



# **Emergency Operations Plan 2024-2025**

**Dougherty County Campus  
Randolph County Campus**

**Adult Education Sites**

**Baker County  
Calhoun County  
Clay County  
Lee County  
Terrell County**

**College President  
Dr. Emmett L. Griswold**

**Emergency Operations Plan  
Albany Technical College  
2024-25**

REVIEWED:  DATE: April 18, 2024  
EMERGENCY OPERATIONS COORDINATOR  
ALBANY TECHNICAL COLLEGE

APPROVED:  DATE: 4-19-2024  
PRESIDENT  
ALBANY TECHNICAL COLLEGE

REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_  
EMERGENCY MANAGER  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
DIRECTOR OF PUBLIC SAFETY  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

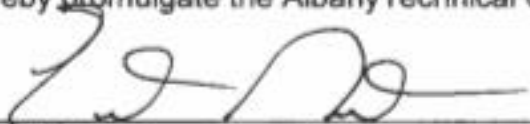
## Promulgation Statement

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

The Albany 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 Albany Technical College.

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



\_\_\_\_\_  
President  
Albany Technical College

4-19-2024

\_\_\_\_\_  
Date


## **Approval and Implementation**

This plan supersedes the Albany Technical College Emergency Operations Plan dated April 10, 2024.

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 {Technical College Name} Emergency Operations Plan delegates the authority to specific individuals if the president is unavailable. The chain of succession in a major emergency is as follows:

1. President
2. Associate Vice-President, Academics & Emergency Management, EOP Coordinator
3. Chief of Police, Albany Technical College
4. Evening Operations Administrator

  
\_\_\_\_\_  
President  
Albany Technical College Name

4-19-2024  
Date

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## **Record of Changes**

<b>Change Number</b>	<b>Date of Change</b>	<b>Date Entered</b>	<b>Made by (Signature)</b>
Annual Review	4/20/2017	4/22/2017	Kenneth Singleton
Annual Review	4/09/2018	4/12/2018	Kenneth Singleton
Annual Review	4/19/2019	4/22/2019	Kenneth Singleton
Annual Review	4/14/2020	4/21/2020	Kenneth Singleton
Annual Review	4/12/2021	4/16/2021	Kenneth Singleton
Annual Review	4/18/2022	4/22/2022	Kenneth Singleton
Annual Review	4/17/2023	4/22/2023	Kenneth Singleton
Annual Review	4/8/2024	4/10/2024	Kenneth Singleton

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**Record of Distribution**

<b>Plan Number</b>	<b>Office/Department</b>	<b>Representative</b>	<b>Acknowledgment (Signature)</b>
<b>EOP Plan 2018-19</b>	<b>All</b>	<b>Full-Part-time Faculty/Staff</b>	<b>Signature Page available upon request</b>
<b>EOP Plan 2019-20</b>	<b>All</b>	<b>Full-Part-time Faculty/Staff</b>	<b>Signature Page available upon request</b>
<b>EOP Plan 2020-21</b>	<b>All</b>	<b>Full-Part-time Faculty/Staff- available on ATC-Website</b>	<b>Signature Page available upon request</b>
<b>EOP Plan 2021-22</b>	<b>All</b>	<b>Full-Part-time Faculty/Staff- available on ATC-Website</b>	<b>Signature Page available upon request</b>
<b>EOP Plan 2022-23</b>	<b>All</b>	<b>Full-Part-time Faculty/Staff- available on ATC-Website and ATC Safe Phone App</b>	<b>Signature Page available upon request</b>
<b>EOP Plan 2023-24</b>	<b>All</b>	<b>Full-Part-time Faculty/Staff- available on ATC-Website and ATC Safe Phone App</b>	<b>Signature Page available upon request</b>
<b>EOP Plan 2024-25</b>	<b>All</b>	<b>Full-Part-time Faculty/Staff- available on ATC-Website and ATC Safe Phone App</b>	<b>Signature Page available upon request</b>

The plan is available on the [www.albanytech.edu](http://www.albanytech.edu) site. All faculty, staff, and students can access/view a copy of the plan with ATC SAFE Phone App. A hard copy is placed in designated classrooms and labs on all campuses. Emergency Operations Plan staff development update training is provided for all full-time and part-time employees each year.

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Exposure Control Plan and Hazard Communication Plans are separate documents that are provided for all Faculty and Administrative Departments and placed in all instructional labs/classrooms. Staff development training occurs annually. These plans may be accessed/viewed via ATC SAFE Phone App.

**Record of Retention**

The currently implemented EOP and all its revisions shall be retained for a three-year period. Copies of outdated EOP will be documented on a site drive, hard copies placed together in a safe and secure area-archived for 3 years-old plans will be purged each year.

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# Albany Technical College Emergency Operations Plan

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*(Response Checklists are designed to provide a broad set of actions that may be appropriate following an emergency. Evaluate the prevailing conditions to determine which actions are appropriate to the situation at hand.*

## 1. Overview

### 1.1 Policy/Purpose

Emergency Preparedness, Health, Safety and Security

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. The Emergency Operations Plan (EOP) mitigates the damage of potential events that could endanger the ability of a work unit or technical college function. 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 Commissioner is directed to develop procedures necessary to implement the provisions of this policy.

The Albany Technical College (ATC) Comprehensive Emergency Operations Plan (CEOP) is designed for use by the entire college community. The CEOP establishes standard operating guidelines, based on existing policies and procedures, for the response to an emergency impacting the College. The CEOP describes the emergency management roles and responsibilities of the entire college community and provides a strategy to be prepared as possible for the most likely hazards. The CEOP is designed to protect lives and property through effective use of college, local, state, and federal resources.

Since an emergency may be sudden and without warning, the CEOP is intended to be flexible to accommodate contingencies of various types and magnitudes. The ATC CEMP does not limit the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

The ATC CEOP is comprised of the following sections.

1. The **BASIC PLAN** provides a plan overview, specifies emergency management roles and responsibilities, explains how the college prepares for and mitigates likely hazards, outlines the organizational structure of the college during an emergency, and provides standard operating response guidelines.

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2. The **EMERGENCY OPERATIONS APPENDIX/FUNCTIONAL ANNEXES** implements organizational and administrative guidelines and instructions in support of the BASIC PLAN.
3. The **RESPONSE CHECKLIST APPENDIX/HAZARD-SPECIFIC ANNEXES** implements more specific guidelines, actions, and tasks to hazards and vulnerabilities to assist personnel in the execution of their roles and responsibilities.

### 1.2 Scope

The CEOP outlines the mitigation/prevention, preparation, response and recovery actions of all participating operating units and agencies of the jurisdictions contained within the ATC geographical boundaries, personnel, and the resources for all-hazards that could negatively impact ATC. The CEOP incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies and is consistent with the Dougherty County CEMP, State of Georgia CEMP, and the National Response Framework (NRF). ATC continuously collaborates with local, state, and federal emergency response agencies in the development, implementation, and maintenance of the ATC CEOP.

### 1.3 Situation Overview and Mission Priorities

#### Characteristics:

Albany Technical College (ATC) is in Albany, Georgia, which is in the heart of Southwest Georgia. The city is known for its pecan and peanut production. Located in the rich agriculture belt, the city is surrounded by hunting plantations and filled with diversified industrial growth. Originally built on the Flint River for transporting its agricultural produce to market, the city is now accessible by major highways, railroads, and a regional airport.

Albany Technical College (ATC) is composed of one campus in Dougherty County and a learning center in Cuthbert, Randolph County, Georgia. The main campus includes a state-of-the-art Manufacturing Technology Center geared toward business and industry training, a progressive Mock Courtroom simulation and a Business Logistics Education Center that opened in 2011. The campus is in the southern portion of the city on South Slappey Boulevard and is near the airport.

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### **Hazard Vulnerability Assessment:**

Albany Technical College completed the latest hazard vulnerability assessment on April 8, 2024, in consultation with administration, faculty staff and external stakeholders of the Albany Technical College. This hazard vulnerability assessment rated potential hazards on their frequency of occurrence. Each hazard is then rated as potential impacts to life, property, and environment, as well as to potential impacts on operations. A summary of the hazard vulnerability assessment for Albany Technical College is as follows: See Hazard Vulnerability Assessment Instrument. Albany Technical College personnel and

equipment will be utilized in accordance with the guidelines set forth in the CEOP to accomplish the priorities in order of importance.

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HAZARD	PROBABILITY			BUSINESS CONTINUITY IMPACT			FINANCIAL IMPACT		
	High	Med	Low	High	Med	Low	High	Med	Low
<b>Natural</b>									
Tornado/Winds/ Thunderstorms	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

- **Priority 1:** Protection of Human Life
- **Priority 2:** Support of Health, Safety and Basic Care Services
- **Priority 3:** Protection of ATC Assets
- **Priority 4:** Maintenance of Critical ATC Services
- **Priority 5:** Assessment of Damages
- **Priority 6:** Restoration of ATC Operation

## **1.4 Planning Assumptions**

The ATC EOP will serve 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 be able to quickly adapt to events as they unfold. To this end it is assumed:

Emergency situations individually, or in combination, may cause grave impacts on Albany 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.
- Close professional working relationships are established with appropriate external agencies prior to an emergency, 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 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 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.



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**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, disseminating 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 and Emergency Response Levels**

- A. 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.
- B. 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, Albany Technical College always maintains an active approach to prevention, preparedness, response, recovery, and mitigation.

The EOP is brought into action by declaration of an emergency by the President, designee, or by the highest-ranking executive-level senior administrator who is currently available. Once an emergency has been declared, the members of the Policy Group, whose responsibilities are described below, and other support personnel are, to the extent possible, relieved of routine duties, to concentrate on the tasks more fully 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. Albany 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 way resources are utilized.

In responding to any emergency, it is important for college personnel to identify and classify the severity of an incident to ensure the appropriate resources are allocated and organizational structure is implemented in a timely fashion. There are three levels of emergency response.

**Level 3 – Minor Emergency**

A MINOR EMERGENCY is defined as a localized incident with a limited threat to life/safety and minimal impact to normal campus/college operations. Response to a MINOR EMERGENCY is managed at the campus or center level with limited support needed. The ATC CEOP is not activated for a MINOR EMERGENCY, but certain sections can be used as standard operating guidelines to the extent necessary.

**Level 2 – Major Emergency**

A MAJOR EMERGENCY is defined as an incident that threatens life/safety and/or severely impacts normal campus/center operations. Response to a MAJOR EMERGENCY can be managed at the campus/center level or from the Emergency

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Operations Center (EOC) and could require significant resources internal and external to ATC. The ATC CEOP is activated for a MAJOR EMERGENCY. Z

**Level 1 – Disaster**

A DISASTER is defined as an incident that results in the catastrophic loss of life and/or closure of one or more campuses/centers for an extended period. Response to a DISASTER is managed from the Emergency Operations Center (EOC) and requires mutual aid from external agencies. The ATC CEOP and COOP are fully activated for a DISASTER.



The scope upon various aspects of the College is dependent upon the level of the emergency.

Scope	Level 3	Level 2	Level 1
College Activities	Minimal and localized. Most college activities not impacted.	Significant. Some or all college activities impacted.	Very significant. All college activities disrupted or cancelled for a period.
Faculty, Staff and Students	Site specific localized impact. Injuries possible.	Site specific or generalized impact with possible disruption. Injuries possible.	Generalized impact with probable disruptions. Serious injuries a concern.
Media and Communications	Non-expected or limited local coverage.	Local and regional coverage probable.	Local, Regional, and likely National coverage exists.

Describe emergency operations incidents for the 2023-2024 year.

- **Severe Weather**- August 29, 2023- The main campus and all off-site adult education locations were closed.
- **Severe Weather**-January 8, 2024- The main campus and all off-site adult education locations were closed.
- **Severe Weather**-January 12, 2024-The main campus and all off-site adult education locations were closed at 12:00 p.m. due to inclement weather to allow students, faculty, and staff to travel home safely before the bad weather commenced. Evening campus classes and activities were suspended. The campus normal operations and classes resumed at 8:00 a.m., January 13, 2024.
- **Severe Weather**-April 11, 2024-The main campus and all off-site adult education locations delayed opening until 9:00 a.m. due to inclement weather to allow students, faculty, and staff to arrive on campus safely after the bad weather cleared out.

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**(COVID-19, Flu, RSV)-** The Daily Operations and Instructional Plan for Preventing the Spread of Respiratory Viruses Fall 2024-25 booklet with general guidelines and frequently asked questions by employees regarding their return to work were made accessible to all personnel. Each week-upon receiving new information, numerous updates, changes to procedures, and reminders CDC measures to prevent spread of COVID-19 and other respiratory viruses such as enhanced prevention strategies, like masking and testing, are helpful in certain situations, was made accessible to faculty, staff, students, and visitors.

Describe Emergency Operations Center activations for the past year. **None.**

**3. Organization and Assignment of Responsibilities**

**Emergency Operation Center (EOC)** The location and an alternative EOC are to be pre-determined.

**Mission-** To provide direction, control, and coordination of college forces to include liaison with all outside agencies/entities as is appropriate as well as provide emergency and direction to the occupants of the campus during an emergency.

**A. Executive/ Policy Making:** President, Associate Vice-President Emergency Management & EOP Coordinator.

The Policy Group has responsibility for all policy matters including policy decisions regarding the emergency. The Incident Commander will ensure the Operations, Planning, Logistics, and Finance/Administration Sections will deploy the required personnel and equipment to carry out the plan. A line of succession will be established for the EOC and each department and will be in accordance with the operating procedures established by each department.

1. The Policy Group will include officials with certain legal and policy-making responsibilities.
2. Recommend to the President or designee a policy for the conduct of emergency operations.
3. Ensure that the Incident Command Group has directed the public Information Team to release emergency information and directions to the public.

**B. The Policy Group responsibilities may include, but are not limited to:**

1. Strategic
  - a. Make 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.

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- 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 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 System:** Directs the incident management activities using strategic guidance provided by the Policy group. Responsibilities and duties include but are not limited to:
- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
  - Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including all constituencies and responders).
  - Coordinate media relations and information dissemination with Policy Group.
  - Develop working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident; and assist in accessing services when the need arises.

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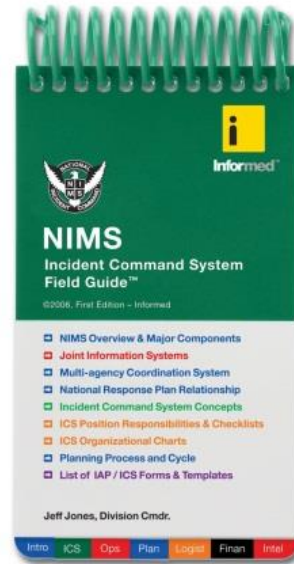
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- Document all activities.

The operational aspect of the Albany Technical College EOP is based upon the National Incident Management System (NIMS), which requires the use of the Incident Command System (ICS) for organizing a response. The utilization of ICS is mandated by Homeland Security Presidential Directive-5 for all emergency response management.

ICS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure.

Use of ICS at the College facilitates the ability to communicate and coordinate response actions both internally and externally with other jurisdictions and emergency response agencies.



### **B. Operations Section:** Associate Vice-President Emergency Management & EOP Coordinator, Vice-President Economic Development

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 is 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.

**Public Information Officer/Team:** Executive Director Marketing & Public Relations, Executive Director Institutional Advancement, Designee

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- Coordinate with Policy and Incident Command Group for releasing information updates to the public.
- Make recommendations to the Policy Group and Incident Command Group as to holding a press conference or issuing an official statement.
- Evaluate information available in the EOC to determine the areas in which additional public information is appropriate.
- Coordinate information on the disaster if it affects adjacent municipalities. This information should be released via Mass Communication System
- Operating in a Joint Information Center (JIC).

**Safety Officer:** Police Chief or Designee

- Responsible for the safety of responders during their efforts.

**C. Planning Section:** Vice-President IE, Vice-President Adult Education, and Associate Vice-President Career Services

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:** Director of Facilities, Vice-President Academic Affairs, Executive Director Human Resources, Vice-President Student Services

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:** Vice-President Administrative Services and Designee

Oversees all financial activities including purchasing necessary material, 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.

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**EOC Displays:** The following maps, charts and logs will be maintained and made available in the EOC.

- State map
- County maps (large and small scale)
- City maps (large and small scale)
- Campus maps (large and small scale)
- Major Emergency Log
- Bulletin Board
- Operational Status Log

**The Emergency Management Team will consist of the Policy Group, Incident Command Group and other staff members as directed. During periods of increased-readiness the EOC may be staffed for 24-hour operations.**

Position	ATC Designee or Alternative
<b>Policy Group</b>	
President, Associate Vice-President Emergency Management & EOP Coordinator, Legal Services	
Legal Services	
Respective Agencies	
Chief Security Official: Campus Chief of Police	
Support Staff as Required	
<b>Incident Command Staff</b>	
Incident Commander	Lead Agency Incident Type
Liaison Group	
PIO Team Leader: Executive Director Marketing & Public Relations, Executive Director Institutional Advancement, Designee	
Safety Risk Assessment	
<b>Operations Section</b>	
Associate Vice-President Emergency Management & EOP Coordinator, Vice-President Economic Development	
Security/Evacuation	



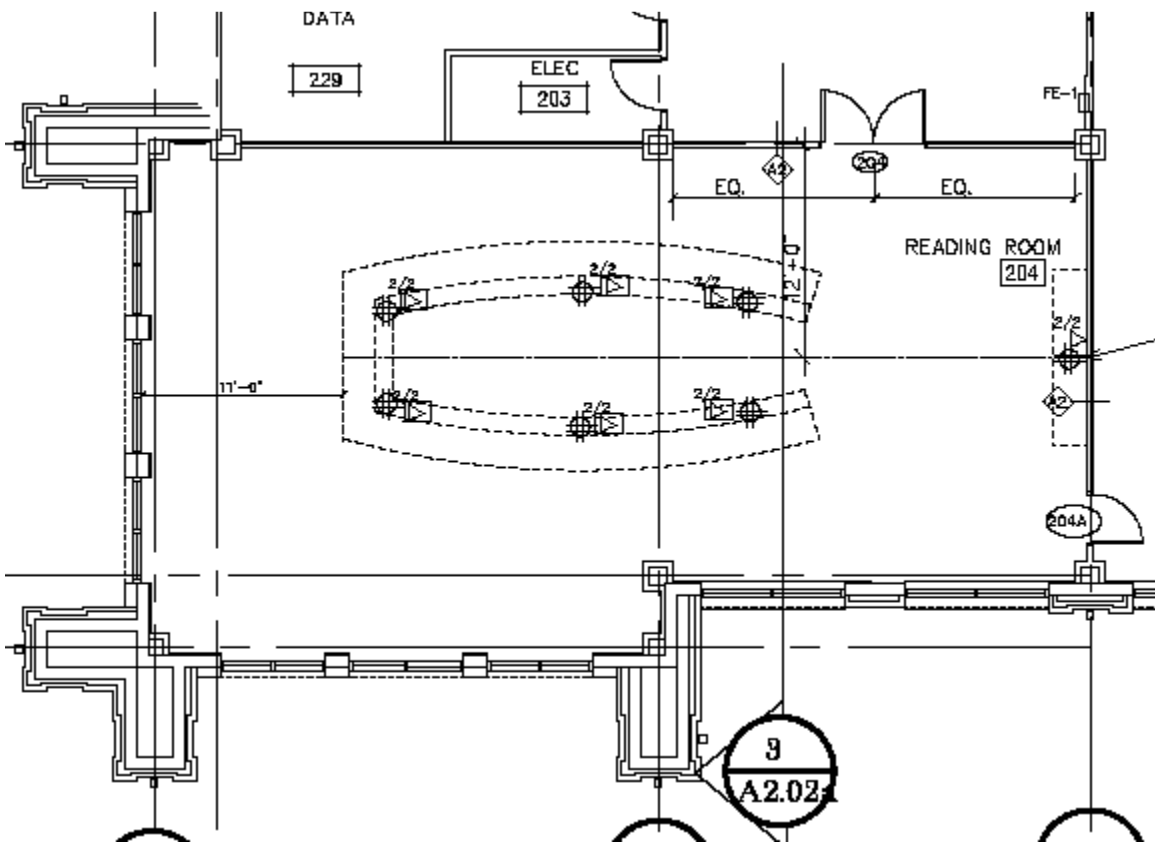
**Albany Technical College  
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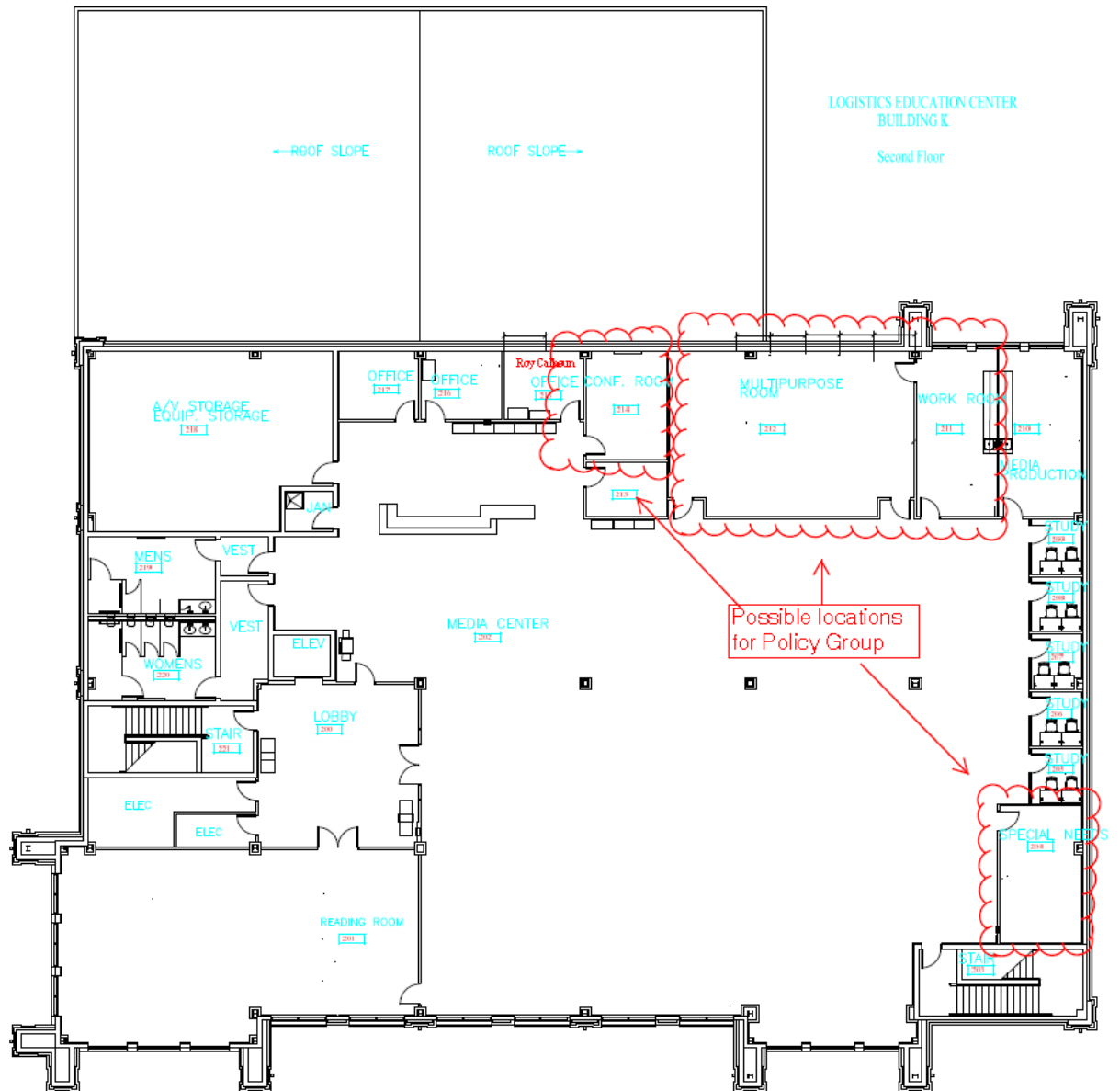
Maintenance
Shelter Management/Damage Assessment
EOC Support Staff
<b>Planning Section</b>
Vice-President IE, Vice-President Adult Education, and Associate Vice-President Career Services
Strategic Planning
Security/Evacuation
Record Management
Maintenance
<b>Logistics Section</b>
Director of Facilities, Vice-President Academic Affairs, Executive Director Human Resources, Vice-President Student Affairs
Supply
Staff Food Distribution
Communications
IT
<b>Finance/Administration Section</b>
Vice-President Administrative Services and Designee
Legal Services
Finance
Human Resources

# Albany Technical College Emergency Operations Plan

## Emergency Operations Center Layout



# Albany Technical College Emergency Operations Plan



## Staff Response

Emergency Staff assigned to EOC shall:

- Report to senior member of EOC Staff.
- Coordinate recall of personnel.
- Initiate response/recovery efforts.

## **Albany Technical College Emergency Operations Plan**

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Emergency staff assigned to satellite site duty shall:

- Report to senior member of satellite site.
- Provide periodic staffing assignments to the EOC.

All subsequent personnel assigned to the EOC will report to the appropriately identified briefing room:

- Not all personnel will be immediately deployed.
- Personnel will be given a rest cycle to support rotation of personnel.
- The rotation cycle will normally be 12 hours on and 12 hours off. Cycles may be adjusted, if needed.

- **Coordination with First Responders**

At the time of preparation of this EOP, the following written Memoranda of Understanding exists. Albany Technical College has an excellent working relationship with outside agencies. These relationships better help coordinate services between the agencies and Albany Technical College. Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The 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.

### **A. Mutual Aid and Coordinating Agencies**

Albany Technical College is a signatory of the Georgia Statewide Mutual Aid Agreement. The Statewide Mutual Aid Agreement is an agreement between state and local entities to leverage limited resources and assist each other during a major disaster.

The Statewide Mutual Aid Agreement streamlines the assistance process within the State of Georgia when resources are needed most. The agreement provides ATC with a mechanism to request critical resources needed to restore college operations after a disaster. The Statewide Mutual Aid Agreement also provides access to assistance from the Federal government and other states via the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Emergency Management Assistance Compact.

ATC may also invoke assistance under the Statewide Mutual Aid Agreement when the College needs assistance from a participating agency during a minor emergency and does not have an existing mutual aid agreement with them.

The Chief of Police is responsible for maintaining the Statewide Mutual Aid Agreement with the Georgia Division of Emergency Management. The Chief of

## **Albany Technical College Emergency Operations Plan**

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Police and the Campus Safety Committee is the primary college official authorized to coordinate ATC resources in accordance with the Statewide Mutual Aid Agreement. All requests for mutual aid must be approved by the College President or his/her designee and requested through the Chief of Police and/or the Campus Safety Committee.

In addition to the statewide mutual aid agreements, ATC works closely with local, regional, and state assets to accomplish the emergency management mission.

### **Local Level**

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#### **Dougherty County**

The Dougherty County Emergency Management (DCEM) is responsible for coordinating all countywide emergency management efforts. The Chair of the Board of County Commissioners has the authority to declare a county emergency, activate the Emergency Operations Center (EOC) and allocate the resources necessary to protect lives and property.

The ATC Main Campus is located within the jurisdiction of Dougherty County. The Dougherty County Sheriff's Office (DCSO) provides law enforcement services, and the Dougherty County Emergency Medical Services (DCEMS) provides emergency medical services for these facilities.

#### **City of Albany**

The ATC Main Campus is located within the jurisdiction of the City of Albany. The Albany Police Department (APD) provides law enforcement services, and the Albany Fire Department (AFD) provides fire services for these facilities.

### **State Level**

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#### **Georgia Division of Emergency Management**

The Georgia Division of Emergency Management (GEMA) is responsible for the coordination of all statewide emergency management efforts. The Governor has the authority to issue an Executive Order declaring a Georgia state of emergency and activating the State's emergency response resources. During a declared Georgia emergency, GEMA is authorized to support the local response efforts through the activation of the State CEMP and EOC.

#### **TCSG Technical College System of Georgia**

**Dr. Lisa Anne Beck, MEd, DC**  
Emergency Manager, Office of Legal Services  
Technical College System of Georgia

## Albany Technical College Emergency Operations Plan

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1800 Century Pl. N.E., Suite 200 Atlanta, GA. 30345  
Direct: [404.679.1666](tel:404.679.1666)  
Mobile: [770.617.8824](tel:770.617.8824)  
Fax: [404.327.2932](tel:404.327.2932)  
[lbeck@tcsq.edu](mailto:lbeck@tcsq.edu)

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### 5. Information Collection, Analysis, and Dissemination

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

Sources include, but are not limited to the following:

- National Oceanic and Atmospheric Administration: <http://www.noaa.gov/>
- National Weather Service: <http://www.weather.gov/>
- Georgia Emergency Management Agency/Homeland Security: <http://www.gema.ga.gov/>
- Albany Police Department-Chief Michael Persley
- Dougherty County Police Department-Chief Kenneth Johnson
- Dougherty County Sheriff Department-Sheriff Kevin Sproul
- Albany State University Police Department-Chief Anita Allen
- Albany Fire Department/EMA Director-Chief Cedric Scott
- Albany/Dougherty County LEPC Co-Chairs-Chuck Mitchell/Eugene Anderson

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.

To obtain true and accurate situational information, all organizational units within the campus community and personnel must provide updates, damage assessments and resource status reports to the college President or designee. Prior to public release of data, information must be vetted; particularly in the event of criminal activity. Information regarding an incident is to be released only on a need-to-know basis.

Effective communication during a crisis is vital. Effective communication will assist in ensuring the safety of students, faculty, staff, visitors, and neighbors of Albany Technical College. In the event of internal and external mass notification, the college will utilize the **Albany Tech Alert System** to provide critical notification services. This system can alert and convey accurate information to the college's community and concerned constituents.

Various methods may be utilized to notify the campus community of a potential emergency or provide updated information about the status of an incident, including:

- E-mail
- Campus Telephone System

## Albany Technical College Emergency Operations Plan

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- Web page
- Voice mail messaging
- ATC Safe Phone App
- Media Broadcast
- Fireworks Mass Communication System

The main campus will also engage in bi-lateral communication with the Dougherty County School System (Southside Middle School and Monroe Comprehensive High School) concerning emergencies, which may have a direct impact on any school in the area.

### B. Hazard Analysis

The Albany Technical College Dougherty County (main campus), Randolph County and Adult Education in 5 counties consists of a total of 19 facilities (477,914 gross sq. feet) on approximately 70 acres of land. All Albany Technical College facilities are located within the Southwest Region of Georgia. This area's proximity to the gulf coast makes the college vulnerable to hurricanes and other natural hazards. The college is also vulnerable to numerous accidental technological hazards. All open-access, public institutions of higher education are vulnerable to intentional human-generated hazards. See Annual Report for Crime Statistics, Crime Logs, and Local Crime Reports. (Albany Technical College Website).

**The college's vulnerabilities or potential emergencies are listed below by hazard category:**

<b>Weather</b>	Hurricane, Tornado, Microburst, Flooding, Lightning, Drought, Freeze, Fire
<b>Man-made</b>	Terrorism, Active Shooter/Intruder, Civil Unrest, Hazardous Materials, Accidents, Train Derailment, Airplane Crash, Pandemics/Infectious Diseases, Bombing
<b>Technology</b>	Cyber Attack, Network Failures, Power Outage

### C. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Anticipating what can go wrong, determining effective responses, and developing preparation of resources are critical steps in preparing for the "unexpected."



Every member of the college has a responsibility to ensure the overall preparedness of the college.

## Albany Technical College Emergency Operations Plan

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- The Associate Vice President, Emergency Management and Director of Facilities are responsible for routinely reviewing, updating, and enhancing the CEOP to ensure the preparedness of the college.
- The Campus Safety Committee will regularly assess changing threats and conditions that might impact the CEOP.
- The ATC Police Department and the Associate Vice President, Emergency Management will meet with the partner response agencies and conduct joint training to ensure positive working and communication relationships.

Ensuring College preparedness is both an organizational responsibility and an individual responsibility that is reliant upon a team effort to prevent/mitigate, prepare, respond, and recover to any campus emergency.

The development of building or area specific plans to mitigate, prepare, respond, and recover from emergency incidents is the responsibility of the Campus Safety Committee and Deans/Directors/Supervisors of their respective building/area/division. The list below, while not inclusive, provides a sampling of appropriate locations for such special response plans.

Each College Building	Each College Department
Each Satellite Center and Location	Physical Plant, Facilities, Planning
Police	Library/Learning Commons
Information Technology	Human Resources
Business Office and Purchasing	Financial Aid
Student Affairs	



### Emergency Management Team

The ATC Incident Management Team, which consists of the above ICS elements, will provide leadership to the overall emergency response to any campus emergency. The Campus Leaders working with the Building Captains will function as a team to aid directly in designated buildings, areas, and locations.

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



### Additional Roles and Responsibilities

In addition, to the ATC Emergency Management Team (EMT) identified above, the following roles are considered critical to the emergency management response of the



## Albany Technical College Emergency Operations Plan

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College. These organizational roles through their leadership positions on campus or at a center provide representation to virtually every area, department, building and location of the College.

### A. Campus Leaders

1. **Vice Presidents** are responsible for multiple departments and large areas within the College.
2. **Deans** are responsible for Academic Departments, sometimes multiple buildings and areas.
3. **Directors** are responsible for College Programs, Departments, and sometimes satellite centers or locations.
4. **Supervisors** oversee smaller units within the College or specialized work groups and areas.
5. **Building Captains** are employees who primarily work within a specified building and are identified through orange “Campus Safety” vests. The Building Captains have been trained in the emergency response plan for their specific office, department, or division, as well as the importance of providing leadership during emergency situations.

A primary and alternate Campus Leader along with a Building Captain (s) will be designated to specific areas, buildings, and locations as identified in the chart below.

### B. Roles of College Departments and Divisions

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

#### a. Administrative Services

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

**b. Information Technology**

- ❑ Implement appropriate plans to back-up information.
- ❑ Maintain operational phones, computers, and wireless technology.
- ❑ Support security cameras and access cards

**c. Communications and Public Information**

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

**d. Academic Affairs**

- ❑ Support faculty and staff to support classroom needs.
- ❑ Be prepared for campus closing and opening.
- ❑ Identify which programs are prepared to start again.
- ❑ Status of Library and Learning Commons

**e. Student Affairs**

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

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

## **Efforts Made to Restore Normalcy**

### **Phases of Emergency Management**

There are four distinct phases of an emergency management process.

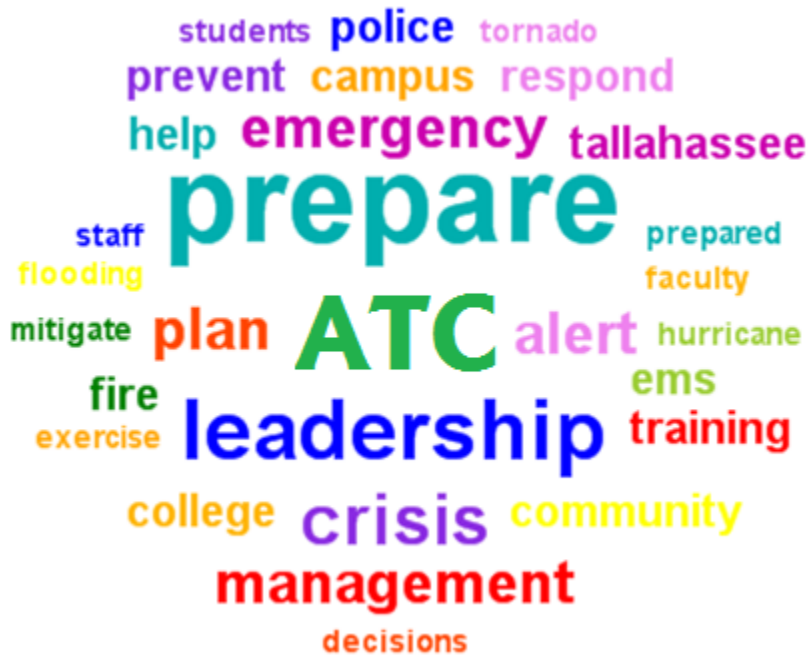
# Albany Technical College Emergency Operations Plan

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- **Mitigation/Prevention**  
*Efforts made to reduce the impact of an emergency.*
- **Preparedness**  
*Activities performed prior to an emergency to prepare.*
- **Response**  
*Actions taken to accomplish mission priorities.*
- **Recovery**

As this word cloud represents, every member of the college has a role in one or more of these phases in working as a team to ensure the safety and security of the campus.



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**6. Training, Drills, and Exercises**

Training is a critical component of ATC’s preparedness and response actions. The Associate Vice-President for Emergency Management and the Chief of Police are responsible for identifying college personnel and ATC Police personnel respectively to receive training based on their roles and responsibilities in a college emergency.

The ATC Chief of Police and Associate Vice President for Emergency Management are required to maintain a database of mandatory and recommended training for ATC Police personnel, college personnel and to ensure the ATC training program is compliant with current state and federal regulations. The Chief of Police and the Associate Vice President for Emergency Management are responsible for collaborating with all local and state emergency response agencies to identify training opportunities that can benefit Police and college personnel.

**NIMS & ICS:** In addition, the 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 full/parttime employees are mandated to complete NIMS Trainings: NIMS 700, ICS 100, and IS 907. Must show certificate of completion.**

There are three levels of college personnel identified for training needs:

**ICS POSITION AND TRAINING MATRIX**

General Personnel	Critical Personnel	Leadership Personnel
<ul style="list-style-type: none"> <li>○ All Essential Albany Technical College Personnel</li> </ul>	<ul style="list-style-type: none"> <li>○ All Members of the Emergency Management Team</li> <li>○ Police Dept. Personnel</li> <li>○ Supervisory Level Members</li> <li>○ Building Captains</li> </ul>	<ul style="list-style-type: none"> <li>○ President</li> <li>○ Associate Vice President</li> <li>○ Vice Presidents</li> <li>○ Deans &amp; Directors</li> <li>○ Emergency Management Team</li> </ul>

**TRAINING COURSE MATRIX**

Course #	Course Title	General	Critical	Leadership
100.he	An Introduction to ICS for Higher Education	X	X	X
<a href="http://training.fema.gov/EMIWeb/IS/is100HE.asp">http://training.fema.gov/EMIWeb/IS/is100HE.asp</a>				
200.a	ICS for Single Resources and Initial Action Incidents		X	X
<a href="http://training.fema.gov/emiweb/is/is200b.asp">http://training.fema.gov/emiweb/is/is200b.asp</a>				

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300	Intermediate ICS for Expanding Incidents			<b>X</b>
Classroom Only				
400	Advanced Incident Command			<b>X</b>
Classroom Only				
700.a	An Introduction to NIMS	<b>X</b>	<b>X</b>	<b>X</b>
<a href="http://training.fema.gov/EMIWeb/is/is700a.asp">http://training.fema.gov/EMIWeb/is/is700a.asp</a>				
IS 907	Active Shooter: What You Can Do	<b>X</b>	<b>X</b>	<b>X</b>

**ADDITIONAL TRAINING COURSES**

Some or all the following training courses may be helpful depending upon the roles as ATC Emergency Management Team members, Campus Safety Leaders, Building Captains, and other members of the Faculty/Staff.

800 b: An Introduction to the National Response Framework (NRF)
<a href="http://training.fema.gov/EMIWeb/IS/is800b.asp">http://training.fema.gov/EMIWeb/IS/is800b.asp</a>
<b>Workplace Violence Awareness Training</b>
<a href="http://training.fema.gov/EMIWeb/IS/is106.13.asp">http://training.fema.gov/EMIWeb/IS/is106.13.asp</a>
<b>Workplace Security Awareness</b>
<a href="http://training.fema.gov/EMIWeb/IS/IS906.asp">http://training.fema.gov/EMIWeb/IS/IS906.asp</a>
<b>Introduction to Hazardous Materials</b>
<a href="http://training.fema.gov/EMIWeb/IS/IS5.asp">http://training.fema.gov/EMIWeb/IS/IS5.asp</a>
<b>Public Information Officer Awareness Training</b>
<a href="http://training.fema.gov/EMIWeb/IS/is29.asp">http://training.fema.gov/EMIWeb/IS/is29.asp</a>
<b>Multi-Hazard Emergency Planning for Schools</b>
<a href="http://training.fema.gov/EMIWeb/IS/is362a.asp">http://training.fema.gov/EMIWeb/IS/is362a.asp</a>
<b>Emergency Management for Senior Officials</b>
<a href="http://training.fema.gov/EMIWeb/IS/is908.asp">http://training.fema.gov/EMIWeb/IS/is908.asp</a>

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**A. Exercises**

The Associate Vice-President for Emergency Management and the Chief of Police are responsible for the development, implementation, and maintenance of the annual exercise schedule. Exercises, test and evaluate the CEOP. After Action Reports and lessons learned from previous exercises/events will be documented and an improvement plan developed.

- The ATC Mass Communications/Alert System will be exercised each semester to evaluate the various system technologies. (ATC SAFE Phone App and Fireworks Emergency Notification System)
- Emergency exercise/drills within the CEOP will be conducted throughout the year to evaluate response capabilities and areas for improvement.

**Armed Intruder Exercise:** Albany Technical College recognizes the imperative requirement from the TCSG System Office regarding participating in an Armed Intruder Exercise. The Armed Intruder drill/training will be held (Fall Semester) annually.

Spring Semester	Summer Semester	Fall Semester
Hurricane	Fire/Smoke	Active Shooter
Tornado	Hazardous Material	Bomb Threat
Power Outage	Gas Leak	Dangerous Person
Flooding	General Response	Suspicious Package
First Aid/CPR (as needed)	Building Captains	EOP Update Training

**B. Hurricane Family Plan**

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

<b>FEMA Disaster Preparedness</b>
<a href="https://www.ATC.fl.edu/Current/Academics/WorkforceDevelopment/Training/ConstructionTrade/s/Pages/FEMA-Disaster-Course.aspx">https://www.ATC.fl.edu/Current/Academics/WorkforceDevelopment/Training/ConstructionTrade/s/Pages/FEMA-Disaster-Course.aspx</a>

<b>Are You Ready? A Guide for Citizen Preparedness</b>
<a href="http://training.fema.gov/EMIWeb/IS/is22.asp">http://training.fema.gov/EMIWeb/IS/is22.asp</a>

<b>Animals in Disasters: Awareness and Preparedness</b>
<a href="http://training.fema.gov/EMIWeb/IS/is10a.asp">http://training.fema.gov/EMIWeb/IS/is10a.asp</a>

**C. Exposure Control and Hazard Communication Program Plans-COVID-19  
Pandemic-See attached Daily Operation Plan (New Normal)**

Since we now have access to safe and effective vaccines, ample testing infrastructure, and most people have some level of immunity due to vaccination or infection, the Federal Public Health Emergency (PHE) Declaration for COVID-19 expired effective May 11, 2023.

As we prepare for the start of Fall 2024 semester, public health officials have reported that the COVID 19 pandemic will continue to be a part of the “New Normal”. The emphasis will be to update and/or adjust our daily operations and instructional plans in accordance with CDC recommendations to protect the health and safety of our students, faculty, staff, and visitors while providing quality technical education and customer service in a learning environment that promotes intellectual and social growth.

During the upcoming year, we will continue to stay abreast of new information on the pandemic and follow public health guidance from the Technical College System of Georgia, Department of Public Health and Centers for Disease Control and Prevention. Updates and reminders will be forwarded to faculty, staff, students, and visitors referencing the COVID-19 situation as needed.

**7. Administration, Finance, and Logistics**

The Vice President for Administrative Services and the staff of the business office will be responsible for all types of emergencies, as well as general policies for managing resources. **Specifically, the department will be accountable for:**

1. Processing emergency related purchases and arranging delivery
2. Coordinating procurement of supplies and equipment to support emergency operations
3. Notifying Resources Coordinator of gifts and donations
4. Establishing system to process and distribute pay to employees
5. Activating telephone tree call-down list (tree) to alert personnel
6. Coordinating financial matters and records
7. Coordinating insurance and risk management activities
8. Overseeing property control and protection
9. Handling emergency purchasing
10. Maintaining written record of emergency actions
- 11. Ensure preservation and safekeeping of all records**
- 12. Arrange for temporary workspace and relocate essential services.**

**Albany Technical College  
Emergency Operations Plan**

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**13. Initiate a record-keeping system for all expenditures associated with emergency operations.**

**14. Coordinate with Purchasing on procedures for handling emergency expenditures.**

**The Business Continuity Plans and Disaster Recovery Plan for the college cover areas of administrative controls, security of systems and records, and plan for implementation of needed functions in the event of a disaster.**

**See current BCP-Business Continuity Plan and Disaster Recovery Plan for the College.**

## **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 changes dictate. Training, drills, and exercises will be conducted periodically to ensure that all members of the college community understand how to carry out the provisions of the plan.

To provide normal operations following an emergency or disaster, essential records must be protected, e.g., vital statistics, operational plans, resources data, casualty/injury/damage list, authorities, and personnel records must be protected.

Records will be maintained in an area designated by the Associate Vice President for Emergency Management, a pre-designated location or in a location designated by the President.

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

The Campus Safety Committee Chair coordinates training and maintains minutes of meetings, training agendas, electronic or hard copy sign-in sheets for staff development. The Campus Safety Committee has formed several sub-commitments to be responsible for quarterly drills, weather awareness, safety equipment compliance checklists and safety training topic and medium development.

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



## Albany Technical College Emergency Operations Plan

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### 9. Authorities and References

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

2015 Georgia Emergency Operations Plan (GEOP); Georgia Emergency Management Agency (GEMA). [Find Georgia Emergency Operations Plan here.](#)

Federal Emergency Management Agency (FEMA) Emergency Management Institute training. [Find FEMA Training Information here.](#)

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. [Find Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education here.](#)

National Incident Management System (NIMS) Implementation for Schools and Institutions of Higher Education (IHEs) Webpage. Find NIMS Resources for Implementing EOPS here. [Find NIMS Resources for Implementing EOPS here.](#)

National Response Framework (NRF) [Find National Response Framework here.](#)

Presidential Policy Directive 8 (PPD-8) [Find Presidential Policy Directive 8 \(PPD8\) here](#)

## FUNCTIONAL ANNEXES

### EVACUATION FOR DISABLED PERSONS

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

#### **After an evacuation has been ordered: (Code Red)**

1. Evacuate people with disabilities, if possible.
2. DO NOT USE ELEVATORS, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.
3. If the situation is life threatening, call 911.
4. Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (coworkers/neighbors) to alert them and assist them in an emergency, is a good method.
5. Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

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6. Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can be assisted or moved and whether there are any special considerations or items that need to come with the person.

Specific guidelines for unique circumstances:

Bomb threat, fire, hazardous materials releases, and power outages for persons with disabilities.

### **Blindness or visual impairment:**

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

### **Deafness or hearing loss:**

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

### **Mobility impairment:**

1. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
2. If people with mobility impairments cannot exist, they should move to a safer area. Check the college's posted Emergency Response Maps.
3. Notify police or fire personnel immediately about any people remaining in the building and their locations.
4. Police or fire personnel will decide whether people are safe where they are and will evacuate them, as necessary. The fire department may determine that it is safer to override the rule against using elevators.
5. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

### **Power outages:**

1. If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, facility department personnel should be notified so they can advise emergency personnel.
2. If people would like to leave and an evacuation has been ordered or if the outage occurs at night, call campus police from a campus phone to request evacuation assistance.

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

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

Additionally, buildings have emergency lighting systems which provide illumination for a short period of time sufficient to permit evacuation.

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

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

**Additional Note:** The Special Populations Coordinators will obtain information from disabled students regarding their preference for method of evacuation—e.g., with or without

## **Albany Technical College Emergency Operations Plan**

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wheelchairs during an evacuation and will include that information on the faculty notification form. The instructor will identify a primary and alternate student/employee to assist the disabled person during an emergency. Instructors should designate these primary and alternate students during the first-class period; supervisors should designate these employees as staff changes.

Additionally, instructors should assign students with disabilities to seats nearest to the door to expedite their evacuation if this does not interfere with their academic programs.

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### **DENY ENTRY OR CLOSING (LOCKDOWN) Code Orange**

Lockdown is an emergency response measure in which individuals on campus receive instructions (Code Orange) to immediately enter or remain inside a structure to protect themselves from an imminent threat of violence believed to be on the premises. It may involve a single building or the entire campus. A threat of violence may include, but is not limited to:

1. Active shooter
2. Hostage situation
3. Riot
4. Significant criminal or law enforcement activity in the neighborhood adjacent to the campus
5. Lockdown of nearby schools

The decision to initiate Lockdown procedures will depend upon the real-time activities occurring and the information and amount of time available for making such a decision. A recommendation to initiate Lockdown procedures at a particular campus would normally come to the campus Police.

Department from law enforcement personnel based upon an incident occurring off-campus, and if time were available, police officer would consult with college administrators before initiating Lockdown.

Upon a determination that a Lockdown would be appropriate, notification to the college/campus administration would occur via established communications channels both internally and externally including the Albany-Tech website ([www.albanytech.edu](http://www.albanytech.edu)), Facebook page, the Twitter account, faculty/staff email, student email, the student campus portal, the campus “phone tree”, and an established list of local media channels.

In addition to the Lockdown procedures outlined below, campus police officers and facilities personnel would proceed to secure the gates, if possible, and if it were safe to do so, to prevent anyone other than law enforcement personnel from entering the campus while it was in a Lockdown condition.

In a situation requiring an immediate decision, such as an incidence of violence already in progress at the campus, it is likely that the campus police officer would immediately place the campus on alert via the forms of notification mentioned above and proceed to make other notifications.

Communication of the emergency to the campus community, e.g., to the campus’ director of facilities, would also occur via the campus’ “phone tree”. Security officials would then proceed to obtain information to determine whether the threat was credible and would provide appropriate notification/confirmation to college administrators as appropriate.

Communication between college administrators and police officers will occur throughout the incident, although care must be taken by personnel on the affected campus to ensure that they do not reveal their locations through loud conversation—text messaging should be used if possible.

The objective of Lockdown is to remove personnel from exposure to possible violence by taking them from places where they are may be exposed targets to locations that can be locked and that present a barrier to, as well as offer protection from, violent intruders. When an announcement is made to initiate Lockdown procedures, the following steps should be followed:

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1. Immediately cease all activity (e.g., classroom instruction, meetings, group work, etc.).
2. Enter the nearest classroom, office, or secure space with locking capabilities. Faculty or staff having a Lockdown key will lock the door from the inside.
3. Faculty/instructors and staff should quickly glance outside the classroom or office to direct any students and others in the hallway into the room immediately.
4. If outdoors, go into the nearest building or proceed to an area that can be secured.
5. If in a cafeteria or restroom, move to a classroom, office, or area that can be secured.
6. Faculty and staff should make every effort to move students and others out of open areas and into one of the secure spaces in a building.
7. If possible, and if it is safe to do so, facilities personnel and police officers and the director of facilities should lock the exterior door of the building upon entering it while proceeding to one of the secure spaces. Be sure to call out to people outside to enter the building before you lock it.
8. Facilities personnel and police officers must be alert to the situation around them and should not place themselves in harm's way while they are attempting to secure the campus. It is more important for them to find a secure area inside a building.
9. If you are outside a building and find that the door is locked, run for another building.
10. Close and lock windows of classrooms and offices and close window coverings (e.g., blinds, drapes, shades), if present.
11. If present, cover the window in the door with paper or cardboard to block the view from the outside.
12. Stay away from doors and windows.
13. Sit on the floor or crouch under or behind desks and bookshelves where possible so as not to indicate that anyone is present or offer any target.
14. Turn off all lights, projectors, computer monitors and other devices that might indicate the room is occupied.
15. Be as quiet as possible so as not to draw attention to yourself.
16. Silence cell phones and do not use them unless you are in contact with emergency personnel regarding the location or conduct of the intruder, or if the status of the emergency changes.  
Use text messaging only to communicate.
17. DO NOT respond to anyone at the door.
18. Do not evacuate for a fire alarm unless instructed to do so via the public address system.
19. Remain in the secured area until directed by law enforcement personnel, college police officer, or a college administrator. **(Code White)**.
20. After the Lockdown order has been lifted, faculty and staff should then attempt to restore normalcy and comfort/assist the room occupants.

## **SHELTER-IN-PLACE OR SECURE-IN-PLACE**

Shelter-in-Place is an emergency response measure in which building occupants are instructed to seek shelter inside a building due to extreme weather outdoors or some other phenomenon that poses risk to persons outside. The basic concept behind sheltering-in-place is to use a building to **put a barrier** between yourself and the phenomenon posing danger. Shelter-in-Place is like Lockdown in that personnel are to remain on the campus in areas of the facility that offer protection, in this case from an environmental event occurring outdoors. This might include, in addition to an extreme weather event such as a tornado, a hazardous material spill that releases contaminants to the atmosphere, or when evacuation of a building might place the occupants at greater risk than sheltering them within the facility. It may be necessary for occupants to move to a different part of the facility to provide them with the necessary protection.

### **Shelter-in-Place Procedure for Extreme Weather**

An extreme weather event, such as a tornado approaching the campus, may require you to Shelter-in-Place until the weather threat has passed. You may be able to increase your chances for survival by relocating from your normal work area to a space that has no windows or to a lower floor. Upon receiving notification via established communications channels both internally and externally including the Albany-tech website ([www.albanytech.edu](http://www.albanytech.edu)), the Facebook page, the Twitter account, faculty/staff email, student email, the student campus portal, the campus “phone tree”, and an established list of local media channels of Shelter-in-Place, it is recommended that you:

1. Go inside as quickly as possible.
2. Move to the first floor of the building.
3. Move to an interior room with no windows, or a hallway on the lowest floor possible.
4. Move to an interior stairwell if all rooms have windows.
5. Close all doors.
6. Lock doors if advised to do so.
7. Close and lock all windows. Close window coverings (e.g., blinds, drapes, shades) if present and *if there is time*.
8. Stay in the center of the room away from doors and windows.
9. Use the phone only for emergencies.
10. Stay in place and only come out when you are told that it is safe by a college administrator, law enforcement personnel, or campus police officer. **(Code White)**

### **Shelter-in-Place Procedure for a Hazardous Material Incident**

In the event of an incident where hazardous materials (e.g., chemical, biological, or radiological agents) may have been released into the atmosphere in the vicinity of the campus, Shelter-in-

Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

1. Close all windows in the room or move to a room with no windows.
2. Stay low and away from windows in high winds.
3. The heating, ventilation, and air conditioning (HVAC) system may be shut down or changed to re-circulate air by facilities personnel.
4. Only come out when you are told that it is safe by emergency response personnel. **(Code White)**



## **ACCOUNTING FOR ALL PERSONS**

Each building has designated evacuation safe areas that can be found on the Emergency Response Maps (see sample map in Appendix B). After the class leaves the alarmed building or area, it is important for them to go to the evacuation area where the presence of persons can be documented. At this area, the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. After all the students have left the room/lab, instructors can:

1. Use the class roster,
2. Use a head count, or
3. Ask students about the students seated next to them in the classroom to see if they are at the assembly point.

You must also account for persons with disabilities (See Evacuation section above).

Notify the Emergency Operations Coordinator about any missing students and their last known location in the building. After exiting and accounting for students, the building Emergency Operations Coordinator will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

## **COMMUNICATIONS AND NOTIFICATIONS**

The Public Relations Department for Albany Technical College maintains a relationship with all local and regional media outlets. All contact with the media is to be coordinated through the Public Relations Department through the Director of PR and Marketing.

In the event of an emergency on any Albany-Tech campus or satellite location, the following guidelines should be followed:

1. Once an emergency has been identified, the Director of PR and Marketing should be notified. Please provide the following information:
  - a. Details of the emergency
  - b. Status of the emergency
  - c. Any room, building, road, or campus closing related to the emergency.
  - d. Status of any individuals harmed.
  - e. Continuous updates as they occur and are of vital interest to the public.
2. The Public Relations Department will:
  - a. Keep faculty, staff, and students informed via established communications channels both internally and externally including the Albany-tech website ([www.albanytech.edu](http://www.albanytech.edu)), the Albany-tech Facebook page, the Twitter account, faculty/staff email, student email, the student campus portal, the campus "phone tree", and an established list of local media channels. See Appendix A.
  - b. Set up a media area, if necessary, to coordinate media inquiries. This location will vary based on the emergency and the campus but will be coordinated by Executive Vice

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President.

c. Maintain an updated list of all local media representatives. That list will be kept updated on the Albany-tech website under Public Relations.

d. Maintain a Media Emergency Kit that includes.

i. A copy of the Emergency Operations Plan

ii. Current list of all media contacts

iii. Name tags for media personnel

3. Once the emergency is identified, and conditions permit, the Director of PR and Marketing will contact the TCSG Emergency Manager at 404-679-1666.

### **BUSINESS CONTINUITY PLAN**

The Business Continuity Plan can be accessed via the Albanytech.edu website.

### **PANDEMIC INFLUENZA PLAN**

The Pandemic Influenza Plan can be accessed via the Albanytech.edu website.

### **DISASTER RECOVERY PLAN**

The Disaster Recovery Plan can be accessed via the Albanytech.edu website.

### **COVID-19 PLAN OF ACTION**

The COVID-19 Plan of Action is included in the Emergency Operations Plan, which can be accessed via the Albanytech.edu website and ATC SAFE Phone App.

### **RECOVERY**

See Disaster Recovery Plan and Business Continuity Plan that are located on the Albanytech.edu website.

### **PUBLIC HEALTH, MEDICAL, AND MENTAL HEALTH**

A psychological crisis might manifest itself on campus in several ways, including, among other possibilities, threats against others, threats against oneself, emotional breakdowns, and alcohol or drug abuse. If you witness a psychological crisis, the most important thing to remember is that the college has access to community resources to help resolve a crisis. Therefore, your primary responsibility is not to attempt to serve as a crisis counselor; rather, it is simply to notify the proper authorities so that appropriate professionals can address the situation as quickly as possible.

**The essential steps for dealing with a psychological crisis on campus shall include the following:**

1. Notify the college police department at the onset of the problem if possible, or local law enforcement if necessary, providing details about location, individuals involved, and a description of the behavior being manifested. If possible, try to isolate the person in crisis away from others.
2. The college police department shall respond to the scene immediately if possible. Depending upon the nature of the behavior manifested, the college police department may also summon community resources to the scene. If additional resources are required, the college police department may request assistance from other professionals.

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3. The responding college police department officer, in consultation with available community counselors and other college personnel, shall be responsible for directing subsequent actions taken to defuse or resolve the situation.
4. Resolving the situation may at times require that the individual in crisis be taken into protective custody. Responding college police department officers shall determine this after consultation with community counselors and/or other local law enforcement, or as situations warrant.
5. The college will offer post-trauma counseling to employees affected by a psychological crisis. In addition, employees may be directed to the Employees Assistance Program for follow-up counseling.
6. All media contact pertaining to a psychological crisis on campus shall be the responsibility of the Director for Public Relations.

### **SECURITY**

The ATC police department is committed to ensure that the ATC community is well prepared for an emergency. Though preparation takes a bit of time and planning, it brings awareness to the choices you may have during an emergency. By preparing both mentally and logistically, you can increase your confidence and ability to handle a real emergency. On-campus preparation activities are on-going. We are fortunate that ATC has a police department that is equipped to help, as well as departments that address hazardous materials, fire safety, and other areas. Experts from across campus form our Emergency Operations Team and are prepared to manage an array of crisis situations. This group, in conjunction with the college's safety committee meets regularly to review procedures and participate in drills and exercises. The goal is to be fully prepared to face situations that we hope will never occur.

### **Law Enforcement**

ATC police officers will have the responsibility to ensure the safety and security of ATC students, staff, and assets.

#### **Line of Authority:**

1. Officer on the Scene  
Command of the scene will shift with the arrival of more senior members of the department.

#### **Areas of Responsibility:**

1. Scene safety.
2. Affected area access.

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3. Notification of appropriate:

**A. Emergency response agencies**

**B. College officials**

4. Management of the Emergency Operations Center.

5. Develop and maintain working relationships with surrounding community emergency response personnel.

6. Maintain contact numbers for other local, state, and federal law enforcement agencies that may be able to provide services.

7. The Emergency Operations Coordinator or his/her designee will be responsible for the development of plans and procedures for the law enforcement response to emergencies on the campus.

8. Maintain contact list for all the departmental staff.

9. Respond to Emergency Operations Center when Emergency Operations Plan is activated.

## **RAPID ASSESSMENT**

The ATC Emergency Operations Plan (EOP) assumes that most emergency incidents on campus are going to be identified by students, faculty, staff, or visitors. This notification is the first step in the activation of the ATC EOP and emergency response. When in doubt or if a non-life-threatening emergency has potential to become more dangerous, always resolve in favor of notification.

1. If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 911 and the appropriate campus police officer.

2. A non-life-threatening emergency should be immediately reported to the appropriate campus police officer.

## **Courses of Action**

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

1. Hazard Type

- What is the hazard? (Room fire, tornado, hurricane)
- What is the impact on ATC? (Minor, major, disaster)
- What is the potential for the situation to worsen?
- Is the situation under control?

2. Life Safety/Property Protection

- What is the potential for death?
- What is the potential for serious injury? What is the potential for minor injury?
- What is the potential for damage?

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What is the potential for disruption to the normal course of business?

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

4. Once the appropriate college personnel are notified of an incident, the threat assessment process begins. Campus and district personnel must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements of information should be used to assist in the threat assessment process:

Type of incident/location of incident.

Time of incident.

Information received from local law enforcement, fire rescue agencies, and from college police officer on scene.

### THREAT- OR HAZARD-SPECIFIC ANNEXES

#### ACCIDENTS

##### *Vehicular*

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

1. Check the scene to make sure it is safe for you to respond.

2. Render any immediate first aid that you are qualified to provide. Call 911. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.

3. Notify campus police officer of the accident, providing details about the location, number of vehicles involved, vehicle descriptions, and any injuries that resulted. Remain on the telephone with police officer unless instructed otherwise.

4. Remain at the scene of the accident until a college police officer or public safety (city police or county officer) arrives and advise any parties to the accident that they also need to remain. If a party to the accident attempts to leave prior to the officer's arrival, do not attempt to stop the person. However, do take note of the appearance of the vehicle and person, and attempt to record the license plate number.

5. Upon arrival, the responding campus police officer shall be responsible for subsequent steps, including coordination with any responding emergency personnel, identification of witnesses, investigation of the accident, and submission of any required motor vehicle collision reports.

##### *Workplace*

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

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

**NOTE:** *When trying to obtain items that are out of your reach, use only approved safe equipment such as a ladder. Do not use any device that is not designed for safe climbing, i.e., chairs, chairs with rollers, buckets, boxes, desks, trashcans, etc.*

## **TRANSPORTATION ACCIDENTS**

### **A. PROFILE OF TRANSPORTATION ACCIDENTS**

- (1) Transportation accidents occur in Dougherty County on a regular basis, but rarely to the extent of being classified as a disaster. Transportation related disasters would include radioactive/hazardous materials accidents, multiple vehicular accidents resulting in deaths/severe injuries, large van, school or other type bus, commercial aircraft and ground casualties, run-away vehicle into a crowd of spectators, etc.
- (2) Mitigation is best accomplished by effective traffic enforcement, proper maintenance of roadways, quality traffic control devices, and rehearsing "mock disasters" in realistic exercises. Preventive action should always be taken if it will eliminate a recurrence.

### **B. PREPARATION**

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

### **C. RESPONSE**

- (1) *Atomic Weapons or Components:*

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

(2) *Radioactive Materials:*

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

(3) *Hazardous Materials:*

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

### NUCLEAR ATTACK

The National Warning System (NAWAS) is a nationwide network on warning stations which can immediately alert the nation to nuclear threat. In peacetime, the network is used to pass local emergency information and weather information by the National Weather Service. Dougherty County should be considered a county of risk, for possible nuclear attack, due to potential aiming points at the Marine Corp Logistics Base and the Southwest Georgia Regional Airport.

#### A. PROFILE OF NUCLEAR ATTACK

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

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

(2) Medium to high- risk areas require planning such as  
1) Identification of shelters from the direct weapons effects,



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2) Assurance of rapid attack warning to the risk areas on a priority basis, 3) provisions of special building techniques to reduce vulnerability to weapons effects and fallout, and 4) evacuation and relocation of people from risk areas if time allows.

- (3) Mitigation for this area is found primarily in the building construction techniques available to withstand nuclear effects. Response activities begin at first alert of a nuclear attack. They provide for movement of the population to available shelters, the human needs of the total population, protection from fallout, and maintenance/support of essential services during the period of crisis. Recovery activities provide for the return of the inhabitants to their residences and restoration of facilities and services after the crisis has ended.

### **B. WARNING**

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

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

### **C. GUIDELINES AND RESPONSIBILITIES**

- (1) Understand the dangers you would face in an attack or a serious transportation accident involving a nuclear warhead.
- (2) Make your own preparations before an attack from information readily available.
- (3) Learn what actions you should take at the time of an attack.
- (4) Seek private shelter at home, private shelter in your own community, or leave the community to seek shelter in a less dangerous area.
- (5) Once you hear an attack warning signal, by whatever means, unless your local government has instructed you to otherwise, seek suitable shelter. Listen to the radio for official information and follow instructions.
- (6) Do not use the telephone - listen to your radio. Telephone lines will be much needed for official calls.

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- (7) It is very unlikely that your first warning of an enemy attack might be a flash of nuclear explosion in the sky some distance away or after a warning while you are enroute to a shelter. If you are outdoors at the time of a nuclear flash, especially if you feel warmth, take cover IMMEDIATELY in the best place you can find. By taking instant cover within a few seconds, you might avoid being seriously burned by the heat or injured by the blast wave of a nuclear explosion.
- (8) You can take immediate cover in any type of a building, cellar/ basement, ditch or culvert alongside the road, highway underpass, under a parked vehicle, a heavy piece of furniture, etc., as some protection is better than none. The important thing is to avoid being burned by the heat, thrown about by the blast, or struck by flying objects.
- (9) If you can protect yourself against the blast and heat waves by instantly taking cover, you can get protection from the radioactive fallout (which would arrive later) by moving to a suitable fallout shelter.
- (10) You may need to stay in a shelter area, at least part of the time, for a week or two. During this time, you will need certain supplies and equipment. Preparedness is the answer (Whenever possible) and it is your own responsibility to know what to do, where to go, what provisions to take with you and /or what you will need, etc., especially if you are relocating to a safer area.

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

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**SERIOUS MEDICAL INJURY OR DEATH (ON CAMPUS)**

- A. Serious medical injury
1. DO NOT LEAVE OR ATTEMPT TO MOVE THE VICTIM. Avoid unnecessary conversation with the victim.
  2. Call 9-911 on campus phone and 911 off campus or from a cellular phone. Stay calm and carefully explain the problem to the operator. DO NOT HANG UP THE PHONE UNTIL TOLD TO DO SO.
  3. Notify campus security to report medical emergency. If an employee or student is injured, an incident report must be completed and filed. An investigation of the cause of the accident must be conducted.
  4. If possible, designate a person to wait outside to direct emergency services to the injured person.
  5. Give the location of the incident. Example: (Albany Technical College, Nathaniel Cross Building C room 318)
  6. Keep bystanders calm and evacuate them from the immediate area to an adjacent room.

- B. Death on or Near Campus  
Deaths and defined as either “attended” (death due to natural causes, and at which witnesses are present), or “unattended” (suicides, homicides, accidents, and deaths at which there were no witnesses).

Attended Deaths:

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

Unattended Deaths:

1. Any unattended death is always, initially, considered a homicide. It is imperative that the body and the scene not be disturbed and that no one be allowed in the area.
2. Other than if it is necessary to check vital signs do not touch the body.
3. Keep people away from the scene and send someone to call 9-911 and to notify the College President or his/her designee.

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4. Do not cover the body as this can remove valuable evidence.
5. Make sure someone from the College's personnel staff meets and identify themselves with emergency personnel.
6. If there is a witness to a suicide, homicide, or accident, encourage the witness to go into a quiet safe area and be supportive until law enforcement officials arrive.
7. **DO NOT** give out information to anyone other than identified emergency personnel. The College President or his /her designees (Director of Public Relations) are the only personnel authorized to issue information regarding the incident.
8. Law enforcement officials, not college personnel, will notify family members.
9. Law enforcement officials may decide to keep the body at the scene for several hours to gather evidence. The College President may decide to close part of the building and cancel or relocate classes.

### **PSYCHOLOGICAL CRISIS**

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

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

If a student verbalizes thoughts of violence, but has yet to act on their thoughts, refer him/her to the college's Special Needs Coordinator (430-2854) for assistance, immediately.

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

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

## APPENDIX A

### EMERGENCY SUPPORT FUNCTIONS (ESFs)

#### Emergency Support Functions (ESFs)

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

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

#### State of Georgia Division of Emergency Management ESF links

- <http://www.georgiadisaster.org/emtools/esf.htm>

#### State Emergency Response Team (SERT)

- <http://www.georgiadisaster.org/index.asp>

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#### ESF 1 – Transportation

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

Lead Government Agency	City of Albany Transit/Dougherty County School Transportation System
Lead ATC Department	Campus and Civic Engagement or EOC

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#### ESF 2 – Communications

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Provide coordination to ensure radio and computer communication capabilities.

Lead Government Agency	Dougherty County Management Information (MIS) City of Albany Radio Communications Local cellular and telephone provides
Lead ATC Department	ATC Information Technology

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#### ESF 3 – Public Works

---

Provide and coordinate resources for debris clearance, clearing, repair or construction of damaged emergency access routes and emergency restoration of critical public facilities.

Lead Government Agency	Dougherty County and City of Albany Public Works
Lead ATC Department	Physical Plant, Facilities Planning and Construction

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#### ESF 4 – Fire Rescue

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Provide response to fire, rescue, medical response, and hazmat situations.

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Lead Government Agency	City of Albany Fire Department
Lead ATC Department	Environmental Health and Safety

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**ESF 5 – Information & Planning**

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Compile, analyze and coordinate the overall information and planning activities in support of disaster response and recovery operations.

Lead Government Agency	Dougherty County Division of Emergency Management
Lead ATC Department	ATC EOC and Plant OPs (damage assessment)

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**ESF 6 – Mass Care**

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Coordinate emergency provision of temporary shelters, mass feeding and the distribution of coordinated relief supplies.

Lead Government Agency	Dougherty County EOC American Red Cross
Lead ATC Department	ATC EOC

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**ESF 7 – Resource Support**

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Provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts.

Lead Government Agency	Dougherty County EOC
Lead ATC Department	ATC EOC

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**ESF 8 – Health & Medical**

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Coordinate the Dougherty County public health and medical resources and needs.

Lead Government Agency	Dougherty County Public Health Georgia Department of Health
Lead ATC Department	ATC EOC

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**ESF 9 – Search & Rescue**

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Provide for search and rescue needs.

Lead Government Agency	City of Albany Fire Department Dougherty County Search and Rescue Team- Citizens Emergency Response Team (CERT)
Lead ATC Department	ATC Police

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**ESF 10 – Hazardous Materials**

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

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Lead Government Agency	City of Albany Fire Department Georgia Department of Environmental Protection
Lead ATC Department	ATC Environmental Safety Technician

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**ESF 11 – Food & Water**

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Identify, procure, and arrange for the transport and distribution of food and water.

Lead Government Agency	Dougherty County EOC American Red Cross
Lead ATC Department	ATC EOC

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**ESF 12 – Utilities**

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Provide coordination of emergency power to support emergency response and recovery operations and to normalize community functions.

Lead Government Agency	City of Albany Utility Board
Lead ATC Department	Physical Plant, Facilities Planning and Construction

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**ESF-13 – Military**

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Provide for military assets in support of disaster response operations.

Lead Government Agency	Dougherty County EOC
Lead ATC Department	ATC EOC

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**ESF-14 – Public Information**

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Disseminate information on emergencies and protective actions to the community, present “One Voice” on behalf of the College and respond to Rumor Control.

Lead Government Agency	City of Albany-Dougherty County Public Information
Lead ATC Department	ATC Communications and Public Information ATC Police

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**ESF-15 – Volunteers & Donations**

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Provide a central point for the coordination of voluntary agencies and donated goods.

Lead Government Agency	Volunteer Dougherty American Red Cross
Lead ATC Department	Campus and Civic Engagement

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**ESF-16 – Law Enforcement**

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Command, control, and coordination of law enforcement disaster support.

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Lead Government Agency	Dougherty County Sheriff Albany Police department, Dougherty County Police Department
Lead ATC Department	Albany Technical College Police Department

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**ESF-17 – Animal Services**

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Coordinate emergency medical care; evacuation; shelter; food and water for animals.

Lead Government Agency	Albany-Dougherty County Animal Control
Lead ATC Department	Albany Technical College Police Department

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**ESF-18 – Business, Industry, and Economic Stabilization**

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Provide immediate and short-term assistance for the needs of business and industry.

Lead Government Agency	Dougherty County EOC
Lead ATC Department	ATC Foundation

## **APPENDIX B**

### **ATC ALERT**

#### **ATC Alerts and Timely Notifications**

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

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

SMS Text Message	ATC SAFE Phone App Mass Communication System
E-Mail	Audible internal campus Sirens
Computer Pop-Ups	Audio message to all college telephones
Webpage and Alert Page	Audio message to cellular telephones
Facebook	Audio message to home telephones
Twitter	Recorded Voice Message for ATC Alert
Emergency Information Hotline for public announcements	
Emergency Information Hotline for employees only	

Timely Notifications utilize the following methods of information sharing:

E-Mail	SMS Text Message
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#### **Decision Criteria**

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The decision to activate the ATC Alert or the Timely Notifications rests with the Chief of Police or designee based the following criteria:

1. What is the hazardous situation or threat to the college?
2. Is there an immediacy that threatens life safety?
3. If there is an urgency to act, what is the most effective delivery method?
4. Which campus or center is affected?
5. If there is no immediate threat is a timely notification appropriate?

#### **Situational Awareness**

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

To that end, it is our goal to send updates via the alert system every 15-20 minutes or as appropriate, and to send all clear message upon the conclusion of the incident.

## **Albany Technical College Emergency Operations Plan**

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### **Testing**

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

### **Delivering Effective Emergency Notification Messages**

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

## **APPENDIX C**

### **DEPARTMENT RESPONSE PLANNING**

#### **Development of Department Response Plans**

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

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

#### **Recommended Content for Emergency Response Plans**

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

- Identify the individuals and alternates in your area with specific responsibilities.
- Develop communication procedures with emergency call rosters and then continuously update the contact information.
- Review the Comprehensive Emergency Management Plan and other information sources with all employees.
- Identify the threats and put in place simple response directions for staff.
  1. What would you do for each threat?
  2. Where are your secure "Shelter in Place" areas?
  3. Have you trained staff for each threat?
  4. Do you have facility maps and instructions?
  5. Where are your designated evacuation points outside the building?
  6. Do you discuss emergency protocols in your staff meetings?
- Identify assets, such as equipment, computers, vital records, etc.; what protective actions can you take to assure their safety.
- Seek out and provide training to reinforce emergency actions.
- Do you have a "Go Kit" in case you must relocate or lose power?
- What staff would return to campus following a disaster?
- How would you accomplish your role after a disaster? (Payroll, benefits, media releases, or emergency purchases)

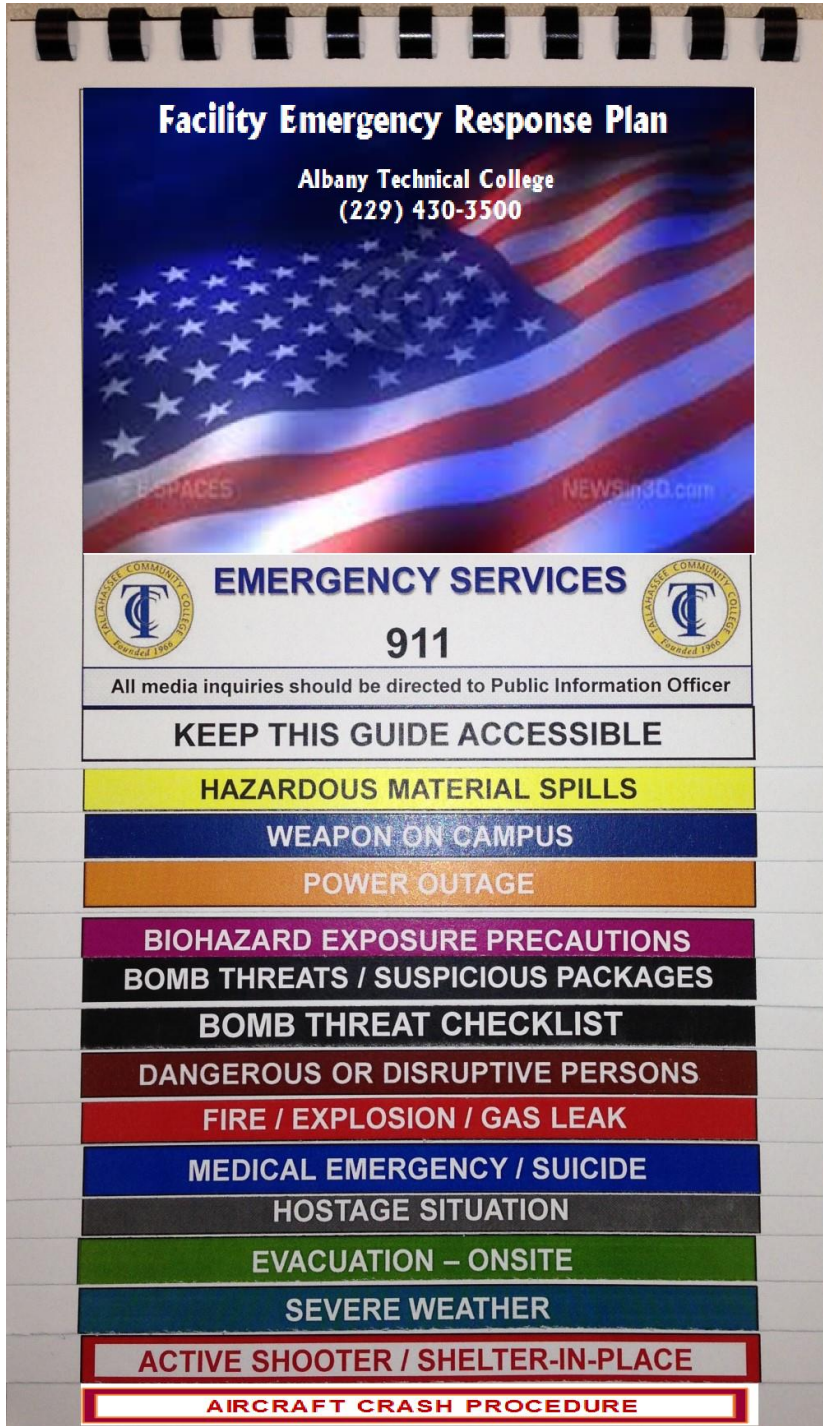
#### **Possible areas of the college needing Emergency Response Plans**

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

Albany Technical College  
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Sample of the  
Facility Emergency Response Plan



## APPENDIX D

### EMERGENCY OPERATIONS CENTER (EOC)

#### Operation of the Emergency Operations Center (EOC)

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

#### PREPAREDNESS

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- ❑ Are you prepared for no power, utilities, shelter needs, food/water/ice access?
- ❑ Have **all Departments** updated employee contact information, designated roles and expectations, encouraged employees to develop Hurricane Family Plans, identified which staff is expected to return to campus following the emergency, and identified facilities dependent on electricity and prepared alternate plan?
- ❑ Has the **Executive Group** reviewed various situations and outcomes, discussed plans relative to campus closures, reviewed COOP implementation, and the President may liaison with fellow CEOs?
- ❑ Has **Physical Plant, Facilities, and Construction** fueled all emergency generators, secured loose items on campus, protected flood prone areas, re-located assets to the parking garage, acquired resources to support operations for 3-5 days, and acquired necessary replacement parts?
- ❑ Has **Information Technology** effected preventative measures to protect/back-up the network, telephone system, cameras, and taken action to protect assets?
- ❑ Has the **Budget/Purchasing** office prepared emergency contracts and purchase orders, continuous payroll operation, and increased P-Card limitations as appropriate?
- ❑ Has **Communications/Pubic Information** prepared pre-formatted press releases and other messages, prepared messages specific to campus closures, is the Emergency Message/Rumor Control Hotline in place for employees), and are we prepared for student/parent, faculty and staff questions/needs
- ❑ **Campus Closures** must be thoroughly coordinated to close and re-open.
- ❑ Has the **Police Department** completed plans should a re-location become necessary, updated Go-Kits, acquired food/water/ice/ supplies, and sleeping options to support a continuous operation following an emergency, coordinated with ATC Police and other Police agencies for assistance, and has contact been made to protect hazmat areas?
- ❑ Has **Human Resources** prepared for worker's compensation needs, and leave processing?
- ❑ Are the EOC and Communications Center fully functional and operational with adequate supplies.
- ❑ Are safe shelters (Red Cross) operational if needed?

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### RESPONSE

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

### RECOVERY

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- ❑ Initial damage assessment documented and photographed.
- ❑ Emphasize purchase receipts, documents, and injury reporting.
- ❑ Ensure safety of the recovery efforts
- ❑ Debris Removal to major and vital elements prioritized.
- ❑ Be prepared to place blockades to maintain closed campus.
- ❑ Prepare messages and support, as appropriate, for post-traumatic stress.
- ❑ Prepare for Demobilization Plans
- ❑ Prepare for After Action Reports

## APPENDIX F-1

### ACTIVE SHOOTER

#### Response Checklists

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##### SITUATION ASSESSMENT

“What do I have?”

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

##### RESPONSE TACTICS

“What do I do?”

There is no one procedure that can be recommended, however in general, you should follow your training:

- Run
- Hide
- Fight

##### If a shooter is outside the building:

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

##### If a shooter is inside the building:

- If it is possible to flee the area safely and avoid danger, do so. Do not attempt to flee if the shooter is between you and the exit. If you are unsure, do not attempt to flee.
- Dial 9-1-1 or 229-430-4711 to give your location, if possible
- Do not pull the fire alarm. This may work to the shooter’s advantage by causing the occupants to funnel out of the building, increasing the number of potential targets.
- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get everyone else on the floor and out of the line of fire.



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- If you encounter the Police, place your hands on your head or open in front of you, and follow their instructions.
- Wait for the “all clear” instruction from an emergency first responder.

### **If the shooter comes into your class or office:**

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

### **RESPONSE TACTICS**

### **“What do I do NEXT?”**

---

When safe to do so:

- Notify Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share.
- **Follow directions from ATC Alert-Code Orange**
- Follow directions from Campus Leaders and Building Captains if present.
- Identify Danger Zone concerns, restrict access if possible.
- Do prevailing conditions dictate that you Evacuate or Shelter in Place?
- Aid others in need, if safely possible
- Utilize your Evacu-Trac training to assist disabled, if needed
- Account for students and staff
- Moving as a group to a safe area, creates distance from danger.
- Remain calm and reassure others.
- Follow commands of emergency responders
- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-TA**

### **SPECIAL CONSIDERATIONS**

### **“What else do I need to know?”**

---

- Prepare in Advance, Seek Training and Study the CEMP
- Active Shooter training page

## APPENDIX F-2

### BOMB THREAT

#### Response Checklists

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##### **SITUATION ASSESSMENT**                      “What do I have?”

---

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

##### **RESPONSE TACTICS**                      “What do I do?”

---

#### **If you receive a bomb threat: Code Black**

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

#### **Instructions for second person:**

1. Call Police at 229-430-4711 or 911
2. Report the telephone number the call is coming in on
3. If you have a phone that allows you to listen in to the conversation, take notes
4. Be calm and listen carefully. Obtain as much information as possible.
5. Do not interrupt or antagonize the caller

#### **Questions to ask caller:**

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

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

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**Description of voice:**

Male Female Age Race	
Accent	
Tone (high, low, gruff, etc.)	
Mood (anger, despair, etc.)	
Speech difficulties	
Is the voice familiar?	
Who did it sound like?	
Background noise	
Background noise	
Additional information:	
Time call received Day of week Date	
Length of call	
Call received by Title	
At (location)	
Remarks	

**Upon completion of the call:**

- Await arrival or direction from Police.
- Do Not alarm others.
- Under no circumstance s should an untrained person attempt to locate and/or move a suspicious device
- Follow commands of emergency responders
- Follow directions from Campus Leaders and Building Captains if present.
- If directed to evacuate:
  1. Identify Danger Zone concerns, restrict access if possible.
  2. Aid others in need, if safely possible
  3. Utilize your Evacu-Trac training to assist disabled, if needed
  4. Account for students and staff
  5. Move as a group to a safe area, create distance from danger.
  6. Remain calm and reassure others.

**SPECIAL CONSIDERATIONS**                      **“What else do I need to know?”**

---

- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document related information.

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**When a bomb threat (Code Black) is received, the following people shall be notified and informed of the existing conditions:**

PERSON / ORGANIZATION	OFFICE	HOME	Pager / Cell
911 Emergency Center	911		
Information Desk	430-3500		
Facilities Director	Michael Alligood	430-0415	(229) 809-6222
Campus Police (ATC)	Officer on duty	430-4711	809-6568
Dynamic Security	Weekend Officer	809-6545	
President's Office	430-0656		

- **All Emergency Managers and Campus Safety Team members should have Portable Radio in their possession- Operating on Channel ATC-RPTR**

## APPENDIX F-3

### DANGEROUS OR DISRUPTIVE PERSON/INCIDENT

#### Response Checklists

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

#### SITUATION ASSESSMENT

“What do I have?”

---

##### Recognizing Early Warning Signals

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



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

#### RESPONSE TACTICS

“What do I do?”

---

##### Acting on Early Warning Signals

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

##### Faculty and Staff

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

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### Students

Disruptive or concerning conduct of students is remedied by Vice-President of Student Affairs, contact either the Police Department or the Student Affairs office.

The information you report is taken very seriously. It is reviewed and acted upon by the Student Threat Assessment Team (STAT) and the Police Department. Reporting dangerous and disruptive persons and incidents is an essential element to ensuring a safe campus.

### Anonymous Reporting of disruptive or suspicious behaviors

At any point you may wish to report these behaviors anonymously or you may wish to encourage others. **The Silent Witness report is sent to the Police Department** for follow-up investigation and action.

### Acting on immediate circumstances or situations

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

### SPECIAL CONSIDERATION

#### “What else do I need to know?”

---

#### Suggested Guidelines: "Do's" and "Do Not's"

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

## APPENDIX F-4

### FIRE OR SMOKE

#### Response Checklists

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##### SITUATION ASSESSMENT

“What do I have?”

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

##### RESPONSE TACTICS

“What do I do?”

##### FIRE

- Upon Discovery of a Fire, please follow the R.A.C.E. acronym.
  - R RESCUE** anyone in immediate danger if it does not jeopardize your life
  - A ALARM/ALERT** everyone by activating a red pull station fire alarm and calling Police at 229-430-4711.
  - C CONFINE** the fire by closing all doors and windows (if possible)
  - E EXTINGUISH/EVACUATE** the building by going outside or to another building where your safety is assured
- Take short breaths and crawl to safety if caught in heavy smoke.
- Do not fight the fire (unless trained to use a fire extinguisher)
- Do not use elevators.
- All alarms should be taken seriously (if you hear a fire alarm, evacuate)
- Always treat the threat of Fire seriously
  - Begin an orderly evacuation of the building.
  - Help others in need, if safely possible
  - Utilize your Evacu-Trac training to assist disabled, if needed
  - Account for students and staff
  - Move as a group to a safe area, creates distance from danger.
- Notify Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share.
- Follow directions from ATC Alert- Code Red
- Follow directions from Campus Leaders and Building Captains if present.
- Identify Danger Zone concerns, restrict access if possible.
- Remain calm and reassure others.
- Follow commands of emergency responders- **All Emergency Managers and Campus Safety Team members should have Portable Radio in their possession- Operating on Channel ATC-RPTR**

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**SMOKE**

- If you smell smoke immediately seek out the source
  1. If the source is a fire, follow the above Fire Protocols
  2. If not, Notify Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- The Police will respond to assist in tracing the smoke source.
- Smoke may represent a maintenance issue and the Police will summon staff to assist.
- If the prevailing conditions warrant an evacuation, the Police will assist.
- Account for students and staff
- Moving as a group to a safe area creates distance from danger.
- Remain calm and reassure others.
- Follow commands of emergency responders

**SPECIAL CONSIDERATIONS** **“What else do I need to know?”**

---

- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document related information.



## APPENDIX F-5

### FLOODING

#### Response Checklists

---

### PREPARATION BEFORE A POTENTIAL IMPACT

#### PREPARATORY ACTIONS

#### “What should I do in advance?”

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

### ACTIONS AFTER THERE IS AN IMPACT/FLOODING

#### SITUATION ASSESSMENT

#### “What do I have?”

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

#### National Weather Service link

- <http://www.srh.noaa.gov/tlh/>

#### RESPONSE TACTICS

#### “What do I do?”

- Notify ATC Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share.

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- ❑ Follow directions from ATC Alert- **All Emergency Managers/Campus Safety Team members should have Portable Radio in their possession- Operating on Channel ATC-RPTR**
  
- ❑ Follow directions from Campus Leaders and Building Captains if present.
- ❑ Identify Danger Zone concerns, restrict access if possible.
- ❑ Do prevailing conditions dictate that you Evacuate or Shelter in Place?
- ❑ Help others in need, if safely possible
- ❑ Utilize your Evacu-Trac training to assist disabled, if needed
- ❑ Account for students and staff
- ❑ Moving as a group to a safe area creates distance from danger.
- ❑ Avoid any downed power lines.
- ❑ Remain calm and reassure others.
- ❑ Follow commands of emergency responders
- ❑ If flooding occurs, avoid contact with water to eliminate the potential for electric shock.
- ❑ During outdoor flooding on campus, use caution when driving on flooded streets. In some cases, excess water pressure in the storm drain may dislodge manhole covers.
- ❑ If flooding occurs inside a building, be sure to raise electrical equipment off the floor (i.e., computers), if this is safe to accomplish. This may help reduce the risk of electrical shock.



**SPECIAL CONSIDERATIONS**                      **“What else do I need to know?”**

---

- ❑ Prepare in Advance, Seek Training and Study the CEMP
- ❑ Notify your supervisor when possible and document related information.

## APPENDIX F-6

### GENERAL NON-SPECIFIC EMERGENCY

#### Response Checklists

---

##### **SITUATION ASSESSMENT** “What do I have?”

---

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

##### **RESPONSE TACTICS** “What do I do?”

---

- Notify ATC Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share.
- Follow directions from ATC Alert
- Follow directions from Campus Leaders and Building Captains if present.
- Identify Danger Zone concerns, restrict access if possible.
- Do prevailing conditions dictate that you evacuate or Shelter in Place?
- Help others in need, if safely possible
- Utilize your Evacu-Trac training to assist disabled, if needed
- Account for students and staff
- Moving as a group to a safe area creates distance from danger.
- Remain calm and reassure others.
- Follow commands of emergency responders
- All Emergency Managers/Campus Safety Team members should have Portable Radio in their possession- Operating on Channel ATC-RPTR**

##### **SPECIAL CONSIDERATIONS** “What else do I need to know?”

---

- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document related information.

## APPENDIX F-7

### HAZARDOUS MATERIALS INCIDENT/SPILL

#### Response Checklists

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##### SITUATION ASSESSMENT

“What do I have?”

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

##### RESPONSE TACTICS

“What do I do?”

- Notify ATC Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share.
- Follow directions from ATC Alert- **All Emergency Managers/Campus Safety Team members should have Portable Radio in their possession- Operating on Channel ATC-RPTR**
- Follow directions from Campus Leaders and Building Captains if present.
- Identify Danger Zone concerns, restrict access if possible.
- Do prevailing conditions dictate that you evacuate or Shelter in Place?
- Contact the Emergency Management and Safety Office for further guidance at 229-430-4711.
- HAZARDOUS MATERIALS INCIDENT (Railroad or Highway)**
  1. Shelter in Place
  2. Recommend everyone stay inside, unless directed otherwise.
  3. Keep doors closed and block door gaps where possible with wet cloth.
  4. Persons with respiratory ailments should move to interior rooms.
- CHEMICAL SPILL (Inside)**
  1. Contain the spill.
  2. Treat at eye and clean up stations.
  3. Follow training.
  4. Evacuate as appropriate.
  5. Vent space if appropriate
- SPECIAL NOTES**
  1. Do not allow unauthorized clean-ups.
  2. Do not touch materials unless trained to do so.
  3. Some chemicals react with water, do not wash down, unless trained to do so.
  4. Follow any posted chemical hazard signs or information.
- Help others in need, if safely possible
- Utilize your Evacu-Trac training to assist disabled, if needed

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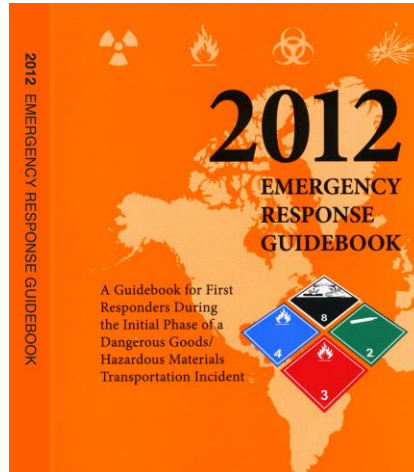
---

- ❑ Account for students and staff
- ❑ Move as a group to a safe area, creates distance from danger.
- ❑ Remain calm and reassure others.
- ❑ Follow commands of emergency responders

### **SPECIAL CONSIDERATIONS**                      **“What else do I need to know?”**

---

- ❑ Prepare in Advance, Seek Training and Study the CEMP
- ❑ Notify your supervisor when possible and document related information.



## APPENDIX F-8

### SEVERE WEATHER

#### Response Checklists

### PREPARATION BEFORE A POTENTIAL IMPACT

#### PREPARATORY ACTIONS

#### “What should I do in advance?”

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

#### National Weather Service link

- <http://www.srh.noaa.gov/tlh/>

**Hurricane:** A violent tropical cyclone in which winds reach a constant sustained speed of 74 miles per hour. There may be gusts of up to 200 miles per hour. Spiraling bands of weather associated with a hurricane may extend several hundred miles from the storm.

#### Hurricane Categories:

<u>Category</u>	<u>Wind Velocity</u>	<u>Impact</u>
1	74-95 mph	Minimal
2	96-110	Moderate
3	111-130	Extensive
4	131-155	Extreme
5	156+	Catastrophic

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

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

**ACTIONS AFTER THERE IS AN IMPACT**

**SITUATION ASSESSMENT**

**“What do I have?”**

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

**RESPONSE TACTICS**

**“What do I do?”**

- 
- ❑ Notify ATC Police 229-430-4711 or 911
  - ❑ Or utilize Classroom Direct Police Line or Emergency Call Boxes
  - ❑ DO NOT call if you do not have important information to share.
  - ❑ Follow directions from ATC Alert
  - ❑ Follow directions from Campus Leaders and Building Captains if present.
  - ❑ Identify Danger Zone concerns, restrict access if possible.
  - ❑ Help others in need, if safely possible
  - ❑ Utilize your Evacu-Trac training to assist disabled, if needed
  - ❑ Account for students and staff.
  - ❑ Move as a group to a safe area, creates distance from danger.
  - ❑ Avoid any downed power lines.
  - ❑ Remain calm and reassure others.
  - ❑ Follow commands of emergency responders- **All Emergency Managers/Campus Safety Team members should have Portable Radio in their possession- Operating on Channel ATC-RPTR**

**SPECIAL CONSIDERATIONS**

**“What else do I need to know?”**

- 
- ❑ Prepare in Advance, Seek Training and Study the CEMP
  - ❑ Notify your supervisor when possible and document related information.

## APPENDIX F-9

### NATURAL GAS LEAK

#### Response Checklists

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##### **SITUATION ASSESSMENT** “What do I have?”

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

##### **RESPONSE TACTICS** “What do I do?”

---

- Notify ATC Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share.
- Do not light matches, do not turn lights on or off.
- Follow directions from ATC Alert- **All Emergency Managers/Campus Safety Team members should have Portable Radio in their possession- Operating on Channel ATC-RPTR**
- Follow directions from Campus Leaders and Building Captains if present.**
- Identify Danger Zone concerns, restrict access if possible.
- If prevailing conditions dictate begin to safely Evacuate
- Help others in need, if safely possible
- Utilize your Evacu-Trac training to assist disabled, if needed
- Account for students and staff.
- Move as a group to a safe area, create distance from danger.
- Remain calm and reassure others.
- Follow commands of emergency responders

##### **SPECIAL CONSIDERATIONS** “What else do I need to know?”

---

- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document related information.



## APPENDIX F-10

### POWER OUTAGE

#### Response Checklists

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#### SITUATION ASSESSMENT “What do I have?”

---

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

#### RESPONSE TACTICS “What do I do?”

---

- POWER OUTAGE**
  1. Intermittent and long-term power outages are possible due to a variety of conditions including weather, traffic crashes, downed trees, etc.
  2. If severe weather is in the area, follow the appropriate checklist appendix.
  3. During a power outage neither the Police nor Maintenance will know the extent or length of the outage until a utility crew responds to the area to investigate the source
  4. Emergency Lights will remain activated for up to 4 hours.
  5. Persons trapped in an elevator should notify the Police, do not attempt to free the doors, the Police will notify Maintenance and the Fire Department for further assistance.
- When the power goes out and remains out, you should follow these steps to report the outage:
  1. Notify your administrative office first, they will in turn contact the Police on behalf of the entire building.
  2. If this is not successful, then call the Police directly at 229-430-4711 to report the outage.
  3. As always, if an emergency exists immediately call the Police, you may utilize the Classroom Direct Police Line, Emergency Call Boxes or dialing 911.
  4. If you do not have important information to share do not call the Police as this can congest the emergency phone lines
  5. The Police will notify maintenance and the utility department.
- In determining when it is appropriate to discontinue or cancel class, consider the following:
  1. Follow any protocols established by your dean.
  2. Is there severe weather in the area, would it be safe to leave the building?
  3. Can you continue class with the available lighting (day vs. night)?
  4. Can you continue class without power?
  5. Generally, in a sustained power outage, **it will require at least 20 minutes by day and 30 minutes by night to determine the source of the outage.**

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- ❑ If an ATC Alert is issued, follow the directions.
- ❑ Follow directions from Campus Leaders and Building Captains if present.
- ❑ Identify Danger Zone concerns, restrict access if appropriate.
- ❑ Do prevailing conditions dictate that you evacuate or Shelter in Place?
- ❑ Help others in need, if safely possible
- ❑ Utilize your Evacu-Trac training to assist disabled, if needed
- ❑ Account for students and staff.
- ❑ Move as a group to a safe area, create distance from the danger, if appropriate to the situation
- ❑ Avoid any downed power lines.
- ❑ Remain calm and reassure others.
- ❑ Follow commands of emergency responders
- ❑ Unplug coffee pots or any other heating apparatus.
- ❑ Do not light candles.

### National Weather Service link

- <http://www.srh.noaa.gov/tlh/>

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### SPECIAL CONSIDERATIONS                      “What else do I need to know?”

- ❑ Prepare in Advance, Seek Training and Study the CEMP
- ❑ Notify your supervisor when possible and document related information.

### UTILITY FAILURE

1. In the event of major power outage occurring during regular working hours (8:00 AM-5:00 PM), Monday-Friday, immediately notify the campus Plant Operations office @ 430-3364.
2. If there is a potential danger to building occupants, or if the power outage occurs after hours, weekends, or holidays, notify campus police @ 809-6568 or 430-4711 (ATC) or 809-6545 (DS).
3. Identify and prioritize vital power-dependent functions, operations, and equipment. Plan for short-term and long-term needs.
4. Faculty and staff should keep duplicates of critical data. Back up files regularly.
5. It is advisable to keep portable radios and well-charged flashlights available for emergencies.
6. If you are trapped in an elevator, activate the emergency alarm.
7. If an emergency exists, activate the building alarm, and proceed with the evacuation procedure. Always assist those who have disabilities when evacuating a building.

## APPENDIX F-11

### SUSPICIOUS PACKAGE/POWDER

#### Response Checklists

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##### **SITUATION ASSESSMENT**                      “What do I have?”

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Suspicious packages can come in all shapes and sizes. In general terms, a suspicious package is any bag, box, backpack, package, or other item left unattended or that otherwise seems out of place.

Suspicious packages should be immediately reported to the ATC Police at 229-430-4711. The Police will determine if evacuation or other action is necessary.

Typical characteristics of suspicious letters and packages include:

- Misspelled words
- Unexpected
- Restrictive markings such as "Personal" or "Confidential"
- Postmark does not match return address.
- Badly typed or written.
- Excessive postage
- No return address.
- Wrong title or name in address
- Excessive tape or string
- Protruding wires
- Strange odor
- Crystals or powder-like residue
- Oily stains, discolorations, or crystallization on wrapping
- Lopsided, rigid, or bulky package
- Ticking sounds

##### **RESPONSE TACTICS**                      “What do I do?”

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- If you receive a suspicious package:
  - Handle it with care. Do not shake or bump it.
  - Isolate it immediately.
  - Do not open, smell or taste.
  - Wash your hands with soap or water.
- Notify ATC Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share.
- If the police determine that an evacuation is appropriate:
  1. Help others in need, if safely possible
  2. Utilize your Evacu-Trac training to assist disabled, if needed
  3. Account for students and staff

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4. Move as a group to a safe area, creates distance from danger.
5. Remain calm and reassure others.
6. Follow commands of emergency responders

## SPECIAL CONSIDERATIONS “What else do I need to know?”

- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document related information.

# SUSPICIOUS MAIL OR PACKAGES

**Protect yourself, your business, and your mailroom.**

**If you receive a suspicious letter or package:**

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

**Warning signs for suspicious mail or packages:**

- Restrictive markings.
- No return address.
- Sealed with tape.
- Misspelled words. Badly typed or written.
- Unknown powder or suspicious substance.
- Possibly mailed from a foreign country. Excessive postage.
- Oily stains, discolorations, crystallization on wrapper.
- Excessive tape.
- Strange odor.
- Rigid or bulky.
- Lopsided or uneven.
- Protruding wires.

**If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:**

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

To order this poster, call 1-800-332-0312. Poster 84  
September 2006  
PWS 2006-07-000-1007

## APPENDIX F-12

### TORNADO/MICROBURST

#### Response Checklists

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### PREPARATION BEFORE A POTENTIAL IMPACT

#### PREPARATORY ACTIONS

#### “What should I do in advance?”

- When severe weather threatens the area monitor the media or weather radio
- Specifically monitor the tracking of the storm
- Tornadoes often move from southwest to northeast.
- Close all doors.
- Instruct faculty, staff, and students to remain indoors.
- Move everyone to an interior location of the building.
- Avoid glass windows and exterior doors.
- Stay out of parking decks, gymnasiums, auditoriums, or large rooms where roof collapse may be more likely to happen.
- Shelter in place on the first floor if possible
- Follow any directions from ATC Alert- Code Yellow**

#### National Weather Service link

- <http://www.srh.noaa.gov/tlh/>

**Tornado:** A rapidly rotating, funnel-shaped cloud containing violently whirling columns of air extending downward. Its path of destruction can range from a few hundred feet to miles depending upon its velocity.

**Tornado Watch:** means that conditions are favorable for a tornado to form. When a watch is issued, you should begin to find appropriate shelter and continue to monitor the weather and the media for updates.

**Tornado Warning:** means that a tornado has touched down in your area. You should take shelter immediately and continue to monitor the weather and the media for updates.

**Microburst:** Strong violent downward air currents associated to severe thunderstorms producing considerable wind shear.

**ACTIONS AFTER THERE IS AN IMPACT**

**SITUATION ASSESSMENT**

**“What do I have?”**

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

**RESPONSE TACTICS**

**“What do I do?”**

- 
- Notify Police 229-430-4711 or 911
  - Or utilize Classroom Direct Police Line or Emergency Call Boxes
  - DO NOT call if you do not have important information to share.
  - Follow directions from ATC Alert- **All Emergency Managers/Campus Safety Team members should have Portable Radio in their possession- Operating on Channel ATC-RPTR**
  - Follow directions from Campus Leaders and Building Captains if present.
  - Identify Danger Zone concerns, restrict access if possible.
  - Help others in need, if safely possible
  - Utilize your Evacu-Trac training to assist disabled, if needed
  - Account for students and staff.
  - Move as a group to a safe area, creates distance from danger.
  - Avoid any downed power lines.
  - Remain calm and reassure others.
  - Follow commands of emergency responders

**SPECIAL CONSIDERATIONS**

**“What else do I need to know?”**

- 
- Prepare in Advance, Seek Training and Study the CEMP
  - Notify your supervisor when possible and document related information.

## APPENDIX F-13

### INCIDENT PLANNING STRATEGIES

#### Response Checklists

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##### BEFORE INCIDENT

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

##### DURING INCIDENT

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- President is the face of the College.
- Communications/Public Information can prepare messages in advance.
- One message and always verify facts before releasing information.
- Communicate, Update, Share Information often.
- ATC Alert and webpage continuously update- **All Emergency Managers/Campus Safety Team members should have Portable Radio in their possession- Operating on Channel ATC-RPTR**
- Ensure physical and emotional safety of everyone.
- Seek assistance from others as needed.
- Be prepared to document the incident for cost recovery purposes.
- Be prepared to establish a Call Center
- Document everything, photos, video, ICS forms, receipts.
- Track everything, such as, labor, lost labor, service costs.
- Pay all disaster related expenses from the fewest number of accounts.
- Be prepared for support from the government and volunteers.
- Be prepared to minimize loss to enrollment through COOP for classrooms, etc.

##### POST INCIDENT

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- Safety First Always
- Effectively Communicate and Calm/Patient
- Understand emotional and traumatic needs of campus.
- Establish counseling as needed.
- Some employees may need flexible work schedules.



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- ❑ Thank employees and campus for their efforts.
- ❑ In traumatic situations a memorial may be appropriate
- ❑ People need an opportunity to express emotions and feelings.
- ❑ Do not let the tragedy define the College.
- ❑ Post disaster improvements can lead to infrastructure improvements, review Master Plan

### Reference Materials

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National Weather Service Weather Safety Planning Website

<http://www.weather.gov/safety>

The Presidential Role in Disaster Planning and Response: Lessons from the Front

<http://www.scup.org/asset/48682/scup-heery-lessonsfromthefront.pdf>

Psychological First Aid for Students and Teachers: Listen, Protect, Connect-Model & Teach

[http://rems.ed.gov/docs/HH\\_Vol3Issue3.pdf](http://rems.ed.gov/docs/HH_Vol3Issue3.pdf)

Lessons Learned from Hurricanes and Explosives (Campus Law Enforcement)

<http://www.iaclea.org/visitors/PDFs/LessonsLearnedReportFinal.pdf>

Learning from a Disaster: Gulf Coast Colleges and Universities: The Lessons Of Hurricane Katrina

<http://icb.uncf.org/LinkClick.aspx?fileticket=vcZuVV%2BdLWw%3D&tabid=160&mid=511>

Action Guide for Emergency Management at Institutions of Higher Education

[http://rems.ed.gov/docs/REMS\\_ActionGuide.pdf](http://rems.ed.gov/docs/REMS_ActionGuide.pdf)

Hoping for the Best While Preparing for the Worst (Disasters, Emergencies, Community Colleges)

[http://www.league.org/league/projects/homeland\\_security/files/HopingfortheBest\\_final.pdf](http://www.league.org/league/projects/homeland_security/files/HopingfortheBest_final.pdf)

Secret Service: Final Report and Findings Safe School Initiative

[http://www.secretservice.gov/ntac/ssi\\_final\\_report.pdf](http://www.secretservice.gov/ntac/ssi_final_report.pdf)

Secret Service: Threat Assessment in Schools

[http://www.secretservice.gov/ntac/ssi\\_guide.pdf](http://www.secretservice.gov/ntac/ssi_guide.pdf)

Secret Service: Prior Knowledge of Potential School-Based Violence

[http://www.secretservice.gov/ntac/bystander\\_study.pdf](http://www.secretservice.gov/ntac/bystander_study.pdf)

Campus Safety Links

[http://www.margolishealy.com/resources/category/presentations\\_publications\\_white\\_papers/](http://www.margolishealy.com/resources/category/presentations_publications_white_papers/)

Social Media in School Emergency Management

[http://rems.ed.gov/docs/Training\\_SocialMediaInEM.pdf](http://rems.ed.gov/docs/Training_SocialMediaInEM.pdf)



## **APPENDIX F-14**

### **INITIAL SAFETY INSPECTION PROTOCOLS AND FORM**

#### **Implementation of Safety Inspection Protocols**

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

Safety Inspections are usually conducted in two steps:

1. The first step is a visual assessment that places structures in one of the following categories: destroyed, major or minor damage, or unaffected. This information is used to begin the preliminary evaluation of the impact the disaster event has had on our campus and satellite centers.
  2. Following this a more detailed assessment is conducted which may involve the use of structural engineers and other certified or licensed professionals. This more detailed process is coordinated by the Physical Plant, Facilities and Construction Department.
- ❑ Reports of property damage in total numbers and degree of damage (destroyed, major, minor) are required.
  - ❑ Reports on total dollar losses in terms of current replacement or repair costs and the uninsured portion of the dollar loss are also needed. The dollar amount is the best estimate of the total replacement cost of each type of property.
  - ❑ Building inspection procedures established by the Facilities Management should be followed.
  - ❑ Information should be recorded on the appropriate forms.
  - ❑ Forms A and B are used to record the safety assessment information for external and internal structures.
  - ❑ Attach as many Forms B as needed to one Form A per building.
  - ❑ Buildings should be placarded appropriately.
  - ❑ Areas with safety concerns should be cordoned off.
  - ❑ Engineers should be consulted whenever possible regarding structural safety.
  - ❑ Although assessment teams are expected to use their professional expertise in making cost projections, they should also be aware that they are making estimates.
  - ❑ Safety assessment coordinators are responsible for:
    1. Directing their agency's safety assessment operations
    2. Assigning personnel to field inspection tasks
    3. Reviewing safety assessment information submitted by field personnel for thoroughness and credibility.
    4. Compiling safety assessment information by county and submitting it to the EOC

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**BUILDING EXTERIOR INITIAL SAFETY INSPECTION  
FORM A**

Building Name	Building #
---------------	------------

Assessment by (sign)	Date
----------------------	------

Storm or Incident Name
------------------------

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

Action Required/Comments:


\*Cause Code

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

**Albany Technical College  
Emergency Operations Plan**

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**BUILDING INTERIOR INITIAL SAFETY INSPECTION  
FORM B**

Building Name	Building #
---------------	------------

Assessment by (sign)	Date
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Storm or Incident Name
------------------------

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

Action Required/Comments:


\*Cause Code

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

## APPENDIX F-15

### HURRICANE FAMILY PREPAREDNESS AND PLANNING

#### Development of a Hurricane Family Plan

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- ❑ Planning for your family, home, pets, and elderly family members is a must.
- ❑ Begin monitoring the weather system 5 days out and track closely.
- ❑ Discuss the type of hazards that could affect your family. Know your home's vulnerability to storm surge, flooding, and wind.
- ❑ Prepare your home, clean up outside, secure exterior.
- ❑ Locate a safe room or the safest areas in your home for each hurricane hazard. In certain circumstances the safest areas may not be your own home but another within your community
- ❑ Determine escape routes from your home and places to meet. These should be measured in tens of miles rather than hundreds of miles.
- ❑ Choose a meeting location. Should your family become separated during a storm, you should have a pre-determined rendezvous point at which everyone can rejoin the family.
- ❑ Complete a family communication plan. Include contact information for family members, work and school, meeting locations and emergency services.
- ❑ Choose an "out of town" contact who family members can call to let them know where they are, especially if the family is separated. Everyone should know this contact's phone numbers. After a disaster, it is often easier to make a long-distance call than a local call from the disaster area.
- ❑ Post emergency telephone numbers by your phones and make sure your children know how and when to call 911.
- ❑ Stock non-perishable emergency supplies and a Disaster Supply Kit. Visit [www.Ready.gov](http://www.Ready.gov) to attain information on how to assemble a Disaster Supply Kit
- ❑ Use a NOAA weather radio. Remember to replace its battery every 6 months, as you do with your smoke detectors.
- ❑ Encourage families to learn First Aid, CPR, and disaster preparedness classes.
- ❑ Plan for family members with special needs
- ❑ Plan now for what to do with your pets if you need to evacuate.
- ❑ Be certain to have adequate food and medications on hand for your pets.
- ❑ Check your insurance coverage - flood damage is not covered by homeowner's insurance.
- ❑ Visit [www.FEMA.gov](http://www.FEMA.gov), [www.Ready.gov](http://www.Ready.gov) and [www.GeorgiaDisaster.org](http://www.GeorgiaDisaster.org) and the local Red Cross at [www.tallyredcross.org](http://www.tallyredcross.org) for further information and tips
- ❑ Prepare your work equipment, vehicle, supplies, and other needs.
- ❑ Remember: Communication and Preparation are your Priorities
- ❑ Coordinate in advance with your ATC supervisor regarding work assignments

#### National Weather Service link

- <http://www.srh.noaa.gov/tlh/>

# Albany Technical College Emergency Operations Plan

## SUPPLIES



Here are six basics you should stock in your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies and special items. Keep the items that you would most likely need during an evacuation in an easy-to-carry container—suggested items are marked with an asterisk (\*). Possible containers include



a large, covered trash container,



camping backpack,



or a duffle bag.

### Water

Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers and ill people will need more.

- Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation)\*
- Keep at least a three-day supply of water for each person in your household.



### Food

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight.

\*Include a selection of the following foods in your Disaster Supplies Kit:

- Ready-to-eat canned meats, fruits and vegetables
- Canned juices, milk, soup (if powdered, store extra water)
- Staples — sugar, salt, pepper
- High energy foods — peanut butter, jelly, crackers, granola bars, trail mix
- Vitamins
- Foods for infants, elderly persons or persons on special diets
- Comfort/stress foods — cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags



### First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit\* should include:

- Sterile adhesive bandages in assorted sizes
  - 2-inch sterile gauze pads (4-6)
  - 4-inch sterile gauze pads (4-6)
  - Hypoallergenic adhesive tape
  - Triangular bandages (3)
  - 2-inch sterile roller bandages (3 rolls)
  - 3-inch sterile roller bandages (3 rolls)
  - Scissors
  - Tweezers
  - Needle
  - Moistened towelettes
  - Antiseptic
  - Thermometer
  - Tongue blades (2)
  - Tube of petroleum jelly or other lubricant
  - Assorted sizes of safety pins
  - Cleansing agent/soap
  - Latex gloves (2 pair)
  - Sunscreen
- Non-prescription drugs
- Aspirin or nonaspirin pain reliever
  - Anti-diarrhea medication
  - Antacid (for stomach upset)
  - Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
  - Laxative
  - Activated charcoal (use if advised by the Poison Control Center)

Contact your local American Red Cross chapter to obtain a basic first aid manual.

# Albany Technical College Emergency Operations Plan

## Tools and Supplies

- |   |  |
|---|--|
| <input type="checkbox"/> Mess kits, or paper cups, plates and plastic utensils*<br><input type="checkbox"/> Emergency preparedness manual*<br><input type="checkbox"/> Battery operated radio and extra batteries*<br><input type="checkbox"/> Flashlight and extra batteries*<br><input type="checkbox"/> Cash or traveler's checks, change*<br><input type="checkbox"/> Non-electric can opener, utility knife*<br><input type="checkbox"/> Fire extinguisher: small canister, ABC type<br><input type="checkbox"/> Tube tent<br><input type="checkbox"/> Pliers<br><input type="checkbox"/> Tape<br><input type="checkbox"/> Compass<br><input type="checkbox"/> Matches in a waterproof container<br><input type="checkbox"/> Aluminum foil<br><input type="checkbox"/> Plastic storage containers<br><input type="checkbox"/> Signal flare<br><input type="checkbox"/> Paper, pencil | <input type="checkbox"/> Needles, thread<br><input type="checkbox"/> Medicine dropper<br><input type="checkbox"/> Shut-off wrench, to turn off household gas and water<br><input type="checkbox"/> Whistle<br><input type="checkbox"/> Plastic sheeting<br><input type="checkbox"/> Map of the area (for locating shelters)<br><br><b>Sanitation</b><br><input type="checkbox"/> Toilet paper, towelettes*<br><input type="checkbox"/> Soap, liquid detergent*<br><input type="checkbox"/> Feminine supplies*<br><input type="checkbox"/> Personal hygiene items*<br><input type="checkbox"/> Plastic garbage bags, ties (for personal sanitation uses)<br><input type="checkbox"/> Plastic bucket with tight lid<br><input type="checkbox"/> Disinfectant<br><input type="checkbox"/> Household chlorine bleach |
|---|--|



## Clothing and Bedding

\*Include at least one complete change of clothing and footwear per person.

- |  |  |
|--|--|
| <input type="checkbox"/> Sturdy shoes or work boots*<br><input type="checkbox"/> Rain gear*<br><input type="checkbox"/> Blankets or sleeping bags* | <input type="checkbox"/> Hat and gloves<br><input type="checkbox"/> Thermal underwear<br><input type="checkbox"/> Sunglasses |
|--|--|



## Special Items

Remember family members with special needs, such as infants and elderly or disabled persons.

For Baby\*

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

For Adults\*

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

**Entertainment** - games and books

**Important Family Documents**  
Keep these records in a waterproof, portable container.

- Will, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)

## SUGGESTIONS AND REMINDERS

- Store your kit in a convenient place known to all family members. Keep a smaller version of the Disaster Supplies Kit in the trunk of your car.



- Keep items in air tight plastic bags.
- Change your stored water supply every six months so it stays fresh.
- Rotate your stored food every six months.
- Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.



## APPENDIX F-16

### AIRCRAFT CRASH PROCEDURE

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

#### **In the event of a crash:**

- Immediately notify emergency services by contacting 911 and indicate that an aircraft has crashed.
  - Provide a specific location and size and type of aircraft if possible.
  - Contact Campus Police at 229-430-4711.
  - **ONLY IF IT IS SAFE FOR YOU TO DO SO**, assist any survivors from the wreckage. Do not place yourself in danger. Do not disturb any wreckage.
  - Once Albany Fire Department has arrived, they will oversee the scene.
  - Campus Police and other local law enforcement agencies will oversee traffic, crowd control, and protection of the scene. (Note: Should a military aircraft be involved, the military will have full control once they have arrived on the scene).
  - Albany Technical College will rely on the Mutual Aid services of the Southwest Georgia Regional Airport (ABY), Albany Georgia EOC, and Albany Fire Department for other crash related services that may be necessary during such an event.
  - It should be noted that buildings and areas around any such crash site may be closed for extended periods while investigations and recovery take place, therefore, extended alternative work locations may be necessary.
- **All Emergency Managers/Campus Safety Team members should have Portable Radio in their possession- Operating on Channel ATC-RPTR**

**Albany Technical College  
Emergency Operations Plan**

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**Exhibit 1**

**ADMINISTRATIVE PERSONNEL ROSTER**

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

<b>PERSON/ORGANIZATION</b>	<b>OFFICE</b>	<b>HOME</b>	<b>Pager/Cell</b>
Emmett Griswold, President	430-0656	883-0234	894-7355 894-2196 878-2488
Bobby Ellis, Director Public Relations/Marketing	430-3816		296-2570
Lisa Harrell, Vice President Academic Affairs	430-3511		291-6340
Kathy Skates, Vice President Administration	430-3524	883-5052	343-2626
Jerri Carroll, Vice President Student Services	430-3504		
Michael Alligood Director of Facilities	430-0415		809-6222 395-0893
Bobby Taylor, Director Information Technology	430-2837		854-1685
Linda Coston, V.P. Adult Education	430-2751	438-7025	434-7819 395-2230
Don Laye, Administrator of Evening Operations	430-3577	439-4805	878-3666
Matt Trice, Vice President Economic Development	430-6618	430-9744 434-3960	881-6181
Angela Davis Vice-President, IE	430-6619		
Albany Technical College Police Officer (on-duty)	(weekdays)	430-4711	
Dynamic Security	(weekends)		809-6545



**Albany Technical College  
Emergency Operations Plan**

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**Exhibit 2**

**CAMPUS SAFETY TEAM**

The following individuals have been designated as Campus Safety Team members for Albany Technical College: **Campus Safety Coordinator: Kenneth Singleton- 420-1234**

<b>Building</b>	<b>Employee</b>	<b>Telephone Number</b>
Prosperity Hall (PRO)	Tim Nelson	430-3554
	Carol Nix	430-3518
	Don Laye-Evening	430-3577
Freedom Hall (FRE)	Tomekia Cooper	430-5787
	Jason Cadogan	430-1701
Nathanial Cross Health Technology Building (HTC)	Lisa Stephens	430-6049
Artisan Hall (AED)	Arniecesha Price	430-6140
	Linda Coston	430-2751
	Elliot Bonds	430-3330
	Sandra Sutton	430-7881
Manufacturing Technology Center (MTC)	Angela Davis	430-1710
George M. Kirkland Jr., Building (ADM)	Natasha Price	430-3667
	Teresa McDonald	430-4134
	Kenneth Williams	430-0919
Child Development Demonstration Center (CDV)	Angela Robinson	430-3662
	Marilyn Carter	430-3538
	Dietra Windom	430-3555

**Albany Technical College  
Emergency Operations Plan**

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Center of Excellence in Information Technology and Electronics (CEIT)	Ryan Ward	430-5780
Facilities Maintenance (OPS) Horticulture (HCL)	Michael Alligood Tonya Collins	809-6222 430-3064
Career Development Center (CCT)	Judy Jimmerson	430-3514
Logistics Education Center (LEC)	Roy Calhoun	430-1729
Charles B. Gillespie, M.D., Center for Emergency Responders (EMR)	Frank Flanigan Tracie Naylor-Griffin Brandon Kent	430-4994 430-3093 430-0694
Carlton Construction Academy (CCA)	Clifford Singleton Kenn Singleton Lola Edwards	430-1061 420-1234 430-1702

Randolph County Learning Center (RCLC)	Wesley Williams	229-732-5158
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<b>Adult Learning Centers</b>		
Baker County	Freddie Thompson	229-734-1297
Calhoun County		229-835-2977
Clay County	Daisy Jackson	229-768-3792
Lee County	Robin Lawson	229-759-3040
Randolph County	Wesley Williams	229-732-5158
Terrell County	Dianne Wimes	229-995-6172

**\*All college level Vice Presidents are automatically included, during emergency situations.**

### Exhibit 3

## Campus Safety and Emergency Management Radio Call Signs and Communication Codes (10 Codes)

#### Campus Safety Team Call Signs

##### Radio Channels- MAG 7, ATC RPTR, TAC TA

1. Kenneth Singleton ATC-1
2. Vacant ATC-2
3. Ryan Ward ATC-3
4. Michael Alligood ATC-4
5. Don Laye ATC-5
6. Albany Technical College Police Department ATC-6a, 6b, 6c, 6d
7. Dynamic Security ATC-7

#### Emergency Management Team Call Signs

##### Radio Channels-ATC RPTR is Main Channel and TAC TA-Talk-Around Channel

1. Emergency Operations Center Base/Headquarters
2. Dr. Emmett Griswold- EM-100
3. Lisa Harrell- EM-200
4. Kathy Skates-EM-300
5. Jerri Carroll-EM-400
6. Bobby Ellis-EM-500
7. Matt Trice-EM-600
8. Angela Davis-EM-700
9. Linda Coston-EM-800
10. Judy Jimmerson-EM-900
11. Michele Lily-Williams-EM-1001 (pronounced ten zero one)
12. Vacant-EM-1002 (pronounced ten zero two)
13. Troycia Webb-EM-1003 (pronounced ten zero three)
14. Lola Edwards-EM-1004 (pronounced ten zero four)
15. Roy Calhoun-EM-1005 (pronounced ten zero five)
16. Lisa Stephens-EM-1006 (pronounced ten zero six)
17. Vacant-EM-1007 (pronounced ten zero seven)
18. Tomekia Cooper-EM-1008 (pronounced ten zero eight)
19. Angela Robinson Neal-EM-1009 (pronounced ten zero nine)
20. Dr. Quianna Lavant-EM-1019 (pronounced ten nineteen)
21. Kenneth Williams-EM-1021 (pronounced ten twenty-one)
22. Vacant-EM-1025 (pronounced ten twenty-five)
23. Carol Harrell-EM-1026 (pronounced ten twenty-six)
24. Jason Cadogan-EM-1027 (pronounced ten twenty-seven)
25. Tim Nelson-EM-1028 (pronounced ten twenty-eight)
26. Front Desk-Kirkland Building-EM-1029 (pronounced ten twenty-nine)

**Albany Technical College  
Emergency Operations Plan**

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**27. Brandon Kent-EM-1031 (pronounced ten thirty-one)**

**28. Elliot Bonds-EM-1032 (pronounced ten thirty-two)**

**Communication Codes (10 Codes)**

**10-0 Use caution**

**10-1 Unable to copy, hear, understand, radio traffic/transmission is unclear/change your location.**

**10-2 Signal good/clear, hear, copy, able to understand radio traffic/transmission.**

**10-3 Stop transmitting/Emergency transmission only.**

**10-4 Affirmative**

**10-5 Relay message**

**10-6 I am busy standing by unless urgent.**

**10-7 Out of service, lunch, out of the office, on break, etc.**

**10-8 Back in service**

**10-9 Repeat/Say it again.**

**10-10 or Signal 7 Fight in progress**

**10-12 Stand-by**

**10-13 Weather/Roadway report**

**10-20 Location**

**10-18 Proceed Quickly-In a hurry.**

**10-21 or Signal 24 Give telephone call**

**10-22 Disregard**

**10-23 Arrived at location/destination.**

**10-24 Leaving destination/location.**

**10-25 Report in person**

**10-30 Unnecessary use of radio**

**10-31 Crime in process**

**10-32 Person with a gun or Signal 10 shots fired.**

**10-33 Emergency**

**10-36 Correct time**

**10-41 Started workday.**

**10-42 Ended workday.**

**10-63 Prepare to copy/listen/adhere to the following information.**

**10-70 Fire**

**10-74 Negative**

**10-75 or Signal 28 Contact/meet with**

**10-76 Enroute to a location**

**10-77 ETA (Estimated time of arrival)**

**10-78 Need Assistance**

**10-89 Bomb Threat**

**10-96 or Signal 16 Mental subject or demented person**

**Exhibit 4**

**Albany Technical College  
Emergency Operations Plan**

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**Campus Safety Team Building Captains**

The following individuals have been designated as Campus Safety Team members for Albany Technical College: Each member will receive an orange Campus Safety Team vest which is worn during Emergency/Critical Incidents. Each member will receive a copy of the Campus Safety Team & Building Captains Handbook. **The \* denotes personnel who have been issued a radio.**

Building	Employee	Telephone Number
Prosperity Hall (PRO)	Carol Nix	430-3518
	Don Laye *	430-3577
	Lashawnda Ethridge*	430-1727
	Aaron Edmondson*	430-3583
	Dr. Jayda Williams	430-3962
Freedom Hall (FRE)	Linda Coston*	430-2751
	Phillip Monfort	430-3512
	James Miller	430-6135
	Sterling Burke	430-3535
	Mark Benton*	430-3530
	Boyd Belk	430-0414
Nathanial Cross Health Technology Building (HTC)	Dwana Trimble	430-0659
	Lori Day	430-3552
	Allen Grant, Jr.*	430-3546
	Lisa Stephens *	430-6049
	Ivey Bradley	430-3543
	Lashea Dancer	430-3614
Artisan Hall (AED)	Carolyn Mills	430-3607
	Arniecesha Price	430-6140
	Elvin Mallory*	430-3618

**Albany Technical College  
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Manufacturing Innovation Center (MIC)	Angela Davis* Dr. Gary Frage Carol Harrell Ebony Johnson	430-6619 430-3924 430-4483 430-1722
George M. Kirkland Jr., Building (ADM)	Teresa McDonald Natasha Price*  Jerri Carroll* Michele Lilly-Williams* Dr. Quianna* Lavant <b>Front Desk Personnel *</b>	430-4134 430-0656  430-3504 430-2882 430-0919 430-3500
Child Development Demonstration Center (CDV)	Angela Robinson-Neal* Marilyn Carter* Dietra Windom* Arkimberly Robinson*	430-3662 430-3538 430-3555 430-3537 430-3539
Center of Excellence in Information Technology and Electronics (CEIT)	Tomecka Cooper* Ryan Ward* Cassandra Henderson Joseph Bellacomo Tim Nelson*	430-5787 430-5780 430-3617 430-3609 430-3556
Phoebe Living and Learning Community Building (LLC)	Dr. Morris Clarington* Lakeisha Grimsley  Ronalda Keaton Butler  Clarissa Smith	430-1693 430-5307  430-3605  430-1042

**Albany Technical College  
Emergency Operations Plan**

	Natalie Thomas Candice Kemp	430-5783 430-5296
Facilities Maintenance (OPS) Horticulture (HCL)	Michael Alligood * Tonya Collins Dennis Oliver	809-6222 430-3064 430-1732
Career Development Center (CCT)	Judy Jimmerson * Tonya Trueblood	430-3514 430-0516
Logistics Education Center (LEC)	Roy Calhoun * Kenneth Williams* Tiffany Lee Desmond Searcy	430-1729 430-0919 430-3034 430-3593
Charles B. Gillespie, M.D., Center for Emergency Responders (EMR)	Tracie Naylor Griffin Frank Flannigan Thad Minnick Brandon Kent *	430-3093 430-4994 430-3093
Carlton Construction Academy (CCA)	Clifford Singleton Kenneth Singleton* Lola Edwards * Joseph Trumbull Michael Roberts Joseph Ford Edrian Mallory	430-1061 420-1234 430-1702 430-3531 430-3604 430-3616 430-3610
Dr. Anthony O. Parker Transportation	Elliott Bonds* Willie Walker	430-3330 430-3532

Randolph County Learning Center (RCLC)	Karen Snellgrove	229-732-5158
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<b>Adult Learning Centers</b>		
Baker County		

**Albany Technical College  
Emergency Operations Plan**

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Calhoun County	Wesley Williams	229-835-2977
Clay County		229-768-3792
Lee County	Erin Starke	229-759-3040
Randolph County	Karen Snellgrove	229-732-5158
Terrell County	Dianne Wimes	229-995-6172

**Exhibit 5**

**EMERGENCY CONTACT NUMBERS  
MAIN CAMPUS**

**EMERGENCY NUMBERS**

Campus Police .....430-4711  
 EMS or Fire ..... 911

911 Center will contact members of the Albany Metro Emergency Response Team

**DOUGHERTY COUNTY:  
Office**

Sheriff, Terron Hayes.....229-431-2166  
 Fire Chief Cedric Scott .....430-5191 or 911  
 Emergency Medical Service .....229-439-7011 or 911  
 Chief of Police, Kenneth Johnson.....229-430-3600

**CITY OF ALBANY:**

Mayor, Kermit “Bo” Dorough..... 229-438-3969 or 431-2161  
 Interim City Manager, Derrick L. Brown .....229-431-3234  
 Chief of Police, Michael Persley .....229-431-2100 or 3277

Technical College System of Georgia .....404-679-1600

NATIONAL RESPONSE CENTER ..... 1-800-424-8802

POISON CONTROL CENTER ..... 1-800-282-5846

**STATE OF GEORGIA:**

Emergency Management..... 229-431-3266



**Albany Technical College  
Emergency Operations Plan**

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Georgia Bureau of Investigations .....	229-777-2080
G.E.M.A. (Georgia Emergency Management Agency) .....	404-624-7000
Georgia State Patrol .....	229-430-4248
FBI.....	434-1489
Forestry .....	430-5122
Phoebe Putney Memorial Hospital .....	312-1320
Dougherty County Health Department	430-6322

**Building Evacuation / Shelter Plan**

Albany Technical College  
Main Campus

This evacuation / shelter plan is to be implemented upon notification from Police or College Personnel in the event of the following:

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

In the event of building evacuation all students, faculty, staff, and visitors are to proceed to the nearest exit (if not obstructed) and meet in the designated areas and remain until accounted by a designee. In the event of fire, people should evacuate the facility to the minimum distance of 500 feet. Designated meeting areas should be discussed by each site coordinator. A person should be designated to account for persons present during the evacuation.

In the event of a tornado warning or severe weather conditions all students, faculty, staff and visitors are to proceed to the designated shelters within each facility on campus and remain until accounted for or conditions permit departure. Each facility contains diagrams indicating emergency exits and shelter locations.

**Building Evacuation / Shelter Plan by Facility  
Albany (Main Campus)**

Building: A – Prosperity Hall

Evacuation: Any of the 5 clearly marked exits

Shelter: Men/Women Restrooms, Rooms 106, 107, 109, 118, 119, 121a & b, 122, 127, 129.

**Albany Technical College  
Emergency Operations Plan**

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Building: B – Freedom Hall

Evacuation: Any of the 12 clearly marked exits

Shelter: Rooms 102, 103, 104, 106a, 107, 108, 110, 110a, 111, 115, 118, 119, 120, 121, 123, 124, 125, 127, Men/Women restrooms, I-Study Rooms 1-3, Tutor Rooms 1-2.

Building: C – Nathaniel Cross Health Technology Building

Evacuation: Any of the 9 clearly marked exits

Shelter: Rooms 112, 113, 118, 119, 120, 121, 128, 129, 132, 135, 136, HCT 104-Storage room and Xray Control Room

Building: D – Artisan Hall

Evacuation: Any of the 20 clearly marked exits

Shelter: Rooms 103, 106, 107; Office 132; 123, 124, Men/Women Restrooms

Building: E – Manufacturing Technology Center

Evacuation: Any of the 6 clearly marked exits

Shelter: Classroom 125

Building: F – George M. Kirkland Jr., Building

Evacuation: Any of the 16 clearly marked exits

Shelter: Either stairwell on either side of the facility should be used by persons on the 2<sup>nd</sup> floor of the facility as a shelter; 1<sup>st</sup> floor shelters: rooms 111, 142, 144, 148, 151-vault, 158, 163, vault in Business Office, Men/Women restrooms

Building: G – Child Development Demonstration Center

**Albany Technical College  
Emergency Operations Plan**

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Evacuation: Any of the 11 clearly marked exits

Shelter: Rooms 104, 106, 107, 108, 109, 110, 111, 112, 113, 121, 124 and 130

Building: H- Center of Excellence in Information Technology and Electronics

Evacuation: Any of the 9 clearly marked exits

Shelter: Hallways on the 1<sup>st</sup> and 2<sup>nd</sup> floor should be used as a shelter

Building: I – Facilities Maintenance Building

Evacuation: Any of the 8 clearly marked exits

Shelter: Storage room and tool room located on the shop side of the facility

Building: K- Logistics Education Center

Evacuation: Any of the 11 clearly marked exits

Shelter: First Floor Auditorium

Building L – Charles B. Gillespie, M.D., Center for Emergency Responders

Evacuation: Any of the 6 clearly marked exits

Shelter: Room 105 and Hallways should be used as a shelter.

Building M – Carlton Construction Academy

Evacuation: Any of the 12 clearly marked exits

Shelter: Rooms 107, 114, 115 and 2 men's' and 2 women's' restrooms

## **Emergency Plan Building Evacuation Assembly Sites**

### **Site (1) Department of Transportation and Dougherty County Health Department Open Field (across Lowe Rd.)**

1. Artisan Hall (AED)
2. Career Services Center (CCT)
3. Prosperity Hall (PRO)
4. Charles B. Gillespie Center for Emergency Responders (EMR)

### **Site (2) CDL Driving Range (All CDL Driving Activity will cease until All Clear) Enter via side gate on fence line**

1. Center of Excellence in Information Technology and Electronics (CEIT)
2. Child Development Demonstration Center (CDV)
3. Freedom Hall (FRE)
4. Horticulture (HCL)
5. Nathaniel Cross Health Technology Building (HCT)
6. Plant Operations (OPS)
7. Dr. Anthony O. Parker Transportation Building

### **Site (3) Corner of Slappey Blvd. and Industry Ave. Field**

1. Manufacturing Innovation Center (MIC)
2. Kirkland Building (Via Pedestrian Bridge)

### **Site (4) Lippitt Drive and Cathedral Ave. Open Lot**

1. Carlton Construction Academy Building (CCA)

### **Site (5) Career Dr. and Northside Department of Labor Parking Lot**

1. Logistics Educational Center

### **Phoebe Living and Learning Community Building 1000 N. Jefferson St.**

Site (6) For those exiting the **\*\*South end\*\*** of the LLC, they will proceed to the overflow visitors' parking lot located at the intersection of N Jefferson Street and W 2nd Ave, directly across from the convenience store/gas station.

\*Site (7) For those exiting the **\*\*North end\*\*** of the LLC, they will cross the street to Phoebe's Family Tree Daycare and gather in the parking lot alley, just past the two flagpoles.

Each building/area should have a designated person who can account for staff, students, faculty, and visitors.

Example: Faculty: should have copy of class roster- Staff: should have an updated copy of employee roster and/or documentation of visitors depending upon their job responsibilities.

**Albany Technical College  
Emergency Operations Plan**

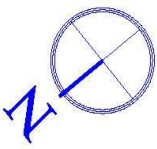
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This information will be forwarded to the designated Building Captain at the building Evacuation Assembly site for roll call purposes.

Please make sure you adhere to these locations and familiarize yourself with all designated assembly sites on campus. In the event of an emergency evacuation/site assembly, this will assist in locating a person whose whereabouts are unknown.

# Albany Technical College Emergency Operations Plan

## Albany Technical College Campus Map



Rev. 5/21/14