Regional 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.

During the 2018-2019-year, Hurricane Michael caused SRTC to close on October 10-11, 2018. The Bainbridge Campus was the most significantly impacted, with a substantial amount of fallen trees and debris. There was damage caused by a fallen tree on the 200 Building. There was a widespread power outage affecting the area, and the Bainbridge Campus did not have power restored for several days. The Bainbridge Campus remained closed until Wednesday, October 17, 2018.

SRTC does not operate an Emergency Operations Center.

### **3. Organization and Assignment of Responsibilities**

This portion of the EOP defines the roles and responsibilities of members of the Safety Committee 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 Safety Committee Membership**, may include, but is not limited to: President, the Vice President for Operations, Vice President for Economic Development, Assistant Vice President and Dean for Academic Affairs, Director of Accounting, Director of Human Resources, Director of Facilities, Executive Director for Information Technology, Executive Director of Adult Education, Executive Assistant to the President, Criminal Justice Instructor, staff volunteers, and faculty volunteers.

**3.2 The Safety Committee 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 Safety Committee. 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**

Southern Regional Technical College has excellent working relationships with external agencies. These relationships aid in the coordination of services between the agencies and Southern Regional Technical College and include, but are not limited to municipal and county entities such as 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.



Existing MOAs/MOUs, mutual aid agreements: GEMHSA Logistical Staging Area agreement, Mutual Aid MOU's with Bainbridge Public Safety and Decatur County Sheriff's Office.

## 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, 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/>
- Local law enforcement agencies:
  - City Police Departments:

Ashburn Police Department:	229-567-2323
Bainbridge Police Department:	229-248-2038
Blakely Police Department:	229-723-3414
Cairo Police Department:	229-378-3096
Camilla Police Department:	<b>229-336-2201</b>
<b>Colquitt Police Department:</b>	<b>229-758-1006</b>
<b>Donalsonville Police Department:</b>	<b>229-524-2175</b>
Moultrie Police Department:	229-985-3131
Sylvester Police Department:	229-776-8501
Thomasville Police Department:	229-227-3249
Tifton Police Department:	229-382-3132
  - County Law Enforcement:

Colquitt County Sheriff's Office:	229-616-7430
Decatur County Sheriff's Office:	229-248-3044
Early County Sheriff's Office:	229-723-3214
Grady County Sheriff's Office:	229-377-5200
Miller County Sheriff's Office:	229-758-3421
Mitchell County Sheriff's Office:	229-336-2032
Seminole County Sheriff's Office:	229-524-5115
Thomas County Sheriff's Office:	229-225-3300
Tift County Sheriff's Office:	229-388-6020
Turner County Sheriff's Office:	229-567-2401
Worth County Sheriff's Office:	229-776-8211
- Local fire service agencies:
  - City Fire Departments:

Ashburn Fire Department:	229-567-2121
Bainbridge Fire Department:	229-248-2032
Blakely Fire Department:	229-723-5150
Cairo Fire Department:	229-377-3293
Camilla Fire Department:	229-336-2206

Colquitt Fire Department:	229-758-3311
Donalsonville Fire Department:	229-524-2116
Moultrie Fire Department:	229-985-1805
Sylvester Fire Department:	229-776-8511
Thomasville Fire Department:	229-227-7015
Tifton Fire Department:	229-391-3972

➤ County Fire Departments:

Colquitt County Volunteer Fire Dept:	229-890-1805
Decatur County Fire Dept:	229-248-3011
Early County Volunteer Fire Dept:	229-723-3029
Grady County Volunteer Fire Dept:	229-377-0628
Hopeful Volunteer Fire Department:	229-294-0055
Miller County Fire Department:	229-758-6688
Seminole County Fire Department:	229-524-2117
Thomas County Fire Department:	229-225-4191
Tift County Fire & Rescue Dept:	229-386-7924
Turner County Fire Department:	229-567-3501
Worth County Fire Department:	229-776-8223

- Local EMA director/agency:

Colquitt County: [colquitt.county@gema.ga.gov](mailto:colquitt.county@gema.ga.gov)  
 Decatur County: [decaturcoema@bellsouth.net](mailto:decaturcoema@bellsouth.net)  
 Early County: [becema@earlycounty.org](mailto:becema@earlycounty.org)  
 Grady County: [grady.county@gema.ga.gov](mailto:grady.county@gema.ga.gov)  
 Miller County: [emadir@millercountyga.com](mailto:emadir@millercountyga.com)  
 Mitchell County: [mitchell.county@gema.ga.gov](mailto:mitchell.county@gema.ga.gov)  
 Seminole County: [chiefbrooksdfd@yahoo.com](mailto:chiefbrooksdfd@yahoo.com)  
 Thomas County: [thomas.county@gema.ga.gov](mailto:thomas.county@gema.ga.gov)  
 Tift County: [tift.county@gema.ga.gov](mailto:tift.county@gema.ga.gov)  
 Turner County: [turner.county@gema.ga.gov](mailto:turner.county@gema.ga.gov)  
 Worth County: [worthe.county@gema.ga.gov](mailto:worthe.county@gema.ga.gov)

- Local hazardous materials agencies: See emergency numbers above.

- Local media sources:

Television

WALB ABC (Albany, GA):	229-446-1010
WCTV CBS (Thomasville, GA):	229-228-1581
WTXL ABC (Midway, FL):	850-893-3127
WFXL FOX (Albany, GA):	229-435-3100

Radio

WTIF 107.5 FM (Tifton, GA):	229-382-1075
WABR 91.1 FM (Tifton, GA):	229-294-6501
WMTM 93.9 FM (Moultrie, GA):	229-985-1300
WTUF 106.3 FM (Thomasville, GA):	229-225-1063
WHGH 840 AM (Thomasville, GA):	229-228-4124

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**

**Active Shooter Training and Lockdown Drills:** SRTC requires active shooter training to all new employees. Additionally, training is offered annually to all faculty, staff, and students. SRTC also performs active shooter lockdown drills on each campus once a year. The lockdown drills for 2019 were held during the week of November 4-7.

**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.

All Coordinators for TCSG Emergency Preparedness, Health and Safety Plans including the Emergency Operations, Business Continuity, Hazard Communication and Exposure Control Coordinators are required to complete NIMS training before the beginning of the 2018-2019 period (includes IS 100, IS 700a.)

Training records are maintained and retained for the EOP with both the VP for Operations as well as the Emergency Operations Coordinator.

## **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.

Emergency Operations Coordinator attends state-wide peer group meetings initiatives annual review and provides information to the Safety Committee. After approval by the President, the EOP is sent to the TCSG System Office for review. The current EOP is posted on the SRTC website, the previous two years' EOPs are retained in the President's Office.

## **9. Authorities and References**

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](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](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](http://rems.ed.gov/display.aspx?page=resources_NIMS).

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>

## **Functional Annexes**

### **Evacuation**

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

Exhibit plans that meet each of these goals:

1. Account for individuals located in various locations at different points in the day/week.
2. Safely move individuals from unsafe areas to designated assembly areas including but not limited to classrooms, student housing facilities, campus grounds, dining halls, stadiums, conference centers and other locations.
3. Establish alternate routes when primary evacuation routes are unusable.
4. Evacuate individuals with disabilities (along with service animals and assistive devices, e.g., wheelchairs) and others with access and functional needs, including language, transportation and medical needs.
5. Reunify individuals in a safe and efficient manner.

#### **Evacuation Procedures:**

- Students, employees and visitors should follow recommended evacuation routes that are posted. All personnel should follow the route for the location where they find themselves when the evacuation begins.
- Follow recommended evacuation routes that are posted. All personnel should follow the route for the location they find themselves when the evacuation begins. Emergency Flip charts are being produced to indicate designated assembly areas and primary evacuation routes. Everyone should be mindful to determine a secondary evacuation route.
- Instructors should bring their class record books with them.
- Instructors should ensure that all students are out of their classrooms and adjoining restrooms and workrooms.
- Supervisors should ensure that all employees are accounted for at the designated assembly area.
- Employees responsible for visitors should ensure that all visitors are accounted for at the designated assembly area.
- Individuals with declared disabilities receive advice either from Student Affairs (students) or Human Resources (employees).

## **Deny Entry/Closing/Lockdown Annex**

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.

Exhibit plans to meet each of these goals:

1. Account for individuals located in various locations at different points in the day/week.
2. Secure exterior accesses to buildings and facilities when it may or may not be safe to do so.
3. Identify building characteristics (i.e., windows, doors) which may impact possible deny entry/closing/lockdown procedures.
4. Employ variations of deny entry/closure/lockdown procedures (when outside activities are curtailed, doors are locked, and visitors closely monitored but all other activities continue as normal).

### **Lockdown:**

- Individuals who have observed an armed intruder (or hostage situation) should ensure their personal safety and then contact 9-911 or have someone contact 9-911.
- Provide as much information about the armed intruder and the situation as possible, including exact location where the intruder was observed.
- Initiate lockdown procedures by contacting the President's office at 5069. If there is no immediate response, contact Administration. The person receiving the alert should also call 9-911 to ensure that the police have been notified and then initiate the Lockdown notification.
- If the crises occurs after 6:00 pm, after contacting 9-911 and then the designated Evening Campus Administrator.
- Once the Lockdown notification has been received, employees, students and visitors must immediately implement lockdown procedures.

## **Shelter-in-Place/Secure-in-Place Annex**

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).

Exhibit plans to meet each of these goals:

1. Determine supplies needed to seal the room and to provide for the needs of all constituencies (e.g., water).
2. Identify how a shelter-in-place directive can affect individuals with disabilities and others with access and functional needs who require durable medical equipment and personal assistance services.
3. Identify alternate shelter locations when the primary shelter location is unusable.
4. Determine how to locate and shelter all constituencies.
5. Determine the need for and integration of “safe rooms” for protection against extreme wind hazards (such as a tornado or hurricane) in order to provide immediate life-safety protection when evacuation is not an option.

### **Shelter-in-Place/Secure-in -Place:**

- Move quickly to the designated Severe Weather Shelter Area is posted on the room maps for each building. Exit to the posted area. Ensure that all individuals with disabilities receive assistance.
- Students should report to faculty and employees should report to supervisor.
- Individuals should sit on floor with back against the wall, knees pulled up to chest, and arms folded over the head.
- Ensure that hallways are not blocked.
- Remain in the Severe Weather Shelter Area until the “all clear” is given.

### **For incidents involving hazardous materials:**

- Determine the need to evacuate; if evacuation is necessary, implement evacuation protocol.
- If it is determined that all individuals should remain inside, bring individuals inside as quickly as possible.
- Close all doors and windows and remain inside.
- Turn off ventilation systems, fans and heating/air conditioning units if possible
- Do not return to work or college responsibilities until public safety officials have given the “all clear.”
- Render first aid, if possible. If possible, provide a copy of the SDS to emergency personnel.

## **Accounting for All Persons Annex**

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

Exhibit plans to meet each of these goals:

1. Determine who should be in attendance at the assembly area.
2. Determine what to do when an individual cannot be located.
3. Determine how personnel will report to the assembly supervisor.
4. Determine how and when individuals will be permitted to resume their activities.

**See information found in Evacuation, Lockdown and Shelter-in-Place (Secure-in-Place) annexes.**



## Communications and Notifications Annex

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.

Exhibit plans to meet each of these goals:

1. Integrate communications systems into the local emergency response communications network (e.g., fire department, law enforcement agencies).
2. Communicate with community partners in accordance with pre-established agreements (e.g., memoranda of understanding).
3. Ensure relevant individuals can operate communications equipment/systems.
4. Communicate with all constituencies, families and the broader community before, during, and after an emergency, including using alert and notification systems.
5. Account for technology barriers and language access barriers faced by individuals.
6. Communicate to the broader community, including off-campus student activities or events on technical college grounds sponsored by third-parties.
7. Ensure effective communication with individuals with disabilities and others with access and functional needs.
8. Obtain and update emergency contact information for all constituencies.
9. Interact with emergency contacts, including international contacts, during or following an emergency.
10. Track individuals transported to other locations for care or shelter.
11. Coordinate information sharing among hospitals, families, and the technical college.
12. Verify consistency with the requirements in the Clery Act, the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and civil rights laws.
13. Communicate with individuals including members of the public who refuse to comply with safety instructions.

## **Communications and Notifications Protocol:**

- In emergency events, individuals are encouraged to contact 9-911 to report the nature of the emergency.
- Next contact should be made with the President's Office or a member of the President's Leadership Council.
- If necessary, notification will be initiated to the SRTC community, the appropriate local public safety/public health agency, TCSG System Office, and media.
- Appropriate means of notification will be employed depending on the nature of the emergency.
- SRTC will ensure that all communications meet requirements of Clery Act, the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and civil rights laws.
- Updated emergency contact information is available in the Business Continuity Plan.
- Also see SRTC Procedure: Threats Management found on the SRTC website under Tuition and Aid.

## **Business Continuity Annex**

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.

Exhibit plans to meet each of these goals:

1. Design the Business Continuity Plan for immediate activation and to be sustained for at least 30 days.
2. Set priorities for re-establishing essential functions, such as restoring operations, and maintaining the safety and well-being of students and the learning environment.
3. Establish succession of command for executive leadership.
4. Ensure students receive related services (e.g., financial aid, instruction, food, and student housing) in the event of a prolonged closure.
5. Develop agreements with other institutions to prepare for emergency situations when the technical college may not be able to provide routine services for prolonged periods of time.

**See SRTC Business Continuity Plan and Disaster Recovery Plan.**

## Recovery Annex

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.

Exhibit plans to meet each of these goals:

### Academic Recovery:

1. Delineate procedures for and authority structure for closure and reopening of the technical college.
2. Determine and arrange facilities for temporary location of functions.
3. Provide alternate educational programming in the event that students cannot physically reconvene.

### Physical Recovery:

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

### Fiscal recovery:

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.

### Psychological and Emotional Recovery:

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.

**See SRTC Business Continuity Plan and Disaster Recovery Plan for Academic, Physical and Fiscal recovery protocols.**

**For Psychological and Emotional Recovery: Contact both Offices of Student Services and Institutional Advancement/Marketing/Public Relations.**

## **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.)

Exhibit plans to meet each of these goals:

1. Describe the role of individuals in providing first aid during an emergency.
2. Determine location of emergency medical supplies (first aid kits, AEDs, etc.) and who is responsible for purchasing and maintaining those materials.
3. Identify staff with relevant training/credentialing in areas such as first aid or CPR.
4. Communicate and report information about outbreaks or epidemics or other unusual medical situations to the local/state health authorities.
5. Support the needs of all constituencies identified by the threat assessment team.

**See SRTC Exposure Control Plan, Pandemic Influenza Plan; contact the Exposure Control Coordinator as well as appropriate public safety/health agencies and SRTC First Responders list. First Aid kits are available in selected classrooms. AEDs are available on selected sites.**

## **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.

Exhibit plans to meet each of these goals:

1. Establish agreements with law enforcement agencies to address the daily role of law enforcement officers in and around campus.
2. Ensure buildings and facilities are physically secure (may include, but not be limited to, implementation of Crime Prevention through Environmental Design [CPTED]).
3. Assist individuals in safely traveling to, from, and within campuses safely (including traffic control and pedestrian safety).
4. Keep prohibited items or materials off campus.
5. Respond to threats identified by the Threat Assessment Team.
6. Address issues related to cybersecurity and threats to information technology systems.
7. Provide security at stadiums, convention centers, arenas, and other large-event facilities.
8. Provide security for sensitive facilities, including research facilities/laboratories on the campus.
9. Share information with members of public safety agencies (maintaining requirements or limitations of applicable privacy laws, including FERPA, HIPAA, and other civil rights laws).

**SRTC contacts appropriate law enforcement/emergency management agencies as identified in the SRTC EOP.**

**See SRTC Procedure: Threats Management found on the SRTC website under Tuition and Aid.**

## **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.

Exhibit plans to meet each of these goals:

1. Immediately gather information to determine the type and scale of the incident.
2. Determine an appropriate response.
3. Determine which annexes should be implemented.
4. Take immediate action to protect life and property.
5. Verify procedures are consistent with the requirements of the Clery Act.
6. Ensure the Incident Commander has responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions. These actions and decisions are made in concert and in consultation with other community response partners and leaders as applicable.

**See SRTC Procedure: Threats Management found on the SRTC website under Tuition and Aid.**



## **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.

The following hazards and their results were identified through hazard vulnerability assessment: high probability hazards include: Power Failure and Network Failure/Cyber Attacks; high business continuity impacts include: Tornado/Winds/Thunderstorm; and high financial impacts include: Tornado/Winds/Thunderstorm.

### **Power Failure:**

- If appropriate, notify facilities personnel, local utility company(ies), the President's Office, and 9-911.
- The President's office will dispatch appropriate personnel to the site and if necessary, initiate appropriate emergency protocols.

### **Network Failure/Cyber Attacks:**

- If appropriate, notify Information Technology, local providers, the President's Office, and 9-911.
- The President's office will dispatch appropriate personnel to the site and if necessary, initiate appropriate emergency protocols.

### **Tornado/Winds/Thunderstorm:**

See Shelter-in-Place or Secure-in-Place Annex.

Appendix C – Hazard Vulnerability Assessment Instrument Exemplar

Hazard Vulnerability Assessment Instrument

HAZARD	PROBABILITY			BUSINESS CONTINUITY IMPACT			FINANCIAL IMPACT		
	High	Med	Low	High	Med	Low	High	Med	Low
<b>Natural</b>									
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
<b>Technological</b>									
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
<b>Biological</b>									
Disease Outbreak			X			X			X
Contaminated Food Outbreak			X			X			X
<b>Adversarial, Incidental &amp; Human-Caused</b>									
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