



University System of Georgia

Comprehensive Emergency Management Plan



July 01, 2018
Updated July 2019

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Promulgation Statement

UNIVERSITY OF WEST GEORGIA COMPREHENSIVE EMERGENCY MANAGEMENT PLAN PROMULGATION

The primary role of the university is to provide for the safe education of students and the welfare of its facility, staff and visitors. The welfare and safety is never more threatened than during a disaster. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that community welfare and safety is preserved.

The University of West Georgia Comprehensive Emergency Management Plan provides a comprehensive framework for University wide emergency management. It addresses the roles and responsibilities of university organizations and outlines the relationship to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies that may affect the University of West Georgia.

The University of West Georgia Comprehensive Emergency Management Plan ensures consistency with current policy and describes the interrelationship with other levels of government and the surrounding community. The plan will continue to evolve, as a result of lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and changes to State and Federal statutes and guidance.

Therefore, in recognition of the emergency management responsibilities of the University of West Georgia and with the authority vested in me as the President of the University of West Georgia, I hereby promulgate the University of West Georgia Comprehensive Emergency Management Plan (CEMP).

Micheal Crafton
Interim President, University of West Georgia

Approval and Implementation

This plan is an update to the University of West Georgia Comprehensive Emergency Management Plan dated July 01, 2018.

The Comprehensive Emergency Management Plan (CEMP) describes essential preparedness activities and the University's all-hazards response plan. The CEMP is written in support of emergency management and is built upon the National Incident Management System (NIMS) and the National Planning Frameworks as scalable, flexible, and adaptable coordinating structures to align key roles and responsibility. This plan and its contents shall apply to all university personnel. Furthermore, tasked organizations supporting the CEMP shall maintain their own procedures/processes and actively participate in training, exercises, and maintenance needed to support this plan. The CEMP is intended to capture specific authorities and best practices for managing incidents of any size or scope. The CEMP was prepared by UWG staff and community partners and approved by executive management, thereby enabling activities contained within this document to be performed within the University's capability. Furthermore, this CEMP has been made available to the UWG community and external agencies that may be affected by its implementation.

The transfer of management authority for actions during an incident is done through the execution of a delegation of authority from university leadership to the incident commander. 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 University of West Georgia (UWG) Comprehensive Emergency Management Plan (CEMP) delegates the authority of the President to specific individuals in the event that he or she is unavailable. The delegation of authority in a major emergency or disaster is as follows:

1. Vice President for Academic Affairs
2. Vice President for Business and Finance
3. Vice President for Student Affairs and Enrollment Management
4. Director of Emergency Management
5. Director of Public Safety/Police Chief

Signature Page

Micheal Crafton
Interim President

Date

David Jenks,
Interim Provost and Vice President for Academic Affairs

Date

James Sutherland,
Senior Vice President for Business and Finance

Date

Xavier Whitaker,
Interim Vice President Student Affairs and
Enrollment Management

Date

Michael Nelson,
Director of Emergency Management

Date

Ned Watson,
Interim Chief of Police

Date

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
001	Jan 2019	Update references/Information to Wolf Alert to Live Safe	January 31, 2019	M. A. Nelson
002	May 2019	Functional Annex F: Rename; Map updates to Support Annex E; Hazard updates to Basic plan and Support Annex B	May 01, 2019	M. A. Nelson
003	June 2019	University Leadership changes; Incident Annex D: Influenza Response renamed Infectious Diseases	June 01, 2019	M. A. Nelson
004	July 2019	Multiple grammar and format changes; Update to Functional Annex I: Special Event Planning	July 15, 2019	M. A. Nelson

Record of Distribution

Office/Department	Electronic Version (Full Version)	Number of Hard Copies
President's Office	x	2
Emergency Management	X	4
VP Academic Affairs	X	2
VP Student Affairs	X	3
VP Business and Finance	X	2
Auxiliary Enterprises	X	3
Campus Planning and Facilities	X	3
University Police	X	3
Information Technologies Services	X	1
Athletics Department	X	1
Newnan Center	X	1
Douglasville Center	X	1
Risk Management	X	1
University Communications and Marketing (UCM)	X	1
Carroll County Emergency Management		1
Coweta County Emergency Management		1
Georgia Highlands College Emergency Management	X	
USG Safety and Security	X	
Public Version of Plan		Available online (Link TBD)

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Basic Plan

I. Purpose

The University of West Georgia (UWG) Comprehensive Emergency Management Plan (CEMP) outlines the University's approach to emergency operations and enables local, state and federal coordination. It provides general guidance for the emergency management program and activities. The CEMP describes the University's emergency response organization and assigns responsibilities for various emergency planning and tasks. Specific support materials found in the CEMP annexes and attachments describes who does what, when and how. Additionally, the CEMP describes capabilities and resources, as well as establishes responsibilities and operational processes, to help protect the University from natural and manmade hazards, to save lives, to protect public health, safety, property, and the environment; and to reduce adverse consequences and disruptions. Although emergencies, disasters and catastrophic incidents typically result in impacts far beyond the immediate or initial incident area, the CEMP provides a framework to enable the management of cascading impacts and multiple incidents, as well as, the prevention of and preparation for subsequent events. The CEMP supports the respective County Emergency Management plans. It is the responsibility of those referenced in this plan to integrate their departmental procedures, guidelines, and emergency management activities, such as task performance and organization, while also participating in training, exercises, plan integration, and maintenance needed to support a collective process. Additionally, the CEMP:

- A. Establishes duties and responsibilities of the divisions, departments and units at the university.
- B. Empowers employees in an incident to act quickly and knowledgeably.
- C. Informs and trains key stakeholders on their roles and responsibilities before, during, and after an incident.
- D. Provides members of the community with assurances that the University has established guidelines and procedures to respond to incidents/hazards in an effective way.
- E. Establishes intra-agency and multi-jurisdictional mechanisms for involvement in and coordination of incident prevention, response, and recovery operations.
- F. Provides guidance for emergency operations and the utilization of all available university resources for the protection of lives, property, and the continuance of university operations in an emergency.

II. Scope

This plan and all contents contained herein shall apply to all university personnel participating in mitigation, prevention, preparedness, response, and recovery efforts. An incident or event affecting the university may also impact the surrounding community; therefore, this plan and all contents contained herein shall support the respective County Emergency Management Plans and any supporting Memorandums of Understanding (MOU) and/or Memorandums of Agreement (MOA). The scope of the CEMP applies to

incidents and/or events of all sizes, including those that exceed the University's response services and capabilities, and may result in mutual aid activation or multijurisdictional response. The University's CEMP outlines the expectations of university personnel, roles and responsibilities, direction and control systems, internal and external communications, training and sustainability of the CEMP, authority and references as defined by local, state, and federal government mandates, common and specialized procedures, and specific hazard vulnerabilities and response/recovery.

A. Plan Organization

1. Basic Plan

The UWG basic plan provides an overview of the emergency management program at UWG. It includes descriptions of the hazards and threats that may place the university community at risk. The basic plan outlines the phases of the emergency management cycle, the purpose, situation, assumptions, concept of operations, organization, assignment of responsibilities, administration, planning and activities in prevention, preparedness, response, recovery and mitigation.

2. Functional Annexes

CEMP Functional Annexes outline overarching functions to planning and disaster response operations; examples include: Notification and Warning, Evacuation and Special events.

3. Support Annexes

CEMP Support Annexes provide broad informational content; examples include: Definitions and Hazard Analysis.

4. Incident Annexes

Incident Annexes outline the roles and responsibilities in response to a specific type of incident or event. It is generally accepted that not every incident or event can be anticipated; therefore, these annexes allow room for modification based on situational requirements and resource availability; examples include: Severe Weather and Hazardous Materials.

5. Supporting Plans and Standard Operating Procedures (SOP)

Departments are tasked with specific roles and responsibilities in support of this plan. To address those roles and responsibilities, departments will develop supporting plans and SOPs that:

- a) Provide a framework for departmental response and mission support.
- b) Describe the departmental concept of operations during an emergency and how a department will interface, and coordinate with the University Emergency Operations Center (EOC).

- c) Detail specific roles and responsibilities to support overall response and assignments within specific functional annexes of this plan.
- d) Describe communications /contact information, mutual aid agreements, and lists of available resources.
- e) Establish lines of authority and alternative site locations to command resources during an incident.
- f) Describe standard operating procedures and cost documentation, expenses, and losses associated with the disaster.

B. Planning Team

An Emergency Management (EM) Planning Team was formed to ensure all aspects of the university and community are represented and engaged in the development, update and revision of plans and procedures at UWG. Initially the Planning Team was tasked with the development of this Comprehensive Emergency Management Plan using the FEMA Comprehensive Planning Guide (CPG) 101 as a framework and guide in its development. The Planning Team will meet at least quarterly, or as needed to continue testing, revising and updating the plan. Additionally, the team will provide input to the university preparedness program, to include a yearly training and exercise plan. The Planning Team is comprised of representatives from the following organizations: Axillary Services, University Police, Risk Management/Environmental Safety, Coliseum, Dine West, Information Technologies Services, Health Services, Facilities, University Communications and Marketing, Housing and Residence life, Athletics, University Recreation, Parking and Transportation, Newnan Center, Campus Planning, Student Affairs and Enrollment Management, Academic Affairs and Local Emergency Management.

1. Emergency Management Program Goals and Objectives

The standalone Emergency Management Program at UWG was established in November 2017, with an initial objective of developing this new Comprehensive Emergency Management Plan (CEMP). The EM planning Team identified the following objectives for the program for the next three years:

- a) Implement Emergency Preparedness activities in the Building Coordinator (BC) Program
- b) Develop and implement an Emergency Management Strategic Plan
- c) Develop and implement an annual training and exercise plan
- d) Assist in the development and review of departmental plans and procedures.
- e) Begin a dedicated Emergency Preparedness Campaign

- f) Obtain NWS lightning Safety Venue designation for University Stadium
- g) Develop and implement a UWG Continuity of Operations (COOP) Program
- h) Develop a Sheltering program
- i) Become a National Weather Service (NWS) Storm Ready Campus
- j) Develop a Campus Community Emergency Response Team (CERT) program

III. Situation Overview

The University of West Georgia is the sixth largest public university in Georgia, and a major stakeholder and employer in West Georgia region. The University is at risk for numerous hazards, some of which may disrupt the University community and cause widespread damage and casualties, due to geographic location, population concentration, and other risk factors.

A. Characteristics

The University of West Georgia, a public institution founded in 1906, is a comprehensive, residential institution. The main campus is situated on 645-acres in Carrollton, GA, approximately 45 miles southwest of Atlanta. UWG participates in NCAA Division II sports, in the Gulf South Conference.

B. Locations

1. University of West Georgia (UWG) Carrollton (Main) Campus is located within the boundaries of the City of Carrollton, in Carroll County, GA.
2. UWG Newnan Center is located in the Historic Old Newnan Hospital within the boundaries of the City of Newnan, in Coweta County, GA.
3. UWG Douglasville Center, shares facilities with Georgia Highlands College within the boundaries of the city of Douglasville, in Douglas County, GA.

C. Demographic

University of West Georgia (UWG) has a total enrollment of 13,733 (Fall 2018). UWG's economic impact was \$577 million in 2017 and employs more than 1,800 full and part time employees. Current data may be found at:

<https://www.westga.edu/about-uwg/> or
<https://www.westga.edu/administration/vpaa/iea/just-the-facts.php>.

D. Designated Areas of Interest

1. The UWG Athletic Complex was completed in the summer of 2012 and is anchored by the 10,000 seat University Stadium. The Complex also includes an athletics administration building and

competition soccer and softball fields with a field house in between. Construction of a new baseball field at the complex is planned for FY 2019.

2. The Coliseum is a 122,500 sq. ft. multi-purpose venue and home to the department of Sport Management, Wellness, and Physical Education, Men's and Women's Basketball, Volleyball, and Cheerleading. Additionally, the venue is routinely used for large university and community events. The Coliseum is the largest indoor public assembly venue between Atlanta and Birmingham and also the third largest collegiate arena in the state in terms of capacity (6,500). It was completed in 2009.

3. The Townsend Center for the Performing Arts, has two venues, a 455 seat proscenium theater and a “black box” Richard L. Dangle Theater that has configurable seating up to 170. The Townsend Center opened in 1988. Both venues can accommodate all types of performances, such as musical, theatrical, and dance.

4. The Campus Center, a three-story 131,000 sq. ft. facility opened following renovation in the fall of 2006. This hybrid student union and recreation facility houses a 7,000 sq. ft. ballroom, meeting rooms, game room, fitness center, indoor courts, climbing wall, fitness studios, and functional training area.

E. Special and Preplanned Events

1. Commencement
2. Football Games
3. Homecoming
4. Summer Camps
5. High School Graduations and Proms
6. Various public and private events

F. Hazard Profile

1. Potential Hazards and Threats

The University of West Georgia is subject to the effects of many disasters, varying widely in type and magnitude from local to statewide in scope. Disaster conditions could be a result of natural phenomena such as floods, severe thunderstorms, high water, drought, severe winter weather, fires (including urban, grass, and forest fires), epidemics, severe heat, or high winds. Apart from natural disasters, UWG may be subject to a myriad of other disaster events such as, aircraft accidents, transportation accidents involving hazardous materials, chemical, oil and other hazardous material spills, leaks, building or bridge collapses, utility service interruptions, energy shortages, civil disturbances or riots, terrorism, criminal acts, or a combination of any of these. The Emergency Management Planning Team reviewed state, USG and local Hazard Mitigation Plans to assist in the

development of a list of UWG specific threats and hazards for planning purposes. UWG provides representation when Local Hazard Mitigation plans are developed.

2. Vulnerability Assessment

Emergency Management shall periodically conduct a comprehensive hazard vulnerability assessment to establish a basis for multi-hazard/all-hazard emergency planning. The Emergency Management Planning Team conducted a Hazard Vulnerability and Risk assessment in April/May 2018 and reviewed the hazard list in March 2019; the results are contained in Support Annex B: Hazard Analysis.

UWG Hazards and Threats

- Severe Weather
 - Tornadoes
 - Tropical Storms
 - Winter Weather
 - Flooding
 - Severe Thunderstorms
 - Excessive Heat/Drought
- Mass Casualty/Fatality
- Infrastructure Failure
 - Utility (Electric, Gas, Water, Sewage)
 - Information Technology
 - Telecommunications
 - Network
 - Building Collapse
 - Roads
- Fire/Wildfire
- Off Campus Incident
- Death on Campus
- Hazardous Material Event
- Public Safety Threats
 - Civil Disturbance
 - Active Shooter
 - Bomb Threat
 - Cyber Event
 - Suspicious Package
- Health and Wellness
 - Seasonal Flu
 - Food/Water Born Illness
 - Pandemic
 - Mental/Behavioral Health
 - Air Quality
 - Environmental Quality
- Transportation incident
 - On Campus
 - Off Campus

IV. Planning Assumptions

Assumptions are used for planning purposes and are normally replaced by facts once an event occurs.

- A. An incident or emergency may occur at any time, with little or no warning.
- B. It is the responsibility of officials under this plan to save lives, protect property, relieve suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.

- C. Proper implementation and understanding of this plan through planning, training and exercises will reduce or prevent disaster-related impacts.
 - D. Hazardous conditions may follow any disaster thereby increasing the risk of injuries and death.
 - E. Effective prediction and warning systems have been established that make it possible to anticipate potential disaster situations that may occur on campus or the regional area beyond the university's boundaries.
 - F. Incident plans must be flexible, the sequence of events in any incident are not predictable; therefore, this plan and any Incident Action Plan (IAP) developed prior to or at the time of the event will serve primarily as a guide, and may require modifications to address response and recovery requirements.
 - G. Any incident, emergency or disaster could individually, or in combination, cause significant impacts to UWG. Additionally, impacts will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging. For this reason, planning efforts are made as general as possible so great latitude is available in their application.
 - H. Initial actions to mitigate the effects of emergencies or potential disaster conditions will be conducted as soon as possible using university resources.
 - I. In addition to students, staff, and visitors, responding personnel may be affected by an emergency and may hamper their ability to respond.
 - J. When the county EOC is activated, the University will, as able, provide a representative or liaison to assist in coordination.
 - K. When the university determines its own resources to be insufficient, assistance from local jurisdictions is expected to supplement efforts in an efficient, effective, and coordinated response.
- V. Key Areas of Emergency Planning and Incident Management

The University uses the definitions below to insure an all-hazards approach. The University acknowledges that most responsibilities and functions performed during an emergency are not hazard specific. Likewise, these guidelines account for activities pre-incident, during and post-incident; consequently, the key emergency management areas are as follows:

- A. Mitigation and Prevention – Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters and emergencies. It involves structural and non-structural measures taken to limit the impact of incidents, disasters and emergencies. Prevention focuses on the capabilities necessary to avoid, prevent or stop a threatened or actual act of terrorism and involves those activities that help detect and prevent an incident from occurring.
- B. Preparedness –Activities to develop the response capabilities needed should an incident or emergency arise. Planning, training and exercising are preparedness activities.
- C. Response –The provision of emergency services during a crisis to reduce casualties and damage, and speed recovery. Response activities include warning, emergency services, evacuation, rescue, and similar operations.

D. Recovery – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services and provide for the basic needs of the university. Long-term recovery focuses on restoring the university to an improved or pre-disaster state. The recovery period is an excellent opportunity to implement mitigation measures, particularly those related to the recent emergency.

VI. Concept of Operations

A. General

It is the responsibility of the University to protect life and property from the effects of disasters within its own jurisdiction and, as able, assist the local community. UWG has the primary responsibility for initial emergency management activities. Information located in this section is intended to provide an overall picture of incident management. It will primarily clarify the purpose, and explain the University's overall approach to an emergency (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate inter-jurisdictional entities.

This plan is based upon the premise that emergency functions for various groups involved will generally parallel normal daily functions. Therefore, to the extent possible, the same personnel and materials will be used in both cases. This will help to maintain organizational continuity. In large scale disasters, University officials will draw on people's basic abilities and use them in areas of greatest need. If necessary, University officials may suspend daily functions that do not directly contribute to the emergency response during an emergency. Each university department is responsible for maintaining their own emergency response plan and business continuity plans which detail how their assigned tasks are to be performed to support implementation of this plan. The basic plan is concerned with all emergency situations which may affect the University. It accounts for activities before, during and after emergency operations. The top incident management priorities are:

1. Save lives and protect the health and safety of students, faculty, staff, visitors, responders and recovery workers
2. Protect property and mitigate damages and impacts to individuals, the community, and the environment
3. Protect and restore critical infrastructure and key resources
4. Ensure security of the University
5. Conduct investigations to resolve the incident
6. Initiate recovery operations as soon as practical
7. Maintain communications between the university, affected jurisdictions and area emergency management offices
8. Implement planning for recovery while the university is taking emergency response actions necessary to protect the public. Preparations

will be made for rapid deployment of resources necessary to facilitate recovery.

B. National Incident Management System (NIMS)

NIMS provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, 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. This system ensures that those involved in incident response/recovery understand their roles and have the tools to be effective. According to Homeland Security Presidential Directive 5 (HSPD-5) and the U.S. Department of Education, Institutions of Higher Education are among agencies that must adopt NIMS; HSPD-5 Quoted text: "...Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities", if they receive Federal grant funds. Further guidance comes from U.S. Department of Education quoted text: "...All K-12 schools and IHEs — urban, suburban, and rural; large and small — receiving Federal preparedness monies through the U.S. Department of Education (ED), the U.S. Department of Homeland Security (DHS), and/or the U.S. Department of Health and Human Services (HHS) are required to support the implementation of NIMS".

The University has adopted NIMS, the Incident Command System (ICS). Key personnel, Executive Leaders, Command Staff, and Response Staff are identified and will complete specific courses to meet organizational NIMS compliance. Identified University personnel participate in training and exercising the Plan. The University also participates in local governments' preparedness programs. UWG NIMS Point of Contact is the Director of Emergency Management. The Incident Command System (ICS), a component of NIMS, will be used to manage all incidents and major planned events. For more information on NIMS, see the following links:

US Department of Education Readiness and Emergency Management for Schools (REMS) Technical Resource Center:

<https://rem.s.ed.gov/K12NIMSImplementation.aspx>

Federal Emergency Management Agency, National Incident Management System (NIMS):

<https://www.fema.gov/national-incident-management-system>

C. Emergency Management Plan Activation

1. Activation

The Director of Emergency Management and/or the Chief of Police are responsible for notifying the President and senior leadership of an incident or emergency and recommend response actions.

This Plan is activated whenever conditions are forecast or exist in which normal operations may be altered, curtailed or suspended and immediate action is required to:

- a) Save and protect lives
- b) Prevent damage to the environment, systems and property
- c) Activate and staff the Emergency Operations Center (EOC)
- d) Provide essential services
- e) Temporarily assign staff to perform emergency work
- f) Invoke emergency authorization to procure and allocate resources
- g) Coordinate communications

2. The Director of Emergency Management is the responsible for coordinating emergency measures for the University. The order of succession is:

- a) Deputy Chief of Police, University Police Department
- b) Chief of Police, University Police Department
- c) Director, Environmental Health & Safety

D. Initial Coordination

The Director of Emergency Management, or designee, will obtain a briefing from the Incident Commander (IC) on the nature of the incident and assessment of the situation. Following the incident briefing, the Director of Emergency Management or Executive Policy Group Liaison will brief the Executive Policy Group.

E. Response Levels

The severity level of an incident may increase or decrease during the course of the incident and response activities, requiring the level of response to be adjusted. The severity of an incident is determined by the threat to the safety of the campus community and the ability of the university to handle the incident. UWG classifies response activities into four levels according to severity and response operations.

1. Level 4, Steady State.

Normal Daily Operations, preparedness activities and information sharing are ongoing.

2. Level 3, Monitoring/Limited Response.

Incidents remain within the scope and capability of normal university response services without declaring an emergency and activating the CEMP. Incidents may result in minor injuries or minor damage to university facilities, but affect a small, localized area of campus. Additionally, preparations/monitoring of forecast Severe Weather or preparations for Special Events are included at this level. A Command Center may be activated to coordinate planning and information sharing.

3. Level 2, Response Operations.

Incidents require the response of several campus entities, coordinated through activation of the CEMP and the UWG Emergency Response Team (ERT) and may require partial or full activation of the EOC. Incidents may result in severe or multiple injuries; and/or damage to university facilities; and/or a continuing threat to the campus community; may affect one or more areas of the university; may disrupt normal university operations and delivery of services; and may pose reputational or credibility risk to the university.

4. Level 1, Major Response Operations.

Incidents require the response of multiple campus entities in concert with external agencies, coordinated through activation of the CEMP with full activation of the UWG ERT and the EOC. Such incidents are not localized to a single campus area and may affect the surrounding community; may result in major damage to the university or its facilities; may result in multiple casualties or fatalities; may result from an area-wide disaster; disrupt normal university operations and delivery of services; and may pose reputational or credibility risk to the university.

UWG Emergency Response Levels

	Level 4	Level 3	Level 2	Level 1
Color Code	Green	Yellow	Orange	Red
Status	Steady State Normal Operations	Monitoring Limited Response	Response Operations	Major Response Operations
Expanded Explanation	Day to Day Operations	Preparations for forecast severe weather or pending special event: A minor, localized department or building incident that is quickly resolved with existing University resources	A major incident or potential threat that disrupts sizable portions of the campus community.	A major disaster or imminent threat involving the entire campus and/or surrounding community
University Impacts	None/Limited	Coordination, Planning and Information Sharing meetings: Little or no impact on personnel or normal operations outside the locally affected area.	These events may escalate quickly and have serious consequences for mission-critical functions, or may threaten life safety.	Normal operations are reduced or suspended. The effects of the emergency are wide-ranging and complex.
Emergency Management/ University Actions	Preparedness Actions, monitor weather	Monitoring for a potential situation or planned large event: Coordinate response to an isolated incident or an planned large event	Coordinate response and recovery	Coordinate response and Long Term Recovery to major incident
CMD CTR/EOC Status	EM Information sharing	CMD Staff coordination: CMD CTR activated: Limited/Partial EOC Activation	Selected Partial or Full EOC Activation	EOC Fully activated, multiple operational periods
Examples	Normal Day/night	Forecast Severe Weather, Special Event planning/preparations: Small Fire	Short Term Impacts to Campus Operations, Severe Winter Storm, Tropical Storm Impacts	Significant Impact to Campus Operations, Tornado Impacts/loss of several Buildings

F. Notifications and Warning

1. Timely warnings of safety threats or emergency conditions are essential to preserve the safety and security of the University and the local community and are critical to an effective response and recovery. Detailed

information on Notifications and Warning may be found in Functional Annex A: Notifications and Warning.

G. Communications and Public Information

University Communications and Marketing (UCM) has primary responsibility for emergency communications during an emergency; however, Emergency Management and the University Police Department may provide additional support. Detailed information on emergency communications and emergency public information may be found in Functional Annex B: Communications and Public Information.

H. Non-Emergency External Communications

During an incident, the University expects to receive a high volume of calls seeking information as to the welfare of students, staff, and faculty from concerned parents, relatives, spouses, friends, and loved ones. The surge in volume of calls to the University's main numbers may quickly exceed the system's capabilities.

1. Call Centers may be activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.
2. Call centers will only release information that has been approved by the Director of Emergency Management, Executive Policy Group (EPG) and University Communications and Marketing (UCM).

I. Resource Management/Logistics

Whenever possible, procurement of necessary resources will be accomplished using normal day-to-day requisition channels. During unusual situations when normal requisition channels would result in the loss of life and property, such procedures can be circumvented. Deviations will be done under the authorities and procedures set forth in UWG Procurement policies.

1. Procedures are developed for the following:
 - a) Establishing a Logistics Section upon activation of the Emergency Operations Center (EOC).
 - b) Obtaining and using facilities, materials, services, personnel and other resources required to support emergency operations.
 - c) Receiving and managing donations and services of individual citizens, private sector organizations and others not included in the formal response structure.
 - d) Inventorying, storing, maintaining and replacement of administrative and logical support items used during emergency conditions.
2. Resource Designation Levels

Most emergencies follow some recognizable build-up period during which actions can be taken to achieve readiness. Actions of specific departments

involved in emergency response are detailed in the appropriate sections of these guidelines; however, it is acknowledged that disasters are unique occurrences, which require specific resources dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.

VII. Organization and Assignment of Responsibilities

I. Faculty, Staff & Students

2. Individual preparedness of faculty, staff, and students is critical to emergency preparedness and response at UWG. Faculty, staff, and students should become familiar with UWG emergency procedures, ensure they are signed up to receive emergency alerts from UWG, and create their own personal plans for emergencies. Employees should know their responsibilities within their departments/offices in an emergency and how to communicate with coworkers and families in an emergency. Students should follow the directions of faculty, staff and emergency personnel during an emergency and create a plan to communicate with their families off campus. Residential students should follow the directions of Housing and Residence Life staff and emergency personnel during an emergency in a residence hall.

3. All UWG personnel should follow the directions of emergency authorities. For assistance in creating emergency plans and kits, students, faculty and staff UWG Emergency Management is available to provide training for guidance.

J. Response locations and positions

The following positions and/or facilities may be established as incident requirements dictate the need for increased coordination and response. The below list is organized in increasing size and complexity.

2. Incident Commander (IC)

Normally the first trained emergency responder on-scene will assume the role of Incident Commander until a more qualified individual assumes command.

- a) The University Police Department will normally assume Incident Command in all civil disturbances, bomb incidents, and terrorist activity operations.
- b) The Local Fire Department will normally assume Incident Command or will be part of a Unified Command for fire or Hazardous Materials incidents.
- c) The Incident Commander shall:

(1) Command all field activities and has the authority to direct all on site incident activities within the University's jurisdiction.

(2) Establish an Incident Command Post (ICP) and provide an assessment of the situation to the University EM or other officials, identify incident management resources required, and direct the on-scene incident management activities from the command post.

3. Incident Command Post (ICP)

Incident Command Post, established by the IC, is a location, normally located within a safe proximity to the emergency site and, is primarily responsible for the tactical level on-scene incident management functions.

4. Command Center (CMD CTR)

A Command Center may be established for incidents and scheduled events to coordinate actions supporting the incident or event. Additionally event dependent, an Incident Action Plan (IAP) or consequence management plan should be developed and available to assist coordination and ensure a prompt transition to emergency operations, if required. The Command Center:

- a) Serves as the central meeting and coordination location for event management and may serve as an operations and resource center.
- b) Facilitates coordination and communications between event staff, university departments, and leadership.
- c) Transitions to an operational EOC, if required.

5. Emergency Operations Center (EOC)

Upon activation, the Emergency Operations Center becomes the centralized communication and coordination facility for UWG emergency response. The EOC is the key to successful coordinated efforts and responsible for supporting the Incident Commander and consequence management actions. The EOC, staffed by the UWG Emergency Response Team (ERT):

- a) Serves as the central location for critical management and support personnel, and serves as the incident support operations and resource center.
- b) Facilitates the flow of communication and coordination between the departments, divisions, university leadership, local and state government, and the public.
- c) Supports the Incident Commander by mobilizing and deploying resources, as requested.

- d) Assembles accurate information about the incident and provides situational analysis and awareness.
- e) Issues community-wide warnings and alerts. Provides public information services and coordinating activities through University Communications and Marketing (UCM)
- f) Communicates and implements policy-level decisions from the Executive Policy Group
- g) Coordinates plans and determines current and future needs
- h) Obtains local, state, and federal assistance, as needed

6. Command Center/EOC Locations

Locations are selected by the Director of Emergency Management, or designee, taking into account incident/event location and impacts to campus. Predesignated locations are:

- a) Primary: East Commons, Housing and Residence Life Conference Room, room 105.
- b) Alternate: Athletics Administration Building, Conference room 251A.
- c) Alternate: The Coliseum, Lecture Hall, room 2100.
- d) Alternate: Center of Business Excellence training room, Row Hall third floor, room 319.

7. Emergency Operations Center (EOC) and Incident Command Post (ICP) Interface

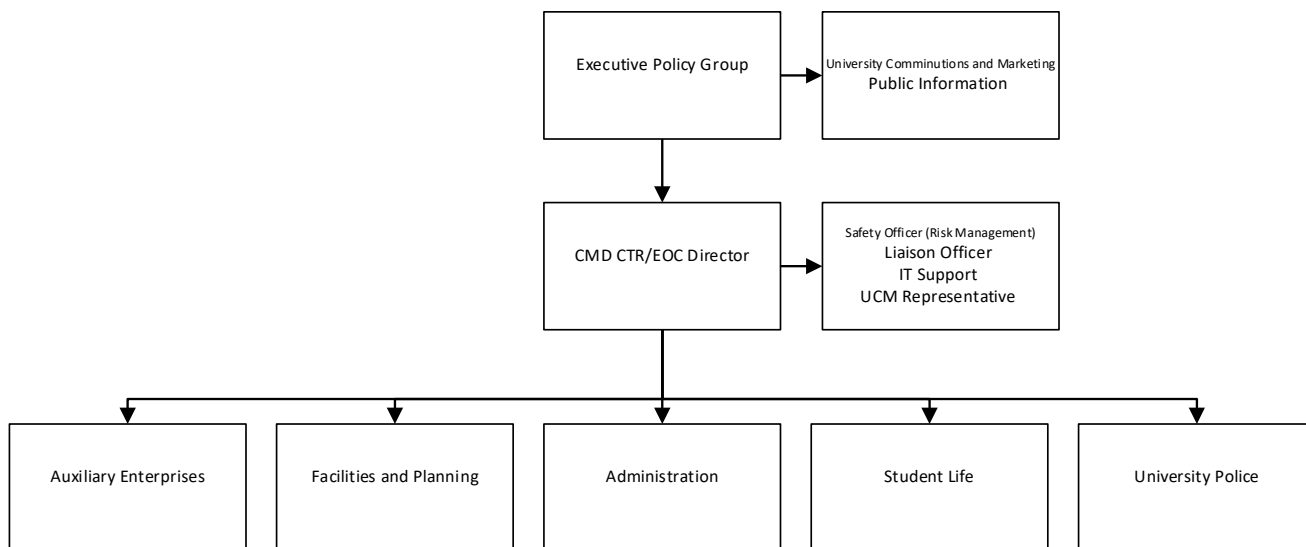
A clear division of responsibilities between the ICP and the EOC (if activated) during an emergency is critical to an effective and timely operation. The division of responsibilities may be modified based upon unique specific incidents and operations. If an incident warrants additional resources, the Director of Emergency Management may initiate activation of the Emergency Operations Center (EOC). UWG has the responsibility for emergency operations within its boundaries. Local government agencies and departments responding via mutual aid or to a request for assistance will normally be under the authorities granted by their jurisdiction; however, they are under the direction of the incident commander. The services of the local Emergency Management Director will normally be available whether the disaster is localized or countywide. They may serve as liaison to the City Mayors, County Administration, or other local government agencies and may fill positions in the EOC.

VIII. Direction, Control and Coordination

I. UWG Emergency Operations Center

The UWG EOC uses the day-to-day departmental structure and relationships within the EOC. By operating in the context of their normal relationships, department representatives can function in the EOC with minimal preparation or

startup time. In this configuration, the Director of Emergency Management as EOC Director coordinates efforts among the departments. EOC teams are brought together to consolidate and exchange information, support decisions making, coordinate resources, and communicate with personnel on scene and throughout the University. The below figure provides a diagram of this organization:



J. The response organization for UWG is comprised of the following groups:

2. UWG Emergency Management.

Responsible for emergency management planning and operations for the University. Upon the activation of the Emergency Operations Center/Command Center, the Director of Emergency Management will assume the role as Center Director, unless otherwise delegated.

3. Executive Policy Group (EPG)

The Executive Policy Group works with other community leaders to provide guidance and strategic direction during an incident to the Director of Emergency Management/Emergency Operations Center Director/Command Center Director. Monitors response activities, supports Marketing and Communications in media relations and leads recovery efforts. The Executive Policy Group will normally provide a liaison to the Command Center. The Executive Policy Group is comprised of the following, or their designees:

- a) President
- b) Provost and Vice President for Academic Affairs
- c) Vice President for Business and Finance
- d) Vice President for Student Affairs and Enrollment Management
- e) Vice President for University Advancement
- f) Vice President for Information and Technology/CIO

- g) Associate Vice President for Academic Affairs
- h) Associate Vice President, Communications and Marketing
- i) University General Counsel
- j) Chief of Staff
- k) Center for Diversity and Inclusion representative, as needed

4. UWG Emergency Response Team (ERT)

The EOC Director normally recommends activation of the EOC. The ERT will be convened, as needed, by the EOC Director to coordinate the campus response to Level 2, 3 or 4 emergencies. Additionally, the ERT may assemble prior to a warned event or due to an incident, emergency or disaster affecting the university community. Normally, the ERT convenes at the EOC but may conduct business by other means (email, phone or conference call), as appropriate. When in monitoring status, the ERT may be available on call. The ERT will operate using ICS principles. During a partial activation, only selected department representatives may be needed to staff the EOC. The team will be staffed by the following positions or designee, normally someone with decision-making authority.

Team Members:

- a) Director of Emergency Management
- b) Police Chief/Deputy
- c) Associate Vice President for Auxiliary Enterprises
- d) Associate Vice President for Campus Planning and Facilities
- e) Associate Vice President for Finance
- f) Director for Auxiliary Operations
- g) Manager Parking and Transportation
- h) Dine West representative
- i) Facilities representative
- j) Health Services representative
- k) Director, Housing and Residence Life
- l) University Communications and Marketing representative
- m) Information Technology Services (ITS) representative
- n) Risk Management representative
- o) Human Resources representative, as needed
- p) Procurement representative, as needed
- q) Dean of Students, as needed
- r) Athletic Director, as needed

The ERT mission is to provide recommendations to leadership and direction on impacts or potential impacts to the University and the likelihood that an incident or emergency will escalate. The ERT coordinates essential services and provides expertise based on the specific incident or event to the EOC. Their primary responsibilities are to:

- Determine the scope and impact of the incident.

- Ensure appropriate emergency notifications are made.
- Prioritize emergency actions.
- Deploy resources and equipment.
- Communicate information and instructions.
- Monitor and re-evaluate conditions.

4. University Position Roles and Expected Actions

The following roles and actions will guide CEMP implementation upon activation in response to an incident on university property:

The Director of Emergency Management, or designee, shall:

- a) Be responsible for directing overall emergency measures for the University.
- b) Provide support and resources to the incident commander, if assigned.
- c) Assume the role of the EOC Director, unless otherwise delegated.
 - (1) The EOC Director is responsible for coordination and collaboration with the local jurisdictions, upon activation of the EOC.
- d) Ensure effective communications to the university community including overseeing activation of emergency notification systems, communications within the university, executive management and appropriate emergency response entities.
- e) Staff positions in the EOC, as needed.

5. Administrative Departments (non-academic):

- a) Shall support the activation of the CEMP.
- b) Shall retain administrative and policy control over their employees and equipment, during emergency operations. However, personnel and equipment may be utilized to support mission assignments directed by the IC, or the EOC.
- c) Upon EOC activation, personnel, as assigned, will direct the efforts of their departments or organizations from the EOC, unless advised otherwise, according to their respective guidelines for emergency operations or standard operating procedures (if applicable) or send a liaison to the EOC if managing their efforts from a department operation center.
- d) Formulate a plan to provide adequate time for personnel and crew rest while maintaining continuous relief efforts. Initial reaction to a major incident may require extended operations with work crews operating in shifts.
- e) Supervisors at all levels must emphasize safety of students, faculty, staff, visitors, and the public.

IX. Administration, Finance, and Logistics

A. General

The finance team, led by Office of the Controller, is responsible for the collection and organization of incident-related costs. The finance team is comprised of representatives from the Office of the Controller, Purchasing, and Budget. Departments should submit incident costs to the finance team on a daily basis for the previous 24 hours. The finance team will provide UWG leadership and Emergency Management with cost estimates throughout the response and a final cost total upon the conclusion of the response.

B. Cost Accounting

Upon activation of a disaster finance plan, Financial Management will disseminate procedures for documenting all response and recovery costs associated with any disaster or emergency. Departments participating in the emergency response will maintain detailed records of costs for emergency operations to include:

1. Personnel costs (overtime and back-fill)
2. Equipment operations costs
3. Costs for leased or rented equipment
4. Costs for contract services to support emergency operations
5. Costs of specialized supplies expended for emergency operations

C. Documentation

All emergency-related costs must be documented to ensure an accurate cost total and potential state or federal reimbursement. All documentation should include:

1. For personnel costs, the hours worked and incident assignments;
2. For equipment costs, hours used, incident assignments, and operator name; and
3. For purchased equipment and supplies, the purpose of equipment/supply purchase (e.g., a resource request).

D. Funding and Tracking of Resources and Expenditures

Emergency operations may require significant resources. Tracking those resources is vital for several reasons:

1. Knowing what resources are on hand and available
2. Anticipating needs
3. Tracking resources and returning resources at the conclusion of the operation
4. Tracking costs as necessary for reimbursements

X. Training and Exercises/Emergency Preparedness and Awareness

All University departments should ensure their employees are trained on the CEMP. This awareness training can be accomplished in training sessions, staff meetings, online training, or through any other program deemed appropriate by the department head. Emergency Management will assist as needed. A multiyear Training and Exercise Plan should be developed to reflect changing requirements and available curriculum.

A. Training

Training is vital to the success of this plan. The required level and degree of training depends on the role of the individual. Incident Command System (ICS) and National Incident Management System (NIMS) training is required. FEMA Independent Study (IS) classes are available free from FEMA at, <https://training.fema.gov/is>. Required and recommended training for designated groups includes:

1. Executive Policy Group (EPG)
 - a) ICS-402, ICS overview for Executives/Senior Officials (instructor delivered)
 - b) IS-908, Emergency Management for Senior Officials (recommended)
 - c) IS-100, Introduction to the Incident Command System (recommended)
 - d) IS-700, An Introduction to the National Incident Management System (recommended)
2. Command Staff (designated ERT Staff)
 - a) IS-100, Introduction to the Incident Command System (Independent Study)
 - b) IS-700, An Introduction to the National Incident Management System (Independent Study)
 - c) IS-200, ICS for Single Resources and Initial Action Incidents (recommended)
 - d) IS-800, National Response Framework, an Introduction (recommended)
 - e) IS-775, EOC Management and Operations (recommended)
 - f) G-0191, ICS/EOC interface (recommended)
3. UWG Emergency Response Team (ERT)
 - a) IS-100, Introduction to the Incident Command System (Independent Study)
 - b) IS-700, An Introduction to the National Incident Management System (Independent Study)
 - c) IS-775, EOC Management and Operations (recommended)

- d) IS-200, ICS for Single Resources and Initial Action Incidents (recommended)
 - e) IS-800, National Response Framework, an Introduction (recommended)
 - 4. Additional recommended training for ERT:
 - a) IS-230, Fundamentals of Emergency Management
 - b) IS-235, Emergency Planning
 - c) IS-240, Leadership and Influence
 - d) IS-241, Decision Making and Problem Solving
 - e) IS-242, Effective Communication
 - f) IS-360, Preparing for Mass casualty Incidents: A guide for schools, Higher Education and Houses of Worship
 - g) IS-368, Including People with Disabilities and Others with Access and Functional needs in Disaster Operations
 - h) IS-907, Active Shooter: What can you do
 - i) L-0363, Multi-Hazard Emergency Planning for Higher Education
 - j) MGT-0361, Managing Critical Incidents at Institutions of Higher Education: A Whole Community Approach
 - 5. Additional UWG provided training:
 - a) Emergency Management Program Orientation – provides a general overview of the field of emergency management and an explanation of the “Four Phases of Emergency Management.”
 - b) UWG CEMP Orientation - provides a general overview of the Comprehensive Emergency Management Plan (CEMP) and annexes.
 - c) Command Center/Emergency Operations Center (EOC) - familiarizes University emergency response members with Command Center/Emergency Operations Center procedures and operations.
 - d) Awareness and Preparedness Training, as requested.
 - e) Additional training developed as needed.
- B. Exercises
- 1. Exercises and drills are a vital part of UWG’s CEMP. Emergency Management will conduct tests, drills and exercises, as resources permit. Exercise development support is also available to departments and leadership, as requested. Local response agencies will be included in the exercises as available and appropriate. The Emergency Management Planning Team will assist in the development of a multi-year training and exercise plan.

2. Emergency Management and some university response members will also participate in local jurisdiction and departmental exercises, as time allows. Participation is critical to build strong partnerships throughout the community, county, and state.

3. Building Coordinators should also exercise their Building Emergency Plan once per year.

C. After Action Review (AAR) Process post-incident or event

1. Emergency Management (EM) will normally conduct an AAR after major incidents, events or exercises. The AAR may be conducted electronically or by a scheduled meeting based on the incident or event's significance.

2. If an AAR meeting is required, it will include all participants and focus on any lessons learned and should be followed up documentation.

3. Lessons Learned from AARs will be incorporated into an improvement plan to identify and track recommended improvements. The improvement plan is maintained by Emergency Management and will be reviewed periodically by EM, UPD Chief, and Risk Management or by other departments, as deemed appropriate.

D. University Preparedness and Awareness

All members of the campus community share the responsibility for preparedness. A university wide preparedness program will be developed to bring together current programs and training, located in different departments, with new and topical preparedness events. The program goal is to provide awareness and skills that equip and prepare faculty, staff and students for unexpected events at UWG, in the community and for life.

XI. Plan Development and Maintenance

A. Development

1. Director of Emergency Management is responsible for leading and coordinating the UWG emergency management program.

2. The Emergency Management Planning Committee will assist in the development and review of the CEMP.

3. Divisions, departments, units and colleges with responsibilities addressed in the CEMP are responsible for developing plans, procedures and processes to implement such tasking.

B. Maintenance

1. Requirements

- a) The Director of Emergency Management is the primary point of contact and will maintain, distribute, and update the CEMP. Responsible university officials and State or local agencies should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to the plan distribution list.
- b) Directors of supporting divisions and departments are responsible for maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from incidents, emergencies and disasters.
- c) All divisions, departments and units should be familiar with the CEMP and provide recommendations for updates and/or revisions to the Emergency Management Planning Committee or the Director of Emergency Management.

C. Review and Update

1. Review

The CEMP and its appendices are reviewed annually by Emergency Management Staff and the UWG Emergency Planning Committee. The Director of Emergency Management will establish a process for the annual review of planning documents by those tasked in those documents, and for preparation, approval and distribution of changes or revisions.

2. Update

Methods of updating planning documents

a) Formal Plan Change

A formal change to a planning document involves updating portions of the document by making specific changes to a limited number of pages. Changes should be numbered to identify them, and issued to holders of the document. The person receiving the change is expected to make the required page changes to the document and then annotate the record of changes at the front of the document to indicate that the change has been incorporated into the document. All electronic versions will be updated to reflect the changes and annotated as such. A change to a document does not alter the original document date; new signatures on the document need not be obtained.

(1) Change or Update

Changes or updates should be made to plans and appendices when the documents are no longer current. Changes or updates in planning documents may be needed:

- (a) When hazard consequences or risk areas change
- (b) When the concept of operations for emergencies changes
- (c) When divisions, departments, agencies, or groups that perform emergency functions are reorganized and can no longer perform the emergency tasks laid out in planning documents
- (d) When warning and communications systems change
- (e) When additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available
- (f) When a training exercise, planned event or an actual emergency reveals significant deficiencies in existing planning documents
- (g) When local, USG, State or Federal planning standards for the documents are revised

b) Plan Revision

A revision is a complete rewrite of an existing EOP or appendix that essentially results in a new document. Revision is advisable when numerous pages of the document have to be updated, when major portions of the existing document must be deleted or substantial text added, or when the existing document was prepared using a word processing program that is obsolete or no longer available. Revised documents should be given a new date and require new signatures by officials. A complete revision is recommended every 4 years.

XII. Authorities and References

A. Legal and Authority

1. Federal

- a) The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288, as amended
- b) Code of Federal Regulation (CFR) Title 34, Section 668.46, Institutional security policies and crime statistics (Federal implementation of the Clery Act).

2. State of Georgia

- a) Georgia Law, Title 38, Chapter 3 – Emergency Management

- b) Executive Order 01.10.11.07, dated 10 January 2011,
 - 3. University System
 - a) University System of Georgia (USG) Policy
 - B. References
 - 1. Federal
 - a) Developing and Maintaining Emergency Operations Plans; Comprehensive Preparedness Guide (CPG) 101 Version 2: November 2010.
 - b) Homeland Security Exercise and Evaluation Program (HSEEP), April 2013.
 - c) National Incident Management System (NIMS), Third Edition, October 2017.
 - d) National Incident Management System (NIMS), Training Program, September 2011.
 - e) Presidential Policy Directive/PPD-8; National Preparedness
 - f) National Response Framework, Third Edition, June 2016.
 - g) National Mitigation Framework, Second Edition, June 2016.
 - h) National Disaster Recovery Framework, Second Edition, June 2016.
 - i) National Prevention Framework, Second Edition, June 2016.
 - j) National Protection Framework, Second Edition, June 16 2016.
 - 2. State of Georgia
 - a) Georgia Emergency Operations Plan, dated November 13, 2017
 - b) University System of Georgia (USG) Policy
 - c) USG Hazard Vulnerability Assessment and Mitigation Strategies Plan, May 24, 2018.
 - 3. Local
 - a) Carroll County Emergency Operations Plan, approved August 2013, revised June 12, 2017.
 - b) Carroll County Multi-Jurisdictional Hazard Mitigation Plan 2016
 - c) Coweta County Local Emergency Operations Plan (LEOP),

d) Coweta County Hazard Mitigation Plan Update, 2018-2023, board approved May 22, 2018.

XIII. Plan Annexes

Functional Annexes

- A: Notifications and Warning
- B: Communications and Public Information
- C: Evacuation
- D: Sheltering
- E: Damage Assessment and Recovery
- F: Building Coordination Program
- G: Newnan Center
- H: Continuity of Operations (COOP)
- I: Special Events
- J: Change in Scheduled University Operations

Support Annexes

- A: Definitions and Acronyms
- B: Hazard Analysis
- C: Mutual Aid
- D: USG Emergency Notification Plan
- E: Campus Maps

Incident annexes

- A: Severe Weather
- B: Public Safety Events
- C: Mass Casualty/Fatality
- D: Infectious Diseases
- E: Hazardous Materials

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Notifications and Warnings

I. Purpose and Scope

Clear and concise communication procedures are essential to save lives, warn the public and protect property during an emergency. This annex describes UWG's Notifications and Warnings system. Emergency notification is based on the desire to inform people about dangerous situations that may have serious impacts. Notifying individuals of dangerous situations allows people to take action to protect themselves and the people around them.

II. Situation Overview

Communications prior to, during and after an incident or event are critical to protecting the University and community. In all cases, communications will be clear, effective, and timely. Timely notification of key University personnel can be critical to response efforts and clear communications/command must be established to ensure efficient notifications and response. Potential disruptions of power, telephone service, cellular service, internet and/or email require redundant communication methods. In the event of an immediate, significant danger to the health or safety of the campus community (e.g. weather, disease outbreak), campus officials may issue an emergency notification. This notification may include the entire campus, or be limited to a specific area deemed to be at risk. The University of West Georgia employs a multi-modal, all-hazards emergency alert and notifications system responsible for many facets of emergency notification. The Emergency Notification Plan is a summary of the methods used to notify the campus community of an emergency. The plan emphasizes redundant notification methods. Some are passive, not requiring subscription to services; other methods require registration for a service.

III. Concept of Operations

The core of any communications network is its day-to-day communications system. UWG Police Dispatch is the primary source for initial emergency communications on campus. They may receive warnings from official sources such as the National Weather Service or local law enforcement agency.

A. University Police Dispatch will serve as the Primary warning point for security and law enforcement emergencies, which may affect the campus, with Emergency Management as backup, and Emergency Management serves as the primary for weather related emergencies with UPD dispatch as backup.

B. If a probable threat is identified by an unofficial source, such as a student, university visitor or community member, UPD will immediately dispatch law enforcement to confirm the report. Police personnel will be advised of any additional information received and consider whether additional calls or information justify an emergency message prior to confirmation of a threat. When UPD receive a warning related to a potential threat to campus from an official source or a significant threat through other means, the emergency notification systems will be implemented.

C. Upon notification of a threat to campus, critical staff and departments should activate their individual departmental emergency plans. Additionally, Emergency Management will stand by for a potential activation of the Command Center or Emergency Operations Center (EOC).

IV. Roles and Responsibilities

A. UWG Dispatch and Emergency Management will monitor current and forecast weather and Emergency Management will maintain communications with the National Weather Service (NWS) Forecast Office (FO) via phone, email or nwschat.

B. The EOC, if established, will coordinate information exchange with all incident command posts and the UWG police.

C. University Communications and Marketing (UCM) will assist in the development of messaging, as available. UCM maintains emergency contact lists and updates them as needed. This sensitive information is shared with campus response entities.

V. Emergency Notifications and Warnings

A. The University's alert systems UWG LiveSafe, University Main Website, exterior warning sirens/public address towers, and social media shall be used as primary communication tools to inform the campus community of emergencies. They will also be used to provide updated information and relay an all clear, as needed, to keep the community informed.

B. Notifications and warnings are initiated using a variety of redundant systems.

1. During an emergency incident, University officials will alert the campus community through the following methods, depending on the severity of the incident:

- a) LiveSafe email, text and/or push message
- b) University e-mail system
- c) University Internet Website (westga.edu)
- d) University Social Media Accounts:
 - (1) Twitter (@UnivWestGa)
 - (2) Instagram (uwestga)
 - (3) Facebook (UniversityOfWestGa)

2. Expect an "ALL Clear" message via the same channels.

C. The following communication methods are part of the University's Emergency Communication Plan:

1. **UWG LiveSafe:** All Student, Faculty and Staff emails are automatically added to the primary University Alert system called – UWG LiveSafe. Email alerts are sent to all accounts. Those users who have downloaded the LiveSafe application to their mobile device will also receive a text messages and push messages.

2. **Campus Main Webpage:** The Campus main webpage (westga.edu) will display emergency messages; and is the primary source for the most complete information on all campus-related emergencies.
3. **Outdoor Emergency Warning Sirens:** The sounding of sirens notifies those in hearing to immediately seek shelter (Shelter in Place). "Shelter in place" means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, active threat, or a release of hazardous materials in the environment.
4. **Building Fire Alarms (Indoors):** Activation means to immediately evacuate the building and proceed to the building assembly area. Once you have followed the initial direction, use all communication means available to find out more details about the emergency. You should remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to reenter the building or leave.
5. **Residence Halls:** Housing and Residence Life has procedures for alerting people in individual halls via their resident assistants, phones, and signage.
6. **University Email:** Warnings and alerts will be sent to email group lists. Informational emails may also be distributed in this manner.
7. **Social Media:** UWG official social Media accounts will provide initial notification and additional information. The following accounts should be followed by the UWG community:
 - a) Twitter (@UnivWestGa)
 - b) Instagram (uwestga)
 - c) Facebook (UniversityOfWestGa)
8. **Local/Regional Media:** The University works with the news media - radio, TV, newspapers, and Internet to provide detailed information on UWG status.

Appendix 1, UWG Emergency Procedures chart



EMERGENCY PROCEDURES

DIAL 911 | POLICE (678) 839-6000

MEDICAL EMERGENCY

- CALL 911 from any available telephone (cell, landline, etc.) and describe the nature of the medical problem and the location of the emergency on campus then call the University police, if able. .
- If you have been trained, quickly:
- Control serious bleeding by applying direct pressure on the wound.
 - If the victim is not breathing, begin CPR – Push hard and fast in the center of the chest.
 - If an AED is available, turn on the unit and follow the simple instructions to use it.
 - Keep the affected individual(s) still and comfortable. Have them lie down, if appropriate.
 - Remain with the injured person until help arrives.

FIRE

1. **ACTIVATE** the fire alarm using a manual pull station.
2. **EVACUATE** the building using the nearest exit or stairwell.
3. **ASSIST** anyone requiring help to evacuate the building
4. **DO NOT** use the elevators.
5. **CALL 911.**
6. **NEVER** re-enter the building unless instructed to do so by Police or Fire personnel.

FIRE EXTINGUISHER INSTRUCTIONS

- P** – Pull the pin on the extinguisher.
A – Aim the hose or nozzle at the base of the fire.
S – Squeeze the handle to activate the extinguisher.
S – Sweep the extinguisher back and forth at the base of the fire.

EVACUATION

- Do not delay your evacuation. Take your phone but leave all personal items.
- Close the door to the office or classroom as you are leaving.
- Evacuate using the stairs **ONLY** and get as far away from the building as you can.
- Assist others as you are able. Look to be sure everyone around you heard or saw the alarm and are leaving the building too.
- Make every effort to evacuate persons with physical limitations without interfering with the egress of others. If a person cannot be moved they may shelter in place.
- Assemble in the Designated Assembly Area and report to a responsible party. Remain there.

ACTIVE SHOOTER

- BE PREPARED TO RUN, SHELTER IN PLACE, OR TAKE ON THE SHOOTER.**
- If possible, quickly exit the building and evacuate to a safe area away from danger.
 - CALL University police, then 911.
 - If it is not possible to exit safely, get to an enclosed room or office and lock or barricade the door. Turn off the lights and keep quiet. Turn down your cell ringer. Take protective cover.
 - If the armed assailant enters your area, your option may be limited to fighting them to survive. Use anything you can find as an improvised weapon and attack with others if possible.
 - Do not give up for any reason. Try to disable the intruder.

Severe Weather/ Tornado

- IF INDOORS:**
- Remain indoors and go to the pre-designated storm shelter.
 - If unable to get to a storm shelter, take shelter in a small interior ground floor room, stay away from windows, outside walls and doors.
- IF OUTDOORS:**
- Go indoors to a designated storm shelter as quickly as possible. If you're not able to get inside, lie in a ditch. If you are in a car, get out quickly and go inside a building or find a ditch to lie in.
- WAIT FOR AN ALL-CLEAR**

BOMB THREAT

- IF YOU ARE CALLED BY A PERSON THREATENING A BOMB ATTACK:**
- Have someone else CALL University Police to report the threatening call then call 911.
 - Keep talking to the caller as long as possible and ask the following:
1. What does the bomb look like? What kind of bomb is it??
 2. Why did you place the bomb?
 3. What is your name?
 4. Where is the bomb?
 5. When is the bomb going to detonate?

SHELTER IN PLACE

- Certain incidents like hazardous spills may require that you and others shelter-in-place.
- Select a small, interior room, with no or few windows and close all windows and exterior doors.
 - Turn off all fans, heating, and air conditioning systems, if able.
 - If instructed to do so, use whatever is available to seal all cracks around the door and vents into the room.
 - Remain indoors until University Police or other authorities tell you it is safe or you are told to evacuate.

HAZARDOUS MATERIALS

- If a chemical or biohazard spill occurs within any campus building or facility, **CALL 911.**
- If a chemical spill occurs outside of a building or from an off campus source, follow shelter-in-place procedures.
 - In either case, notify the University Police if you have been exposed to a chemical.
 - If exposed, avoid contact with other students, faculty, or staff.
 - If evacuating, move to an area upwind and away from the doors.
 - Use your clothing or other clean, dry material to shield your nose, eyes, and mouth if possible.
 - Remain calm and be prepared to move quickly if notified to do so by authorities.

Communications and Public Information

I. Purpose

To establish procedures for the Interoperable Communications and the dissemination of official, coordinated, pertinent and accurate information and instructions to the University community and the general public should it become necessary to implement the Emergency Management Plan in whole or in part.

II. Situation Overview

This Annex identifies communications systems and procedures for gathering, approving and disseminating information to each during an incident, emergency or disaster. It ensures university staff and leadership are familiar with these procedures and their roles in the process. University Communications and Marketing (UCM) responsibilities are an integral part of critical incident response, providing timely and essential information to the University, community and media.

III. Planning Assumptions

- A. An incident or emergency may occur at any time, with little or no warning.
- B. Initial incident information and/or impacts will be incomplete or vague.
- C. Rumors and inaccuracies will spread as the public attempts to gather information about the hazard.
- D. The Primary communication and notification systems are adequate to deal with most emergency/disaster situations at UWG, but in a severe emergency/disaster, utilization of the back-up or redundant communication and notification systems may be required.

IV. Concept Of Operations

- A. Communications
 - 1. The National Incident Management System (NIMS) encourages organizations to have “implemented and institutionalized processes, procedures, and/or plans” to ensure an integrated communications capability, which includes:
 - a) The development and use of a common emergency communications plan.
 - b) The development and use of interoperable communications processes and architectures.
 - 2. The University Police Department (UPD) primary uses the Carrol County 800 MHz digital system, to maintain interoperability with local law enforcement.
 - 3. The UWG Motorola MotoTurbo radio system is the primary communications system during times of emergency or disaster. All UWG departments use or have access to this system. Communications functions may be maintained in the EOC on a 24-hour a day basis, as required by the event.

4. UWG use the LiveSafe notifications system to relay information and warnings to key decision makers and emergency personnel. LiveSafe notifications may be sent through multiple paths such as e-mail, text, and push.
5. The UWG telephone system that supports the Carrollton Campus and Newnan center.
6. The primary wireless providers in the area are Verizon, AT&T, Sprint, and T-Mobile.
7. It is the responsibility of the responding departments to utilize the channels assigned by the communications plan promulgated by the Incident Commander or EOC.
8. UPD and the EOC will release additional radios to key points of contact from primary and support agencies involved in emergency response and recovery operations, as required.
9. Interoperability
 - a) The primary departments utilizing the radio system share departmental channels that allow for easy communications across departments.

B. Public Information

1. When advised of the possibility or existence of a incident or emergency, University Communications and Marketing (UCM) will activate the public information plan provided in this annex.
 - a) News releases, instructions and general information originated by various participating University department will be coordinated through the Emergency Operations Center (EOC), if established, and approved by the UWG leadership and Public Information Officer (PIO).
 - b) The information center will continue to function through all phases of a crisis operation, to include providing guidance leading to a return to normalcy.
2. Centralized control and dissemination of factual information is necessary to assure a well-informed public, to avoid or minimize the release of Information Officer. The PIO may be the University Public Information Officer or a designee.
 - a) Any individual may forward information they feel should be released to the public to the PIO for review. After coordinating the review with the Incident Commander or other assigned unit (such as housing information provided by the housing unit), the PIO may release the information to the public.
 - b) Any information prepared for release must be accompanied by appropriate data, documents or other substantiating information.
 - c) Any information released by anyone other than the Incident Commander or the PIO (or in the case of a criminal event, the Chief of

Police or designee) will not be considered official and the news media will be so informed.

d) Any person, department or agency releasing information to the public on their own volition must bear the responsibility for any legal, moral or other ramifications and repercussions resulting from that release.

3. A Public Information Center (PIC) is necessary to assure timely dissemination of accurate information and official instructions to the public and to respond to the numerous inquiries that can be expected during the course of an emergency.

a) An accurate, current file of official information pertaining to the welfare, assistance centers and other related matters which pertain to the individual citizen, must be available and maintained at the PIC.

b) Facilities should be available in the PIC or nearby in which to brief public officials, news media, community leaders or citizens about developments, requirements or the status of the operation. The PIC and the briefing facility would function as the informational arm of University authorities.

4. General information, instruction or direction to the public and news of any crisis operations can be given verbally; however, highly detailed and specific instructions should be provided in writing. Bulletin boards, newspapers and handouts may be used to provide specific information, schedules, etc.

a) News releases, bulletins and specific instructions should be numbered and must be time dated to avoid any confusion as to which are current or the most recent.

V. Roles and Responsibilities

A. Communications

1. University Police and Emergency Management (EM) Departments share responsibility for developing and maintaining emergency communications processes and equipment.

B. Public Information

1. The Public Information Officer (PIO) will be appointed by the Associate Vice President for Communications and Marketing.

2. A Public Information Center (PIC), staffed by qualified personnel, may be made available to the PIO. Sufficient personnel will be assigned to permit around the clock operation, should that become necessary.

3. The PIO should maintain plans for contacting all mass media serving the county, the Denver metro area and the University. A list of media outlets and contacts will be maintained by the UCM.

4. The PIO is responsible for operation of the PIC and for the overall public information program.

- a) Advise the Incident Commander, EOC Director and other local authorities on public information matters, apprising leaders of the public information situation.
- b) Liaison with the news media to ensure maximum response capability during an emergency.
- c) Prepare news releases during emergency situations, and will otherwise review, edit and clear material with the Incident Commander or EOC Director for public release under established policies.
- d) The PIO must be very knowledgeable about all State, County and University plans so that efforts will ensure the results designed by the Incident Commander.
- e) Upon receipt of information for release, the PIO will:
 - (1) Verify the authenticity of the information contained in the release.
 - (2) Determine if the information contained in the release is in the public interest and will not create unwarranted or unnecessary fear, anguish or other adverse reaction among the public.
 - (3) Verify that a duplicate release has not already been made.
 - (4) Prepare the release in accordance with accepted journalistic practices, if time permits, and ensure fair and timely release of the news or information.
- f) Gathering information from the media and community, and reporting relevant details back to leadership and the EOC.
- g) Maintain a current and accurate file and record of all information released to the public and the news media which will include, but need not be limited to:
 - (1) Name, address, telephone (office, pager or cellular telephone) number of the release initiator.
 - (2) Text of the news release.
 - (3) Substantiating records for the release.
 - (4) Date and time received.
 - (5) Date and time released.
 - (6) How and to whom the news release was issued.

VI. Communications Protocol

A. To better manage the flow of communication during a challenge or crisis and to ensure the accuracy of information provided to senior leadership, this protocol outlines steps for communicating during an incident. In times of challenge, accuracy is key. This protocol creates a single, unified voice with all facts verified before they are communicated, minimizing the chance of misinformation and the need for correction. Basic process:

1. Before communicating with senior leadership, an initial incident team will assemble in person or by e-mail, phone or text. The team membership will be determined by the nature of incident:

a) Emergency, weather, cancellations and closures

The team should include the director of emergency management, police chief, chief of staff, associate vice president for student life and dean of students, associate vice president of campus planning and facilities, associate vice president for auxiliary services and the director of strategic communications.

b) Conduct or crime

University police will send a Wolf Alert as soon as possible, in applicable crime or emergency cases. The incident team should include the police chief, chief of staff, associate vice president for student life and dean of students, director of emergency management and director of strategic communications.

c) Media inquiry or controversy

The team should include the chief of staff, dean or department head (if applicable) and director of strategic communications.

2. Team members will draft a basic message, including the facts that are known at the time. If a detail cannot be verified, it does not go into the statement. The team also will recommend a plan for addressing and communicating about the incident. The director of strategic communication will draft recommended messaging for the executive policy group and then recommendation to the President.

3. The Initial Incident Team or Emergency Response Team, if activated, will provide continual updates to senior leadership as the incident unfolds. Members will remain available for questions and direction from senior leadership and will use the same process to end the emergency. Following the incident, the core communication team will meet to address any problems with the process and recommend any changes or additions.

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EVACUATION

I. Purpose

To provide general guidance on basic evacuation procedures to enable a safe, orderly evacuation of individuals, and to outline the general responsibilities of the University community.

II. Situation

Some emergencies require the evacuation of buildings due to natural disaster, fire, flood, bomb threat, facility/utility failure and/or hazardous materials. It is possible that during or in anticipation of a major emergency that the entire population of the University would need to be evacuated.

III. Assumptions

- A. An emergency requiring evacuation may provide little or no advance warning.
- B. The area requiring evacuation depends upon the specific emergency, the scope of impact on transportation capabilities, weather variables and other factors. Emergencies may involve evacuation of part of a building, a specific facility or the entire campus.
- C. Evacuations may require sheltering operations for the evacuated population.
- D. The scope of the emergency may require continued evacuation for the duration of the emergency.
- E. Individual safety will be a priority while following evacuation procedures.

IV. Roles and Responsibilities

It is the responsibility of the Department's Director or Program Director to establish evacuation procedures for specific activities and locations. Emergency Management should review final written plans for consistency and coordination. General evacuation responsibilities are described below:

- A. The Incident Commander, Chief of Police or Emergency Manager will determine when evacuation of the entire campus is required due to imminent danger.
- B. Building Coordinators should assist evacuees and account for persons, as practical. They should communicate with emergency responders, providing information that may provide situational awareness or information regarding the building. See CEMP Functional Support Annex F, Building Coordination.
- C. Faculty and Staff should follow local procedures and evacuate buildings promptly whenever an alarm sounds or orders to evacuate have been received. Check the area to ensure others have been notified but do not delay your own evacuation. It is the responsibility of all faculty and staff to promptly report all fires or other situations that endanger campus occupants.

D. Coordination with national, regional and local media will be handled by University Communications and Marketing (UCM). Requests for information will be referred to UCM.

E. All faculty, staff or students with disabilities are responsible for planning evacuation procedures for the areas they will be routinely visiting. This may include a pre-arranged personal evacuation plan. Accessibility Services can provide educational emergency information and area of rescue location materials to individuals and departments developing personal evacuation plans for disabled individuals.

F. Housing & Residence Life and Dine West staff on duty are responsible for the prompt evacuation of students, staff and guests from residence and dining halls. They will also ensure their staff has received appropriate training and that routine drills are conducted.

1. The safety of UWG students and staff are a priority while following evacuation procedures. Housing & Residence Life, Dine West and Building Coordinators will develop and maintain a list of missing persons and forward this information to the Emergency Operations Center. If the Emergency Operations Center is not activated, the list should be provided to the police supervisor on scene.

2. The Emergency Operations Center will provide support staff should residents need to be evacuated to alternative locations for lodging and/or meals and will coordinate these needs with local emergency and volunteer agencies.

G. Students are responsible for following the instruction of authorities during emergencies and for evacuating buildings promptly whenever an alarm sounds or orders to evacuate have been given by authorized personnel. Students should immediately report all fires and similar emergencies by calling appropriate personnel or by engaging the building's alarm. It is the responsibility of UWG students to respond promptly to evacuation orders and to treat these activities with appropriate respect -- which includes refraining from initiating false evacuations.

H. On scene Emergency Responders will notify on scene UWG emergency personnel when they have determined it is safe for residents to return to academic buildings, residence halls and dining facilities and when operation of these facilities can resume in a safe manner.

V. General Evacuation Procedures

The University has multiple buildings on campus of varying design, layout, capacity and usage. The following information provides an outline of expectations regarding all evacuations on University property. The following should be used as a starting point to create each building evacuation procedure:

A. Never block, even temporarily, building evacuation routes and exits.

- B. Never ignore a sounding alarm or official instructions to evacuate a building.
- C. Ensure that those in the general vicinity are aware of the evacuation.
- D. Close, do not lock, doors behind you as you exit your work areas or classrooms.
- E. Evacuate quickly and calmly, by way of the nearest exit, to a safe distance from the building.
- F. Keep clear of emergency vehicles. Leave sidewalks and roadways clear for emergency responders.
- G. Stay with the group from your area or with your class. Do not reenter the building until the all clear has been given. Do not go to your car or leave unless told to do so. Follow instructions given by emergency personnel.
- H. If it is necessary to evacuate the campus in a vehicle, exit in the direction given by University Police or other emergency authority. Do not put your vehicle in a position where it blocks the way for others. If the road is not usable, leave your vehicle and evacuate per the directions of emergency personnel.
- I. Faculty, staff and students should be familiar with the layout of buildings they frequent. Individuals with mobility impairments should review plans with Accessibility Services and an evacuation plan should be created. See also Emergency Evacuation for Individuals with Disabilities under section IX.
- J. If faculty, staff and students are told to evacuate the campus, but the nature of the emergency precludes persons to return to their homes off-campus, temporary housing or an emergency shelter will be coordinated with the County Office of Emergency Management and volunteer organizations. Those individuals living on campus will be sheltered in accordance with the actions listed in Residence Hall Evacuation under section VIII.

VI. Department and Program Procedures

- A. Each department will establish evacuation and emergency procedures appropriate to their area and activities. Should an emergency occur, pre-determined representatives (building coordinators, supervisors, instructors, or other classroom leaders) will serve as evacuation guides and should direct their respective groups to a safe area away from the building. These individual(s) should be the last to evacuate the area, as safety permits, and would encourage all able-bodied occupants to leave the area. In the event that any individual(s) are unable to evacuate, the evacuation guide would relay the location of the remaining individual(s) to emergency responders after evacuating the area. There is no direct or inferred obligation for an evacuation guide to risk their life or risk injury in assisting others. Building floor plans, to include evacuation routes, assembly points and storm shelter locations are currently managed and reviewed by Risk Management (RM), and are available online.

B. Whenever possible, an assembly area should be selected for the department or program members to meet immediately following evacuation of buildings/campus. If possible, when large numbers must be accounted for, the manager, director or evacuation guide should take a list of names with them to the meeting site to ensure that all individuals have successfully evacuated. Missing individuals and their building location, when known, should be reported to on-scene emergency responders as soon as possible.

VII. Classroom Evacuation

A. Evacuation of classrooms and buildings is mandatory when the fire alarm sounds; when an evacuation is verbally ordered by authorized personnel; or a threat is apparent. Faculty should direct their students to follow posted evacuation procedures, remain with the class and meet at a site designated by the faculty member a safe distance from the building. Faculty should report the location, if known, of any occupants/students that remain in the building to emergency responders on-scene as soon as possible.

B. Faculty should remain on scene (as safety permits) until they have conveyed information regarding their classes' evacuation to appropriate emergency responders or administrators acting as their representatives. If a faculty member is unable to accompany students to the designated site, the faculty member should designate an individual to communicate information to the emergency responders.

VIII. Residence Hall Evacuation

A. The building from which people are evacuated, and the location of the area of rescue, are defined per Housing and Residence Life evacuation procedures and are based on the emergency requiring evacuation. Areas of rescue and occupancy plans stipulating the location of persons with disabilities, when known, will be provided by Housing and Residence Life to emergency response personnel. Housing and Residence Life staff will not act as agents of rescue, which could ultimately impede the response of trained emergency personnel.

B. In the event students are relocated from on-campus housing, Housing and Residence Life personnel will provide comprehensive records of the occupants and staff of each facility and arrange for registration of those impacted at emergency relocation sites.

C. Transportation may be provided by UWG Transportation, as available and needed.

D. In most cases, personal vehicles will be the primary means of transportation during an evacuation. In a large scale incident where mass transportation is needed the EOC will coordinate additional transportation services and assistance.

IX. Emergency Evacuation for Individuals with Disabilities

All individuals with disabilities at the University of West Georgia must be prepared in the event of an emergency. Prior planning of emergency evacuation procedures and practicing evacuation routes are important to assuring a safe evacuation during an

emergency. If a safe evacuation is not possible, individuals with mobility impairments who are unable to evacuate the building on their own should move to an Area of Rescue, call 911, and wait for assistance from emergency personnel.

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Sheltering

I. Purpose and Scope

An incident, disaster or emergency that affects the University of West Georgia may require short term sheltering (temporary housing) or to Shelter-in-place. This annex provides guidance for sheltering in response to an incident, emergency or disaster.

II. Overview

The safety of students living in the residence halls is extremely important responsibility. In an emergency, Residence Life staff have been provided with the training, equipment and other resources that enable them to carry out their assigned responsibilities under the University's and our Department's emergency procedures. No guidelines or procedures can anticipate all the variations of possible sheltering or shelter in place requirements. It is incumbent on all individuals to review the Emergency Procedures and any internal department procedures to prepare for these possibilities. Residence hall students have important responsibilities, too – to make plans as recommended for communicating with family, friends, and roommates in an emergency, to know and be prepared to respond to the University's emergency procedures and to keep a fresh supply of certain provisions and supplies on hand.

III. Concept of Operations

A. Temporary Sheltering (Relocation – Residence Halls)

In the event a fire in a residence hall requires an extended period to extinguish, or is made uninhabitable, residents will be transported to a temporary shelter site coordinated with Housing and Residence Life (HRL). From this location, the University will coordinate food; clothing needs, replacement of books and other documents, and provide for the medical and psychological needs.

1. If a shelter site is activated, the department responsible for the building will be informed as soon as possible.
2. Shelter Operations
 - a) HRL will staff the shelter during the entire time that it is operation.
 - b) Health Services will be available to assist with medical and psychological problems if needed.
 - c) The shelter is considered a secure site, UPD will limit access and provide security until the shelter is closed. Only effected residents should be allowed in the shelter.
 - d) University Communications and Marketing will coordinate media access and will have staff on site, as needed.
3. Potential shelters
 - a) Large numbers, on campus sheltering
 - (1) Potential locations for shelters:
 - (a) Campus Center
 - (b) Lower Level (Z-6)
 - b) Small numbers

- (1) May be placed in another Residence Hall, as available.
- (2) Temporary housing may be found off campus

B. Shelter in place

Sheltering in place is a concept that allows members of the community to find a place of refuge during a variety of emergency situations when it might be unsafe to be outdoors. The type of area to take refuge depends on the emergency. The common traits of a safe place are that they are interior rooms that can be locked. However, the following information provides the basic shelter in place guidance.

1. The UWG LiveSafe system is the primary means of emergency warning and notification. Multiple systems are used to notify the campus community as quickly as possible. Emergency responders (normally UWG Police or Fire personnel) will respond to the incident. Once they have some basic information on the incident or emergency (and it is significant enough to trigger a public safety notification) we will activate a LiveSafe alert. LiveSafe notifications are described in more detail in CEMP Functional Annex A.
2. If a major incident occurs at the University that requires an immediate emergency warning notification to the UWG community, Public Safety officials may activate the two Outdoor Warning Sirens located across the University. The sirens are designed to notify individuals who are outside. Anytime the sirens are activated, individuals should immediately seek a safe location inside the nearest facility and immediately seek more information on why the sirens are sounding in order to determine the next actions needed.
3. Specifically, when the sirens sound, everyone should:
 - a) Stay calm but be aware that an emergency situation is occurring nearby.
 - b) Be vigilant to what is going on around them.
 - c) Immediately seek a safe location.
 - (1) Initially, proceed to the lowest level of the building; adjust location once you determine the type of emergency.
 - d) Seek out additional information as quickly as possible (to determine type of emergency).
4. How to “Shelter-in-Place”—No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by emergency personnel at the scene:
 - a) If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, quickly proceed into the closest building or follow instructions from emergency personnel on the scene.
 - b) Locate a room to shelter inside. It should be: an interior room and without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary
 - c) Shut and lock all windows (tighter seal) and close exterior doors.

- d) Turn off ventilation devices, such as fans.
- e) Close vents to ventilation systems as you are able (university staff will turn off ventilation as quickly as possible).
- 5. Determine your next course of action.
 - a) For example, for a tornado warning, one would want to go to the lowest area of the building (preferably a basement) as compared to an active threat incident when one would seek a room that is securable (preferably without windows).
 - b) The LiveSafe notification and any internal department procedures should assist in providing critical updated emergency information. Depending on the specific circumstances, emergency warning notification may vary for each incident. However, if uncertain to the specific incident, individuals should always seek shelter first and then find out more information through all possible means including additional UWG emergency communications.
- 6. Four incident types that may lead to a shelter in place order. Each incident may require individuals to adjust their shelter in place procedures.
 - a) Tornado Warning
 - b) Active threat incidents (such as a shooting incident)
 - c) Hazardous materials release incidents
 - d) When directed by University police or fire department officials
- 7. The following procedures detail notification methods and basic guidelines on what individuals should do. However, these procedures may vary depending on how the incident transpires. For more detailed procedures, the Emergency Procedures Guide and/or the respective Building Emergency Plan should be referenced. Since LiveSafe notifications are dependent upon technology, multiple layers have been developed to ensure the message(s) reach as many as quickly as possible.
 - a) TORNADO WARNING (Issued by National Weather Service)
 - (1) Campus community will normally be alerted by:
 - (a) NOAA Weather Radios
 - (b) Emergency Alert System (EAS)
 - (c) Outdoor Warning Sirens
 - (d) Local weather and radio stations alerts
 - (e) UWG LiveSafe notification
 - (f) Text Message
 - (g) Social Media
 - (h) Internal department alerting procedures
 - (i) Individual word of mouth
 - (2) If outside, immediately proceed to the nearest building and go to the lowest level. If a basement is not available, seek an interior hallway or small interior room on lowest level, away from windows and doorways.
 - (3) There is no “all clear” siren signal. The all clear will be announced over UWG notification systems or the expiration of the initial National Weather Service warning notification.

- b) **SHOOTING INCIDENT/ ACTIVE THREAT**, warning normally issued by the University Police Department.
 - (1) Campus community will normally be alerted by the LiveSafe system.
 - (2) If the outdoor warning sirens are activated and you do not know what the incident is, seek shelter and then find out more information through all possible means to include additional LiveSafe notifications.
 - (a) Once you find out the type and location of the incident respond accordingly.
 - (3) If the outdoor warning sirens are activated and you do know that it is a shooting/active threat incident:
 - (a) Follow the instructions provided by emergency responders.
 - (b) Evacuate (RUN) if safe to do so, or if instructed to do so by emergency responders.
 - (c) If unable to evacuate or uncertain if it's safe to evacuate, protect yourself by immediately seeking a safe area (HIDE).
 - (d) If possible, lock or barricade yourself and others inside a room.
 - (e) Do not leave the area until directed by fire/police department officials or other Public Safety individuals.
 - (f) As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active threat (FIGHT).
- c) **HAZARDOUS MATERIALS RELEASE**, warning normally issued by the University Police, Risk Management/Environmental Health and Safety or Local Fire Department.
 - (1) Campus community will normally be alerted by the LiveSafe system.
 - (2) If the outdoor warning sirens are activated and you do not know what the incident is, seek shelter and then find out more information through all possible means to include additional LiveSafe communications.
 - (a) Once you find out the type of incident respond accordingly.
 - (3) Follow the instructions provided by emergency responders.
 - (a) If directed to evacuate:
 - i. Move crosswind, not directly with or against the wind
 - (b) If directed to shelter:
 - i. Close all windows and doors.
 - ii. If possible, seal all cracks around doors and vents.
 - iii. Do not leave the area until directed by fire/police department officials or other Public Safety individuals.
- d) **WHEN DIRECTED BY UNIVERSITY POLICE OR FIRE DEPARTMENT OFFICIALS** FOR an emergency situation that Public Safety officials deem it necessary to shelter the campus
 - (1) Campus community will normally be alerted by the LiveSafe system.

- (2) If the outdoor warning sirens are activated, immediately seek shelter and then find out more information through all possible means to include additional LiveSafe communications.
- (3) Follow the instructions provided by emergency responders.

C. Emergency Animal Shelter

Georgia Emergency Management Agency (GEMA) has designated UWG as an emergency animal shelter. In the event of a disaster which results in a large number of animals (pets and domesticated) abandoned by their owners, the animals may be collected and brought to campus. From this emergency animal shelter, GEMA will work to reunite the animals with their owners. This plan outlines the procedures for the activation of the shelter, daily operations and deactivation/cleanup of the facility.

1. Activation

GEMA will notify UWG of shelter activation. The Student Recreation Center (SRC) is the location of this shelter; it was inspected and approved by the Department of Agriculture for use as an animal shelter. GEMA will coordinate with the Humane Society to provide all equipment and personnel necessary to operate the shelter. University personnel will assist, as available. GEMA is responsible for all costs associated with the operation of the shelter. Any University expense incurred with the operation of the shelter will be documented and billed to GEMA once the operation is completed. UWG Emergency Management will serve as primary contact and coordinate all activities with GEMA. UWG is reviewing operations plans that are in place.

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Damage Assessment and Recovery

I. Purpose

Provide a system to assess the impact of an incident, emergency or disaster and describe the steps necessary to re-establish services, restore affected areas and reduce vulnerability to future disasters.

II. Concept of Operations

The immediate response phase during large-scale disasters or emergencies will require an assessment of the type and scale of the incident. This assessment will be the basis for University mobilization of human and material resources needed for recovery and reconstruction.

- A. The recovery phase of a disaster is often defined as restoring a community to its pre-disaster condition. More realistically, recovery is the process of reestablishing services to the University community. Specific approaches to recovery will be determined by the location, type, magnitude, and effects of the incident. Realistically, recovery occurs in two phases; short term and long-term recovery.
- B. The assessment will also provide the basis for State and Federal disaster declarations. Emergency Management will work in conjunction with local, State and Federal agencies to develop the assessment. Damage assessment and recovery efforts assist in the development of immediate and long-range plans for redevelopment after a disaster.
- C. The Emergency Response Team will transition to a Recovery team by:
 - 1. Completing a damage assessment to assess disaster related damage.
 - 2. Providing an assessment of all impacted areas including social, environmental, physical and economic considerations.
 - 3. Preparing situation summaries based on available information to present current conditions.
 - 4. Recommending redevelopment plans, considering ways to reduce future vulnerability including relocation of structures and facilities.

III. Damage Assessment

The collection of incident information, reports of injury, physical damage, and academic and business interruption are a critical layer of the university's response. From this information, response strategy and tactics are developed and resources are coordinated and prioritized.

- A. Timely damage assessment gives important information to the Emergency Operations Center (EOC) and those involved in emergency response and recovery to provide support and resources to areas of most need within the campus/University. Based on the assessment, it can be quickly determined

whether the disaster event and resultant damage exceeds the capacity of available unit and/or university resources.

- B. Damage documentation and reporting also provides the means for the University to recoup losses should they qualify for reimbursement.
- C. The damage assessment teams collect, document and report all information available for their assigned areas, providing geographic locations and photographs to support assessments, as able.
- D. Do not go into buildings that may be unsafe. Any dangerous conditions or issues requiring immediate response should be reported immediately to the EOC, UPD, and WIC.
- E. Take safe, protective actions to mitigate or reduce hazards in damaged buildings and areas. (Example – placing barricade tape around a dangerous area in a building to prevent people from entering the area.)
- F. When it is safe to do so, the Building Coordinators (or assigned assessment staff) should assess assigned buildings and complete a building damage assessment, reporting the conditions of assigned buildings to the EOC, UPD, and WIC.

II. Recovery

The recovery phase includes both Short-term and Long-term Recovery. Short-term recovery involves delivering essential services to the campus community in an appropriate manner. Long-term recovery requires thoughtful strategic planning and actions to address serious or permanent impacts from an incident, and may be led by a Program Manager from Campus Planning and Facilities.

- A. Recovery team: The inclusion of all stakeholders in Recovery is essential. Stakeholders in the recovery phase develop strategies, coordinate recovery activities and implement recovery plans that address the needs of long-term sustainability and disaster resilience.
- B. Recovery plans: Assign specific roles and responsibilities, describe tactics, and describe the overall concept or framework. There will exist both University-wide and departmental plans which will be coordinated and unified under a recovery framework developed by stakeholders and University leadership.
- C. Short-Term Recovery
 - 1. Short-term recovery operations begin concurrently with or shortly after the initiation of response operations. Short-term recovery may typically last from days to weeks. Short-term recovery includes actions required to:
 - a. Stabilize the situation
 - b. Restore services
 - c. Identify temporary spaces needed for on-going operations.

- d. Implement critical infrastructure recovery plans to maintain operations during emergencies and recovery phase.
- e. Begin planning for the restoration of the University.
- f. A short term recovery plan may include some these items:
 - (1) Business continuity/resumption processes
 - (2) Damage assessments
 - (3) Debris removal and management
 - (4) Expedited repair permitting
 - (5) Temporary and replacement housing

D. Long-Term Recovery

Long-term recovery continues short-term recovery actions but focuses on community restoration. Long-term recovery may continue for a number of months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate vulnerabilities after a major incident and may include the following:

- 1. Reconstruction of facilities and infrastructure including the technology systems and services necessary for restoration of all operational functions.
- 2. University planning including the development of long-term alternative housing.
- 3. Seeking legal waivers, zoning changes, and other land use legislation or assistance to promote recovery and mitigation at the University.
- 4. Integration of mitigation strategies into recovery efforts.
- 5. Restoration of normal University processes and businesses operations.
- 6. Documentation of eligible disaster-related costs for reimbursement through federal grant programs and University insurance providers.

III. Preparedness Measures

- A. Annual Hazard Analysis: An Annual Hazardous Analysis with an integration with long term campus planning.
 - 1. Perform a hazard analysis of all campus facilities and infrastructure to determine the likelihood of damage due to various types of emergencies.
 - 2. On-going Recovery planning should be reviewed on the basis of the most likely threats and those most hazardous to the community in the future
 - 3. Prioritize modifications and repairs to campus facilities and infrastructure to reduce the potential for damage.
- B. Damage Assessment Training
- C. Continuity of Operations planning

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Building Coordinator (BC) Program

I. Purpose and Scope:

- A. University of West Georgia (UWG) recognizes the importance of providing threat assessments, information, training, and resources to promote the safety of students, faculty, staff, visitors, and the security of campus facilities. The Building Coordinator (BC) program is established to facilitate communications between building occupants and appropriate campus support units (Risk Management (RM), Facilities and grounds, University Police, etc.) and coordinate emergency preparedness and planning efforts among all buildings. In addition, this program provides a forum for discussion and resolution of occupancy concerns. The program also strives to educate building users with regard to building systems and operations, and responsible stewardship of campus facilities. Often, campus buildings are occupied by multiple departments, making building-wide communications difficult during normal operations, let alone during an emergency. The Building Coordinator program serves to assist first responders and Emergency Management by developing a common, plan of action for emergencies that threaten life safety. Building coordinators serve as an extension of Emergency Management in the preparedness, response, and recovery phases of an emergency. They not only add value to the building community by serving in this position, but also to the overall university.

II. Situation Overview:

- A. BCs work with Emergency Management (EM) to disseminate pertinent emergency preparedness information and plans throughout their building. In addition, they provide emergency responders with a single, knowledgeable point of contact who can assist in contacting appropriate departmental personnel and officials in case of an emergency. A Alternate Building Coordinator (BC) will be designated and fulfill a similar role.
- B. BCs also facilitate emergency preparedness in their building by coordinating a building Preparedness Committee.
- C. BCs are expected to provide multiple forms of contact, including methods reachable outside of normal business hours. Emergency Management collects and maintains a list of each BC and their emergency contact information. This list can be accessed to notify representatives of relevant safety and security alerts and emergency information. Updating changes to BC information should be handled without delay to ensure effective emergency responses.

III. Concept of Operations:

In order for UWG to provide timely emergency, safety and security information and response, each occupied building will have a primary and Alternate Building Coordinator (BC). Buildings may specify additional alternates, as warranted, to ensure emergency messages can be received and acted upon at all times.

A. Roles and Responsibilities

1. Communication – Serve as the 24/7 point of contact regarding their building and facilitate communications for emergency, safety and security issues. Coordinate emergency building maintenance and repair work orders for the. With regard to emergency plans, regulatory inspections, building issue and safety, and environmental health issues, serve as a liaison with:
 - a) Facilities (Access Control, Custodial, WIC, etc)
 - b) Emergency Management (EM)
 - c) University Police (UPD)
 - d) Risk Management (RM)
 - e) Building occupants
2. Planning – Facilitate coordination with EM, RM and UPD to address the unique aspects of each building. Know the location of and verify the availability of emergency response equipment and information such as Automatic External Defibrillators (AED), Fire Extinguishers, evacuation plans and emergency communication and training. Develop building emergency action plans (BEAP) in conjunction with EM. Assist EM and Accessibility Services in developing emergency procedures for individuals with disabilities. BCs will assist with exercises and drills. Provide input in the development and update of building rally points, storm shelter locations and communications plans.
3. Education – BCs will ensure that building postings and emergency information are up to date and they will disseminate information from EM, RM and UPD regarding recognizing and correcting hazards and emergency procedures. This information includes hallway and classroom postings, as well as email distribution lists, bulletin boards or other tools.
4. Response – During an emergency, BC personal safety is their primary concern. While they should take steps to protect others and reduce property loss, the BC should not take any action that increases their own risk. During an evacuation, they should assist evacuees and account for persons, as practical. They should communicate with emergency responders, providing information that may provide situational awareness or information regarding the building. During shelter-in-place events, they should direct people to established shelters. Once in a shelter, they should check available information sources for updates regarding emergency status and pass the all-clear message to the sheltered. Following emergencies, they should provide after-action information and recommendations to EM.

IV. Direction, Control and Coordination

- A. When an incident, emergency or disaster is forecast or occurs, or if building occupants are alerted to an emergency, all building occupants should immediately notify others in the area. Emergency personnel should be notified. In coordination with the BC, all occupants should ensure that the appropriate protective action (evacuation, shelter in place, etc.) is communicated as much as possible. The BC in coordination with emergency officials and department heads, will make the determination to take proactive

action. The majority of communications during an emergency or disaster incident in the building will be face-to-face. The BC does not have any rescue responsibilities during an actual emergency. If it is safe to do so, they should carry out the action items in their building's emergency action plan

1. Communications

- a) During an incident or emergency, University officials will alert the campus community through at least one of the following methods, depending on the severity of the incident:
 - (1) UWG LiveSafe email, text and push messaging
 - (2) University e-mail
 - (3) University Homepage
 - (4) Social Media: Twitter, Facebook
 - (5) Expect an "ALL Clear" message via the same channels.
- b) The BC or Alternate will:
 - (1) Review and complete action checklists, as available.
 - (2) Receive and monitor emergency communications and disseminate relevant information throughout the building.
 - (3) Meet and brief responders to their building, if able.
 - (4) Provide updates or an all clear, as applicable.

- B. After an emergency, the Building Coordinators should participate in a debrief to determine if any changes should be adapted to the Building Emergency Action Plan. Any changes should be communicated to building occupants.

V. Preparedness

Building Coordinators help to establish and update emergency action plans, sharing the plan with building occupants. They conduct risk assessments for the building. BC training will be offered periodically by Emergency Management, Risk Management/Environmental Health & Safety and University Police.

- A. Emergency preparedness is the responsibility of every faculty member, staff member, and student. Everyone may prepare for emergencies and disasters through the following methods:
 - 1. Actively participate in fire safety training, to include: fire extinguisher training and fire evacuation drills.
 - 2. Become familiar with your work areas and building. Be familiar with the location of fire evacuation maps, fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building. Recognize potential building hazards and report them immediately. Keep your work areas clean and free of debris and other combustible materials.

3. Remain aware of your surroundings. Make building security your responsibility. Ensure that doors are secured and notify Facilities of any malfunctions in locking mechanisms. Immediately report suspicious persons to University Police. Use caution when approaching suspicious situations, people, packages, etc. Maintain accountability of your personal belongings.
4. Take the time to read the emergency preparedness plans. Download the LiveSafe App and Register your cell phone for Alerts.
5. Make recommendations for improvement of building preparedness and safety to your BC.

VI. BC Selection Criteria:

The following are considerations when selecting a Building Coordinator and alternate(s).

- A. Maintains a regular work schedule within the building.
- B. Not already committed to perform other functions during an emergency or disaster.
- C. Responsible employee able to make decisions in a high stress environment.
- D. Able to build relationships and effectively communicate with other departments within the building.
- E. Knowledgeable of university departments and their general responsibilities.

VII. Sample Damage Assessment forms

Appendix 1: UWG Initial Damage Assessment Building/Exterior

Appendix 2: UWG Initial Damage Assessment Room

UWG Initial Damage Assessment
ROOM - INITIAL DAMAGE ASSESSMENT FORM

Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	Department:	

Cause(s) of Damage: (circle all that apply)	
*Impact (damage from wind borne debris) *Wind *Building hit by tree/limb *Power Surge/Lightning *Water Damage-Wind driven rain & leaks *Water Damage-Water Intrusion through structural damage *Water Damage-Flood *Loss of Utilities *Other (provide description) _____	
Damage Detail (leave blank for items not damaged)	
Contents/Item	Description of Damages
Carpet/Flooring	
Walls	
Ceiling Tile	
Ceiling (Other)	
Windows	
Lighting	
HVAC	
Room Contents	
(Additional Items)	
Emergency Repairs or Preventative Actions (leave blank if no actions taken)	
Action(s) Taken:	
(Maintain records/documentation of materials and labor used)	
Photograph	
Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in the photograph.	

Facilities Work Information Center (WIC): 678-839-6311 ♦ EM: 678-839-3097 ♦ UPD: 678-839-6000
 ***If this is a facility emergency or an urgent request, please call the appropriate number above. ***

UWG Initial Damage Assessment
BUILDING/EXTERIOR - INITIAL DAMAGE ASSESSMENT FORM

Storm/Event:	Assessment Date:	
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	Department:	
Cause(s) of Damage: (circle all that apply) *Impact (damage from wind borne debris) *Wind *Building hit by tree/limb *Power Surge/Lightning *Water Damage-Wind driven rain & leaks *Water Damage-Water Intrusion through structural damage *Water Damage-Flood *Loss of Utilities *Other (provide description) _____		
Damage Detail (leave blank for items not damaged)		
Contents/Item	Description of Damages	
Roof		
Soffits		
Gutters		
Entry		
Stairs		
Landscaping		
Walls		
Fences/Gates		
Power		
Elevators		
Windows		
(Additional Items)		
Emergency Repairs or Preventative Actions (leave blank if no actions taken)		
Action(s) Taken:		
(Maintain records/documentation of materials and labor used)		
Photograph Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in the photograph.		

Facilities Work Information Center (WIC): 678-839-6311 ♦ EM: 678-839-3097 ♦ UPD: 678-839-6000
 ***If this is a facility emergency or an urgent request, please call the appropriate number above. ***

Newnan Center

I. Purpose and Scope:

Newnan Center is located 25 miles southeast of the Carrollton Campus, in Newnan, Ga., and is covered under the UWG CEMP. This annex provides additional information specific to UWG Newnan Center.

II. Situation

Newnan Center is located in the Historic Old Newnan Hospital in Newnan, GA, Coweta County, GA., originally built in 1925; renovated and reopened by UWG in 2015. Many students, faculty and staff split their work/classes between Carrollton Campus and Newnan Center.

III. Concept of Operations

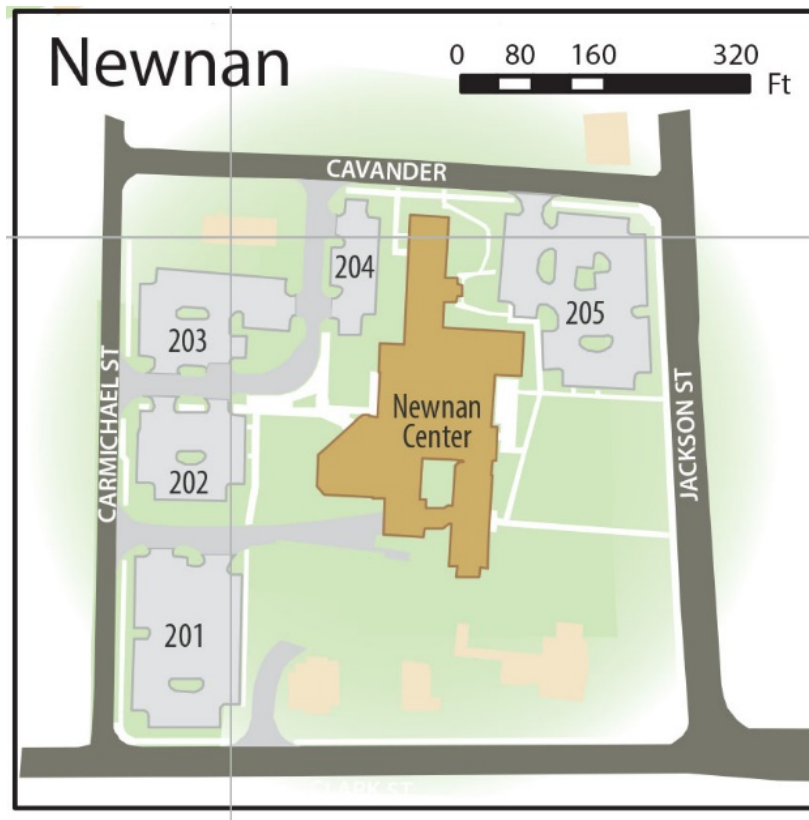
- A. UWG Newnan, in conjunction with UWG departments, develops operational plans and procedures to support the UWG CEMP and to address Center specific requirements.
- B. Several UWG Departments have personnel assigned to Newnan Center who provide coordination and connectivity daily.

IV. Roles and Responsibilities

- A. The Assistant Director of Newnan Center is the Primary emergency contact and is coordinates operations. The Assistant Director coordinates center requirements with other UWG departments. Primary Newnan Center contact number (678)839-2300.

V. Direction, Control and Coordination

- A. UWG Parking and Transportation operates a Newnan Shuttle, which provides a transportation services between Carrollton Campus and Newnan, Monday through Friday 8AM to 4PM.
- B. UWG Emergency Manager coordinates with the Director and Assistant Director for any warnings and/or alerts affecting the Center.
- C. First Responders to incidents or emergencies at the Newnan Center will normally be provided by the City of Newnan Fire Department, Coweta County Fire/Rescue/EMS and Newnan Police Department, UWG Police Department (UPD) maintains a presence at Newnan.
- D. UWG Emergency Management will coordinate preparedness requirements with Newnan Center and Coweta County Emergency Management Agency, as needed.





NEWNAN CENTER HIGH-WIND REFUGE AREAS GROUND FLOOR

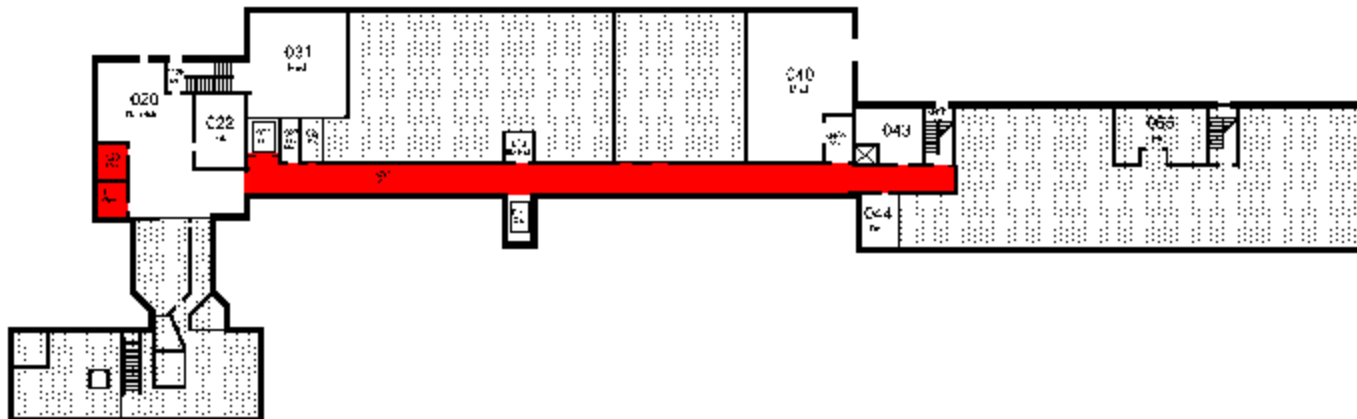
KEY

123

Primary Area

123

Alternate Area



November 2018



NEWNAN CENTER HIGH-WIND REFUGE AREAS 1ST FLOOR

KEY

- 123 Primary Area
- 123 Alternate Area



November 2018



NEWNAN CENTER HIGH-WIND REFUGE AREAS 2ND FLOOR

KEY

123

Primary Area

123

Alternate Area

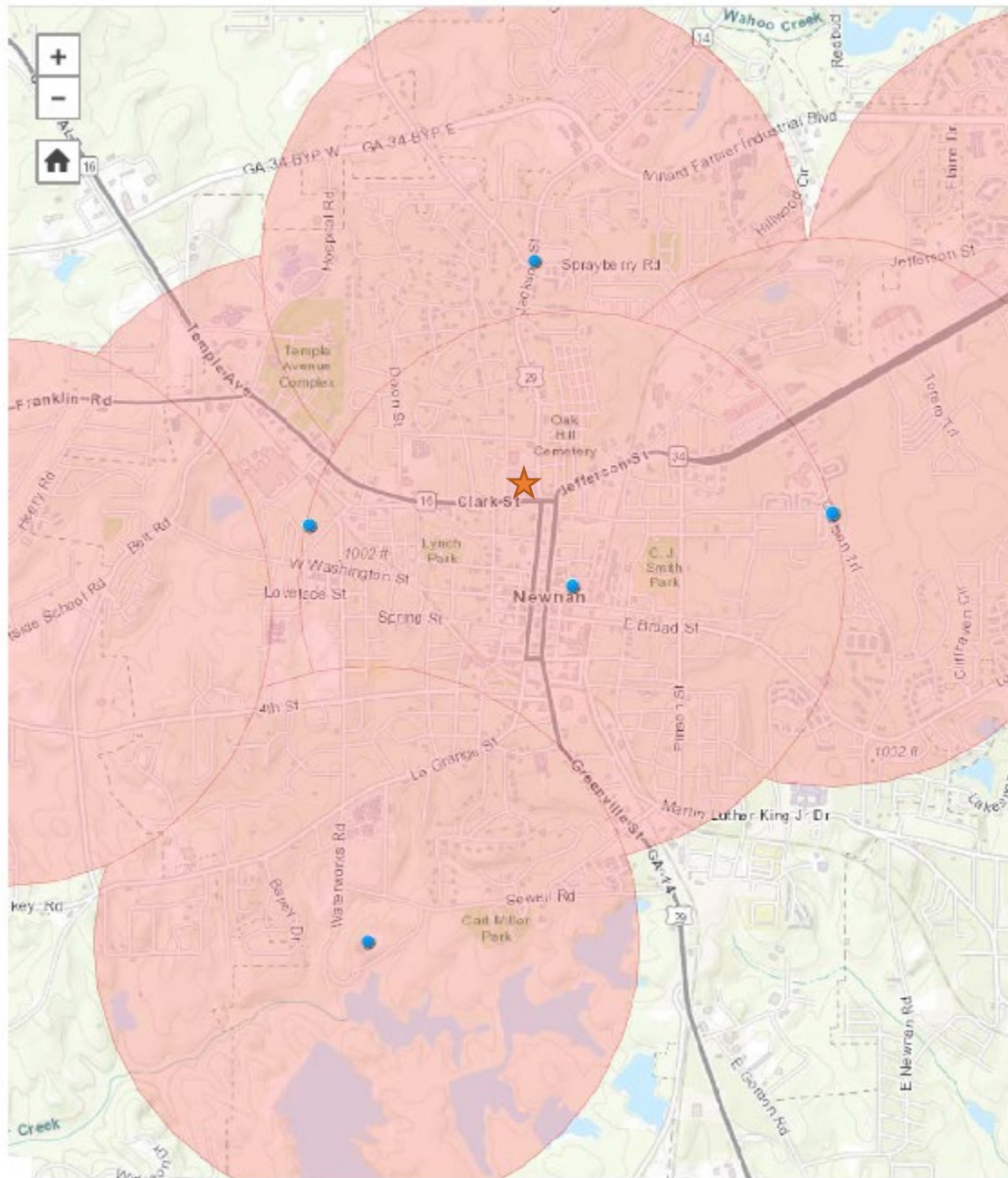


November 2018

6/8/2018

Coweta County Warning Sirens

≡ Coweta County Warning Sirens



<http://cowetamaps.maps.arcgis.com/apps/PublicInformation/index.html?appid=89c0c12077a64cd394a0617e2d70e15f>

1/1

Continuity of Operations (COOP)

I. Purpose and Scope:

Emergency planning, including continuity of operations planning, is a critical function for the University. In addition, it is good business practice. The University of West Georgia (UWG) must have the capability to continue critical operations during an emergency and to resume others rapidly and efficiently once the immediate crisis has passed. While the impact of an emergency cannot be predicted, planning for operating under such conditions can mitigate impacts on our people, our facilities, and our mission.

II. Situation Overview:

Continual UWG operations are critical when impacted by a large scale incident. There are key principles that must be planned and practiced to avoid any significant disruptions to ensure essential utilities and essential program functions can continue to operate. Development of a uniform Continuity of Operations plan is in progress. Many essential departments have internal plans.

The COOP plan contains administrative and academic department plans that allow them, and their respective sub-departments, to define their critical assets and functions. UWG used Bold Planning in the past to capture departmental plans; Not only will formalized departmental plans ensure that critical functions are met during a disaster, but the planning process itself will strengthen the resiliency and interoperability of departments on campus. Information and best practices from existing departmental plans will be used to develop the UWG COOP program, focusing on departmental coordination and strategic critical functions and solutions.

III. Planning Assumptions:

A wide variety of disruptive events may cause implementation of a COOP plan. It is uncommon for more than one event to happen simultaneously. Examples include:

- A. Sustained power outage
- B. Major damage to building(s) on campus (fire, earthquake, weather)
- C. Bio toxin/Investigation
- D. Pandemic infections disease impacting personnel
- E. Sustained closure for severe winter weather
- F. Significant water/flood damage
- G. Sudden loss of key personnel and/or system(s)

IV. Concept of Operations

The COOP program establishes policy guidance and procedures to ensure the continued operation of functions deemed to be part of the fundamental mission in the event of an incident that threatens or incapacitates people and operations. Continuity planning enables us to continue our mission despite extreme events. Some departments – the health services or the University Police, for example – may be expected not only to continue, but to expand

their services during these times. The COOP plan is designed to address the activities necessary in the immediate aftermath of a disaster, as well as short-term and long-term plans (up to 30 days) with focus on continuing essential functions. The plan would become extremely important in the event of a catastrophic event that would disable a building or system for an extended time period.

A. The COOP plan should cover all University operations, colleges, departments, and service areas, including contracted operations. Using an all-hazards approach, the COOP plan ensures that regardless of the event, critical functions will continue to operate and services will continue to be provided, to the extent possible, to faculty, staff, and students. This approach anticipates the full range of potential emergencies, from those that cause the temporary interruption of a single function to the shutdown of the entire campus or region requiring the suspension of all non-critical functions and the relocation of critical functions to an alternative site for an extended period of time.

A. A Critical Function is an activity that is essential to the core mission of the organization. For disaster planning, a Critical Function is one that must be continued throughout disaster, or resumed soon after a disaster event, to ensure either the viability of the department, or its ability to serve its customers.

B. The four levels of criticality are:

- a) Critical 1: Must be continued at normal or increased service load. Cannot pause. Necessary to life, health, security. (Example: police services).
- b) Critical 2: Must be continued if at all possible, perhaps in reduced mode. Pausing completely will have grave consequences. (Examples: health services for students, functioning of data networks, at-risk research)
- c) Critical 3: May pause if forced to do so, but must resume in 30 days or sooner. (Examples: classroom instruction, research, student advising)
- d) Deferrable 4: May pause; resume when conditions permit. (Examples: routine building maintenance, training, marketing)

V. Roles and Responsibilities

It is possible that emergency and disaster impacts could result in a disruption of university functions. This would necessitate that all levels of the university develop and maintain measures to ensure continuity of operations.

A. Each department will include the below responsibilities in its emergency operations and business continuity plans to assist in the emergency management effort:

- 1. Pre-designate lines of succession
- 2. Pre-delegate authorities for successors to key personnel
- 3. Make provisions for the preservation of records
- 4. Develop plans and procedures for the relocation of essential operations

5. Specify procedures to deploy essential personnel, equipment and supplies to maximize continuity of operations

VI. Direction, Control and Coordination

The UWG COOP plan is part of the UWG Comprehensive Emergency Management Plan, which delineates the policies and procedures related to the management of an emergency.

The mission of the university is teaching and public service. The COOP plan is based on the principle that during an emergency the mission of the university must solely be the preservation of health and life safety, the protection of property, the protection of research and the return to normal or near normal operations as quickly as is feasible. It is the university's intention to ensure the continued performance of minimum essential functions on campus during a wide range of potential emergencies and to make provision for alternative facilities if needed. Ultimately, the ability to respond to and recover from emergencies affecting UWG operations depends on the training, proficiency, and health of its employees, available resources and clarity of leadership. This COOP plan supports employees and contractors, system users, emergency responders, local and regional emergency management agencies, and the public during emergencies.

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Special Events

I. Purpose and Scope

Not every special event occurs as planned, incidents can happen that are beyond our control. The University of West Georgia (UWG) has the responsibility to protect against and minimize the impacts of an incident or emergency at a preplanned university events.

II. Situation Overview

Emergencies may arise anytime during large events. Potential emergencies must be planned for so expedient action can be taken to provide the best possible care in an emergency and/or life threatening condition.

III. Planning Assumptions

- A. The development and implementation of a special event emergency plan will help facilitate emergency response to an incident during special events.
- B. Planning for the potential risks and hazards associated with a special event is essential to event success.

IV. Concept of Operations

The number of people attending the event does not necessarily define it as a special event. Rather, the emphasis is on the event's impact on the university's ability to respond to a large-scale emergency that may occur during the event, or to the exceptional demands that the event places on support services or resources.

- A. Events that may require additional emergency planning include, but are not limited to an event:
 - Occurring outside with 250 or more people
 - An estimated participation of 1,000 or more people
 - Majority of participants or attendees from outside of the UWG community
 - Having the potential to disrupt the normal operation of the university
 - Anticipating minors to participate and reside on campus
 - Categorized as a conference
 - Scheduled to occur overnight in a non-residential building
 - Potential to draw (significant or national) media interest.

B. What is a Special Event Emergency Plan?

A Special Event Emergency Plan is a written consequence management plan developed by the event organizers and facility owners that identifies potential emergencies during the event and prescribes procedures to be put in place to minimize risk and prevent loss of life and property.

Every Special Event Emergency Plan must be tailored to site-specific conditions, type of event and requirements of the facility owner. Event planners should consider the scope of the event, the risks to spectators and participants, community impact, and the support

(including personnel and logistics) required. Event organizers should contact UWG Emergency Management for guidance or assistance with planning.

C. Why is it important to have a Special Event Emergency Plan? A Special Event Emergency Plan:

1. Defines the coordination of necessary actions by the event sponsor and the responsible municipal, county, and State officials to provide for timely notification, warning, and evacuation in the event of an emergency, including catastrophic emergencies beyond the normal expected hazards, i.e., weather phenomenon, etc.
2. Reduces the risk of loss of life and property damage resulting from an emergency.
3. Unique situations may result in an emergency. Therefore, it is prudent for the sponsor to identify conditions that could lead to on-site or site related disasters, in order to initiate emergency measures that could prevent or minimize the consequences to life and property.

Components of a Special Event Emergency Plan may include a(n):

- Event Description
- Event Map
- Event Operations Location
- Estimated Attendance
- Schedule of Events
- Organizational Chart
- Event Leadership Contact Information
- Communications Plan
- Emergency Notification
- Responsibilities
- Weather Monitoring
- On-Site Emergency Personnel
- Pre-Event Briefing
- Access and Parking Considerations
- Evacuation and Shelter-in-Place plans

D. UWG Emergency Management (EM) is available to answer questions and provide guidance to university organizations preparing a Special Event Emergency Plan. Contact EM for templates, guidance and planning assistance.

E. Pre-event briefing

1. Conduct a pre-event briefing among managers, staff, volunteers, ushers, and others. Review the following:
 - a) Details of the venue, including entrances and exits, number of people attending, and specific information about the audience/attendees (ages, special needs etc).

- b) Evacuation and shelter-in-place plans.
- c) Clear direction on unacceptable behavior.
- d) Potential weather issues. If inclement weather is expected, assign someone to monitor it. Determine a communications structure for severe weather or tornado warnings. Also, determine who may need assistance evacuating and who may assist them (adults with children, or the elderly).
- e) Details on emergency communications plans (e.g., if a LiveSafe or weather alert is issued, who receives and or disseminates that information).
- f) Details on medical plans (if an attendee gets sick).

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Change in Scheduled University Operations

I. Purpose and Scope

Under certain emergency conditions, it may be necessary to change scheduled operations or close the university. This policy provides guidance for timely decision making and communication to disseminate information about a change in scheduled operations.

II. Situation Overview

The University of West Georgia (UWG) requires scheduled operations to continue as long as possible, essential university services to be maintained, and university employees to remain on duty when necessary to perform essential services, even under extraordinary emergency circumstances. However, when conditions become so severe that the university cannot operate effectively, the President (or designee) may decide to change scheduled operations resulting in class cancellations, an early departure, or a closing.

III. Concept of Operations

A. Recommendation to Change Scheduled Operations

1. A recommendation to change scheduled operations should be made to the President as follows:
 - a) Immediately, if conditions are severe.
 - b) Prior to 5:30 a.m., if information about impending emergency conditions is available at the beginning of the day

B. Essential Services and Personnel

1. Services related to the health and safety of students, faculty, staff, and guests, and the security and maintenance of facilities are essential and must continue in spite of severe conditions.
2. In the event of inclement weather or any emergency which may place the health or safety of students, employees or citizens at risk, or conditions or events that prevent performance of regular operations of the Institution may be deemed necessary. In such instances, the President may declare the closing of an Institution within the affected area and leave with or without pay. The President will also declare the reopening of an institution once the inclement weather or emergency has subsided. When an Institution is declared closed, all academic classes, administrative offices or other functional areas are suspended and only essential services are maintained, until the institution is officially reopened, as declared by the President.
3. Employees whose job responsibilities require that they work during hazardous or emergency conditions in order to maintain critical institutional functions, e.g. public safety, facility, or information technology employees or employees with critical health and safety responsibilities, may be designated as 'essential

personnel' by the institution. Essential personnel will be expected to maintain a normal work schedule during inclement weather or other emergencies, unless specifically excused.

4. There is no guarantee that those employees who arrive at the campus or those who stay after a change in scheduled operations announcement will be able to work at their usual work places. Adequate supervision may not be available or the building in which the individual usually works may not be open. Provision should be made for alternate campus work locations and alternate work for those who do get to the campus but who cannot go to their regular work places or cannot perform their regular work assignments.

C. Change in Scheduled Operations – Considerations

The decision to change scheduled operations resulting in class cancellations, an early departure, or a closing is based on various factors including, but not limited to:

1. Hazards that represent a risk to the safety of any member of the campus community
 - a) Regional weather conditions
 - b) Equipment failures or disruption of utilities
 - c) Travel bans or restrictions implemented by local jurisdictional government agencies
 - d) Contamination by hazardous materials
 - e) Ability to keep the campus facilities, roadways, and parking lots open
 - f) Acts of violence or terrorism
 - g) Directives issued by the University System of Georgia (USG) or Governor's Office
2. There may be instances when emergency conditions require a change in operations for only one location. In these instances, the communication plan will ensure widespread coverage of the information to applicable stakeholders. Consideration will be given to the nature of the emergency and any protective actions issued by local, county, or state government agencies.
3. A change in scheduled operations including class cancellations, early departure, and closing announcements will follow the Emergency Communication plan.

D. Resuming Operations

In the event of a delay or cancellation of classes or events, the decision to resume scheduled operations will be made by the President and announced to the campus community using the communications plan. Key internal and external stakeholders will make a recommendation to the President based on full or partial restoration of UWG's

operational capabilities and the effects of the emergency that resulted in the change in scheduled operations.

E. Change in Scheduled Operations Options

Based on information considered during the decision making process, including conditions that may affect a particular region or campus, a recommendation to the Executive Policy Group (EPG) will recommend activation of one or more of the following change in scheduled operations options:

Change in Scheduled Operations Options	Description
All Classes and Events Canceled	All classes and events are canceled. Weather conditions are severe enough to threaten the safety of the campus community. As the situation improves, this restriction will be altered, as necessary, to resume scheduled operations. Only those individuals designated as essential personnel should report to work. Scheduled performing arts or athletic events may or may not be affected by this announcement. Ticketholders are advised to check with the sponsoring unit of a public event.
Classes and Events Delayed	All classes and events are delayed for a specific time period based on current conditions and forecasts. Essential personnel should report for work if conditions allow.
Early Departure for Employees	Weather conditions have deteriorated to the point where transportation and health and safety of employees may be jeopardized. Employees should not be required to leave, but instead permitted to leave then or any time after the early departure announcement is made.
Classes and Campus Operations Conducted as Usual	All classes and events will continue as scheduled, but officials will continuously monitor campus conditions and communicate any changes as necessary. Although the university is open during periods of adverse conditions, supervisors and department chairs may alter work schedules to make allowances for unique travel problems

VI. Roles and Responsibilities

A. Office of the President

1. Issue a timely decision to change scheduled operations based on a recommendation from the Executive Policy Group (EPG)

B. Emergency Management

1. Continuously monitor campus conditions.
2. Coordinate consensus recommendations based on conditions and input from operational departments.

C. University Police

1. Continuously monitor campus conditions.
2. Provide input about risk to public safety based on conditions.

D. University Facilities

1. Monitor campus conditions.
2. Work to clear snow and ice from roadways, parking lots, and walkways.
3. Provide input regarding accessibility to the campus based on conditions.

E. University Communications

1. Participate in the recommendation process.
2. Disseminate pertinent and timely information to the campus community.

F. Students, Employees, Guests, and Visitors

1. Use caution and personal judgment when traveling to and from campus.
2. Dress appropriately for protection against conditions.
3. Monitor announcements for information regarding a change in scheduled operations.
4. Use sound judgment and consider all conditions when determining if it is safe to come to or leave campus.

G. Divisions/Departments

1. Conduct a detailed analysis of services to identify the services that must continue during the emergency or resume soon after an event, based on the nature of the emergency.
2. Review the Comprehensive Emergency Management Plan (CEMP) for information about specific emergency scenarios.
3. Identify essential employees based on the nature of the emergency.
4. Notify essential employees of their responsibility to remain at work or to report to work in the in the event of a change in scheduled operations.
5. Approve an alternate work arrangement (e.g., telecommuting) to support university activity and meet the business needs of a department during a change in scheduled operations.
6. Develop a department communication plan to notify appropriate individuals of a change in scheduled operations.

Definitions

Accident - An unexpected or undesirable event, especially one causing injury to a small number of individuals and/or modest damage to physical structures

Activation - The implementation of business continuity capabilities, procedures, activities, and plans in response to an emergency or disaster declaration; the execution of the recovery plan.

After Action Report - Report that summarizes and analyzes performance in both exercises and actual events to capture observations, make recommendations, identify strengths, and identify corrective actions to improve future planning and response initiatives.

Alert - Notification that a potential disaster situation exists or has occurred; direction for recipient to standby for possible activation of disaster recovery plan. A formal notification that an incident has occurred, which may develop into a disaster.

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

Area Command - An organization established to oversee the management of multiple incidents that are each being handled by an Incident Command System organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned.

Area of Rescue - An area, which has direct access to an exit, where people who are unable to use the stairs may remain temporarily in safety to wait further instructions or assistance during emergency evacuation. For example, persons with mobility limitations may not be able to use a stairwell to exit the building when there is a fire. People can wait in the area of rescue safely until rescued by firefighters or emergency rescue teams.

Awareness - The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Business Continuity - An ongoing process supported by senior management and funded to ensure that the necessary steps are taken to identify the impact of potential losses, maintain viable recovery strategies, recovery plans, and continuity of services.

Catastrophe - An event in which a society incurs, or is threatened to incur, such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from other nations.

Catastrophic Event - Any natural or manmade incident, including terrorism, which leaves extraordinary levels of mass casualties, damage and disruption severely affecting the population, infrastructure, environment, and economy.

Command - The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Center - A physical or virtual facility located outside of the affected area used to gather, assess, and disseminate information and to make decisions.

Comprehensive - Consider and take into account all hazards, all phases, all stakeholders and all impacts relevant to disasters.

Consequence - The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Consequences Management - Those planning actions and preparations taken to identify, organize, equip, and train emergency response forces and to develop the executable plans implemented in response to an accident; and, the actions taken following an accident to mitigate and recover from the effects of an accident.

Contingency Planning - Process of developing advance arrangements and procedures that enable an organization to respond to an event that could occur by chance or unforeseen circumstances.

Continuity - An uninterrupted ability to provide services and support, while maintaining organizational viability, before, during, and after an event.

Continuity of Operations (COOP) - Efforts to ensure a viable capability exists to continue essential functions across a wide range of potential emergencies through plans and procedures that delineate essential functions; specify succession to office and the emergency delegation of authority; provide for the safekeeping of vital records and databases; identify alternate operating facilities; provide for interoperable communications; and validate the capability through tests, training, and exercises.

Continuity of Operations Plan (COOP) - A COOP provides guidance on the system restoration for emergencies, disasters, mobilization, and for maintaining a state of readiness to provide the necessary essential functions to support the mission requirements/priorities identified by the respective functional proponent.

Coordinate/Coordination - To advance an analysis and exchange of information systematically among partner organizations who have or may have a need to know certain information to carry out specific incident management responsibilities.

Crisis - A crisis is an incident, event, circumstance, or series of incidents, events, or circumstances that has, or has the potential to, significantly and negatively impact financial results, image, reputation, or relationships with customers, investors, regulators, employees, or the general public.

Crisis Action Planning - The planning process that takes existing contingency plans and procedures and rapidly adapts them to address the requirements of the current crisis or event of concern in a compressed timeframe.”

Crisis Management - Crisis management is a program similar in structure to emergency management and business continuity. It includes a process to identify potential causes of crises and includes activities to prepare the organization for response to, and recovery from, a crisis. Crisis management is a strategic and overarching program designed to protect the organization itself.

Critical Incident Stress Management - Critical Incident Stress Management (CISM) provides an organized approach to the management of stress responses for personnel having been exposed to a traumatic event in the line of duty. The use of CISM may decrease post-traumatic stress disorder, acute stress disorder, workman’s compensation claims, fatalities, injuries, and suicide.

Cyber Security - The prevention of damage to, unauthorized use of, or exploitation of, and, if needed, the restoration of electronic information and communications systems and the information contained therein to ensure confidentiality, integrity, and availability. Includes protection and restoration, when needed, of information networks and wireline, wireless, satellite, public safety answering points, and 911 communications systems and control systems.

Damage Assessment - An appraisal or determination of the number of injuries or deaths, damage to public or private property, status of critical facilities, services, communication networks, public works and utilities, and transportation resulting from a man-made or natural disaster.

Disaster –A man-made or natural disaster resulting in severe property damage, injuries and/or death within a community or multi-jurisdictional area that requires local, state, and federal assistance to alleviate damage, loss, hardship, or suffering.

Drill - A drill is a coordinated, supervised activity usually employed to validate a specific operation or function in a single agency or organization. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills. Drills are narrow in scope and typically focus on a specific aspect of an operation. Drills can be used to determine if plans can be executed as designed, to assess whether more training is required, or to reinforce best practices. In addition to being a valuable stand-alone tool, a series of individual drills can also be useful in preparation for a larger exercise.

Electro-Magnetic Pulse (EMP) - An EMP acts like a stroke of lightning but is stronger, faster, and shorter. An EMP can seriously damage electronic devices connected to power sources or antennas. This includes communication systems, computers, electrical appliances, and automobile or aircraft

ignition systems. The damage could range from a minor interruption to actual burnout of components

Emergency – A sudden and usually unforeseen event that calls for immediate measures to minimize its adverse consequences

Emergency Conditions – Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.

Emergency Management - Emergency management is the discipline and profession of applying science, technology, planning, and management to deal with extreme events that can injure or kill large numbers of people, do extensive damage to property, and disrupt community life. The coordination and integration of all activities necessary to build, sustain and improve the capabilities to prepare for, respond to, recover from, or mitigate against threatened or actual disasters or emergencies, regardless of cause.

Emergency Manager - The person who has the day-to-day responsibility for emergency management programs and activities. The role is one of coordinating all aspects of a jurisdiction's mitigation, preparedness, response, and recovery capabilities.

Emergency Operations Center - The physical location at which the coordination of information and resources to support incident management activities normally takes place.

Emergency Support Function (ESF) - A functional area of response activity established to facilitate coordinated delivery of assistance required during the response phase to save lives, protect property and health, and maintain public safety.

Epidemic - An unusual increase in the number of cases of an infectious disease which already exists in the region or population concerned. The appearance of a significant number of cases of an infectious disease introduced in a region or population that is usually free from that disease.

Essential Employee - An employee who has been deemed necessary by their supervisor and is expected to report to or remain at work during a change in scheduled operations. Employees who are deemed necessary may vary depending on the conditions.

Evacuation – The organized, phased, and supervised withdrawal, dispersal, and removal of persons from dangerous, or potentially dangerous, areas and their reception and care in safe areas.

Event - A planned, non-emergency activity. Incident Command System (ICS) can be used as the management system for a wide range of events, i.e. Commencement, concerts, or sporting activities. The event Incident Action Plan (IAP) usually includes contingency plans for possible incidents that might occur during the event.

Exercise - A simulated occurrence of a man-made or natural emergency or disaster involving planning, preparation, operations, practice and evaluation. An instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises provide opportunities to practice and test capabilities and to improve and maintain proficiency in a controlled environment. Exercises assess and validate policies, plans, and procedures, and clarify and familiarize personnel with roles and responsibilities. Exercises improve interagency coordination and communication, highlight gaps, and identify opportunities for improvement.

Fatality - A death caused by Accident or Violence.

First Responder - A person who, in the course of their professional duties of responding to emergencies, and in the early stages of an incident, is responsible for the protection and preservation of life, property, evidence, the environment, and for meeting basic human needs.

Forecast - Statement or statistical estimate of the occurrence of a future event. This term is used with different meanings in different disciplines, as well as “prediction”.

Georgia Emergency Management Agency (GEMA) - A state agency established by state law, responsible for statewide emergency management mitigation, preparedness, response and recovery activities within the State of Georgia.

Hazard - A natural, technological or social phenomenon that poses a threat to people and their surroundings.

Hazard Mitigation - Any measure that will reduce potential damage to property, persons or life from a disaster or emergency from a predetermined possible hazard.

Hazardous Materials (HAZMAT) - Substances or materials which may pose unreasonable risks to health, safety, property, and/or the environment when used, transported, stored, or disposed of.

Hazardous Materials Incident - An occurrence resulting in the uncontrolled release of hazardous materials accident capable of posing a risk to health, safety, and property.

Hot Wash - Informal debriefing after an exercise or after an exercise phase or segment. An opportunity for important evaluative and procedural (i.e., safety-related) issues to be recorded while they are fresh in the participants’ minds.

Incident – An occurrence or event, natural or manmade caused, that requires an emergency response to protect life or property.

Incident Action Plan (IAP) - Contains objectives reflecting the overall incident strategy, specific tactical actions and supporting information for the next operational period. The Plan may be oral or written. When written, the Plan may have a number of forms as attachments (e.g., traffic plan, safety plan, communications plan, map, etc.).

Incident Command - The organizational element responsible for overall management of the incident and consisting of the Incident Commander and any assigned supporting staff.

Incident Command Post (ICP) - Field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS) - A standardized, on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

Incident Commander (IC) - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Infectious disease - Disease caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another.

Infrastructure - The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Liaison Officer - A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government - County, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; or a rural community, unincorporated town or village, or other public entity.

Mass Casualty - Any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood, earthquake, or armed attack that exceeds local logistic support capabilities

Memorandum of Understanding (MOU) - A written memorandum of understanding between agencies and organizations to share resources and assistance during an emergency or disaster.

Mission Essential Functions (MEFs) - The limited set of department- and agency-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities.

Mitigation - Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards.

Mutual Aid Agreement (MAA) - A written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.”

National Incident Management System (NIMS) - A set of principles that provide a systematic, proactive approach guiding government agencies at all levels, non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate against the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life, damage to property, and harm to the environment.

National Weather Service - The federal agency tasked with providing localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Pandemic - An epidemic (a sudden outbreak) that becomes very widespread and affects a whole region, a continent, or the world.

Power Outage - An interruption or loss of electrical service due to disruption of power generation or transmission caused by accident, sabotage, natural hazards, equipment failure, or fuel shortage.

Preparedness - The range of deliberate critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required activities and resources to mitigate risk

Prevention - Involves actions to interdict, disrupt, pre-empt or avert a potential incident. This includes homeland security and law enforcement efforts to prevent terrorist attacks.

Protection - Actions to reduce the vulnerability of critical infrastructure or key resources in order to deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies.

Public Information - The term “public information” refers to any text, voice, video, or other information provided by an authorized official and includes both general information and crisis and emergency risk communication

Public Information Officer (PIO) - Responsible for communicating with the public, media, and/or coordinating with other agencies, as necessary, with incident related information requirements. The

PIO is responsible for developing and releasing information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.

Recovery - Recovery involves actions, and the implementation of programs, needed to help individuals and communities return to normal. Recovery programs are designed to assist victims and their families, restore institutions to sustain economic growth and confidence, rebuild destroyed property, and reconstitute government operations and services. Recovery actions often extend long after the incident itself. Recovery programs include mitigation components designed to avoid damage from future incidents.

Resilience - The ability of systems, infrastructures, government, business, and citizenry to absorb and/or quickly recover from an adverse event or series of events caused by attack or natural disaster which may cause harm, destruction, or loss of national significance and to restore minimum essential operations and reduce the consequences of its degradation or failure regardless of its cause

Resources – Personnel, equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response - Activities to address the immediate and short-term actions to preserve life, property, environment, and the social, economic, and political structure of the community.

Risk - Risk is generally defined as the combination of the frequency of occurrence, vulnerability, and the consequence of a specified hazardous event.

Safety Data Sheet (SDS) - A compilation of information required under the OSHA Hazard Communication Standard on the identity of hazardous chemicals, health and physical hazards, exposure limits, and precautions. Formerly Material Safety Data Sheets (MSDS).

Seminar - A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures (e.g., a seminar to review a new Evacuation Standard Operating Procedure).

Shelter - A designated facility that provides temporary congregate care for individuals and families who have been forced from their homes by an emergency or disaster.

Shelter-in-Place - Taking emergency refuge within the nearest designated safe area until notification or determination that the situation has been resolved.

Situation Awareness - The process of evaluating the severity and consequences of an incident and communicating the results.

Staging Area - A location pre-selected for emergency management equipment, vehicles, and personnel to begin coordinated operations, deployment of personnel to host jurisdictions and other assistance to affected communities.

Standard Operating Procedures (SOP) - Directions, detailing task assignments, and a step-by-step process of responsibilities relating to organizational response.

State of Emergency - The condition declared by the University President when, in his or her judgment, a threatened or actual disaster is of sufficient severity and magnitude to warrant disaster assistance from other state organizations and institutions.

State Operations Center (SOC) - Permanent facility designated by the State Emergency Management Agency as the central location for information gathering, disaster analysis, and response coordination before, after and during a disaster.

Strategic Plan - A long-range planning document that defines the mission of the Agency and broadly identifies how it will be accomplished, and that provides the framework for more detailed annual and operational plans.

Tabletop Exercise (TTX) - An activity that involves key personnel discussing simulated scenarios in an informal setting. This type of exercise can be used to assess plans, policies, and procedures or to assess the systems needed to guide the prevention of, response to, and recovery from a defined incident. TTXs typically are aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and achieving changes in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving, rather than the rapid, spontaneous decision making that occurs under actual or simulated emergency conditions.

Terrorism – A premeditated threat or act of violence, against noncombatant persons, property, environmental, or economic targets, to induce fear or to intimidate, coerce or affect a government, the civilian population, or any segment thereof, in furtherance of political, social, ideological, or religious objectives

Unified Command - An Incident Management System application used when more than one agency or department has incident jurisdiction or when incidents cross political jurisdictions. Department work together through the designated members of the Unified Command, often the senior person from departments participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Volunteer - Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Vulnerability - A weakness, condition or quality of being open to exploitation, or exposed to natural or man-made threats, harm or attack

Workshop - A workshop resembles a seminar, but is employed to build specific products, such as a draft plan or policy (e.g., a Training and Exercise Plan Workshop is used to develop a Multi-year Training and Exercise Plan).

Warning - Alerting local government, agencies and organizations with emergency support function responsibilities, and the public regarding the threat of extraordinary danger (e.g., tornado warning, hurricane warning, severe storm warning) and that such occurrence has been sighted or observed specifying related effects that may occur due to this hazard. A warning is issued by the National Weather Service to let people know; that a severe weather event is already occurring or is imminent. People should take immediate safety action. Dissemination of message signaling imminent hazard which may include advice on protective measures.

Watch - Indications by the National Weather Service that, in a defined area, conditions are possible or favorable for the specific types of severe weather (e.g., flashflood watch, tropical storm watch). Issued to let people know that conditions are right for a potential disaster to occur. It does not mean that an event will necessarily occur. People should listen to their radio or TV to keep informed about changing weather conditions.

Acronyms

AAR	After Action Report/After Action Review
AED	Automated External Defibrillator
ADA	Americans with Disabilities Act
AI	Avian Influenza
ARC	American Red Cross
AVP	Assistant/Associate Vice President
CBRNE	Chemical, Biological, Radiological, Nuclear or Explosive
CDC	Center for Disease Control and Prevention
CEM	Certified Emergency Manager
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CISD	Critical Incident Stress Debriefing
CMT	Crisis Management Team
CONOPS	Concept of Operations
COOP	Continuity of Operations
CP	Command Post
CPR	Cardiopulmonary Resuscitation
DHS	Department of Homeland Security
DPS	Department of Public Safety
EAP	Emergency Action Plan
EAS	Emergency Alert System
EH&S/EHS	Environmental Health and Safety
EM	Emergency Management
EMA	Emergency Management Agency
EMAP	Emergency Management Accreditation Program
EMC	Electric Membership Corporation
EMI	Emergency Management Institute
EMP	Emergency Management Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPG	Executive Policy Group
ERT	Emergency Response Team
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FEOC	Forward Emergency Operations Center
FOG	Field Operations Guide
GEMA	Georgia Emergency Management Agency
GIS	Geographic Information Systems
GSAR	Georgia Search and Rescue
HAZMAT	Hazardous Material

HHS	Health and Human Services
HMGP	Hazard Mitigation Grant Program
HPAI	Highly Pathogenic Avian Influenza
HVAC	Heating, Ventilation, and Air Conditioning
IAEM	International Association of Emergency Managers
IAP	Incident Action Plan
IC	Incident Command or Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ITS	Information Technology Services
JIC	Joint Information Center
JITT	Just in Time Training
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NCAA	National Collegiate Athletic Association
NEMA	National Emergency Management Association
NFPA	National Fire Protection Administration
NGO	Non-Governmental Organization
NHPA	National Historic Preservation Act
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OCGA	Official Code of the State of Georgia
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
POD	Point of Dispensing or Point of Distribution
POETE	Planning, Organization, Equipment, Training and Exercise
PPE	Personal Protective Equipment
PSA	Public Service Announcement
Q&A	Questions and Answers
RA	Resident Assistant
SARA	Superfund Amendments and Reauthorization Act of 1986
SERC	State Emergency Response Commission
SHS	Student Health Services
SITREP	Situation Report
SO	Safety Officer
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
THIRA	Threat Hazard Identification and Risk Assessment
UC	Unified Command
USG	University System of Georgia

USO	University System Office
VOAD	Voluntary Organizations Active in Disasters
WHO	World Health Organization

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Hazard Analysis

I. Purpose and Scope:

This Support Annex documents the results of the Hazard and Risk Analysis performed by the Emergency Management Planning Committee as part of the revision to the Emergency Management Plan.

II. Situation Overview:

The FEMA document, Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101 Version 2.0, was used to aid in the development of a new Comprehensive Emergency Management Plan for UWG. To ensure the emergency management plan reflects the institution, Step 2 of the process “Understand the Situation” had the planning team identify Threats and Hazards, then assess risk to the institution for each one of these threats and hazards. These hazards and threats assisted in preparedness and response planning and determining the need for Incident Specific Annexes.

III. Planning Assumptions:

- A. A broad cross section of the university community participates in the assessment.
- B. Historical information on the region, state and university are available.
- C. All significant hazards and threats are considered.

IV. Methodology

- A. The Emergency Management Planning Committee:
 - 1. Developed an extensive list of possible hazards and threats to the Region, University, Divisions, Departments, programs and personnel.
 - 2. Discussed and agreed upon a final UWG hazards and Threat list
 - 3. Evaluated each hazard and threat in the following areas: Probability of Occurrence, Magnitude of Impact, Warning Time, Duration of Event and Level of Risk, considering the diverse areas of the University. This involved small groups and then a final scoring of the results as a planning Group.
- B. The Hazards and Threat list and the Risk Scoring chart were used to develop the UWG Comprehensive Emergency Management Plan (CEMP).

V. Products

- A. UWG Hazards and Threats list, attachment 1
- B. UWG Hazard Risk Scoring, attachment 2
- C. Meeting participation, presentations and worksheets (file copy)

Attachment 1

UWG Hazards and Threats (Bold items updated March 8, 2019)

- Severe Weather
 - Tornadoes
 - Tropical Storms
 - Winter Weather
 - Flooding
 - Severe Thunderstorms
 - Excessive Heat/Drought
- Mass Casualty/Fatality
- Infrastructure Failure
 - Utility (Electric, Gas, Water, Sewage)
 - **Information Technology**
 - Telecommunications
 - Network
 - Building Collapse
 - Roads
- Fire/Wildfire
- **Off Campus Incident**
- Death on Campus
- Hazardous Material Event
- Public Safety Threats
 - Civil Disturbance
 - Active Shooter
 - Bomb Threat
 - Cyber Event
 - Suspicious Package
- Health and Wellness
 - Seasonal Flu
 - Food/Water Born Illness
 - Pandemic
 - Mental/Behavioral Health
 - Air Quality
 - **Environmental Quality**
- Transportation incident
 - On Campus
 - Off Campus

Attachment 2

UWG Hazard Risk Scoring (as of May 16, 2018, no changes in 2019)

Hazard	Subset	Probability	Magnitude	Warning	Duration	Risk Priority
Severe Weather		4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
	Tornado	4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
	Winter Weather	4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
	Severe Thunderstorms	4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
Mass Casualty Event		4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Infrastructure Failure		4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
Fire/Wildfire		4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
Death on Campus		4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
HAZMAT		4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low
Heat Stress/Heat Exhaustion		4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
Public Safety Threats		4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Health Emergency		4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
Transportation Incident		4 - Highly Likely 3 - Likely 2 - Possible 1 - Unlikely	4 - Catastrophic 3 - Critical 2 - Limited 1 - Negligible	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	4 - Minimal 3 - 6-12 Hours 2 - 12-24 Hours 1 - 24+ Hours	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low

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Mutual Aid

I. Purpose and Scope

The university will build relationships to include; memorandums of understanding, and mutual aid agreements with peer campuses, and civic agencies to meet the needs of emergency and recovery objectives.

II. Situation Overview

Mutual aid agreements are critical to respond to major natural and human caused hazard incidents based on limited university resources. Agreements are in place for fire, law enforcement, and emergency medical services with local community responding agencies. Georgia Code §36-69-4 “Powers and duties of employees of political subdivision or institution within the University System of Georgia who are rendering aid” states: Whenever the employees of any political subdivision or institution within the University System of Georgia are rendering aid outside their political subdivision or campus, respectively, and pursuant to the authority contained in this chapter, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution in which they are normally employed.

III. Planning Assumptions:

- A. University resources shall be used first. When the event overwhelms university resources, then other system assets or mutual aid agreements will be utilized.
- B. Critical infrastructure, equipment, and supplies needed to respond to an emergency may be unavailable to due to the disaster. This may complicate, delay, or reduce the effectiveness of the response.
- C. Key vendors, contractors, and suppliers may be disrupted during an emergency.

IV. Concept of Operations

- A. Mutual Aid agreements with have been established between the University of West Georgia and the following city/county governments where the University has a Campus or Center. These include:
 - 1. City of Carrollton
 - 2. Carroll County
 - 3. City of Newnan
 - 4. Coweta County
- B. A department requesting assistance shall be responsible for all direct costs incurred by other university departments that are related to providing that assistance.
- C. UWG Emergency Management and Police Department will coordinate with local officials during emergencies to share resource availability and needs.
- D. Agreements are approved by the Board of Regents after signing by the University’s President and the chief executive officer from each community. Copies of the agreements are kept by the UWG Police Department and with the chief executives from the respective jurisdictions.

- E. Appendix 1, Board of Regents Mutual Aid Agreement Instructions and Appendix 2 Mutual Aid Template, provide guidance in establishing mutual aid agreements.

Appendix 1: Board of Regents Mutual Aid Agreement Instructions (April 2018)

The mutual aid Memorandum of Understanding (“MOU”) template is for use by USG law enforcement agencies with their local city or county law enforcement agencies.

IMPORTANT: The MOU is NOT considered to be approved until after the Board of Regents approves. This is a change to past practice.

Have both parties sign three original copies. When signatures have been received from the local agency and the President of the institution, mail the signed copies to:

Bruce Holmes
Board of Regents for the
University System of Georgia
270 Washington St SW
Atlanta, GA 30334

Once received, MOU’s will be presented to the Board of Regents at the earliest opportunity.

NOTE: Agendas for the Board are set weeks in advance, so agreements received a few weeks prior to a meeting may be presented at subsequent meetings.

After presentation to the Board, the Chief of the institution submitting the MOU will receive an email notice as to the actions of the Board. Originals will be returned to the institution to distribute to local agency heads as necessary within a few days.

Appendix 2: Mutual Aid Template (April 2018)

Memorandum of Understanding

This Memorandum of Understanding (hereinafter referred to as “MOU”) is entered into on the [date] of [Month], [Year], by and between the [city or county or county sheriff] and the [institution name], an institution within the University System of Georgia and the Board of Regents for the University System of Georgia. [City or County or County Sheriff] and the [institution] are hereinafter collectively referred to as “Party” or “Parties.” This agreement incorporates by reference standards contained in O.C.G.A. § 36-69-1 et seq., including subsequent amendments thereto.

I. Purpose

WHEREAS, responses to emergency or special circumstances may exceed the immediate resources, skill, and equipment capacities of either Party’s law enforcement agency, the [city or county or county sheriff] and the [institution name] may request that the other Party provide certified police officers to assist in providing law enforcement services.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 et seq., [institution name] is authorized to furnish assistance extraterritorially to [city or county or county sheriff] upon the approval of Board of Regents for the University System of Georgia and the President of [institution name] with this MOU.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 et seq., [city or county or county sheriff] is authorized to furnish assistance extraterritorially to [institution name] with the approval of the President of [institution name], as well as the governing body for the local political subdivision or county sheriff, as applicable.

NOW, THEREFORE, the parties agree as follows:

1. Purpose: The purpose of this MOU is to permit each Party to assign law enforcement officers to the other Party for law enforcement services within the [city or county] or on the [institution name] campus as requested by the law enforcement agencies of the Parties. In accordance with O.C.G.A. § 36-69-8, nothing in this MOU shall be construed as creating a duty on the part of the Parties to respond to a request for assistance, or to stay at the scene of a local emergency for any length of time.
2. Requests: Requests for assistance may be made by the [title] of [city or county agency name] or [title] of [institution AGENCY name] in a local emergency, in the prevention or detection of violations of any law, in the apprehension or arrest of any person who violates a criminal law of this state, or in any criminal case.
3. Authorities: The senior officer of the requesting Party shall be in command of the local emergency as to strategy, tactics, and overall direction of the operations.

4. Powers and Duties of Responding Personnel: In accordance with O.C.G.A. § 36-69-4, responding employees of either Party “shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution in which they are normally employed.”

5. Responsibility for Expenses and Compensation of Employees: Parties responding to requests in conformance with this MOU shall pay any expense for furnishing of their own equipment, loss or damage to such equipment, and costs incurred in operation and maintenance of their equipment.

Responding Party shall compensate responding employees during the time they are rendering aid and defray actual travel expenses of employees. Compensation shall include compensation due to personal injury or death while employees are rendering aid. (O.C.G.A. § 36-69-5.)

II. Effective Date

This agreement shall take effect upon execution and approval by the hereinafter named officials, including the Board of Regents for the University System of Georgia, and shall continue in full force and effect unless terminated by any or all of the parties herein.

WHEREFORE, the parties hereto cause these presents to be signed in the ____ day of _____, 20__

[County/City Official or Sheriff Signature]

[Institution President Signature]

[Name and Title County/City Official
or Sheriff, Printed]

[President –Name and Title, Printed]

Presented to and approved by the Board of Regents:

[Secretary to the Board Signature]

Date

[Name of Secretary to the Board, Printed]

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BOARD OF REGENTS OF THE
UNIVERSITY SYSTEM OF GEORGIA

**EMERGENCY
NOTIFICATION PLAN**

Revised January 2017

Part I. Purpose, Scope & Authority

A. Purpose

To establish procedures for University System of Georgia (USG) Unit(s), University System Office Departments/Divisions to notify University System Office core personnel of incidents or emergency situations.

B. Scope

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

C. Authority

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

D. Responsibility

1. The USO Safety and Security office will be responsible for conducting an annual review of the Emergency Notification Plan, completing revisions as required.
2. USG Units are responsible for maintaining accurate, up-to-date contact information for core personnel and providing the information to the USG Chief of Police.
3. USG Chief of Police/Alternate, Vice Chancellor for Communications and Governmental Affairs/designee and Executive Vice Chancellor for Administration will coordinate notifications to the Board of Regents, and/or other agencies as required.

E. Distribution

This plan will be disseminated to:

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

F. Requests for USG Resources

1. Each institution will complete and submit a critical resource inventory when requested by the USG Chief of Police for inclusion in the USG Coordination Plan. NOTE: dependent upon specific situations or needs, the USG Chief of Police may request inventory updates or resource information apart from GEMA requests.
2. Requests received from, or in response to Georgia Emergency Management Agency requests:

In the event USG resources, personnel and/or equipment are requested by the Georgia Emergency Management Agency, the USG Chief of Police will be notified and will coordinate the response to the request.

3. Requests received by USG Unit(s) by local agencies, or in response to localized emergency:

The USG Unit will coordinate requests received by USG Unit (s) in response to local mutual aid response agreements. USG units will direct requests for resources beyond their capability to the USG Chief of Police.

G. Notification Procedure

Institutions and USO personnel will notify the USG Chief of Police as defined in Parts II & III, and/or when a request is received for resources in response to an emergency as noted in F above as follows:

1. Bruce Holmes, USG Chief of Police
Cell 678-561-4745
Cell 404-831-2959
Office 404-962-3157
Email bruce.holmes@usg.edu

In the event the Chief cannot be contacted:

2. Lacey Kondracki, Inspector
Cell 404-416-0049
Office 404-962-3189
Email Lacey.kondracki@usg.edu
3. Sandra Neuse, Associate Vice Chancellor for Development & Administration
Office 404-962-3162
Cell 404-831-2961
Email Sandra.Neuse@usg.edu

F. USO Notifications

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

1. Chancellor
2. Executive Vice Chancellor of Administration
3. Vice Chancellor for Communications and Governmental Affairs
4. Others as required by situation/incident

Part II. Definitions

A. Situation Definitions

For the purposes of this Emergency Notification Plan, situations are defined as follows:

1. **Disaster** – Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
2. **Emergency** – Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.
3. **Emergency Conditions** – Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.
4. **Incident** – Any situation or event that may result in the temporary disruption of operations; impair the use of facilities; or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced.

B. USG Unit Core Personnel

1. President
2. Chief Business Officer
3. Chief Information Officer
4. Chief Academic Officer
5. Emergency Coordinator
6. Physical Plant Director
7. Chief of Police
8. Media Relations

C. USO Core Personnel

1. Chancellor
2. Executive Vice Chancellor of Administration
3. Vice Chancellor for Communications and Governmental Affairs
4. Vice Chancellor of Legal Affairs
5. Vice Chancellors – as required
6. USG Chief of Police

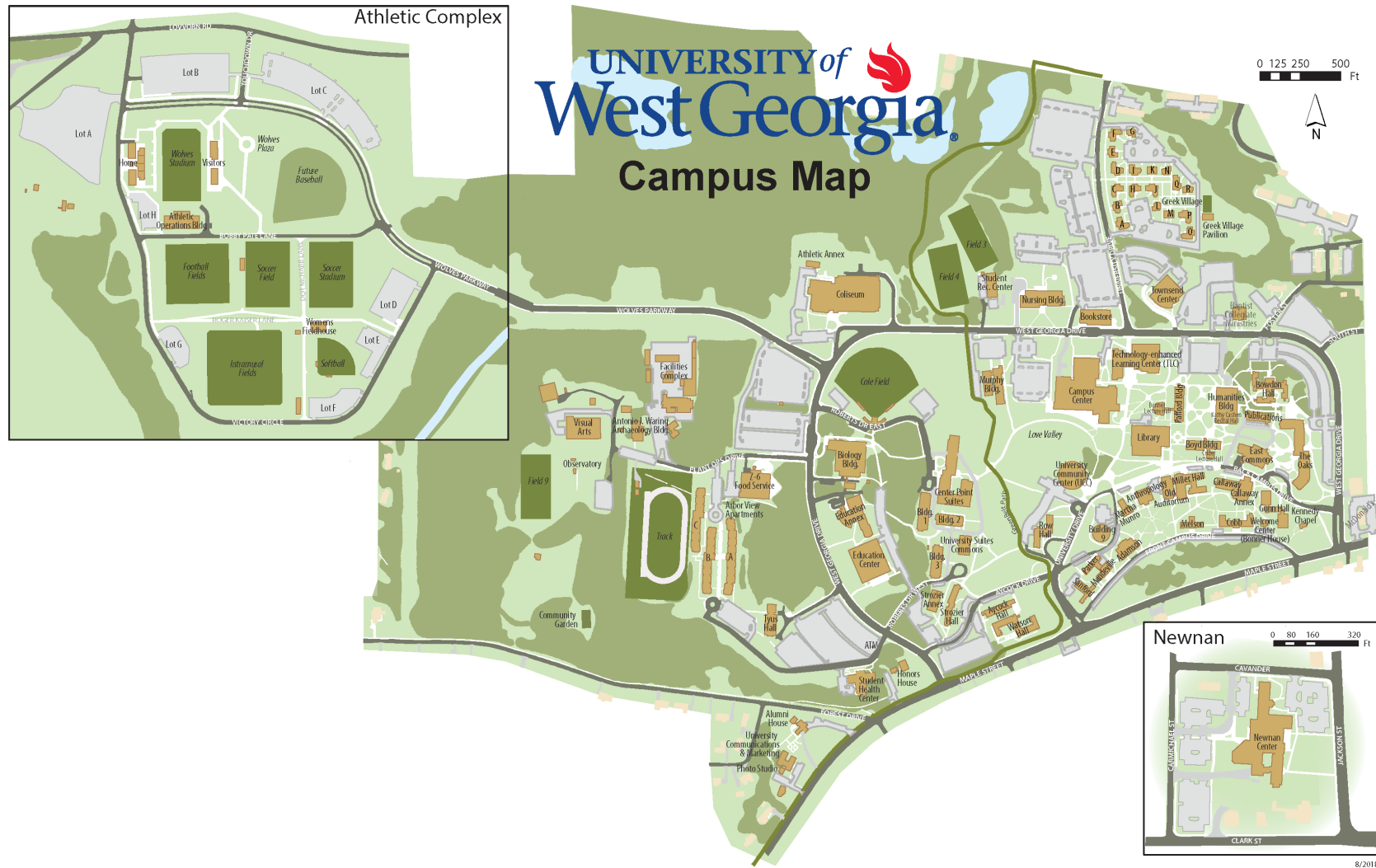
Part III. General Responses/Notifications

USG Unit(s)

The following diagram provides general guidance for USG Unit(s) and USO in notifying the Director of Safety & Security, USO.

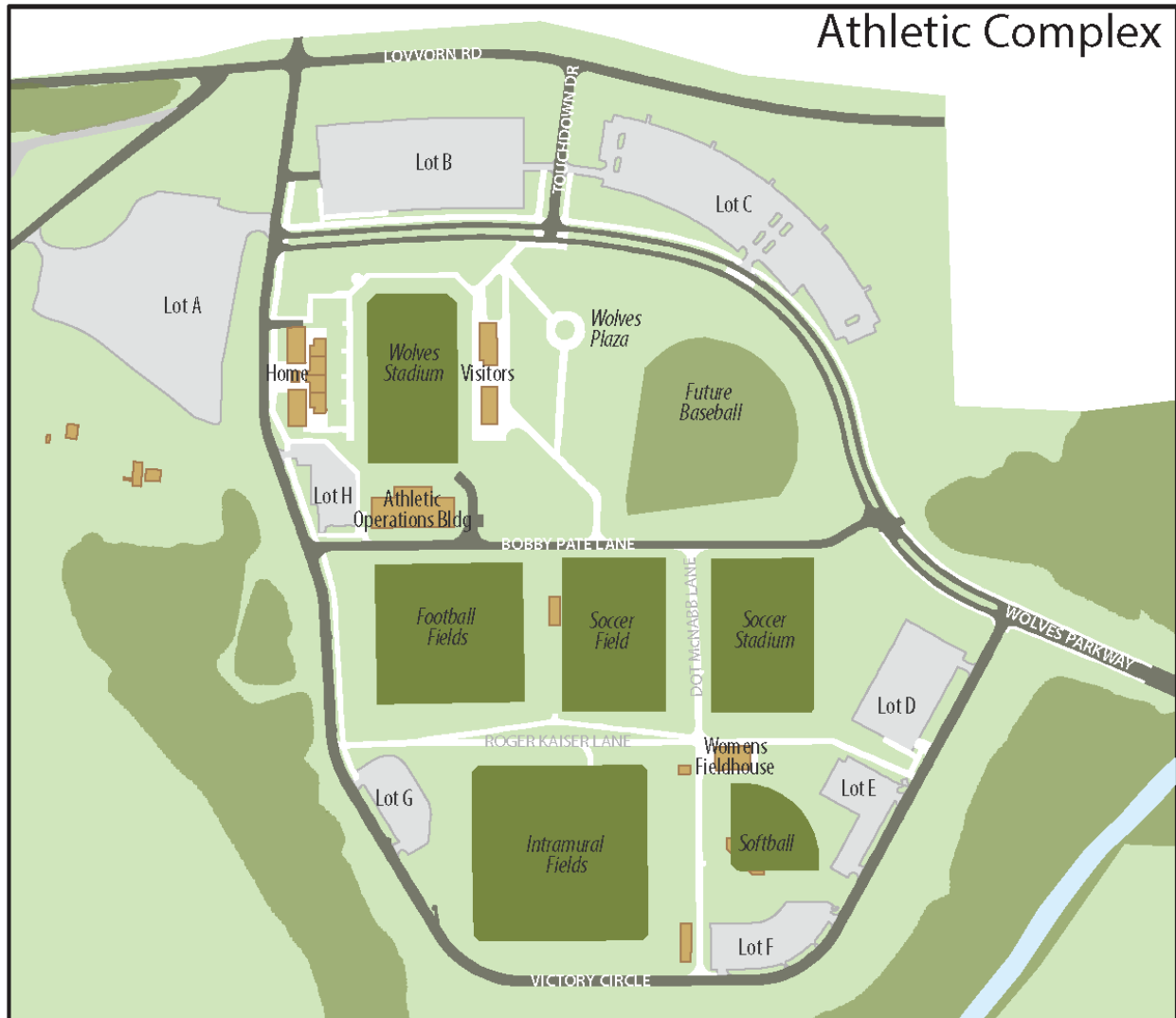
	Event			
	Incident	Emergency Conditions	Emergency	Disaster
Definition	Any situation or event that may result in the temporary disruption of operations; impair the use of facilities; or place the institution or System at greater risk. The primary threat to the institution may have ended or been greatly reduced.	Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.	Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well being, and which disrupts the overall operation of the Unit or Department/Division.	Any event or occurrence that seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
Operations	No disruption to minor disruption	Minor temporary disruption	Medium to severe interruption	Full interruption of operations
Duration	Generally event has concluded prior to being reported	Predictable amount of time, generally not exceeding 48 hours	Extended period of time in the response and recovery from the event.	Extended period of time to allow for recovery
Response	Limited to standard USG Unit, USO response(s)	USG Unit/USO, or local services responses	Low to high response required from USG Unit, USO and/or off-campus personnel.	Significant response from local, state and/or federal agencies, as well as other USG Unit(s) or USO personnel.
Notification	USG Chief of Police is notified as soon as practicable to allow for timely System office notifications and mitigation of risk.	USG Chief of Police is notified as soon as possible.	USG Chief of Police is notified as soon as possible.	USG Chief of Police is notified as soon as possible.
Examples	Serious crimes, such as felonies, involving students, on or off campus; facility evacuations due to fires or threats of violence.	Threats of violence or harm to others have been received; Confirmed case of Pandemic type flu	Long-term power outages, other than routine maintenance/repairs; structure failures.	Severe flooding, and/or facility damage, injuries, from severe weather event.

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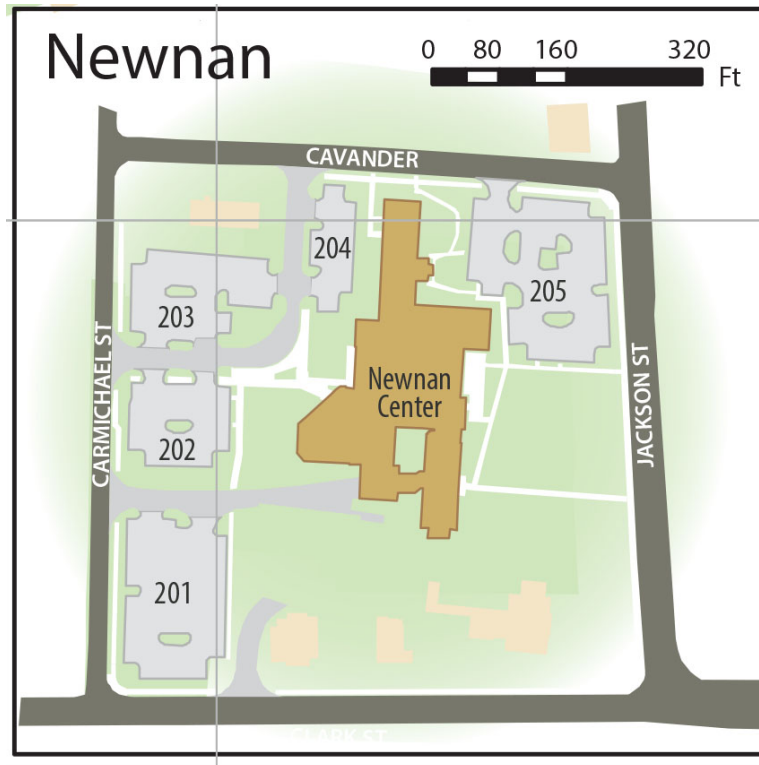


8/2018

Athletic Complex



Newnan Center



Severe Weather Support Annex

I. Purpose and Scope

This annex describes how UWG will act to protect lives and property during severe weather events, and how the University will effectively utilize resources to maintain an appropriate level of operation during severe weather. The Severe Weather Incident Annex supports the University of West Georgia (UWG) Comprehensive Emergency Management Plan (CEMP) Basic Plan and applies to all Faculty and Staff of the university. This incident annex outlines details associated with severe weather planning, preparedness, response, and recovery. It includes descriptions of the hazards and threats the University faces, and actions to be taken. The National Weather Service has recognized UWG as a Weather Ready Nation (WARN) Ambassador.

II. Situation Overview

The University of West Georgia is vulnerable to a variety of severe weather hazards. This incident annex addresses the hazards associated with severe thunderstorms, tropical cyclones, floods, and winter weather. When severe weather occurs, the impacts can be devastating and may affect multiple jurisdictions simultaneously. When the university is impacted the response team must respond in a timely, organized, and efficient manner in order to save lives, mitigate property damage, and restore a sense of normalcy. On rare occasions, UWG may be forced to curtail or suspend operations due to severe, inclement weather.

III. Assumptions

- A. A severe weather event could strike at any time of year.
- B. UWG will normally have sufficient warning for severe weather events, but some events (tornadoes, etc.) may occur with little or no warning.
- C. Severe weather event may require cooperation/coordination of internal and external departments, organizations, and agencies to include, university, city, county, state, and federal entities.
- D. Local, state, and federal services may not be available.
- E. Basic services, including electricity, water, natural gas, heat, telecommunications, and other information systems may be interrupted.
- F. Buildings and other structures may be damaged.
- G. UWG may experience severe weather events which will impact operations and may require the cancelation of classes or closure of the University.

IV. Concept of Operations

The Severe Weather Plan is designed to incorporate all areas of comprehensive emergency management—mitigation/prevention, preparedness, response, and recovery. The plan is flexible in that part or all of the plan may be activated based on the specific emergency and decisions by University senior leadership.

- A. The plan's critical objectives are:
 - 1. Preservation of life.
 - 2. Protection of the university's physical assets
 - 3. Return to normal academic and business operations.
 - 4. Ensure a quick response to a severe weather event.

B. Plan Operation

The Director of Emergency Management or alternate, will reference the plan to prepare the campus for severe weather or when a severe weather event occurs that significantly impacts the University. The Director or alternate also serves as the Emergency Operations Center (EOC) Director.

C. Plan considerations:

1. Activate the EOC, as needed.
2. Work with University Communications and Marketing (UCM) personnel to activate their Crisis Communication Plan when needed and release information on possible & actual significant severe weather events.
3. Maintain frequent communication and coordination with key local and state partners
4. Provide regular updates and/or operational recommendations to the Executive Policy Group (EPG).

D. Emergency Operations Center (EOC)

The purpose of the EOC is to serve as the single focal point for the management of information, decision-making, and resource support and allocation in an emergency and recovery process and sharing of this information with the University President, or designee(s).

The primary functions of the EOC are to:

1. Provide support to the emergency site Incident Commander, if applicable.
2. Advise the EPG and/or determine policy direction as needed, especially with regard to ongoing operations of the campus.
3. Provide resources needed by the campus.
4. Provide “one voice” in communicating emergency information to the public (normally, UCM personnel fill this role).

E. Assignment of Responsibilities

1. Emergency Management
 - a) Continually monitor the weather and provide timely updates as needed.
 - b) When severe weather is forecasted to impact the University, brief leadership as needed
 - c) Activate the EOC when or prior to (if able) significant weather impacts the University.
 - d) Request additional departmental personnel, as needed by the specific event.
 - e) Provide EPG a recommendation to delay, dismiss, or cancel classes and/or routine operations, as required by the specific event. The final decision to delay, dismiss or cancel classes and/or routine operations rests with the President, or designee(s).
2. University Communications and Marketing (UCM)
 - a) Increase awareness of importance of severe weather preparedness.
 - b) Develop and distribute press releases with regard to weather cancellations. This includes updating social media (Twitter, Facebook and campus home page)
 - c) UCM representative report to designated EOC upon request.

V. Direction, Control, and Coordination

A. Communication During and After the Emergency

The primary objective is to provide timely and accurate information to the university's stakeholders in response to a severe weather threat or emergency. UCM will implement their crisis communications plan to ensure this objective is met.

Communication goals:

1. Identify personnel with communications responsibilities, and develop lines of response and contingency plans.
2. Identify communications approval processes.
3. Provide information about the university's Severe Weather Plan and advise stakeholders where to find information.
4. Ensure stakeholders have access to accurate and timely information to respond appropriately.
5. Speak with one voice, through internal publications, designated media spokespersons and official UWG websites and accounts.
6. Develop and/or implement crisis communications plan.

VI. Notifications and Warning

- A. The University has a multi-layered emergency warning notification program. There is no way to reach everyone instantly with a single message or system. The objective is to balance the need to provide warnings as quickly as possible with the need to ensure accuracy and provide helpful safety instructions to our campus community. This plan may be used to keep the stakeholders informed of a severe weather emergency.
- B. Multiple communication systems and processes make up the warning notification system. Activation of all or part of the overall warning notification system will be determined by the Incident Commander, EM and/or senior leadership, as time permits.
- C. Functional Annex A, Notifications and Warning provides detailed information on activation protocols and concept of operations.

VII. General Guidance for Severe Weather-Related Emergencies

Follow these general recommendations if severe weather occurs:

- A. If weather conditions appear threatening, listen for a Watch or Warning through commercial radio, weather radio, and local television. The outdoor warning sirens on the campus will be activated during a tornado warning.
- B. Keep a small, battery-operated radio on hand. It is a good way to stay informed.
- C. Use telephones for emergency calls only.
- D. Stay away from downed power lines. DO NOT handle live electrical equipment in wet areas.
- E. Leave the area immediately if you smell gas or vapors from chemicals.
- F. Help injured persons, if you can do so without putting yourself at risk of injury. Provide first aid if you are trained. Report injuries by CALLING 678-839-6000 (or 9-1-1). DO NOT move injured persons unless they are in immediate danger.
- G. Report damage on campus to Facilities or Risk Management.

VIII. West Georgia Region Severe Weather Threats

Depending on the nature, size and timing of the weather emergency, Emergency Management will work with UPD and Facilities to gather information on the status of the Campus and

working with the National Weather Service to determine expected conditions or impacts to campus and the surrounding community. The university will use all its available resources to protect and maintain University operations during severe weather.

Each individual is responsible for deciding if the conditions are safe for his/her travel. The University of West Georgia severe weather policy is driven by the needs of the campus community rather than the needs of each individual. The University's response to a given weather threat will vary, taking into consideration planned and active university activities, status of the surrounding community and immediate region.

A. General Guidance for Severe Weather-Related Emergencies

Follow these general recommendations if severe weather occurs:

1. If weather conditions appear threatening, listen for a Watch or Warning through commercial radio, weather radio, and local television. The outdoor warning sirens on the campus will be activated during a tornado warning.
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3. Use telephones for emergency calls only.
4. Stay away from downed power lines. DO NOT handle live electrical equipment in wet areas.
5. Leave the area immediately if you smell gas or vapors from chemicals.
6. Help injured persons, if you can do so without putting yourself at risk of injury. Provide first aid if you are trained. Report injuries by CALLING 678-839-6000 (or 911). DO NOT move injured persons unless they are in immediate danger.
7. Report damage on campus to Facilities or Risk Management.

B. The following threats are listed in the order of likelihood of occurrence:

1. Severe Thunderstorm







- a) Severe thunderstorms can produce strong, damaging winds and dangerous lightning. Utility interruptions may impact individual buildings, parts of campus, or the entire campus. Utility interruptions due to thunder storms are usually beyond the scope of University personnel to mitigate. Individuals should remain indoors or in a vehicle until lightning and/or thunder has stopped. Individuals who are outside and see lightning or hear thunder should move indoors or into a vehicle until the lightning and thunder has passed. The National Weather Service provides Severe Thunderstorm safety Information at:

<https://www.weather.gov/safety/thunderstorm> and lightning safety information at: <https://www.weather.gov/safety/lightning>.

The NWS defines a severe thunderstorm as any storm that produces one or more of the following elements:

- (1) A tornado.
- (2) Damaging winds or speeds of 58 mph (50 knots) or greater.
- (3) Hail 1 inch in diameter or larger.

Understanding Severe Thunderstorm Risk Categories

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

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



National Weather Service
www.spc.noaa.gov



Table accessed from: <http://www.spc.noaa.gov/misc/about.html>

2. Tornadoes

- A tornado is a violently rotating column of air extending from the base of a thunderstorm down to the ground. Tornadoes are capable of completely destroying well-made structures, uprooting trees, and hurling objects through the air like deadly missiles. Tornadoes can occur at any time of day or night and at any time of the year. Although tornadoes are most common in the Central Plains and the southeastern United States, they have been reported in all 50 states.
- Tornadoes have a high potential to produce casualties and damage. Damage from tornadoes may require the closure of individual buildings or the entire campus until damage can be assessed and repaired. University priorities will focus on warning and recovery, as little can be safely done during a tornado. Tornado warnings will require occupants to shelter in place within designated severe weather shelters until the all clear is given. Upon receipt of a tornado warning by the emergency notification system or by other means, each office or person notified will begin to shelter and if possible, notify other building occupants of the warning. Persons will be directed to take cover in designated shelters, usually the lowest interior portion of the building. People should be advised not to leave the building. Additionally a message indicating the warning has expired will be transmitted by the emergency notification system. Individuals who are outside and receive a confirmed tornado warning through any means should enter the nearest public building and shelter in a designated area or the lowest, interior public location, away from windows and doors. The National Weather Service provides additional Tornado safety information at: <https://www.weather.gov/safety/tornado>.

3. Tropical Cyclones/Storms

A tropical cyclone is a rotating, organized system of clouds and thunderstorms that originates over tropical or subtropical waters and has a closed low-level circulation. They are classified as follows:

- a) **Tropical Depression:** A tropical cyclone with maximum sustained winds of 38 mph (33 knots) or less.
- b) **Tropical Storm:** A tropical cyclone with maximum sustained winds of 39 to 73 mph (34 to 63 knots).
- c) **Hurricane:** A tropical cyclone with maximum sustained winds of 74 mph (64 knots) or higher. **Major Hurricane:** A tropical cyclone with maximum sustained winds of 111 mph (96 knots) or higher, corresponding to a Category 3, 4 or 5 on the Saffir-Simpson Hurricane Wind Scale.
- d) The National Weather Service provides additional Tropical Cyclone safety information at: <https://www.weather.gov/safety/hurricane>.
- e) The following are potential impacts to UWG from a Tropical Cyclone:

(1) Heavy Rainfall & Inland Flooding

Tropical cyclones often produce widespread, torrential rains in excess of 6 inches, which may result in deadly and destructive floods. In fact, flooding is the major threat from tropical cyclones for people living inland. Flash flooding, defined as a rapid rise in water levels, can occur quickly due to intense rainfall. Longer term flooding on rivers and streams can persist for several days after the storm. Rainfall amounts are not directly related to the strength of tropical cyclones but rather to the speed and size of the storm, as well as the geography of the area. Slower moving and larger storms produce more rainfall.

(2) High Winds

Tropical storm-force winds are strong enough to be dangerous to those caught in them. Hurricane-force winds, 74 mph or more, can destroy buildings and mobile homes. Debris, such as signs, roofing material, siding and small items left outside become flying missiles during hurricanes. Winds can stay above hurricane strength well inland. Atlantic and Eastern Pacific hurricanes are classified into five categories according to the Saffir-Simpson Hurricane Wind Scale, which estimates potential property damage according to the hurricane's sustained wind speed.

(3) Tornadoes

Hurricanes and tropical storms can also produce tornadoes. Tornadoes most often occur in thunderstorms embedded in rain bands well away from the center of the hurricane; however, they can also occur near the eyewall. Usually, tornadoes produced by tropical cyclones are relatively weak and short-lived, but they still pose a significant threat.

4. Winter Weather

The winter season brings a variety of adverse weather extremes. We may experience heavy snow, ice accumulation, freezing temperatures and wind chill. Unfortunately, communities in the Southern United States are not equipped to handle winter storms

due to their relative infrequent nature. Oftentimes, communities can face severe impact from these storms.

- a) Extreme Cold - In the South, freezing temperatures are extreme cold and extended periods of below freezing temperatures can compound the effects. Pipes may freeze and burst in homes that are poorly insulated or without heat.
- b) Snow - Heavy snow can immobilize a region and paralyze a city, stranding commuters, closing airports, stopping the flow of supplies, and disrupting emergency and medical services. Accumulations of snow can cause roofs to collapse and knock down trees and power lines.
- c) Ice Storms - Heavy accumulations of ice can bring down trees and topple utility poles and communication towers. Ice can disrupt communications and power for days while utility companies repair extensive damage. Even small accumulations of ice can be extremely dangerous to motorists and pedestrians. Bridges and overpasses are particularly dangerous because they freeze before other surfaces.
- d) High Winds – High winds can in addition to one of the above conditions can magnify them. Winds drop the temperature resulting in wind chills and limit unprotected exposure to the elements. High Winds can cause snow to develop into blizzard conditions and cause snow drifts. High winds put additional stress on already laden trees resulting in increased power outages.
- e) Conditions such as black ice, high winds, poor visibility and extremely low chill factors may be present.

Response Factors

- a) Under extreme conditions where snow removal has stopped or is seriously impaired the University may be closed. As conditions deteriorate, stress is placed on available resources. Incident specific high priority areas will be served first to maintain access for essential services and emergency services. As additional resources become available, other areas of campus may be addressed. High winds and heavy snow may make clearing snowfall virtually impossible or extremely dangerous. As soon as the storm intensity allows for snow clearing actions, priority locations will be addressed. A list of snow removal priorities will be provided to Facilities. Facilities is responsible for clearing campus parking lots but outside contractors may be utilized, if needed. Facilities Management may close or control access to parking lots to facilitate snow removal. To speed the removal of snow from lots and reopen lots more rapidly, snow may be piled inside lot boundaries and not removed entirely. Emergency and essential resources may be delayed in reaching campus because of the current conditions.
- b) The National Weather Service provides winter weather safety information at: <https://www.weather.gov/safety/winter> and Cold Weather Information at: <https://www.weather.gov/safety/cold>.

5. Flooding

Flooding is a coast-to-coast threat to some part of the United States and its territories nearly every day of the year. Flooding typically occurs when prolonged rain falls over several days, when intense rain falls over a short period of time causing a river or stream to overflow onto the surrounding area. Flooding can also result from the failure of a water control structure, such as a levee or dam. The most common cause of flooding is water due to rain and/or snowmelt that accumulates faster than soils can absorb it and rivers or storm water systems can carry it away. Approximately seventy-five percent of all Presidential disaster declarations are associated with flooding. Even though UWG's occupied property is not in a flood plain, regional flooding can impact the ability to access campus or obtain resources for campus. The National Weather Service provides flooding safety information at: <https://www.weather.gov/safety/flood>.

IX. Other Natural Events possible in West Georgia

A. Earthquakes

Though not a Severe Weather event, earthquakes have been included in this annex for informational purposes, and may be expanded in future revisions. According to Georgia Institute of Technology's School of Earth and Atmospheric Sciences, 15 percent of the world's earthquakes are scattered over areas like Georgia that lack clearly defined active faults. Although earthquakes in Georgia are comparatively rare, scattered earthquakes have caused significant damage and can be an important consideration for homeowners. Georgia's northwest counties, South Carolina border counties, and central and west central Georgia counties are most at risk (Carroll, Coweta and Douglas Counties are not one of these counties). More than three dozen earthquakes of magnitude 2.5 or greater have occurred in Georgia since 1974, according to the U.S. Geological Survey. The largest Georgia earthquake ever recorded happened in 1916. It was a 4.1 magnitude earthquake about 30 miles from Atlanta. Georgia still has a number of fault lines, the Brevard Fault Line, runs from Blue Ridge to Marietta. The Soque River Fault follows the Sogue River in the Northeast, and Salacoa Creek is in Northwest Cherokee County.

1. What to Do When There Is an Earthquake

- a) Follow these recommendations if you experience an earthquake in your area:
 - (1) If indoors, drop to the ground and take cover by getting under a sturdy table or a piece of furniture. Hold on until the shaking stops.
 - (2) If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
 - (3) Stay away from anything that could fall, such as lighting fixtures or heavy bookcases.
 - (4) Use a doorway for shelter only if it is nearby and if you know it is a strongly supported.
 - (5) Stay inside until the shaking stops and it is safe to move about. Injuries most often occur when people inside buildings attempt to move during the earthquake. Beware of aftershocks.
 - (6) If you are outdoors, stay there. Move away from buildings, streetlights, and utility wires.

Appendix 1 Alert Terminology and Definitions

- A. **Significant Weather Advisory** - Highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.
- B. **Hazardous Weather Outlook** - statement highlighting any potential significant weather systems in the area for the next seven days. It is imperative that you are familiar and understand the weather terminologies so that you can prepare and react accordance of being informed of severe weather.
- C. **Watch** - when conditions are favorable for the development of severe weather within or close to the watch/listening area. The impacted area and length of a “watch” can vary depending on the weather situation and is usually issued for a duration of four to eight hours. It is intended to provide enough lead time so that those who need to set their plans in motion can do so. People should keep informed about changing weather conditions and be prepared to move to a shelter if threatening weather approaches.
- D. **Warning** - when severe weather is confirmed by radar or reported by storm spotters. Information in a “warning” will include the location of the storm, the areas that will be affected, and the primary threat associated with the storm (e.g. tornado, high winds, flooding, etc.). If you are in the affected area, seek safe shelter immediately. Warnings can be issued without a watch already in effect. Used for conditions posing a threat to life or property. Dissemination of message signaling imminent hazard may include advice on protective measures.
- E. **Flash Flood** - rapid rise in water that occurs with little or no advanced warning, usually as the result of an intense rainfall over a relatively small area in a short amount of time.
- F. **Flash Flood Watch** - when a developing hydrologic conditions are favorable for flash flooding in and close to the watch area. When a watch is issued, be aware of potential flood hazards and the topography of your surroundings. Low-lying areas, such as basements, streams, and retention ponds, should be avoided.
- G. **Flash Flood Warning** - when flash flooding is in progress, imminent, or highly likely. Those in low areas and near small streams should leave for higher ground. Water is expected to rise rapidly. Also, be extremely cautious driving as low areas may be washed out. Information in this warning will include some locations where flooding is expected. Flash Flood Warnings can be issued without a Flash Flood Watch in effect.
- H. **Severe Thunderstorm Watch** - conditions that is favorable for damaging thunderstorms. Consider your shelter options and be prepared to take cover quickly if a warning is issued, or threatening weather approaches.
- I. **Severe Thunderstorm Warning** - A damaging thunderstorm is expected that may produce damaging winds and/or large hail an inch or more in diameter (quarter-size). Tornadoes can sometimes form quickly in severe thunderstorms.

- J. **Tornado Watch** - conditions are favorable for the formation of a tornado and that tornadoes are possible. When a tornado watch is issued, stay tuned to the Internet, Reynolds Alerts, local radio, TV, or NOAA weather radio for further information and possible warnings. Consider your shelter options and be prepared to take cover if necessary.
- K. **Tornado Warning** - a tornado has been sighted or has been identified by National Weather Service radar. When a warning is issued, take cover indoors or in an appropriate shelter immediately.

Appendix 2 Extreme Heat

Extreme Heat often results in the highest number of annual deaths among all weather-related hazards. In most of the United States, extreme heat is defined as a long period (2 to 3 days) of high heat and humidity with temperatures above 90 degrees. In extreme heat, evaporation is slowed and the body must work extra hard to maintain a normal temperature. This can lead to death by overworking the human body.

Remember that:

- A. Extreme heat can occur quickly and without warning.
- B. Older adults, children, and sick or overweight individuals are at greater risk from extreme heat.
- C. Humidity increases the feeling of heat as measured by a heat index.

IF YOU ARE UNDER AN EXTREME HEAT WARNING:

- A. Find air conditioning.
- B. Avoid strenuous activities.
- C. Watch for heat illness.
- D. Wear light clothing.
- E. Check on family members and neighbors.
- F. Drink plenty of fluids.
- G. Watch for heat cramps, heat exhaustion, and heat stroke.
- H. Never leave people or pets in a closed car.

Know the signs of heat-related illness and the ways to respond to it:

A. HEAT CRAMPS

- 1. Signs: Muscle pains or spasms in the stomach, arms, or legs
- 2. Actions: Go to a cooler location. Remove excess clothing. Take sips of cool sports drinks with salt and sugar. Get medical help if cramps last more than an hour.

B. HEAT EXHAUSTION

- 1. Signs: Heavy sweating, paleness, muscle cramps, tiredness, weakness, dizziness, headache, nausea or vomiting, or fainting
- 2. Actions: Go to an air-conditioned place and lie down. Loosen or remove clothing. Take a cool bath. Take sips of cool sports drinks with salt and sugar. Get medical help if symptoms get worse or last more than an hour.

C. HEAT STROKE

- 1. Signs: Extremely high body temperature (above 103 degrees) taken orally; red, hot, and dry skin with no sweat; rapid, strong pulse; dizziness; confusion; or unconsciousness
- 2. Actions: Call 911 or get the person to a hospital immediately. Cool down with whatever methods are available until medical help arrives.)

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Public Safety Events

I. Purpose and Scope

Emergency Public Safety Response reduces the impact and consequences of an incident or major event by securing the affected area, including crime/incident scene preservation issues, safely diverting the public from hazards, and providing security support to other response operations and properties. Public Safety Response requires coordination among officials from law enforcement, fire, and emergency medical services (EMS).

II. Situation Overview

Emergencies can occur at any time usually without warning. Experience has shown that a well thought out, coordinated response to emergencies helps minimize personal injury and property damage and reduce the confusion that arises during a critical incident.

Careful planning, with an emphasis on safety, can help UWG students, faculty, staff, and visitors navigate unforeseen emergencies with the appropriate response to decrease loss and save lives. All members of the University of West Georgia (UWG) community play a critical role during an emergency. Students and visitors may not be familiar with buildings, hazards in buildings, or procedures that should be followed to ensure their health and safety in an emergency.

III. Planning Assumptions

- A. All persons will take personal responsibility by exercising good judgment and take necessary precautions to maximize their safety.
- B. Personal property may need to be left behind. Personal vehicles may be inaccessible. Individuals and groups may become separated.

IV. Concept of Operations

The University of West Georgia Police Department (UPD) provides traditional law enforcement services, security, and emergency response to the University Community 24 hours a day 7 days a week 365 days a year. The University Police jurisdiction includes all property owned or leased by the University plus 500 yards. UPD maintains internal procedures to address response actions. The UPD has an excellent working relationship with all local law enforcement agencies that assures the delivery of professional police services. Communications and coordination with all area law enforcement is maintained on a 24-hour basis. Additional actions, the incident scene is assessed and secured; access is controlled; security support is provided to other response operations (and related critical locations, facilities, and resources); emergency public information is provided while protecting first responders and mitigating any further public risks; and any crime/incident scene preservation issues are addressed.

V. Roles and Responsibilities

- A. In most public safety events the UPD will be the lead organization and provide an Incident Commander, all other departments will provide support.

- B. Emergency Management will provide coordination of resources and information sharing from the EOC, once activated.
- C. Departments will develop and coordinate response plans.

VI. Public Safety Event Types

The University of West Georgia is a public institution and, with the exception of residence halls, is open to the public during the day and evening hours when classes are in session. During times when the University is officially closed, University buildings are generally locked. The UPD provides regular patrol of buildings and parking lots. Housing and Residence Life provides information for an effective residence hall security system program. Students are encouraged to adhere to this security program in order to enhance their personal safety and the safety of others. An effective residence hall security program depends upon resident cooperation, staff supervision, and police assistance. In any Public Safety event, call law enforcement immediately! A five-minute delay means that the chance of catching the criminal drops by two-thirds. Call UPD at 678-839-6000 or Dial 911.

- A. There are no guarantees against becoming a victim. Assailants select their victims based upon desire -- they seek an opportunity. The following suggestions can help you reduce the “opportunity” and make you less vulnerable.
 - 1. Student Resident Living Areas
 - a. Keep your doors and windows locked. Never leave hall or room doors propped open.
 - b. Do not admit strangers. Do not admit maintenance or repair persons without verifying their identity (I.D. Card). If you are suspicious, contact the police.
 - c. Lower the shades or close the drapes/curtains after dark.
 - d. Be wary of inviting casual acquaintances into your living space. In more than half of all reported rapes, the women knew their attacker.
 - e. Leave lights on when you go out at night and have your keys out for quick entry when you return.
 - 2. In the Office
 - a. Lock your office whenever you leave.
 - b. Keep purses, wallets, or other valuables in a locked desk or cabinet.
 - c. Report any suspicious person(s) loitering in your area.
 - 3. Personal Safety
 - a. Self-protection is the use of common sense actions. It means keeping alert to your environment; not taking chances; being safety conscious at all times; being alert for dangerous situations and suspicious persons; taking precautions in your residence, while walking/jogging, driving, or using public transportation;

knowing what to do if you are being followed; and knowing what to do if you become a victim. Learn how to protect yourself.

B. Crime & Violent Behavior

1. Protect Yourself First - Create and Manage Distance and Shielding from Threats. Generally, the farther you move away from a threat, and the more solid and stable objects that you position between you and a threat, the safer you are from that threat.
 - a. Call 911 or Dial 678-839-6000. Program this number as a speed dial on your cell phone.
 - b. Give your name, location, and phone number. Tell the Dispatcher if THE INCIDENT IS IN-PROGRESS. Describe the nature of the incident and its location. Describe any injuries, weapons, hazards, devices, and property involved. Describe the people involved, where they are, and where they went.
 - c. Stay on the line with the Dispatcher until help arrives. Keep the Dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The Dispatcher may be able to learn more about what is happening.

C. Medical Emergency

Medical or behavioral health condition that manifests itself by symptoms of sufficient severity, including, but not limited to, severe pain, that a prudent layperson, possessing an average knowledge of medicine and health, could reasonably expect the absence of immediate medical attention to result in placing the health of the person or others in serious jeopardy.

1. Serious Injury

A medical emergency can happen anytime and anywhere. Medical emergencies require rapid response by emergency services. Immediately call 911 to begin Fire or EMS response, then call UWG police at 678-839-6000. The UWG Police Department can render first aid and will coordinate EMS response and transport.

- a. Administer first aid, first aid is the immediate treatment or care given to someone suffering from an injury or illness until more advanced care is available or they recover. The purpose of first aid is to: preserve life and prevent the illness or injury from becoming worse.
 - (1) Check breathing and pulse. Administer CPR or use AED, if qualified and required.
 - (2) Control Bleeding. Apply direct pressure and elevate the injury if not fracture is suspected.
 - (3) Remain with the injured, calm and reassure them. Provide pertinent information to first responders when they arrive.
- b. Preparedness activities

- (1) Obtain and maintain First Aid certification.
- (2) Obtain and maintain CPR and AED certifications.
- (3) Be familiar with emergency supplies in buildings you frequent.

2. Mental Health Crisis/Emergency

A mental health emergency is a life threatening situation in which an individual is imminently threatening harm to self or others, severely disorientated or out of touch with reality, has a severe inability to function, or is otherwise distraught and out of control.

- a. If you are approached by or witness a person exhibiting unusual behavior contact University Police immediately at 678-839-6000.
- b. Until the police arrive:
 - (1) Continue to observe the person and if they move from the area, follow or update the University Police as able.
 - (2) Do not confront the person exhibiting the behavior.
 - (3) If in a confined area such as an office, make sure you have a path of escape in case the person turns violent.
- c. Preparedness activities
 - (1) Become familiar with services available from the UWG Counselling Center and the Employee Assistance Program (EAP).
 - (2) Review available resources from UWG Cares, Guidelines for Student Emergencies webpage.

D. Work Place Violence

Work place violence is defined as any physical assault, threatening behavior, or verbal abuse occurring in the workplace setting, which includes the campus and immediate surrounding area.

1. Workplace violence should be reported promptly to the appropriate authorities. Faculty, staff, and students are encouraged to report any behavior they reasonably believe poses a potential workplace violence threat.
2. It is important for all members of the University of West Georgia community to take responsibility to report such behavior to maintain a safe and secure environment.
3. Anyone experiencing or witnessing anyone in imminent danger or actual violence involving weapons or personnel injury should immediately contact the UWG Police Department at 678-839-6000, and then call 911. This includes, but is not limited to; physical assault and/or threat; stalking or continuous harassment that causes fear, worry, or intimidation; actions intended to disrupt or sabotage operations; and indirect threats.

E. Civil Disturbance/Demonstrations

The University of West Georgia places great importance on First Amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. The University remains firmly committed to affording groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. UWG Policy 3.8, UWG Procedure 3.8.1, "First Amendment and Protected Activity on Campus" (currently being revised) implements this policy.

Most campus demonstrations, such as marches, meetings, picketing, and rallies, are peaceful and non-obstructive situations. In general, peaceful, non-obstructive demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct University business as normal as possible. Civil disturbances include riots, threatening individuals or assemblies that have become disruptive.

1. If you observe disturbances:
 - a. Call the police at 678-839-6000, then Call 911.
 - b. Provide the address, location, and any details available to the dispatcher.
 - c. Do not provoke or become part of the disturbance.
 - d. Secure your work area, log off computers and secure sensitive files, if safe to do so.
 - e. Remain inside and away from doors and windows if the disturbance is outside.
2. If you are confronted by angry, belligerent, or violent individuals, use the following steps when communicating with them.
 - a. Remain calm.
 - b. Be courteous and confident.
 - c. Allow the opportunity for the person to express their feelings and concerns.
 - d. Listen respectfully and objectively.
 - e. Alert the police immediately if a threat exists.
 - f. Notify your supervisor and your department chair as soon as you are able.
3. Do Not:
 - a. Corner or crowd the hostile individual.
 - b. Attempt to touch the individual.
 - c. Blame anyone.
 - d. "Blow off" the hostile individual.
4. Further action may include:
 - a. Keep at a safe distance.
 - b. Move to a neutral location with more than one exit, if possible.
 - c. Leave the door open and have another person join you.
 - d. Alert counseling or advising staff who can help with the individual's concerns.

F. Active Threat/Shooter

A serious act of violence may be defined as an incidence of violence or potential violence which poses an imminent threat to members of the University. An active threat is considered to be a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve one or more shooters. It can be a close encounter or from a distance. It can be targeted at a student, faculty/staff, or a random victim. It might involve just one room or multiple locations. No two situations are alike. A shooting can occur anytime, anyplace, and involve anyone.

1. What To Do If There Is An Active Threat

Try to remain calm as your actions will influence others. Have a survival mindset because the consequences are potentially catastrophic. You need to take immediate responsibility for your personal safety and security.

a. RUN and escape, if possible.

- (1) Getting away from the shooter or shooters is the top priority.
- (2) Leave your belongings behind and get away.
- (3) Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- (4) Warn and prevent individuals from entering an area where the active shooter may be.
- (5) Call 911 when you are safe, and describe shooter, location, and weapons.

b. HIDE, if escape is not possible.

- (1) Get out of the shooter's view and stay very quiet.
- (2) Silence all electronic devices and make sure they won't vibrate.
- (3) Lock and block doors, close blinds, and turn off lights.
- (4) Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- (5) Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- (6) Stay in place until law enforcement gives you the all clear.
- (7) Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

c. FIGHT, as an absolute last resort.

- (1) Commit to your actions and act as aggressively as possible against the shooter.
- (2) Work with others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- (3) Be prepared to cause severe or lethal injury to the shooter.
- (4) Throw items and improvise weapons to distract and disarm the shooter.

2. If You Are In an Unsecured Area

- a. If you find yourself in an open area, immediately seek protection.
- b. Put a barrier between you and the assailant.
- c. Consider trying to escape if you know the location of the assailant and there appears to be an escape route immediately available.
- d. If in doubt, find the safest area available and secure it the best way that you can.
- e. If the assailant confronts you and you cannot flee, you can hide. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- f. If you cannot get into the first building you come to, keep moving and try the next building.

3. Keeping the Area Secure

- a. The assailant may not stop until his or her objectives have been met or until engaged or neutralized by law enforcement.
- b. Always consider the risk of exposure by opening the door for any reason.
- c. Attempts to rescue people should only be made if it can be done without further endangering either yourself or the persons inside of the secured area.
- d. Be aware that the assailant may bang on the door, yell for help, or otherwise try to entice you to open the door of a secured area.
- e. If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.
- f. If you hear a fire alarm, stay inside your secure location unless you see or smell smoke.

4. Law Enforcement Response

- a. The University Police Department will immediately respond to the area, assisted by other local law enforcement agencies if necessary.
- b. Remember that help is on the way so try to remain calm.
- c. Law enforcement will locate, contain, and stop the assailant before providing care for victims.
- d. Remain inside a secure area. The safest place for you to be is in a secure room.
- e. The assailant may not flee when law enforcement arrives, but instead may target arriving officers.
- f. Keep hands visible and empty.
- g. Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.

5. If There Are Injured Persons Around You

- a. Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure. Be prepared to explain this to others.

- b. Once the threat is neutralized, Police and Emergency Medical Services will begin treatment and evacuation.
 - c. While you wait for first responder to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets, if you have been trained to do so.
6. Evacuation
- a. Responding officers will establish safe corridors for persons to evacuate. This may be time consuming, so remain calm and be patient.
 - b. You may be searched, instructed to keep your hands on your head, or even placed in handcuffs. Do your best to cooperate.
 - c. You may be escorted out of the building by law enforcement personnel; listen carefully and follow their directions.
 - d. After evacuation, you may be taken to a triage or other holding area for medical care, interviewing, counseling, etc.
 - e. Remain in secure areas until instructed otherwise. Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.
7. Report an Incident By Calling UPD at 678-839-6000 (or 911)
- a. When calling UPD, DO NOT hang up! Be prepared to provide as much information as possible:
 - (1) WHERE: Where is the incident taking place? Where are you located? Where is the assailant?
 - (2) WHO: What does the assailant(s) look like? Do you recognize the assailant? Do you know his/her name?
 - (3) WHAT: What is the assailant carrying? What type of weapon(s) did you see? A handgun, rifle, or explosive? Was he or she carrying a backpack, bag, or carrying case?
 - (4) What did it look like? What did you hear before, during, and after the confrontation? Explosions? Gunshots?
 - (5) HOW: How is the assailant communicating? What language is being used? What threats or commands are being said?

G. Bomb Threat

The vast majority of bomb threats made against the University are false and intended to disrupt the normal activities scheduled at the facility. However, one cannot assume that the caller does not have definite knowledge of an explosive device and is sincere in his/her desire to minimize personal injury. A “Bomb Threat checklist & telephone procedure” is provided as Appendix 1.

Important! - Do not touch any suspicious object or potential bomb.

1. Anyone who receives a bomb threat should follow these procedures in the order shown:
 - a. If you receive a threat by telephone, remain calm and attempt to obtain as much information as possible from the caller. Ask the following:
 - (1) What does the bomb look like? What kind of bomb is it??
 - (2) Why did you place the bomb?
 - (3) What is your name?
 - (4) Where is the bomb?
 - (5) When is the bomb going to detonate?
 - b. Record the conversation, if possible.
2. Call UWG Police at 876-839-6000 and 911, give your name, location, and telephone number. Inform the police of the situation reporting the exact words of the threat, including information, you may have as to the location of the threat, time of the threat, and time you received the call.
3. Do not evacuate the building and do not sound the alarm, but wait for further instructions. UWG Police and other authorities will be responsible for evacuation of buildings or of the campus, if necessary.
4. If you spot something out of the ordinary that appears suspicious, report it to UWG police and call 911.
5. Under no circumstances should you touch, tamper with, or move suspicious objects or confront persons acting suspiciously.
6. Immediately cease the use of all wireless transmission equipment (cellular phones, laptop computers, 2- way radios).
7. If the building is evacuated, move away from the building as instructed by emergency personnel. Keep the street, fire lanes, and walkways clear for emergency vehicles and crews.
8. Do not return to the building until told to do so by UWG officials.

H. Suspicious Packages and Letters

The following guidelines are intended to help identify suspicious letters or parcels and to provide procedures to follow in the event of receiving suspicious mail. If you receive a suspicious letter or package:

1. Call UWG Police at 678-839-6000 or call 911.
2. Wait for Police to respond. Do not leave the building unless instructed to do so by Police personnel.
3. Do not try to open the package. If there is spilled material, do not try to clean it up and do not smell, touch or taste the material.
4. Do not shake or bump the package or letter.
5. Isolate the package, placing it in a sealable plastic bag, if available.

6. Calmly alert others in the immediate area and leave the area, closing the door behind you.
7. Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds. Antibacterial soaps that do not require water are not effective for removing anthrax or other threatening materials.

I. Fire

Fire is the most common and deadliest of emergencies. Each year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which are preventable. Direct property loss due to fire is estimated at \$8.6 billion annually. Understanding a few basic facts about fires and taking some simple, yet effective, precautions is essential to preventing and surviving a fire emergency. Because fire spreads quickly, a fire can become life threatening within two minutes.

1. Fire Prevention and Preparedness

The following is a list of simple and effective precautions to prevent fires:

- a. Never tamper with installed smoke alarms
- b. Never leave cooking food unattended
- c. Identify escape routes and practice using them during University fire drills
- d. Avoid the accumulation of newspapers, magazines and other flammables
- e. Never use gasoline, benzene, naphtha or similar flammable liquids indoors
- f. Inspect extension cords for frayed or exposed wires and loose plugs
- g. Make sure wiring does not run under rugs, over nails or across high traffic areas
- h. Do not overload extension cords or outlets; use UL approved power strips with built in circuit breakers

2. If a fire is detected, get out immediately.

- a. Threats from fire - Fire produces many deadly effects in addition to flames. These include:
 - (1) Heat
 - (2) Smoke
 - (3) Poisonous gasses
 - (4) Structure collapse
 - (5) Oxygen depletion
 - (6) Explosion

3. If You Discover a Fire:

- a. Pull the nearest fire alarm.
- b. Check to see if anyone is in immediate danger.

- c. If it is a very small and controllable fire, attempt to put out the fire ONLY if you have been properly trained in fire extinguisher use and only if it can be done without risk to your safety and health and others.
 - d. For those who have been trained in safely operating a fire extinguisher, remember to read the label on the fire extinguisher prior to discharge to ensure that the extinguishing material is appropriate for that particular type of fire.
 - e. Do not attempt to fight the fire alone or without having at least two other escape routes.
 - f. If the fire is uncontrollable, evacuate the area immediately. DO NOT USE ELEVATORS.
 - g. After evacuating, call 911 or UWG Police at 678-836-6000. Provide the following information:
 - (1) Location (building name) of the fire
 - (2) Current status of the fire (size, type of materials burning) and the suspected cause (if known)
 - (3) Your name and phone number
4. If the Fire Alarm Sounds:
- a. Check the surface of doors and/or door knobs for heat before opening. Check bottom of door for signs of smoke.
 - b. If there is no evidence of heat or smoke, slowly open door, keeping the door between you and the corridor. Make a visual observation of corridor for fire or smoke.
 - c. If no smoke or fire is observed, proceed to the nearest exit or stairway. If the nearest exit or stairway is blocked, proceed to the next nearest exit or stairway. CLOSE ALL DOORS BEHIND YOU.
 - d. Assist people with special needs in exiting the building. DO NOT USE ELEVATORS.
 - e. People with mobility impairment who cannot evacuate the building should take refuge in a stairwell and call 911. Most stairwells are designated areas of refuge. Make sure that someone leaving the building is aware of your location.
 - f. After evacuating, go to the Designated Meeting Area for your building.

Appendix 1

For Faculty & Staff

BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE

INSTRUCTIONS: BE CALM, BE COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY THE UPD WHILE CALLER IS ON THE LINE.

Person who received call _____ Time _____ Date _____

Number at which call was received _____

Number displayed on the campus phone caller ID _____

Caller's Identity:

Male: _____ Female: _____ Adult: _____ Juvenile: _____ Approximate Age: _____

Origin of Call: Local: _____ Long Distance: _____ Booth: _____ Internal: _____

VOICE CHARACTERISTICS:

____ Loud _____ Soft
____ High Pitch _____ Deep
____ Raspy _____ Pleasant
____ Intoxicated _____ Other

LANGUAGE:

____ Excellent
____ Good
____ Fair
____ Poor
____ Foul
____ Other

MANNER:

____ Calm _____ Angry
____ Rational _____ Irrational
____ Coherent _____ Incoherent
____ Deliberate _____ Emotional
____ Righteous _____ Laughing

SPEECH:

____ Fast _____ Slow
____ Distinct _____ Distorted
____ Stutter _____ Nasal
____ Slurred _____ Lisp

ACCENT:

____ Local
____ Not Local
____ Foreign
____ Race
____ Religion

BACKGROUND NOISES:

____ Factory Noise _____ Trains
____ Bedlam _____ Animals
____ Music _____ Quiet
____ Office Noise _____ Voices
____ Mixed _____ Airplanes
____ Street Traffic _____ Party

KEEP CALLER TALKING. QUESTIONS TO ASK:

When will it go off? _____

Where is it located? _____

What kind of bomb is it? _____

Where are you calling from? _____

What is your name and address? _____

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

- Write down the phone number displayed on caller ID, record the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the callers voice, to include male/female, accent, age, etc. and the possible location.
- Do not hang up the phone when the call is completed. Keep the line open or place it on "HOLD".
- Immediately contact the UPD and advise them of the call.
- Write out the message in its entirety with any other comments.

Mass Causality/Fatality

I. Purpose

To provide a system to assist in the response of a mass causality (to include fatalities), facilitate global sorting of the wounded, integrate with outside emergency care services support, and continuation of operations.

II. Concept of Operations

The immediate response phase during large-scale disasters or emergencies should require direction provided by Incident Command to assess the type and scale of the incident. Health Services has the capacity to provide an integral first response component to meet the health needs of personnel injured or killed.

III. Responsibilities

The Health Services Team can transition into a First Response Team during an activation to support medical management of injured people:

- A. Provide a triage officer to expedient global sorting of wounded (triage).
- B. Staff members to assume designated roles to assist in second order effect management of the mass causality.
- C. Implement universal colored triage bags and healthcare teams to assist in the seamless transition of patient movement steps between first responder levels of care to pre-hospital to hospital.
- D. Provide training to worker resource (e.g. litter training).
- E. Provide consultative, collaborative, and competent inputs to Emergency Management.

IV. Emergency Preparedness Measures

- A. Annual Health Services Team Training.
 - 1. Accomplish internal training measures to assure individual roles and responsibilities comprehension.
 - 2. Participate in multi-departmental and dimensional training exercises to test existing team response processes.
- B. Inventory and maintain triage equipment.

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Infectious Diseases

I. Purpose

To provide a ways and means to mitigate disease outbreak risks with existing public health tools that may impact our current population of interest.

II. Concept of Operations

The immediate response phase during endemic, epidemic, or pandemic should require an assessment of the type and scale of the situation. This assessment will be the basis for UWG Health Services' mobilization of human and material resources needed for prevention, management, and continuation of operations.

Short term recovery should be dictated to re-distribution of members impacted by influenza outbreak within the population of interest. Long term recovery should be dictated by natural dissipation process of an influenza outbreak, whether it be endemic, epidemic, or pandemic.

Continual assessment should provide the basis for State and Federal disaster declarations. The Planning Unit should work in conjunction with local, State and Federal agencies to develop the assessment. Damage assessment and recovery efforts assist in the development of immediate and long-range plans for redevelopment after a disaster.

III. Responsibilities

The Health Services Team can provide ongoing disease prevention and risk mitigation efforts in response to influenza endemics, epidemics, or pandemics.

- A. Primary risk mitigation action: seasonal influenza inoculation of population of interest (university staff/students).
- B. Secondary risk mitigation action: provide education to support population of interest participation in getting timely inoculation
- C. Tertiary risk mitigation action: provide real time data feeds (student encounters with positive influenza indicator) to EM director to support elevation situational awareness and mitigation actions across university department.
- D. Provide consultative, collaborative, and competent inputs to overall Emergency Management office.

IV. Emergency Preparedness Measures

- A. Annual Health Services Team Training.
- B. Annual Inoculation effort of UWG staff/students (population of interest).
- C. Daily monitoring of outbreak levels during peak of influenza season.
- D. Aggressive Influenza Educational Campaign using media broadcast platforms.

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Hazardous Materials

I. Purpose:

The University of West Georgia has a fundamental obligation to safeguard the health, safety, and welfare of our students, Faculty, Staff, and the public. In keeping with this commitment, the Hazardous Materials Program was developed to minimize the severity of damage to human health and the environment in the event of an unexpected hazardous materials incident.

II. Scope and Situation Overview:

The Hazardous Materials Program applies to all personnel that purchase, store, transport, manage, use, and dispose of hazardous materials and/or hazardous wastes. The program also includes any confirmed fire, suspected contamination or serious injuries and/or death as a direct result of a hazardous material release. “Hazardous Material” is any material or substance, *usually a chemical or chemicals*, which if improperly handled, can be damaging to personal health and the environment.

The Office of Risk Management/Environmental Health and Safety (RM/EHS), is the custodian of the Hazardous Materials Program.

III. Concept of Operations:

- A. Risk Management/Environmental Health and Safety will preemptively assess matters that potentially affect the general health and safety of campus constituents, the surrounding community, or any ecological threats as posed by the release or potential release of hazardous materials.
- B. Hazardous materials management, such as plans, procedures, chemical inventories and Safety Data Sheets (SDS) maintained by RM/EHS, 678-839-6277 or safety@westga.edu.
- C. It is the responsibility of the first responder(s) to a hazardous materials incident to control the scene and follow the guidelines provided in their training. Small hazardous materials incidents may be contained or cleaned up by campus personnel trained and are familiar with the chemical substance and its potential health effects.
- D. Outside Agency or Contractor Involvement
 - 1. The West Georgia Regional Hazardous Materials Team, comprised of Fire Department members from of Bremen, Carroll County, Carrollton, Haralson County, Heard County, Newnan, and Tallapoosa, is the Emergency Response entity for hazardous materials incidents at UWG and UWG Newnan. They will assume command of a hazardous material scene upon their arrival.
 - 2. Most hazardous materials incidents will initially be handled through the above referenced sources and the Carrollton Fire Department (CFD) or Newnan Fire Department. However, UPD may determine if and when additional outside agencies or contractor involvement is required
- E. Reporting
 - 1. Any releases of hazardous materials posing a potential threat to human health or the environment must be reported to University Police (UPD) and/or Environmental

Health and Safety personnel. It is not the responsibility of UPD first responders to determine cleanup procedures or define specific health hazards.

2. State and National reporting requirements involving hazardous materials are outlined in the EHS Integrated Contingency Plan (updated 2019).

F. Responsibilities and Operations

1. All large-scale hazardous material responses will be approached from upwind.
2. All emergency operations shall be conducted in accordance with the following incident management focus:
 - a) Isolate the Area / Deny Entry
 - b) Identify Material(s)
 - c) Evaluate Hazards and Risks
 - d) Choose Protective Clothing / Equipment
 - e) Coordinate Information / Resources
 - f) ERP HazMat Incident 11-14
 - g) Control and Confine Product / Material
 - h) Cleanup Spilled Product
 - i) Decontamination
 - j) Return Area to Service
 - k) Terminate (Debrief / Document)

G. Emergency Notification

1. Call the University Police Department at 678-839-6000 or 911
2. Then call RM/EHS, at 678-839-6277, if able.

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