

University of West Georgia

Emergency Response Plan

January 2010

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University of West Georgia  
Emergency Response Plan

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# University of West Georgia Emergency Response Plan

## Emergency Management Plan Section One

## CONFIDENTIAL

This plan contains information whose disclosure would compromise security against sabotage or criminal or terrorist acts and the nondisclosure of which is necessary for the protection of life, safety, or public property will not be released to members of the public and/or in response to Open Records Requests. O.C.G.A § 50-18-72(a) (15) (A). Sections of this manual, if released, would compromise the safety/security of University of West Georgia. <sup>i</sup>

The disclosure of information in this plan could compromise the security of essential equipment, services, and systems of University of West Georgia or otherwise impair the Institution's ability to carry out essential emergency responsibilities. Distribution of this Emergency Action Plan in its entirety is limited to those associates who need to know the information in order to successfully activate and implement the plan.

Portions of this plan contain information that raises personal privacy or other concerns, and those portions may be exempt from mandatory disclosure under the Freedom of Information Act. See 5 U.S.C. §552, 41 C.F.R. Part 105-60.

Any decision to disclose information in this plan outside the University of West Georgia or to withhold information in this plan from a non-institution requester must be coordinated with the University of West Georgia Chief of Police.

Personnel must maintain the physical security of this plan whether in printed or electronic form. Dissemination is prohibited unless prior approval is received.



## Preface

Communities have suffered loss of life, damage to property, and severe economic impacts as the result of natural disasters, accidents, fire, and terrorist attacks. Colleges/Universities are, and have been subject to the same incidents threatening local communities. Colleges and Universities are increasingly aware that proper planning and preparation can reduce the negative impacts of such events.<sup>1</sup>

February 28, 2003, President Bush issued Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, directing the U.S. Department of Homeland Security to establish an incident management system template that would allow Federal, State, local, and tribal governments and private-sector organizations to work together collectively.<sup>2</sup> Based on existing practices proven in California when the in the 1970's a series of fires resulted in the loss of life, innumerable injuries, and millions of dollars in property damage, the Federal Emergency Management Agency established the National Incident Management System (NIMS). NIMS incorporated these elements as the "...best-practices currently in use by incident managers at all levels."<sup>3</sup>

The University of West Georgia *Emergency Management Plan* incorporates the Incident Management System concept in conformance with (HSPD)-5, *Management of Domestic Incidents*.

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<sup>1</sup> Roth, S., Reed, R.A. & Donnelly, G. (2005) Building a Campus Crisis Team. *International Journal of Emergency Mental Health*, Vol. 7, No. 4, 307.

<sup>2</sup> *National Incident Management System*, 1 March 2004.

<sup>3</sup> Tom Ridge, *National Incident Management System*, memorandum written as Director of the U.S. Department of Homeland Security, 1 March 2004.

## **PURPOSE**

To safeguard the University of West Georgia community and facilities against potential threats from natural disaster, severe weather, domestic unrest, terrorist attacks, accidents, and other situations that threaten the safety/security of the University by the establishment of procedures for communication, command-and-control, effective coordination and use of institution and community resources, in response to a potentially hazardous event.

It is activated whenever an emergency affecting the campus cannot be managed through normal channels. Examples of the types of emergencies where the plan may be activated include:

- Severe Weather
- Fires and Explosions
- Hazardous material incidents
- Extended power outages
- Floods
- Violent Criminal Acts including acts of terrorism

This plan has been developed using the National Incident Management System guidelines for development of a unified incident command system. In addition, training for first responders is provided as required by O.C.G.A. 38-3-57, *Georgia Emergency Management Act of 1981*.<sup>ii</sup>

## **SCOPE**

The *Emergency Management Plan* applies to all personnel, facilities, grounds and property owned, operated and/or controlled by the University of West Georgia to include those properties leased by the University.

## **Authority**

This plan is developed under the authority of the President of University of West Georgia and the Board of Regents of the University System of Georgia.<sup>iii</sup>

## **Mutual Aid Agreements**

University of West Georgia has the legal authority to enter in to reciprocal agreements with county or municipal authorities.<sup>iv</sup> Officers of University of West Georgia Police Department responding to requests for assistance under the Mutual Aid Act, O.C.G.A. 36-69-0, shall have the same powers of arrest, duties, privileges and immunities as if they are on campus or a member of the political subdivision requesting such assistance.<sup>v</sup>

## **Emergency Management Plan Dissemination**

The Emergency Action Plan will be disseminated to the following in notebook form and in an Adobe PDF file format:

- The President, Vice Presidents and Deans
- Chief of Police
- Assistant Vice President for Campus Planning and Facilities
- Director of Facilities' and Grounds
- Director of Housing and Residence Life
- University Police Communication Center
- UWG Facilities and Grounds Work Information Center

Individuals will sign a receipt acknowledging they have received a copy of the plan and as required will enter updates in the log on Page 2 of this manual.

## **EMERGENCY ACTION PLAN FORMAT**

The University of West Georgia emergency action plan format is divided in to five sections:

1. **Emergency Management Plan** – this section identifies the management method that will be employed during the response to an emergency situation. This section is the same that is utilized by all institutions to provide for a consistent response across the institutions.
2. **University Community Response Information** – section provides information that is disseminated to the campus community and identifies responses to various situations that may be encountered while on campus.
3. **Appendices** – important reference and resource information is included in this section. Contact numbers, local resources, and specific response plans that have been developed.
4. **Annexes** – plans that support the emergency response effort to include; hazard mitigation plan as required by GEMA, Pandemic Response plan, other plans specific to the institution operation.
5. **Business Continuity Plans** – *this section denotes the plan for how the University will recover and restore partially or completely interrupted critical functions within a predetermined time after a disaster or extended disruption.*



## **Notifications/Communications**

Communications prior, during and after an incident or event are critical to protecting the community and property. In all cases, communications will be clear, effective, and timely.

Timely notification of key University personnel can be critical to response efforts and a clear chain-of-communications/command must be established to ensure efficient notifications. Disruptions of power, telephone service, loss of cell towers, Internet and/or email services require that alternate communication methods be identified.

### **Executive Notifications**

The President will be notified as soon as reasonably possible, when conditions exist, or the potential is great for conditions to develop that may threaten the safety/security of the University. The following communications chain-of-communication will be followed:

### **Communications Chain-of-Command**

The President, will be immediately notified in the event of an actual or potential emergency. In the event that the President cannot be contacted, the following chain will be followed.

- a. *Vice President for Academic Affairs (Provost), then*
- b. *Vice President for Student Affairs, then,*
- c. *Vice President for Business and Finance, then*
- d. *Vice President for University Advancement, then*
- e. *Chief of Police*

### **President's Advisory Council Notifications**

The President will contact members of the President's Advisory Council appropriate to the incident.

### **University State of Emergency Declaration**

The President of University or designee is the only individuals authorized to declare a University State of Emergency. The following are authorized to declare an emergency in the absence of the President:

- a. *Vice President for Academic Affairs (Provost), then*
- b. *Vice President for Student Affairs, then,*
- c. *Vice President for Business and Finance, then*
- d. *Vice President for University Advancement, then*
- e. *Chief of Police*

## **University Community Notifications**

None of the communication methods above are to be construed as to limit the ability of the University to notify the community of immediate, preventative actions to reduce potential injury or property damage such as; evacuation orders, take cover instructions or awareness information.

The University's Emergency Alert System consists of Wolf Alert, University web site (utilizing the Fast Command System) exterior siren/public address towers, plus social media shall be utilized as the primary communication tools used to inform the campus community of emergency situations that pose an immediate threat. They will also be used to provide updated information as needed to keep the community informed. **Note:** *Wolf Alert* is a network of technologies which when activated sends messages via e-mail, text messages, phone calls and posts to message boards and classroom computers across campus.

## **Staff/Faculty Duty to Act w/o Notification**

Power outages and downed telephone lines, which may occur during the rapid development of an emergency situation can severely hinder or disrupt communications. Therefore, University employees must be prepared to act without a direct order in an emergency situation.

University employees must maintain an awareness of potentially hazardous conditions and react accordingly when a situation develops rapidly. Information for community responses are included in the Community Emergency Response Procedures, and will be distributed to faculty and staff.

## **Media Communications**

When an event being investigated is of a spectacular or unusual nature and stimulates general community interest, the UWG Communications and Marketing Office (UCM) will be notified by the University's Chief of Police or designee. The Director of UCM (or designee) will serve as spokesperson for the University.

When an incident involving the University or any particular department within the University, which may adversely reflect on the University reputation, the release of information will be made at the discretion of the Director of University Communications and Marketing in consultation with the affected department, Risk Management, University Counsel and the President.

A release of information in an on-going criminal investigation shall be made at the discretion of the Chief of Police or designee.

## **Media Relations Incident Command**

When the Incident Command System (ICS) is established, the Director of Communications & Marketing will serve as a member of the command staff in the position of Public Information Officer (PIO).

## **Press Releases**

The University and Communications and Marketing Department is responsible for creating and distributing all press releases. Press releases will be vetted prior to release (when practical) with the President or designee. At the President's discretion, input from the President's Advisory Council may be solicited to review the press releases.

## **Emergency Management System, National Incident Management System Compliance**

Federal Homeland Security Presidential Directive (HSPD) 5 established the National Incident Management System (NIMS). NIMS provides a single, comprehensive approach to domestic incident management to ensure that all levels of government across the nation have the capacity to work efficiently and effectively together using a national approach to domestic incident management. The NIMS concept is a consistent nationwide approach for federal, state and local governments to work together to prepare for, respond to and recover from domestic incidents, regardless of the cause, size or complexity. The NIMS approach establishes interoperability and compatibility among federal, state, and local capabilities and includes a set of concepts, principles, terminology and technologies covering the Incident Command System (ICS), Unified Command, training, management of resources and reporting.

The presidential directive requires all Federal departments and agencies shall make adoption of the NIMS a requirement for providing federal preparedness assistance through grants, contracts or other activities to local governments. The state of Georgia has enacted law (O.C.G.A. 38-3-57) that all local public safety and emergency response organizations, including emergency management agencies, law enforcement agencies, fire departments, and emergency medical services, shall implement the standardized unified incident command system and that those agencies that do not establish such a system shall not be eligible for state reimbursement for any response or recovery related expenses.

Therefore, the University of West Georgia adopts the National Incident Management System (NIMS) as established under HSPD 5 and the Unified Command System as established under O.C.G.A. 38-5-57 as its system for preparing for and responding to disaster incidents and directs all incident managers and response activities at University of West Georgia to train and exercise using the NIMS principals in their response operations.

The emergency management team is composed of two separate groups:

1. **President's Cabinet:** The President's Cabinet is chaired by the President and is responsible for external communications, coordination, and policy review and development. Specifically, they will review, modify, or develop policies & procedures related to course attendance, grading, course completion requirements, student activities, residence life, financial aids, fiscal expenditures, and other fiscal disbursements in the event of a disaster. In addition, the President's Advisory Council will initiate continuity and recovery efforts to resume normal operations. The Cabinet consists of the President, all vice presidents, deans and university counsel.

2. **Incident Command Group:** This is the group or team that is organized under the Incident Command System (ICS) and focuses on the response and stabilization efforts. This group may include local emergency response personnel depending on the type and size of the event. This group is directed by the Incident Commander and additional personnel are identified within the Incident Command structure as determined by the Incident Commander.

### **Incident Command**

Incident Command System (ICS) is established as soon as possible, even in potential, threatening situations. The Incident Commander is identified as one with the knowledge, training and skills and immediate access to resources appropriate for the specific incident. Incident Commanders must have completed the appropriate training as identified by the Federal Emergency Management Agency and the Georgia Emergency Management Agency.

The IC determines if Section Chiefs are required. If so, the IC identifies appropriate personnel with the proper training, skills and knowledge required. As the incident changes from response to facility recovery, or as otherwise necessitated, command is then transferred to a more appropriate Incident Commander to continue the response/recovery efforts.

### **Incident Commander; Responsibilities & Authorities**

The Incident Commander (IC) is the leader, manager of the incident response system and is an individual that *"...is always a highly qualified individual trained to lead the incident response."*<sup>4</sup> The Incident Commander has overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics.<sup>5</sup> The Incident Commander has primary responsibility for:

- Ensuring incident safety,
- Providing information services to internal and external stakeholders,
- Establishing and maintaining liaison w/other agencies participating in the incident.

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<sup>4</sup> IS-100- Incident Command System, Training; Federal Emergency Management Agency (FEMA); retrieved 11/2005; National Incident Management System, FEMA, March 1, 2004.

<sup>5</sup> IS-100 Training, FEMA, retrieved 11/2005.

The Incident Commander also assigns personnel to additional ICS roles as required. Those assigned by the IC have the “...authority of their assigned positions, regardless of the rank they hold within their respective agencies.”<sup>6</sup>

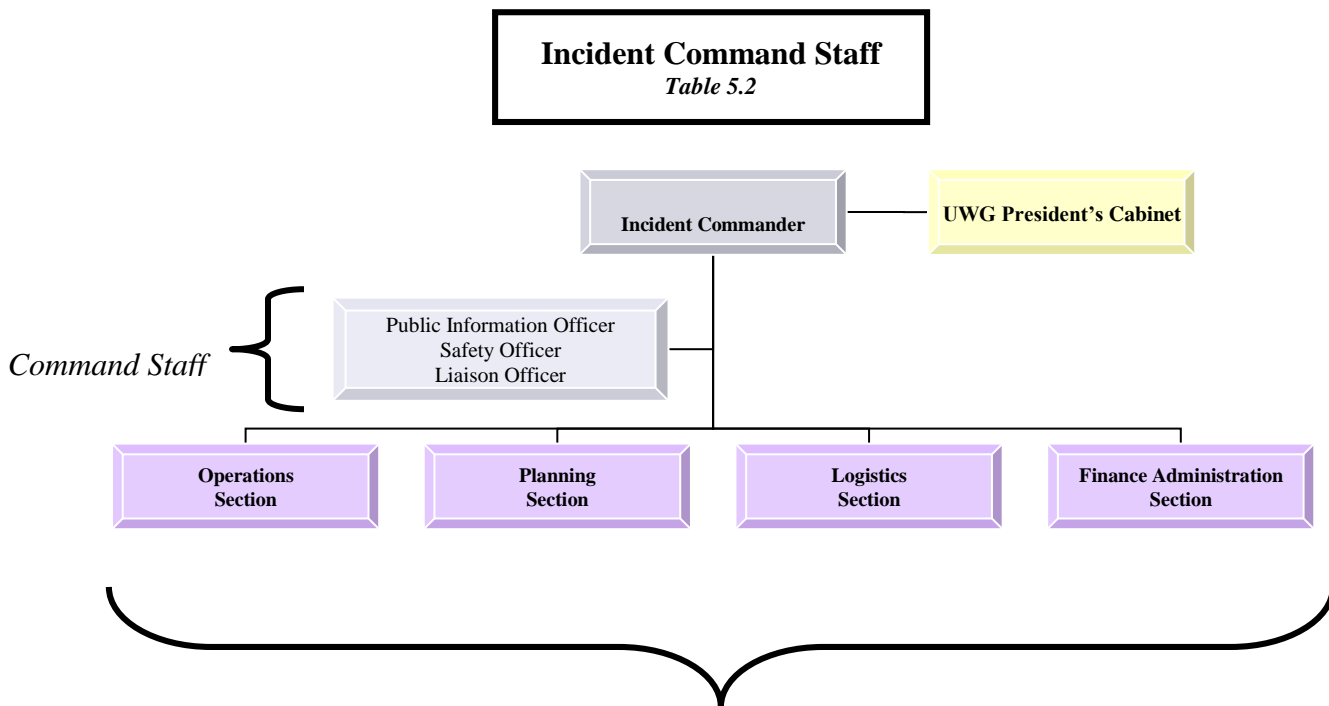
### ICS Command Staff

Depending upon the severity of the situation, the IC may require the services of Command Staff which include; Safety Officer (SO), Liaison Officer (LO), or Public Information Officer (PIO). These individuals will be identified and Section Chiefs made aware.

**Public Information Officer (PIO)** – responsible for sharing information with University constituencies and the media in reference to the incident. This position will maintain information activities with the Executive Policy Council.

**Safety Officer** – ensures the safety of responding personnel.

**Liaison Officer** – primary contact for supporting agencies and is generally only required when a multi-agency, multi-jurisdictional response is required.

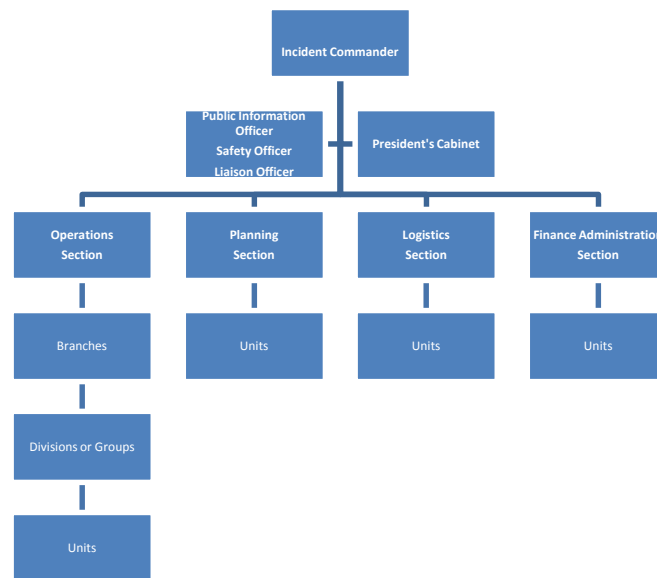


IS-100 Training, FEMA, retrieved 11/2005.

## ICS Organizational Structure

The ICS organizational structure can be expanded or reduced as required for specific situations. Often, the Incident Commander will serve as section head for all sections and direct Branch Directors, Supervisors, or Unit Leaders.

The organizational structure is sub-divided as to; Incident Commander; Command Staff; Executive Policy Council; Sections; Branches; Divisions or Groups; Units (*See Chart*).



Incident Commander or Liaison Officer will ensure that the President's Cabinet is notified of the following: nature of incident, location of Incident Command Post, name and titles of command staff.

### General Staff

General Staff report to the IC. Section Chiefs oversee their assigned area and have the ability to expand their section as required. These positions are; Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance Administration Section Chief and are covered in more detail in the following chapters.

### ***Pre-designated Incident Commanders***

In incidents relegated to University resources and facilities, pre-designated Incident Commanders are selected for specific situations. Incident Commanders are responsible for completing required training as identified by the Federal Emergency Management Agency and participating in University designated training programs.

<b><i>ICS Organization</i></b>		
<b>Organizational Element</b>	<b>Leadership Position</b>	<b>Primary Responsibilities/Assignments</b>
Incident Command	Incident Commander	Overall responsibility for incident response
Executive Policy Council	President's Cabinet	Identifies policy modifications, establishes directives, for the University operations and communicates situation reports to the University System Offices.
Command Staff	Officer	Public Information Officer (PIO); Safety Officer (SO); Liaison Officer (LO) supporting IC.
Section	Section Chief	Oversee section assigned, (Operations, Planning, Logistics, Finance/Administration)
Branch	Branch Director	Reports to Section Chief
Divisions & Groups	Supervisors (Operations Only)	Provides supervision of assigned divisions
Unit	Unit Leader	(Applies to subunits of Planning, Logistics, and Finance/Administration Divisions)

## Pre-Designated Incident Commanders by Incident Type

<i>Incident Type</i>	<i>Incident Commander</i>	<i>Command Center Location</i>	<i>Alternate Location*</i>	<i>Additional Incident Description/Assignments</i>
Facility damage, Recovery operations	UWG Chief of Police	UWG Command Center – Aycok Hall	Facilities Work Information Center	Due to natural disaster, extensive repairs, or other facility related damage.
Security Threats, Severe Weather, unruly crowd situations, large events	UWG Chief of Police	UWG Command Center – Aycok Hall	UWG Campus Center	Immediate security threats as a result of domestic unrest, criminal action(s), threatening weather and/or immediate response situations.
Fire, Hazardous Materials Incident	City of Carrollton Fire Chief	To be determined by Incident Commander	UWG Command Center – Aycok Hall	Situations involving fire to grounds or facilities, hazardous materials spills, CBRNE incidents.
Local Emergency Conditions	UWG Chief of Police	UWG Command Center – Aycok Hall	UWG Campus Center	Situations immediately surrounding the University that threaten the safety of the University community.
Community Health issues	Campus Physician	UWG Command Center – Aycok Hall	UWG Campus Center	Threats of pandemic, airborne pathogens, or diseases that threaten the community.
University community domestic unrest/protest	UWG Chief of Police	UWG Command Center – Aycok Hall	UWG Campus Center	Student protests that have the potential for violent acts, etc.

### **TRAINING**

To ensure that all members of the emergency management team understand how to effectively and safely exercise their designated roles during an emergency, members should review the *Campus Emergency Management Plan* (upon appointment and annually thereafter) and receive training on NIMS, and ICS, as appropriate to their emergency role.

<sup>i</sup> O.C.G.A. 50-18-72; “(15)(A) Records, the disclosure of which would compromise security against sabotage or criminal or terrorist acts and the nondisclosure of which is necessary for the protection of life, safety, or public property, which shall be limited to the following:



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- (i) Security plans and vulnerability assessments for any public utility, technology infrastructure, building, facility, function, or activity in effect at the time of the request for disclosure or pertaining to a plan or assessment in effect at such time;*
- (ii) Any plan for protection against terrorist or other attacks, which plan depends for its effectiveness in whole or in part upon a lack of general public knowledge of its details;*
- (iii) Any document relating to the existence, nature, location, or function of security devices designed to protect against terrorist or other attacks, which devices depend for their effectiveness in whole or in part upon a lack of general public knowledge; and*
- (iv) Any plan, blueprint, or other material which if made public could compromise security against sabotage, criminal, or terroristic acts.”*

<sup>ii</sup> O.C.G.A. 38-3-57, Georgia Emergency Management Act of 1981, Emergency Action Plans are to be established and maintained that are “...a standardized, verifiable, performance based unified incident command system.”

<sup>iii</sup> Board of Regents Policy Manual, Section 204; “The president of each institution in the University System shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution.”

<sup>iv</sup> Board of Regents Policy Manual, Section 204 C. “Reciprocal emergency law enforcement agreements between institutions of the University System of Georgia and county and municipal authorities, as authorized by the Georgia Mutual Aid Act, as amended (BR Minutes, 1993-94, pp. 63-64)”; O.C.G.A. 36-69-1, Mutual Aid Act.

<sup>v</sup> O.C.G.A. 36-69-4, Mutual Aid Act, “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.”

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# Section Two

## Emergency Communications Plan

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### Keeping the Community Informed

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# UWG Emergency Communications Plan

Created: 9/08/2014

Reviewed: 9/9/2015

## **OVERVIEW**

The purpose of effective crisis communication is to mitigate the identified emergency, crisis, or incident and to protect the safety of the faculty, staff, students, and community by providing accurate information to all constituencies. The University of West Georgia's crisis communication plan supports operational efficiency and success by outlining the roles, responsibilities and protocols that guide UWG officials in promptly sharing information with all audiences during an emergency, crisis, or crisis threatening situation. This plan facilitates gathering and reporting accurate facts concerning emergencies and incidents involving UWG and updating information regularly as circumstances change. The plan provides a process for the coordination of internal and external communications among key audiences:

### **I. Internal Communications**

- a. UWG leadership
- b. USG contacts
- c. UWG faculty/staff
- d. UWG students

### **II. External**

#### ***a. By the University of West Georgia (UWG) / University Communications & Marketing (UCM)***

- 1. Parents, family, alumni, and friends of university faculty, staff, and students
- 2. Local and Atlanta media
- 3. General public (local, West Georgia region, Atlanta, state of Georgia, etc.)
- 4. Local and state governing bodies

#### ***b. By the University Police Department (UPD)***

Local/area community (City of Carrollton, areas of impact, etc.)

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**III. Crisis types (examples, not limited to):**

***Emergency, emergency conditions, disasters, incidents***

- a. Fire
- b. Severe weather, including tornado
- c. Medical emergency response
- d. General crime, including strong armed and sexual assault
- e. Active shooter
- f. Mental health issues
- h. Campus evacuation and employee shelter
- i. Power failure
- j. Bomb threat

**IV. Definitions**

*Disaster* – Any event or occurrence that seriously impairs or halts the core operations of a unit or department/division. Event may have occurred contiguous to a unit or department/division requiring the department or division to respond. In some cases, mass casualties and severe property damage may be sustained.

*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 of department/division.

*Emergency conditions* – Conditions that are developing, or have the potential to develop, that may threaten the safety/security of the unit of department/division personnel and facilities.

*Emergency notification* – Notification of emergency responders to an incident that is not able to be handled by staff and requires specialized assistance and aid.

*Incident* – Any situation or event that may result in the temporary disruption of operations, impair the use of facilities, or place the institution at greater risk. The primary threat to the institution may have ended or been greatly reduced.

*Material issues* – May include investigations (before criminal or civil wrongdoing is established), faculty, staff, or student misconduct, major campus protests, or other situations that demand a public response.

*Public alert* – Notification of campus and/or campus community regarding an issue impacting normal operations. A disaster or emergency situation does not exist.

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*Public warning* – Notification of campus and/or campus community of a disaster or emergency situation affecting both life safety and operations. The use of simple and plain language is also recommended when developing response protocols and implementation.

### **OBJECTIVES OF THE PLAN**

- I. To factually assess crisis situations and determine whether a communications response is warranted to ensure the safety of the UWG campus community, its faculty, staff, and students, and to respect the privacy and reputation of individuals who may be involved.
- II. To assemble a crisis communications team that will make recommendations on appropriate responses when warranted and that will meet proactively on a quarterly (or as needed) basis.
- III. To implement immediate action to:
  - a. Identify constituencies that should be informed about the situation
  - b. Obtain and communicate facts about the situation, once messaging is validated for accuracy
  - c. Minimize rumors
  - d. Restore order and/or confidence with candor, care, and speed

UWG leadership realizes that, in a crisis, people may expect more information than is actually available, making it imperative to speak with accuracy about what is known and not known and the importance of not speculating about unknown details. UWG/UCM will respond to media inquiries and reach out to appropriate additional media with accurate, timely information, as known.

### **ACTIONS: *Internal (UWG leadership, USG contacts, UWG faculty, staff, students)***

#### **Assessment**

Real and potential emergencies and material issues must be immediately reported. A potential crisis is defined as an event or situation that could affect the health, safety, or welfare of students, faculty, staff, or campus visitors or have reputational consequences.

- All emergencies on campus should immediately be reported to University Police: 678-839-6000.
- UPD (chief of police) will contact the president, the vice presidents, and the associate vice president of Communications and Marketing or, in his/her absence, an appropriate representative of UCM.
- The president, vice presidents, and CCT members will together make an initial assessment of the type of communication responses necessary for assuring safety of the campus.

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- Should the crisis be a non-emergency situation which may/may not involve a police matter, the affected UWG party, i.e., the involved dean of a UWG college/school or the highest ranking officer in the department involved, should inform the president and the associate vice president of UCM.
  - Media inquiries should be directed to the associate vice president of UCM. Inquiries of a criminal or possible criminal nature will be immediately directed by UCM to the UPD chief of police for consideration/comment should the UPD not have been contacted directly.

### ***Activating the Crisis Communications Team (CCT)***

Composition of the CCT will include representatives from campus areas (based on the nature of the situation):

- President or president's designee
- Chief of UPD or highest ranking available officer
- Provost
- Vice president for University Advancement
- Vice president for Business and Finance
- Vice president for Student Affairs and Enrollment Management
- Chief information officer
- Governmental and external relations, special assistant to the president
- University general counsel
- Dean of the appropriate college/school or designated general faculty representative
- AVP of UCM and/or designee, additional UCM staff (as needed)
- University associate vice presidents (based on the nature of the situation)
- Director of Human Resources
- Director of Risk Management
- Athletics director (based on the nature of the situation)
- Appropriate advisors, consultants, subject matter experts
- Others as needed

***Five criteria will be considered to determine the type of communication response necessary:***

#### *Crisis Type*

- What is the crisis type – emergency or material issue? (bomb threat, active shooter, tornado/inclement weather or student protest, employee or student misconduct, etc.)
- What is the impact to UWG? (minor, major, catastrophic)
- What is the potential for the situation to worsen?
- Is the situation under control?

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### ***Life Safety / Property Protection***

- What is the potential for minor injury?
- What is the potential for serious injury?
- What is the potential for death?
- What is the potential for property damage?
- What is the potential for disruption to normal course of business?

### ***Urgency***

- How soon does the message need to go out? (immediately, minutes, hours, days)
- Whose approval is needed?
- Is there time to connect with the president, leadership, or communications team? If not, is the president or police chief empowered to act?

### ***Audience(s)***

- Who needs to be notified? (administration, faculty, staff, students, guests, parents, media, etc.)
- How many people need to be alerted? (dozens, hundreds, thousands)

### ***Capabilities / Limitations***

- What are the limitations of the process/system? (limited audience, lengthy delivery time, mass panic)
- Which systems should be used or should all be used? (Wolf Alert, UWG website takeover, social media, mass notification, news release/press conference, campus/community radio, UTV, etc.)
- How quickly should the messages be sent? (immediately, minutes, hours)

### ***Initial Steps***

The CCT, after assessing the nature and scope of the situation, should develop a plan of action including some, or all, of the following.

#### ***1) Designate a spokesperson.***

The spokesperson should be the person possessing the direct knowledge of the crisis (UPD chief of police in the event of a campus crime or major accident/incident, subject matter expert, or AVP of UCM or other designated UCM personnel).

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In cases of a significant crisis, the president or the highest-ranking available university official in conveying the administration's response to the crisis, showing that the university has control of the situation, providing assurance and calming concern.

**2) Designate a UCM crisis site contact.**

This contact should be pre-determined, trained, prepared, and willing to serve in this appointed role. This contact will be sent to the crisis center/site if appropriate. The UCM on-site contact will relay updated information from the commanding officer-in-charge to the AVP/UCM and/or designee.

**3) Collectively, draft a fact sheet.**

The fact sheet should contain a summary statement of the situation including all known details to be released on the UWG website for updates to the campus community and to the media. This information should be approved by the president and CCT.

**4) Notify key constituencies**

Determine key constituencies that should be informed of the situation. It is important to keep administration, faculty, staff, and students, parents/family, supporters, and the general public, informed of appropriate details and actions taken by the university during an emergency. Effective communications will maintain morale and ensure continued orderly operations of the university. A member or members of the CCT should be assigned to communicate the facts of the situation (contained in the fact sheet) and the university's intended response. Groups that should be considered for communication in a situation are:

- Campus administrators, faculty, staff – Information to non-CCT administrators should be provided via appropriate communications vehicles, via Wolf Alert, e-mail and web postings, or mass meetings. Regular e-mailed updates of important changes in information and situation status should be distributed. This should be handled by the senior member of the core crisis communication group, usually the associate vice president of UCM or a designee.
- Students and parents of students – All students can be contacted in a mass e-mail (via the student portal to be pushed out by ITS) and are encouraged to share information directly with their parents. Additional communications with students may be considered through mass meetings as necessary, in such venues as dining areas, the Coliseum, etc. UCM members may be assigned to create and update an emergency website.
- In addition to creating this website, the UCM team will post updates as they become available.
- The UCM team will manage messaging for the UWG website, marquee, and other digital signage (as appropriate) to reflect an emergency situation, i.e., homepage slider takeover to a static “emergency” slider.



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- UCM will work with ITS to activate an emergency website for providing updates and notifying the public if the campus is closed, to protect students and all campus employees and visitors.
  - UCM members will be assigned to monitor appropriate social media and respond to inquiries via updates to the emergency website.
  - Board of Regents –The associate vice president of UCM or designee, should routinely keep the associate vice chancellor for communications at the University System of Georgia (USG) informed in crisis situations. In matters of institutional policy, the chancellor or members of the Board of Regents may be informed or consulted, but only by the president or an appropriate senior administrator.

***ACTIONS: External (Community, family, alumni, governing bodies, etc.)***

***1) Notify key constituencies***

- Parents, family, alumni, and friends of university faculty, staff, and students – Timely and consistent communications to this group and other key university constituencies concerning an emergency situation is of paramount importance.
- Switchboards should be in place to field calls. Locations that receive high volumes of incoming telephone calls, should be notified where to refer calls pertaining to the situation. A plan should be in place to impart information via website updates.
- Local community – If the situation has an impact on the local community, local newspaper and broadcast outlets should be notified by UCM. If appropriate, meetings should be arranged with local school officials, civic leaders, and others.
- Should phone lines become overloaded or go down, communication needs will be handled via an off-premise website that can make needed online updates.
- Other mass media updates, like news releases, can be prepared by UCM or be made with their specific knowledge. The institution should speak with one voice in time of crisis to assure consistent, official, and accurate information is disseminated.
- Government agencies – If government entities (mayor, governor's office, etc.) need to be informed, this should be handled by the president or designee.
- Law enforcement agencies – To be notified by UPD.
- Local/area community (City of Carrollton, areas of impact, etc.) – To be notified by UPD.

***2) Secondary Steps. Depending on the nature of the crisis, other decisions and/or actions may be necessary.***

- Additional media contact. Determine whether a follow-up news conference and/or news release is an effective means of conveying information to faculty, staff, students, the news media, and the public. UCM will determine logistics.

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- Command center. Determine whether the magnitude of the situation merits establishing a command center (for police and university officials) and/or a media briefing center (for larger gatherings of the media for briefings or press conferences).
  - Photography. Determine the appropriateness of UWG videographers and photographers at the scene of an incident (dependent on the nature of the situation). Communicate filming parameters to include the issuance of video footage. Determine whether it is appropriate to allow location filming or photography by media outlets (TV, newspaper, digital, etc.) and any accompanying details.
  - Radio responses. Discuss the need to produce live or taped responses for radio and decide who will be available for radio sound bites.
  - Other spokespersons. Identify any other individuals who may serve as spokespersons or who might be made available to the news media.
  - Internal communications. Determine an internal communications strategy to be used if a situation affects university students and employees, working closely with Human Resources, the student portal contact (ITS), and the university web team. The campus-wide listserv is available for mass e-mail distribution of important information in rapidly developing situations. It can be segmented for distribution to faculty, staff, students, or a combination of all three (provided the web is unaffected).
  - Additional communications. Discuss additional or alternative means of conveying information such as letters to parents of students or selected constituencies of the university, letters to newspaper editors, and consultation with editorial boards.
  - Information control. Consider establishing a hotline or dedicated call-in line. A web page with a link from the university home page can also be used for posting up-to-date information and FAQs. Use the campus-wide listserv to quickly disseminate timely, accurate information.

### **3) Facility Evacuation/Operational Shutdowns**

- It may become necessary to evacuate buildings and/or surrounding areas to protect and ensure the safety of individuals and, in some instances, animals. If such a situation occurs, decisions regarding work space accommodations and/or leave requirements for faculty and staff, as well as class schedules and possibly housing accommodations for students, would need to be addressed.
- Student questions should be directed to the vice president for Student Affairs and Enrollment Management, and faculty should address concerns with the provost.

### **4) Aftermath Components**

Following an incident, appropriate action must take place to ensure that members of the university community, and others as necessary, receive information and assistance to help bring closure to the crisis and relief from the effects of the event. Attention also should be placed on identifying and implementing measures to improve the action plan used during the situation. Possible steps include:

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- Public/Town hall forum. If appropriate, public forums should be scheduled and coordinated by the presidential staff, University Events, and UCM to communicate details of the incident and events to all interested members of the university. The timing of this meeting is critical and every effort should be made to see that it occurs within a timely window. Representatives from UPD, HRr and the UWG counseling center should be prepared to answer questions and share pertinent information. Specific departments and/or individuals may be requested to participate depending on the nature of the crisis.
  - Victim assistance. Immediately following an incident, it is imperative that the university show sensitivity to the needs of faculty, staff, and students who may have been affected by the event. There may be a need to assist by obtaining information and/or a referral to available resources. The CCT will communicate the availability of assistance with referral to appropriate university resources.
  - Accurate information. Rumors often follow a crisis, further creating an atmosphere of anxiety. If appropriate, UCM will combat any falsehoods through the use of electronic mail, social media, press releases, etc., for the reporting of accurate facts.
  - Acknowledgments. Depending on the nature of the event, services and assistance may have been rendered by agencies, companies, partners, and/or individuals from outside the university. UCM should ensure that applicable follow-up information and appropriate gratitude is expressed.
  - Debriefing. The CCT should meet within one week of an incident to review actions taken as a result of the situation to determine the effectiveness and efficiency of operations and make needed adjustments.

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## Communications Procedures Check Off Sheet

The clearest way to save lives and protect property in the event of a disaster is to provide current and reliable information to the public before, during and after a crisis. Information must be updated on a regular basis with clear directions provided as to what the public should do, where resources are located at, and update the information on a regular basis.

The University of West Georgia has established **communications procedures** and a layered system of **communication technologies** to keep the community informed.

### Communications Procedures

In the event of a crisis, the University will take the following actions as a means of directing vital information to the public. **Print a copy of this page and mark off as accomplished:**

***Before the Crisis – have we? (If yes, mark off. If not, is there time now to do the most important?)***

1. Conducted an information campaign to staff, students, parents, board members, and community contacts on how they can obtain information during a crisis. List websites, hotlines, and media outlets on posters, flyers, email announcements, and web postings. Continually reinforce the information so people automatically know what to do. Use space on web for emergency updates and background information and drive traffic to it.
2. Updated fact sheets, historical information, contact lists, campus maps, and profiles or bios of key management personnel with photos.
3. Identified secondary or “expert” spokespersons on key topics.
4. Discussed and decided on various sites on and off campus for communications command center for press conferences, media briefings, place for reporters to work, etc.
5. Briefed media representatives on Crisis Communications Plan.
6. Trained probable spokespersons and role play high-pressured interviews.
7. Made sure communication vehicles are in place:
  - Inbound calling hotline (call center takeover and on hold messaging)
  - Website
  - Telephone trees
  - Email databases
  - Media contact lists
  - Media alerts
  - Internal contact lists

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8. Learned all aspects of Georgia's public records laws and consult with general counsel on the Crisis Communications Team if there is any doubt about compliance. Generally follow these guidelines:

- In response to a direct inquiry about a student, you may only release information that is already published in a UWG directory, which is usually name, address, possibly a phone number, major, and enrollment status. For sports figures, it may also include height, weight, and other information published in a game program.
- Do not offer any additional information or even amplify on directory information in any context other than straight, directory information. For example, student courses, financial aid, interests, etc., may not be released.
- You may discuss incidents in a broad, general context to explain UWG policy or procedures, but not in the context of the individual student.
- You may confirm if someone is NOT a student.

*In the event of a crisis, responsibilities for Notifying Key Constituencies*

- President's office and UCM are notified by University Police.
- Law enforcement agencies are notified by University Police.
- Board of Trustees, PAC, and chancellor are notified by the president or VP of Advancement
- The USG communications officer is notified by the AVP of UCM or designee.
- Regional campus boards are notified by the VP of Advancement.
- Staff/faculty are notified electronically by University Police via the Wolf Alert system
- Students are notified electronically by University Police via the Wolf Alert system
- Parents can be notified through email by Student Affairs and/or by web, media, and hotline by UCM.
- Local community is notified through media, web, and hotline/call center by UCM.
- Media is notified by UCM.
- Alumni are notified by the executive director of the Alumni Association.

***When the Crisis Strikes – Communication Steps***

1. Initial call goes to University Police or Carroll County 911. Carroll County 911 contacts University Police.
2. University Police contacts the president, VPs and AVP of UCM, and UWG general counsel.
3. Executive decision is made to activate appropriate crisis plan. AVP of UCM assembles UCM Crisis Communications Team and notifies campus of plans.

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4. The AVP of UCM will:
  5. Gather information from affected sources.
  6. Develop communications strategy in consultation with Crisis Communications Team. Delegate responsibilities, to home campus and regional center.
  7. Designate spokesperson(s). Depending on the situation, this could be the president, provost, AVP of UCM or designee, police chief or designee, or dean of affected school/college.
  8. Establish location of Crisis Command Center and Media Center, if needed.
  9. Prepare information (faculty, staff, students, web, press release, talking points, fact sheet, statement, video stream, audio recording, background information, etc).
  10. Immediately notify key constituencies according to the responsibilities.
  11. Post information on website, release to media, activate announcement on phone message hotline, take over call center with trained staff, send email updates, and conduct news conference, if needed.
  12. Schedule periodic media briefings/updates (at least 30-minute intervals).
  13. Control rumors, respond to media assertively, if necessary.
  14. Communicate counseling and medical services to those in need.
  15. Conduct follow-up press conference after event, if warranted.
  16. Determine if follow-up direct mail is needed.
  17. Consider community or university-wide forum to discuss incident.
  18. Evaluate efforts afterwards and report. Assess results and consider changes/ updates to this plan.

### ***Communications Technologies***

The University has four primary methods for communicating emergency information to the public. These include:

- Emergency Notification System – The University contracts with an outside vendor to provide emergency notifications to the UWG community. The system is branded Wolf Alert and is available to all faculty, staff and students. In the event of an emergency, Wolf Alert messages are automatically sent to all current UWG e-mail accounts and faculty, staff and students can opt-in to also receive alerts via phone (home, office, cell), text messages (cell) and any additional e-mail accounts they hold. Within Wolf Alert special groups have been created to speed communication between campus leadership and support personnel. By use of these groups, the need to make individual calls to large numbers of people is eliminated. Examples are PAC Cabinet (President’s Chief Advisers), Residence Life (communicates with staff and on-campus residents), Police and Facilities. Wolf Alert messages are also posted automatically to all digital signs on campus. Wolf Alerts are dispatched through the University Police Communication Center. All dispatchers have access and know who to send out alerts.
- Fast Command – Fast Command is an off-campus company that can take over our web page in the event of an emergency. University Communications and Marketing will feed information to Fast Command who will post to our site quickly. This speeds up the

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communication process in that our staff will be able to deal with content rather than actually posting the information. Fast Command will also be able to post if UCM loses its facilities or access to the server.

- Weather Warning Sirens – The University maintains two sirens located on opposite ends of the campus. They can be activated from Carroll County 911 but also from campus by University Police Dispatchers. The sirens produce not only a wailing sound but also can be used as public address systems.
- Social Media Pages – University Police and a number of on-campus departments maintain Facebook and Twitter pages. Postings can be made individually or over Wolf Alert. University Communications and Marketing will have lead on posting to Social Media and control what is released.
- Campus e-mail system – In the event of a Wolf Alert failure, the campus internal e-mail system is used as a back-up means of communication.
- Patrol Cars – All University Police patrol cars are equipped with public address systems which can be utilized as a failsafe means of communications to the public.

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University of West  
Georgia  
Emergency Response  
Plan

Appendices  
Section Three  
*Supporting Documents*



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# Appendix A

## Mutual Aid Documents

Mutual Aid agreements have been signed between the University of West Georgia and the following city/county governments where the University has campuses. These include:

City of Carrollton	Carroll County
City of Newnan	Coweta County

The 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 in the UWG Police Communications Center in Aycock Hall and with the chief executives from the respective jurisdictions. The template which was used for all four agreements is provided here for reference purposes.

***A Memorandum of understanding between the Board of Regents of the University System of Georgia and the City of Newnan Georgia, pursuant to the Georgia Mutual Aid Act.***

Effective upon the approval of the Board of Regents of the University System of Georgia, a mutual aid agreement shall exist between the (insert city/county name) and the University of West Georgia, an institution within the University System of Georgia. This agreement incorporates by reference all standards contained in OCGA 36-69-1, et seq., including subsequent amendments thereto.

I. Purpose

The purpose of this agreement is to provide for the rendering of extraterritorial assistance between the University of West Georgia and the (insert city/county name) as defined in Georgia Code 36-69-2 (meaning of "local emergency") and under the conditions established in Georgia Code 36-69-3 (Extraterritorial cooperation and assistance to local law enforcement agencies, institutions within the University system, or fire departments requesting assistance).

Local Emergency is defined by 36-69-2 as the existence of conditions of extreme peril to the safety and property within the territorial limits of a political subdivision of the state or on a campus of an institution within the University System of Georgia caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which conditions are or are likely beyond the control of the services,

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personnel, equipment, and facilities of that political subdivision of the state and which require the combined forces of other political subdivisions of the state to combat.

Conditions which qualify for extraterritorial assistance as established by OCGA 36-69-3 include upon the request of the City/County or University in a local emergency, assistance in the prevention or detection of violations of the law, in the apprehension or arrest of any person who violates a criminal law of this State, or in any criminal case.

## II. Initiation of Mutual Aid Request

In the event the (insert city/county name) is in need of emergency assistance from the University as defined in Section I of this agreement, the (insert city/county name) Police Chief or designee will make the request to the University's Chief of Police. The Chief will then forward the request to the University President for approval. The Chief of Police will forward the President's decision to the (insert city/county name) Chief.

In the event the University requires assistance, the Chief of Police at the direction of the University's President will make the request to the City's Police Chief. The City's Chief or designee will be the contact point for all requests. (OCGA 36-69-3 (a) 2(A))

## III. Authority of Personnel Rendering Aid

Whenever the employees of the (insert city/county name) or the University are rendering aid on or outside the campus and pursuant to the authority contained in OCGA 36-69-4, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the City, or as a University System Officer. (OCGA 36-69-4)

## IV. Responsibility for Expenses and Compensation of Employees

When responding to an emergency or other conditions as outlined in this agreement, the responding agency which furnishes any equipment shall bear the loss or damage to such equipment and shall pay the expense incurred in the operation and maintenance thereof.

When responding to an emergency or other conditions as outlined in this agreement, the responding agency will compensate and shall defray the actual travel and maintenance expenses of such employees during the time they are rendering aid. Such compensation shall include any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.

## V. Applicability of Privileges, Immunities, Exemptions and Benefits

All of the privileges and immunities from liability; exemption from laws, ordinances, and rules; and all pension, insurance, relief, disability, workers' compensation, salary, death, and other

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benefits which apply to the activity of such officers or employees of the City/County or University when performing their respective functions within the City/County or Campus, shall apply to such officers or employees to the same degree, manner and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this chapter relating to mutual aid. This provision of this Code section shall apply with equal effect to paid, volunteer, and auxiliary employees. (OCGA 36-69-6)

VI. Command Structure

When assistance is requested by the University under the terms of this mutual aid agreement, all personnel provided by the City will be under the command of the Chief of Police or designee of the University of West Georgia. Personnel assigned by the University in response to a request for assistance, will be under the command of the Chief of Police or designee of the (insert city/county name). All orders, request, and directions issued by the officer in charge, will be relayed through the ranking officer of the agency providing the extraterritorial assistance. (OCGA 36-69-3 (e)).

VI. Limitations

A) Nothing in this agreement shall be construed as creating a duty to respond when requested by either party signing this agreement. (OCGA 36-69-8(a)).

B) Nothing in this agreement shall be construed as creating a duty on the part of the responding agency to stay at the scene of an emergency for any set length of time. Responding personnel and equipment may be removed at any time from the scene at the discretion of the ranking officer from the responding agency. (OCGA 36-69-8(b)).

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Chief Executive  
(insert city/county name)

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Dr. Kyle Marrero  
President / University of West Georgia

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Date Signed

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Date Signed

Presented to and approved by the Board of Regents: \_\_\_\_\_

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# Appendix B

## UWG Senior Leadership Contact Numbers

UWG Senior Leadership Call List

Updated 8/1/2015

### President

Dr. Kyle Marrero

Home (770)-377-1360  
Cell (225)-933-7595  
Office (678)-839-6442

### Vice Presidents

Academic Affairs – Dr. Michael Crafton

Home  
Cell  
Office

Business & Finance – Mr. Jim Sutherland

Home (770)-834-9275  
Cell (770)776-9946  
Office (678)839-6410

Student Services – Dr. Scot Lingrell  
Fraboni

Cell (678)-378-3399  
Office (678)-839-6423

University Advancement – Mr. Dave

Cell (413)575-8991  
Office (678)839-4757  
Wife's Cell (413)575-6382

### Academic Deans

College of Arts and Humanities – Dr. Randy Hendricks

Cell (678)378-5058  
Office (678)839-5450

College of Education – Dr. Diane Hoff

Cell (770)845-3232  
Home (678)664-2974  
Office (678)839-6570

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**College of Business – Dr. Faye McIntyre**

**Cell (678)332-60732**  
**Home (256)463-8787**  
**Office (678)839-5030**

**College / Honors – Dr. Janet Donohue**

**Home (404) 378-7820**  
**Cell (404) 782-9522**  
**Office (678)839- 4743**

**College of Science and Mathematics – Dr. Scott Gordon**

**Cell (678)523-7650**  
**Office (678)839-4134**

**College of Social Sciences – Dr. Jane McCandless**

**Cell (404)543-0696**  
**Home (770)836-0696**  
**Office (678)839-5170**

**Dean of Libraries – Ms. Lorene Flanders**

**Cell (770)315-1515**  
**Home (770)836-2859**  
**Office (678)839-6370**

**School of Nursing – Dr. Jenny Schuessler**

**Cell (334)863-0815**  
**Husband's Cell (706)594-6784**  
**Office (678)839-**

**Executive Director of the Advanced Academy of Georgia – Dr. Mike Hester**

**Cell (770)362-9435**

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## **Additional Senior Leadership**

### **Associate Vice President for Enrollment Management – Dr. John Head**

<b>Cell</b>	<b>(706)936-8110</b>
<b>Home</b>	<b>(706)291-9422</b>
<b>Office</b>	<b>(678)839-4730</b>

### **Center for Diversity and Inclusion – Ms. Deidre Haywood-Rouse**

<b>Cell</b>	<b>(770)316-5597</b>
<b>Home</b>	<b>(770)838-9990</b>
<b>Office</b>	<b>(678)839-5400</b>

### **Government and External Relations - Ashley Jones**

<b>Cell</b>	<b>(770)-842-5935</b>
<b>Office</b>	<b>(678)-839-6442</b>

### **Information Technology Services – Ms. Kathy Kral**

<b>Cell</b>	<b>(770)241-9276</b>
<b>Home</b>	<b>(770)258-3917</b>
<b>Office</b>	<b>(678)839-6585</b>

### **University Attorney – Ms. Jane Simpson**

<b>Cell</b>	<b>(678)-699-1804</b>
<b>Office</b>	<b>(678)-839-5306</b>

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# University of West Georgia Emergency Response Plan

## Appendices

### Section Four

#### Operational Plans for Specific Events

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# Appendix A – Active Shooter

## University of West Georgia Active Shooter Plan

Created: March 2008

Revised: April 2010                      August 2015

### ***Overview***

The purpose of this procedure is to outline the actions that will be taken by University of West Georgia Police personnel upon notification of an Active Shooter Incident (ASI). This procedure is designed to provide police officers, supervisors, and support personnel with an effective method to intervene in an ASI prior to the arrival and deployment of other specialized personnel.

### ***I. Policy Statement***

Upon arrival at an active shooting, the responsibilities of the officers in order of priority are as follows:

- 1) Use all lawful means available and necessary to stop the shooting. This will be done by arrest, containment, or use of deadly force. This is the priority over all other duties including taking care of the wounded.
- 2) Evacuate all living persons from the danger zone or provide protection to them during the incident.
- 3) Provide emergency medical care to the injured and transport to a medical facility as soon as it can be done safely.
- 4) Conduct a thorough investigation into the incident and provide the results to the UWG President.

The philosophy behind this policy recognizes that the shooter must be stopped before he/she can cause any further injury or death. This shall be the duty and responsibility of the initial responding officers, and they shall use all reasonable and necessary force to accomplish it. However, caution must be exercised to prevent police gunfire from injuring innocent bystanders or other first responders.

Note: While it is important to provide medical treatment to the wounded, it is the first priority of law enforcement officers to stop further bloodshed.



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The procedures outlined in this policy are not intended to be a substitute for conventional emergency response tactics to a barricaded gunmen or hostage incident. However, during an active shooter incident when death or great bodily harm is being actively inflicted on the innocent, it is not practical to wait for the SWAT Team to arrive.

## **II. Legal Requirements for Using Deadly Force**

When responding to an ASI, UWG Police Officers are authorized to use deadly within the confines established by Georgia Law. OCGA 17-4-20 (b) states:

*Sheriffs and peace officers who are appointed or employed in conformity with Chapter 8 of Title 35 may use deadly force to apprehend a suspected felon only when the officer reasonably believes that the suspect possesses a deadly weapon or any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury; when the officer reasonably believes that the suspect poses an immediate threat of physical violence to the officer or others; or when there is probable cause to believe that the suspect has committed a crime involving the infliction or threatened infliction of serious physical harm. Nothing in this Code section shall be construed so as to restrict such sheriffs or peace officers from the use of such reasonable non-deadly force as may be necessary to apprehend and arrest a suspected felon or misdemeanor.*

## **III. Definitions**

*Active Shooting Incident (ASI)* - Any incident in which a person or persons armed with a deadly weapon is systematically, actively, and presently employing the weapons against innocent victims and a delayed police response could otherwise result in death or great bodily harm.

An active shooting incident is not to be confused with a hostage/barricade/terrorist (HBT) incident in which harm is being threatened but no killing is currently taking place. However, any HBT incident can deteriorate into an active shooting incident. The conclusion that an active shooting incident is occurring may be based on information or circumstances that would lead a reasonable peace officer to that conclusion. It need not be based on personal observation.

*Active Shooter* – An Active Shooter refers to one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Their overriding object appears to be that of mass murder, rather than other criminal conduct, such as robbery, hostage taking, etc. For purposes of this procedure, the term "active shooter" will also include anyone who uses or threatens to use any other deadly weapon (knife, club, bow and arrow, explosives, etc.) to systematically or randomly inflict death or serious bodily harm on people.

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*Contact Team* - The first four law enforcement officers to arrive at the scene of an active shooting incident. The Contact Team shall form as soon as the incident is identified as an active shooting and stop the active shooter(s) using all necessary and lawful means to end the carnage.

*Contact Team Leader* - The senior officer present with CRT experience. If no CRT member or former member is present, then the field supervisor will assume this role. If no field supervisor is present, the senior police officer present will be the Contact Team leader.

*Diamond Formation* - A formation utilized by officers deployed by a Contact Team. The formation utilizes four (4) officers who provide 360-degree coverage. The team assignments for this formation are:

1. Team Leader -- Delegates team member's responsibilities, formulates and implements plans, and acts as a flank guard. Officers who have Critical Response Team experience should be utilized in this role, regardless of their rank.
2. Assistant Team Leader -- Responsible for communicating with responding units during deployment, and acts as a rear guard.
3. Designated Cover Officer -- Generally deploys a long gun, if available. Acts as point man, and provides cover during entry and withdrawal if necessary.
4. Rescue or Contact Officer -- General purpose officer, conducts searches, handles recovery of victims or engages the suspect if necessary, and acts as a flank guard.

*Hostage/Barricade/Terrorist Incident (HBT)* -- An incident in which harm against innocent victims is being threatened, but no taking of life or inflicting of injury is currently occurring.

*Hostile Environment* - Any environment in which an active shooting incident is taking place, the perpetrator(s) has been contained but is still armed, or the perpetrator(s) has not been located. The location will remain a Hostile Environment until declared safe by the senior ranking officer at the scene. No one except law enforcement is allowed into a hostile environment until it is declared safe.

*Immediate Action Deployment* -- The swift and immediate deployment of law enforcement resources to an active violence incident where a delayed response could otherwise result in death or great bodily injury to innocent persons.

*Rescue/Recovery Teams* - Teams of later responding officers who enter the scene after the Contact Team to render first aid to wounded persons and remove them from the hostile environment. The Rescue Team seeks to evacuate persons in jeopardy, including those who may be injured, for security or medical assistance and to provide interior scene security.

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*Special Weapons And Tactics Team (SWAT)* – A SWAT Team is a specially trained law enforcement group which will respond to any incident where special weapons and tactics are needed. This team consists of specially trained and equipped personnel with specific skills in the areas of tactical response, tactical containment, hostage rescue, deployment of chemical munitions, crisis negotiations and intelligence gathering.

#### ***IV. Active Shooter Training***

The University of West Georgia Police Department will provide either on campus or through outside sources active shooter training so that officers may be prepared for dealing with a ASI.

Training for dispatchers and alternate dispatchers will be provided either in-house or through outside resources.

#### ***Police Officers - Assumptions:***

- 1) Every UWG Police Officer is a member of the Emergency Response Team.
- 2) Every member of the UWG Police Department shall be trained in Emergency Response tactics and be fully prepared to act singularly or in concert with any other officer(s) to form a team.
  - a. Training for all officers following certification will include at minimum the following:
    1. Firearms – sidearm and any other weapon provided by the Department
    2. Advanced First Aid with an emphasis on the stopping of severe bleeding
    3. Building Search Techniques
    4. Active Shooter Response
  - b. Advanced training for all officers will include the following:
    1. Advanced firearms
    2. First Responder
    3. Hostage negotiations
  - c. All officers will be trained as to the layout of all buildings including entry points, stairwells, faculty offices, ranking University Administrators offices, roof access and basements. Officers once trained will continue to walk the buildings to maintain a current knowledge of the facilities in case a change is made during a renovation. Shift supervisors are responsible for testing shift officers to ensure each officer is proficient in their knowledge of the campus.
  - d. Each officer is expected to be physically fit and maintain their fitness while employed at West Georgia.

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e. Training shall be conducted at least annually in respect to this policy and every effort should be made to include other cooperating agencies. Information from any prior Post Incident Critique should be used in formulating areas of training.

## ***V. Equipment***

When possible, officers responding to an ASI will be equipped with the following equipment.

NOTE: The lack of availability of listed equipment shall not be cause for delay.

1. Protective vest,
2. Ballistic helmet (located in Supervisor vehicle)
3. Patrol rifle w/sufficient ammunition
4. UWG Radio/City/County band radio
5. Plainclothes officers should wear clearly visible police markings.

## ***VI. Confronting the Active Shooter***

### *Overview*

An active shooter incident will seldom happen under ideal circumstances. Perpetrators of these events often plan the incident well in advance and are familiar with the locations where the attacks will take place. It is imperative that the first officers on the scene advance into the location and engage the shooter if lives are to be saved. In an ASI there will not be time to call for the Carroll County SWAT team and most likely not enough personnel arriving at the same time to create a full contact team. ***Though not desirable, it may be the case where one or two officers will enter the facility and engage the shooter. These officers will enter and rely on their protective equipment, weapons and training to stop the shooter.***

In the event of an ASI, the incident will be handled according to National Incident Management System (NIMS) standards and the Incident Command System (ICS) will be utilized to control the operation.

### *1. Communications*

Until a command post is established and an incident commander is able to begin to exercise direction and control, the Communications Center will be responsible for coordinating the response. The ranking officer on the scene will direct the CO as to what is needed.

When the CC is notified of an active shooter, the Dispatcher will:

Initial Actions:

a. The CC will announce an Active Shooter Incident is in progress over the Police radio. Dispatch will advise police personnel of all relevant information reference the shooter.

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- b. The CC will advise all non-police personnel to hold all radio traffic.
  - c. Once an ASI is announced, all radio communications will be made in plain English.
  - d. Notify 911 of the incident and request immediate law enforcement, fire and medical support.
  - e. Notify the campus via the Campus Wide Emergency Warning Network (Wolf Alert) that there is an active shooter on campus. Advise those in buildings to barricade themselves inside, those outside to seek shelter and those coming to campus to avoid the area.

Secondary Actions:

- a. The Communications Center is to be staffed by a minimum of 3 Dispatchers. If only one is on duty at the time of the incident, and Parking Services is in operation, Parking Service personnel will move to the CC to assist as directed by the CO. This is only to be done if it is safe for the staff to move between buildings. If it is not safe to move between buildings, then the dispatcher will notify the Controller's Office to send staff to assist.
- b. If there are two dispatchers one will handle radio traffic and responds to on scene officer requests while the other will operate the phones. Obtaining and relaying information about the shooter will be priority traffic.
- c. All persons calling in will be advised what to do to protect themselves based on the best information available from the officers on the scene.

*2. Initial Units on the Scene*

If four or more officers arrive simultaneously they will form a Contact Team:

- a. Arriving UWG and supporting city/county officers will form a four man Contact Team, enter the facility and stop the threat. (In the event there is a mix of UWG/City/County officers arriving, the ranking UWG officer will lead the contact team. This is done since the UWG officers will be more familiar with the facility and its occupants).
- b. Officers should consider making entry at a location other than the main entrance, if possible, as this is the place where a suspect(s) might logically set up barricades, explosives or an ambush.
- c. It is the responsibility of the Contact Team to follow the sound of gunshots and/or screams and/or available intelligence information to find the active shooter(s) and utilize all lawful and necessary force to end the killing.
- d. Contact Team members should attempt to gather information from victims/witnesses as to the number and identities of the perpetrator(s), physical descriptions, including types and number of weapons, and the locations of the suspect(s), and immediately relay this information to the Command Center.
- e. The Contact Team will bypass everyone (alive, wounded or dead) to confront the active shooter. Stopping the shooter is their sole responsibility. They will focus on no other activity until their mission is complete.

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Note: The Contact Team must be aware that the shooter may be hiding amongst the victims or the survivors. Team members will exercise caution when walking past the injured or those seeking assistance.

f. The Contact Team shall maintain radio communication with the Dispatch Center, providing them with status information and observations. One officer designated by the Contact Team leader will be responsible for communications with the dispatch center.

g. If the Contact Team discovers a bomb or booby trap, they are to avoid the devices and continue their search for the active shooter(s). The team leader shall ensure that the incident commander is notified of the location and apparent nature of the device as soon as possible, so that arrangements can be made for proper removal and disposal.

h. In instances when the first Contact Team has been rendered ineffective, another Contact Team shall be formed immediately to continue the mission. The second Contact Team may be composed of any group of four or more officers.

i. Suppressive fire towards the active shooter may be necessary, especially if he has gained an advantage by height or barricade. Suppressive fire towards the position of an active shooter is permissible, as long as no innocent victims are in the line of fire. However, officers will be held accountable for every round that they fire.

j. For safety reasons, later responding officers may join the initial Contact Team if time and security permits. Under no circumstances will additional responding officers search for an active shooter unless it is learned that the Contact Team has been rendered incapable of continuing their mission. If sufficient communications capabilities exist, a second team may be sent in at the direction of the incident commander but only if it is onto a separate floor and the first team is clear not to go to that next level.

k. If the Contact Team is able to contain the suspect(s), and they are no longer actively involved in inflicting death or great bodily harm on others, conventional emergency response tactics will be employed, and the Contact Team will continue to contain the suspect(s) until relieved by the SWAT team.

l. Once an active shooter has been stopped, the Contact Team must be aware of the possibility of additional assailants. If more shooting, screams or intelligence information lead to the conclusion that a second or third or more active shooters are present, they will continue the mission until all active shooters are stopped. In any event, the Contact Team will continue their search until the entire building(s) has been cleared and they have stopped all active shooters.

m. If the shooter is captured and is injured, EMS personnel will be called to the location to render aid. If the shooter is captured and not injured, he/she is to be removed from the building with his/her identity concealed and transported to the Carroll County Jail for questioning and incarceration. If the perpetrator is killed by the Contact Team or is found to have committed suicide, the area is to be cordoned off and investigators notified. If an investigator was a member of the contact team, he/she will not be part of the investigative team.

n. Once it seems apparent that all active shooters have been stopped, the Contact Team shall conduct itself according to the provisions of Policy and Procedures involving use of force and firearms, investigation of officer-involved shootings, and staff notifications.

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o. If only one or two officers are present and an active shooting is taking place, the officer(s) will notify Dispatch where they are entering the building and direct backup to that location. Radio traffic will be kept to a minimum while the search for the perpetrator is underway.

## *2. Incident Command*

If a command level officer is one of the first officers on the scene, he/she will join the Contact Team and enter the facility to stop the shooter. If the ranking officer is not a part of the team, the following actions will be taken:

a. Designate a location for a command center and notify the CC. The CC will inform 911 and request all responding City/County officers meet at that location.

b. If needed, form a second Contact Team and send them into the building to hunt for the shooter. This will only be done if the first team is rendered ineffective.

c. If the first command officer on the scene is with the Contact Team, the second ranking officer to arrive will be the Incident Commander. Duties of the Incident Commander shall be:

1. Notify the Communications Center of your identity, location of the command center and that you are assuming the responsibilities as the Incident Commander on scene.

2. Establish and manage the inner and outer perimeter. Officers working the perimeters are to be directed to look for shooters attempting to escape.

3. Request the Carroll County SWAT Team be activated and sent to the campus.

4. Direct that the entrances to the campus be closed to prevent access to the campus.

5. Coordinate support for the Contact Team

6. Create and deploy Rescue Teams

7. Designate a staging area for support services (ex., EMS, LFD, etc.)

8. Coordinate assisting units and resources

9. Coordinate intelligence gathering

10. Coordinate the rescue efforts of injured persons

11. Request the Public Information Officer establish a media staging area and manage media contacts

12. Ensure that the ENTIRE building is searched for victims once the episode is concluded.

13. Assist with follow-up investigations as needed

## *3. Rescue Teams*

As more officers arrive, those officers will form a Rescue Team.

a. The Rescue Team will perform the following tasks in this order:

- 
- 1 - Assist the Contact Team if needed,
  - 2 - Assist the uninjured to safety, and
  - 3 - Provide emergency medical assistance to the wounded and arrange for transport to a medical facility.

b. While the Contact Team is engaging the perpetrator, the Rescue Team will enter the Facility and begin evacuation of uninjured victims. This will be done only if it can be done safely. If there is the possibility that the perpetrator is still a threat, the Rescue Team members will provide protection to those trapped in the building.

Note: The Rescue Team must be aware that the shooter may be hiding amongst the victims or the survivors. All persons will be checked for weapons prior to being removed from the building.

c. Rescue Team members will provide emergency medical assistance to the wounded and attempt to remove them from the facility. This will be done only if it does not expose team members and the victims to further violence. The senior ranking officer may admit medical personnel into the hostile environment if, in the opinion of a rescue/recovery team member, the wounded person cannot be safely evacuated. In this case, a police officer will accompany the medical contingent into the hostile area.

d. Rescue Team members should attempt to gather information from victims/witnesses on the identities of the perpetrator(s), descriptions, including types and number of weapons, and the locations of the suspect(s), and immediately relay this information to the Command Center.

e. Rescue team members should remember that victims may be in shock, or paralyzed with fear, and not respond to normal verbal commands. In addition, the rescue team should be aware and take precautions as the suspect(s) may attempt to conceal himself among the victims. One rescue/recovery team member is to serve as a cover officer while other team members are searching for weapons. Rescue teams are to remain constantly vigilant as the rapidly changing dynamics of the incident may put them in contact with the suspect(s), and they are subject to 360-degree vulnerability. The rescue team must also be prepared to act as a contact team if circumstances dictate it.

f. Rescue/recovery teams shall continue to search the hostile environment until all living persons have been evacuated. This includes all offices, closets, stairs, attics and basements. Lock rooms will be open and searched in all cases.

#### *4. Perimeter Officers - Duties*

Active shooters emerging from cover or concealment are to be stopped by perimeter officers using all lawful and necessary force.



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It is anticipated that innocent civilians will be fleeing the active shooter. Fleeing victims are to be searched and escorted to a place of safety designated by the senior ranking officer at the scene.

#### *5. Safe House*

The Incident Commander will designate a safe house where non-wounded victims/witnesses will be taken after the Perimeter Officers have searched them.

Once the site is determined, Dispatch will be notified. Officers will be assigned to the location to provide security. No one is to be allowed in except victim/witnesses and those who are rendering aid to them. This includes medical staff, counselors, and food service.

Dispatch will notify the following and if safe to do so, they will move to the safe house.

Director of Health Services and staff  
Director of the Counseling Center

Victims and witnesses will be identified and full name, address and contact numbers obtained. The victim/witnesses will remain at the site until they have been interviewed and statements provided.

Survivors will receive medical examinations and interim counseling at the site. If transport is deemed necessary, the OIC of the security detail will contact Dispatch.

If the victim/witness is too emotional and therefore unable to provide a statement at that time, they will be released (if the threat has been stopped) and advised that an investigator will be in contact with them. They will also be directed not to discuss the incident with anyone until they have spoken to the investigator. This is to prevent contamination of their account of the incident.

#### *6. After-Incident Investigation*

The senior ranking officer at the scene shall call in necessary resources to conduct an investigation of the incident.

Any incident which involves a large number of victims will be coordinated through the Georgia Bureau of Investigation. The UWG police Chief or designee will make the request to the SAC for this region.

Once the shooter has been neutralized, the Incident Commander will arrange for the crime scene to be cordoned off. Crimes Scene tape will be utilized and officers posted around the scene. The Carroll County coroner will coordinate with the Incident Commander to process the crime scene if there are fatalities.

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UWG, CPD and CCSO investigators will be assigned to the investigation and will work under the direction of the GBI. The GBI will approve the final summation of the event. The final report will be made available to the District Attorney for the Coweta Circuit, the UWG President, Chief Executives for the City of Carrollton and Carroll County, and Chief Law Enforcement Officers. Once approved by the DA, it will be made available to the public.

No investigator who was involved in the Contact Team and/or was involved in the termination of the shooter will be assigned to this detail.

#### Victim/Witnesses Interviews

If the number of evacuees is manageable, the investigators will conduct interviews at the Safe House or at another location. Investigators are to be sensitive to the trauma which the victims have suffered and craft their questions to obtain the needed information without causing more harm to the victim. The counselors are available to assist if needed.

If the number of evacuees is unmanageable, the evacuees may be excused from the scene, but only after being identified and providing follow-up contact information.

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# Appendix B – Animal Shelter (Emergency)

## University of West Georgia Activation of Emergency Animal Shelter

Created: May 2003

Revised: May 2006                      March 2008                      April 2010  
                    August 2014                      August 2015

### ***Overview***

The University of West Georgia has been designated by the Georgia Emergency Management Agency (GEMA) as an emergency animal shelter. In the event of a disaster, which results in a large number of animals (pets and domesticated) being abandoned by their owners, the animals will be collected and brought to campus. From this site GEMA will attempt 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.

### ***I. Activation***

In the event of a natural or man-made disaster, which results in a large number of animals being abandoned by their owners, the Georgia Emergency Management Agency will notify the UWG Police Department that the shelter is to be activated. The facility to be used is the Student Recreation Center (SRC). This facility has been inspected and approved by the Department of Agriculture for use as a shelter. GEMA will coordinate with the Humane Society to provide all equipment and personnel necessary to operate the shelter. University personnel will assist if requested and 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 Police will serve as primary contact and coordinate all activities with GEMA.

### ***II. Campus Notifications***

Once notified, the UWG Police Chief or designee will make the following notifications. A meeting will be held to review this plan and begin implementation.

- President of the University
- Vice President of Business and Finance
- Director of Facilities and Grounds
- Director for the Center for Student Involvement
- Director of Intramurals

- 
- Director of Auxiliary Enterprises
  - Director of University Communications and Marketing (UCM)
  - Director of Risk Management

### ***III. Facility Preparation***

Once requested to activate the shelter, the following departments will take the specified actions.

#### ***UWG Police***

- 1) UWG Police will secure the facility until GEMA arrives to set up. Officers will be placed at the site while GEMA is organizing the facility. Officers will assist with crowd control, traffic direction and facility security if needed/requested.
- 2) Obtain from the shelter personnel a roster of individuals working the site and the command structure. Command structure with names will be placed in UWG PD Dispatch and copies distributed to all departments assisting with the operation.
- 3) Notify Carroll County EMA and 911 of the existence of the Shelter.
- 4) Notify Carrollton Fire Department and West Georgia Ambulance of the existence of the shelter.
- 5) Determine from the shelter director if any exotic animals (i.e. poisonous snakes) are being housed at the site. Inform Tanner Medical Center of the existence of the shelter and presence of the exotic animals.
- 6) Will coordinate with the Carroll County Animal Control for the proper disposal of any animal, which expires while in the shelter.

#### ***Student Activities / Intramurals / Auxiliary Enterprises***

- 1) Student Activities, Intramurals, and Auxiliary Enterprises will check to see if any group they are responsible for has reserved the SRC over the next 30 days. All activities will be moved to other facilities or postponed until the facility is released by GEMA.
- 2) UWG PD will keep all departments informed as to the status of the facility and when it will become available again.

#### ***Facilities and Grounds***

Facilities and Grounds will perform the following tasks:

- 1) Remove all chairs and other objects from the main floor of the facility. If the items cannot be removed from the building, they will be stored on the stage.
- 2) Clean both restrooms and make sure they are stocked. Maintain the restrooms while the shelter is in operation.

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- 3) Assist GEMA staff with setup by providing assistance with electrical and water requirements.
  - 4) Arrange for proper waste management at the shelter. Facilities will arrange for the City of Carrollton Sanitation Department to locate a dumpster(s) at the SRC for waste disposal. Daily pick up will also be scheduled with any cost associated with the pick-up billed to GEMA.

### ***Parking Services***

Parking Services will perform the following tasks:

- 1) Clear all parking from the front and side parking lots of the SRC. The lot will remain blocked off until the facility is released by GEMA.
- 2) Parking Services will notify the campus through e-mail that the lot will be unavailable for use and that traffic may be congested in the area around the SRC.

### ***Risk Management***

Risk Management will perform the following tasks:

- 1) Inspect the facility on a periodic basis for any violation of accepted safety practices by all personnel working in the facility. Inform the director of the shelter of any violations which are discovered. Document any such violations and the actions taken to eliminate the problem.
- 2) Inspect the facility on a periodic basis for any violation of accepted fire, health and waste management practices. Inform the director of the shelter of any violations which are discovered. Document any such violations and the actions taken to eliminate the problem.

### ***University Communications***

University Communications and Marketing will perform the following tasks:

- 1) The Director of is responsible for coordinating all media inquiries with the Shelter Director.
- 2) UCM will keep the campus/community informed as to the status of the shelter and any events, which may affect the campus.
- 3) Announce to the campus/community when the shelter has been closed.

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#### ***IV. Facility Deactivated***

When GEMA deactivates the shelter, the following actions will take place.

##### ***UWG Police Department***

UWG Police will perform the following tasks:

- 1) Assist GEMA with traffic control as needed. Clear all barricades from the front and side parking lots of the SRC. Maintain security of the facility until it has been cleaned and cleared by UWG Risk Management as hazard free.
- 2) Inform Tanner Medical Center that the Shelter is closed.
- 3) Notify Carroll County EMA and 911 the shelter is closed.
- 4) Notify Carrollton Fire department and West Georgia Ambulance the shelter is closed.
- 5) Collect cost documentation from all departments that assisted GEMA. Prepare a final invoice and forward it to Carroll County EMA. The EMA Director will forward the invoice to GEMA for payment.

##### ***UWG Parking and Transportation***

- 1) Inspect the lot to ensure that all appropriate signs, markings and pavement are in good condition and the lot is ready to be used.
- 2) Notify the campus through e-mail that the lot is available for use.

##### ***University Communications and Marketing***

University Communications and Marketing will perform the following tasks:

- 1) Inform the campus and local media that the shelter is closed.
- 2) Handle any final media inquiries or make referrals to GEMA.

##### ***UWG Facilities and Grounds***

Facilities and Grounds will perform the following tasks:

- 1) Thoroughly clean the interior/exterior of the facility to ensure that any health hazard is removed.
- 2) Remove any electrical or other modifications from the facility.
- 3) Return all chairs and other objects assigned to the facility.
- 4) Clean both restrooms and make sure they are stocked.
- 5) Arrange for the City of Carrollton Sanitation Department to remove the waste dumpsters from the facility.

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***UWG Risk Management***

- 1) Once cleaned, inspect the facility to ensure it is free from any biological agent(s), which may cause illness. Notify the Chief of Police so the security detail can be ended and campus partners notified.
- 2) Inform the Director of Facilities and Grounds of the need for further cleaning if needed. Document any problems found and the corrective actions taken to eliminate the hazard.

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# Appendix C - Bomb Threat Response Plan

Created: February 1998

Revised: October 2002      May 2006      March 2008      April 2010  
August 2015

## ***Overview***

Bomb threats are a means by which a person or group will attempt to disrupt a function or gathering for the purpose of obtaining personal satisfaction or to further a cause. Most bomb threats are hoaxes but the number of actual bombings throughout the United States is growing. For this reason, all bomb threats must be considered real until it is determined otherwise. This procedure identifies the information to be obtained from the caller, techniques for conducting bomb searches, and dealing with suspicious packages. In all cases, whenever a suspected bomb is located, only trained bomb technicians will handle the package.

## ***Preparation:***

### 1. Training

All University Police officers and dispatchers will be trained as to their duties in the event of a bomb threat, explosion, and investigation of bomb related crimes. The University Police will develop and provide training to other University staff that may be confronted with a bomb threat.

### 2. Coordination

The University Police will coordinate with agencies that possess the capability to locate and disarm explosive devices. This list will be maintained and updated as necessary.

### 3. Supplies

The University Police are responsible for maintaining those supplies needed to respond to all bomb threats. The police department will provide bomb threat information sheets to all departments on campus.



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***Bomb Threat Received:*****1. Information Collection**

a. If the bomb threat is called into University Police, the dispatcher will obtain and record all pertinent information regarding the threat on a Bomb Data Sheet. If the call is made to another department who in turn calls the Communications Center (CC), the Communications Operator (CO) will obtain as much information about the call as is available.

b. The CO will provide this information to the shift supervisor who will direct personnel to the scene.

**2. Notifications**

The President, the Vice President for Business and Finance and the Vice President responsible for the threatened facility will be notified. The Chief of Police or designee will keep them informed as to the status of the threat. It will be the responsibility of the President or designee to make any decision regarding building evacuation.

***Building and Vehicle Searches***

It is the policy of the University NOT to evacuate a facility automatically unless the information provided by the caller is such that there is little doubt that the threat is real. In all cases, the official making the decision to evacuate will base that decision on the safety of the persons occupying the facility.

**a. Evaluation of Caller Information**

The ranking officer on the scene will make the decision as to whether the facility will be searched or evacuated. If there is time, the President will be notified to make the decision whether to evacuate a structure or not. This decision will be based on the level of information provided by the caller about the bomb. The on-site supervisor will provide the President or designee with this information.

1. Did the caller state when the bomb would be detonated?
2. Did the caller give a specific location for the bomb (i.e. – ground floor, Pafford Hall)
3. Did the caller state what type of explosive was being used?
4. Did the caller state why he/she wants to blow up the building?
5. Did the caller state show any concern for the people in the facility that may be injured?

If it appears that the call most likely is a hoax, the facility will still be searched for any explosive devices. The ranking supervisor at the scene will direct a search of the entire premises, including the immediate area on all sides of the exterior of the facility.

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## ***Building Search***

1. The on-duty ranking officer will direct all personnel to respond to the location. All police personnel not assigned will be available to the supervisor on the scene. If there are insufficient personnel available, the CC will contact Parking Services and request additional personnel to assist.
2. The City of Carrollton will be requested to deploy their bomb dog to the scene. Depending on the size of the facility, more than one dog is needed. The Carrollton handler will contact other agencies and request assistance.
3. Prior to entering the facility, all officers will turn off his/her portable radio and cell phones since radio waves can trigger an explosive device. Dispatch will limit radio traffic as much as possible.
4. The ranking officer on duty will assign an officer to contact the complainant while he/she (the OIC) will contact the building supervisor. The supervisor will assist with coordinating the search of the facility.
5. The Carrollton bomb dog will search all common areas and the exterior of the facility.
6. The ranking supervisor will request voluntary assistance of maintenance personnel and employees assigned to the facility to search for any suspicious package in private offices. Personnel should search in pairs so that if a suspicious package is located, one can standby with the package while the other reports to the supervisor about the find. The supervisor will advise all staff involved in the search not to answer phones, turn light switches on or off, or do anything, which could activate an explosive device. They will also be advised not to touch anything suspicious but report the finding to the site supervisor.
7. The supervisor will assign an officer to standby outside the facility to take radio traffic for all personnel involved in the search. This officer will stand no closer than 300 from the facility to be searched. If sufficient personnel are available, a runner will be assigned to the radio controller to carry messages to and from the supervisor.
8. The supervisor will standby in a central location so that search teams can report any findings promptly.
9. If a device or suspicious package is located, the building and surrounding areas are to be evacuated at least 500 feet in all directions.
10. The GBI will be contacted and requested to have a bomb tech crew be dispatched to the campus.
11. The location will be secured until the GBI declares the device secured.

## ***Vehicle Searches***

### ***General Information***

1. Look for a device designed to kill rather than to harass. Whereas a bomb in a building is normally set to detonate at a specific time, an automobile bomb will usually have a triggering

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device. Check the area well away from the car to ensure that someone is not waiting to detonate the device while it is being searched.

2. If there are cars parked next to the vehicle to be searched, contact the owners and have the vehicles moved. This will lessen the amount of property damage, which could occur and lessen the hazard by removing the additional fuel carried in the other vehicles. Police personnel should also be aware that the call may be a terrorist event and the bomb could actually be in the car(s) next to the alleged target vehicle.

#### *Prior to Beginning the Search*

1. The initial action in an incident involving a vehicle is to obtain as much information as possible from the driver/owner (i.e. any threats, evidence of tampering, suspicious noises, or unfamiliar objects).

2. Find out when the vehicle was last operated, if it was locked, who was to be the next person in the vehicle. (Who is the intended target, the driver or the passenger?).

3. Check the area around the vehicle for signs of tampering (Marks on the ground, bits of tape, metal, wire, etc.). NOTE: A vehicle bomb can be installed in 15-30 seconds. A detailed search emphasizing safety may take several hours, depending on the situation.

#### *Searching The Vehicle*

1. Search the exterior of the vehicle first. Using a flashlight search under the vehicle, especially under the engine compartment and fuel tank.

2. Next, search the interior again using a flashlight. DO NOT sit on the seats until they have been checked from the front and the rear.

3. Next, open the hood of the car. If possible, attach a rope to the hood release and open the hood from as far back as possible.

Note: GBI will not assist with searches. Their function is limited solely to analyzing suspected bombs and disarming them.

#### ***Device Is Located***

If an explosive device or anything that may appear to be an explosive device is located the site supervisor will contact the President or designee and request authorization to evacuate the building. If permission is granted, the supervisor will order the following actions.

##### a. Building Evacuation and Safety Zone Establishment

The facility will be evacuated and all personnel moved away from the building a minimum of 500 ft. on all sides. All doors will be secured and police personnel moved into the safety zone. No one is to be allowed into the safety zone until bomb technicians have rendered the device neutral. Crime scene tape will be used to cordon off the area and no one is to be allowed inside this area.

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**Note:** It is imperative that the safety zone be maintained free of people. An explosive device can shatter glass and propel it at several hundred feet per second, possibly causing injury or death to anyone in the area.

It is also important to be cognizant of the potential for a secondary device to be planted outside the facility. In recent years, terrorists have planted a second device in order to injure rescue and law enforcement personnel.

#### b. Request for Outside Assistance

The supervisor will instruct the dispatcher to contact the following agencies and request the assistance as needed.

1. GBI 404-270-8900
2. Carrollton Police Department (to assist in securing the safety zone)
3. Carrollton Fire Department/ West Georgia Ambulance (911) - advise of the situation and request that they station units at the facility.
4. If an academic building, the Registrar will be advised so that arrangements be made to relocate classes until the building is declared safe.
5. If a residence hall, the Director of Residence Life will be contacted and asked to arrange shelter for residents until the building is cleared.
6. University Communications & Marketing Department

#### c. Video Taping

The on-site commander will direct an officer to make a video of the crowd surrounding the facility for possible use by investigators. The notebook camera from the patrol cars will be used.

#### d. Building Reopening

The facility will remain closed until the device is declared harmless by GBI and state it is safe to re-enter the facility.

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***Follow-up Investigation***

UWG PD's Criminal Investigations Unit will investigate all bomb threats and actual placement of devices. If it is found that the device is an actual bomb, the following agencies will be notified.

1. Georgia Bureau of Investigations - (unless already on the scene)
2. Bureau of Alcohol, Tobacco and Firearms –
3. The Federal Bureau of Investigations - Ask that the Joint Terrorism

Task Force also be notified.

(404) 679-9000

24 hr. Switch Board

(404) 679-6289

Fax Number

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# Appendix D - Civil Disturbance Response Plan

**Created:** November 2002

**Revised:** May 2006    March 2008    April 2010    August 2015

## ***Overview***

The purpose of a university campus is to provide a venue for the exchange of ideas and opinions. It is not mandated that the ideas and opinions necessarily reflect the views of the University Administration, the national government or the population in general. The University of West Georgia Police Department is charged with maintaining order on campus while at the same time protecting the constitutional rights of those wishing to express their views. The University must balance the rights of individuals to assemble and speak freely, against society's right to be protected from those who will incite others to violence.

## ***I. Purpose***

The purpose of this policy is twofold. First, to protect the rights of individuals to peacefully gather to express their views without fear of personal violence. Second, to establish guidelines to effectively deal with crowds engaged in or posing a significant threat of engaging in violence, property damage or breaches of the peace.

## ***II. Policy Statement***

The University of West Georgia Police Department respects the constitutional right of all people to express their views without fear of reprisal or threat of personal injury. University Police Officers, when assigned to a protest or demonstration, will be fully committed to ensuring that the rights of the demonstrators are protected, regardless of the personal opinion of the officers.

The manner in which law enforcement officers deal with unruly crowds and illegal gatherings has direct bearing on their ability to control and defuse the incident and contain property damage, injury or loss of life. Officers confronting civil disturbances and those called upon to assist in these incidents shall follow the procedures of containment, evacuation, communication, use of force, and command and control as enumerated in this policy.

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### **III. Training**

The University of West Georgia Police Department will provide annual training relevant to this plan. This training will include:

Riot Containment      First Aid/CPR      Traffic Direction/Control

### **IV. Definitions**

*Civil Disturbance:* An unlawful assembly or action that constitutes a breach of the peace or any assembly of persons where there is imminent danger of collective violence, destruction of property or other unlawful acts.

*Demonstration:* The lawful assemble of individuals seeking to express an opinion. A demonstration may be stationary or involve a march through or along the campus.

### **IV. Procedures**

#### *Scheduled Speaker*

The University has established policy for the scheduling of speakers, which follow the guidelines established by the United States Supreme Court. (A copy of the policy may be found as an attachment at the end of this procedure.) When a speaker is scheduled, the Office of Student Activates will notify the University Police.

The University Police will determine if the speaker's topic may pose the possibility of a violent reaction. If determined that the potential exist, an officer will be assigned to the speaker and rest of the Department placed on standby. If possible, the officer assigned to the speaker will be in plan clothes rather than the normal patrol uniform. The assigned officer will arrive prior to the speaker beginning and will escort the speaker to his/her vehicle or Residence Hall when completed. If the person will leave by car, a marked unit will follow the speaker off campus to the end of the 500-yard jurisdiction. If the speaker has sparked controversy, the City Police will be notified and requested to provide an escort out of the City.

The officer will not interfere with the speaker or anyone who challenges the speaker unless it appears to the officer that the potential for violence is reaching a critical stage. At this point, the officer will call for back-up and all available officers will respond to the location.

If it is determined by the officer in charge that the speaker is in danger of physical assault, he/she will be will be escorted from the area.

If the speaker is inciting the crowd to violence, the speaker will be ordered to cease speaking and will be removed from the area.

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Officers will disperse the crowd and stay in the area until the threat has dissipated. If the speech is stopped for any reason, the Chief of Police is to be notified immediately and a full incident report on the incident will be made.

### *Scheduled Demonstration*

The University has established policy for the scheduling of demonstrations, which follow the guidelines established by the United States Supreme Court. (A copy of the policy may be found as Appendix A) When a demonstration is scheduled, the Office of Student Activates will notify University Police. The person/group organizing the demonstration will be directed to contact the Director of Public Safety to plan the logistics of the event. Until the event is coordinated with Public Safety, the demonstration will not be approved. If the event turns into a riot, refer to section 3 - Civil Disturbance.

Notifications: University Police will determine the purpose of the event. If the reason for the demonstration is of a controversial nature or the group wishes to march off campus, the City Manager and Chief of Police for the City of Carrollton and the Carroll County Sheriff will be notified. The Georgia State Patrol and the Georgia Bureau of Investigations will also be notified if the situation dictates. UWG PD will coordinate with the City/County for any demonstration that leaves the campus. The President's Advisory Council will be kept informed of the progress of the planning for the demonstration and any problems, which may arise from the event.

Information Gathering: University Police will speak with student leaders and campus officials to see if any reaction is planned to the demonstration. All information collected will be provided to the Chief of Police.

Personnel Assignments: University Police will assign an officer(s) to monitor the demonstration based on the potential for violence. If it is determines that the demonstrator's topic or intelligence reports indicate the possibility of a violent reaction, all available personnel will be assigned. All personnel will be dressed in standard patrol uniform.

Equipment: The Uniform Lieutenant will ensure that all officers have ready access to his/her assigned riot gear (helmet, shield, gas mask). Pepperball guns (magazines and air cylinders filled and checked) will be made readily available. Extra rounds and a full air tank will also be available for rapid use and refill.

Traffic Control: University Police, in cooperation with Parking and Transportation Services will create a traffic plan, which will ensure a continuous movement of traffic around campus during the demonstration. Parking Services will block roads as necessary and will assign personnel to traffic direction duties. Buses will be rerouted if necessary during the demonstration. Notifications of the change in routes will be noted on each transit shelter and through the use of campus e-mail.



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## *Civil Disturbance*

A civil disturbance may begin for any of a number of reasons. The following procedures outline the basic steps, which should be followed in order to limit the number of injuries, deaths and property damage. This procedure will be followed if a riot erupts spontaneously or as an outgrowth of a scheduled demonstration.

### *A. Initial Response*

The first officer to arrive on the scene of a civil disturbance should do the following:

1. Observe the situation from a safe distance to determine if the gathering is currently or potentially violent.
2. Notify the UWG PD Communications Center of the nature and seriousness of the disturbance, particularly the availability of weapons. Request the assistance of a supervisor and any necessary backup. The Chief of Police will be notified immediately.
3. If approaching the crowd would not present unnecessary risk, identify the issue and seek to mediate. If the situation appears to be on the verge of violence, instruct the gathering to disperse if it will not exacerbate the situation.
4. Attempt to identify crowd leaders and any individuals personally engaged in criminal acts.

### *B. Supervisory Responsibilities*

The ranking officer at the scene shall be the officer in charge (OIC) until relieved. The OIC or other higher-ranking officer assuming command at the scene should take the following steps.

1. **Assessment:** Assess the immediate situation for seriousness and its potential for escalation. If the disturbance is minor in nature and adequate resources are available, efforts should be made to disperse the crowd.
2. **Personnel Requirements:** Establish the number of personnel and equipment necessary to contain and disperse the disturbance and relay this information to the communications center. The following agencies will be notified and requested to provide personnel.

City of Carrollton Police Department  
City of Carrollton Fire Department  
Carroll County Emergency Management

Carroll County Sheriff Department  
Carroll County Fire Department  
West Georgia Ambulance

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If the situation appears to be beyond the resources of the University, City and County, the following agencies will also be advised and requested to respond.

Georgia State Patrol

Georgia Bureau of Investigation

Board of Regents

3. Command Post: Establish a temporary Command Post based on proximity to the scene, availability of communications, available space and security from crowd participants. The location of the command center will be transmitted to all responding agencies. All personnel will report to the command center for assignment.

a. Direction and Control

The President of the University or designee will exercise direction and Control of Disaster Operations at the University of West Georgia. The UWG Police Chief (or designee) will be utilized as Operational Disaster Coordinator for the President.

b. Staffing of Command Center

Depending on the severity of the disturbance, the Command Center will be manned by some/all of the following University personnel (or the respective designee) and supporting police and rescue personnel:

President or Vice President for Academic Affairs\*  
Vice President for Student Services and Associate VP  
Vice President for Business and Finance  
Chief of Police or designee  
University Legal Counsel  
Dir. of Facilities & Grounds or designee  
Director of Health Services  
Dir. of Residence Life or designee  
Dir. Of Communications and Marketing or designee  
Dir. of Risk Management or designee  
Communications Officer(s)  
Clerical staff from each division

City of Carrollton PD and FD  
Carroll County Sheriff's Department  
Carroll County EMA and Fire Department

\* The President or Vice President for Academic Affairs will work from the Command Center but not both. The person not working in the command center (President or VP) will leave campus with a University Police Officer acting as executive protection. This administrator will move to an unannounced location and stay in contact with the command post via cell phone. This action is taken to ensure if the person working the command center is injured, the University will still

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have a chief administrator available to take command. The Officer will stay with the President/VP until the incident has been settled and will return the President/VP to campus.

Once the situation has stabilized, command personnel may leave the Center as long as a replacement with decision making authority is on site, or the person can be quickly located via radio or phone. Once the situation has stabilized, the Command Center in Aycock will be activated (if needed) and University response will be coordinated from there.

The following administrative personnel will be notified to respond to campus and activate their staffs as directed.

Director of Food Service or designee  
Director of Counseling or designee  
Director of Parking and Transportation

#### c. Communication Systems

The UWG PD Communications System (800 MHz trunking and 800 MHz – stand alone), the Facilities and Grounds Radio System, other radio systems, will be utilized to ensure contact with Campus Departments and assisting Agencies. Any radio system used during the operation will be registered with the Command Center and one of the radios assigned to the dispatchers in the Command Center.

#### d. Use of University Resources and Mutual Aid

During the emergency or disaster, university departments will perform necessary emergency functions as provided in this plan. Mutual aid will not be requested until all available university resources and/or manpower have been depleted, or until resources are no longer available. All assistance provided to the University or by the University to the County or City will be in accordance with the Mutual Aid agreements signed by all three entities in August 2015.

#### e. Personnel Rosters

All responding emergency services personnel will report to the Command Center and sign in. It is important that an accurate roster be kept for all personnel who work during the crisis and recovery stage. The roster serves the following purposes:

- 1) Make assignments and arrange for replacements.
- 2) Allows communication operators to keep track of the on duty employees for safety reasons.
- 3) Provide documentation for the University to be reimbursed for hours worked if the incident results in a disaster declaration.
- 4) Outer Perimeter: Establish an outer perimeter sufficient to contain the disturbance and prohibit entrance into the affected area.

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- 5) Evacuation of Non-Participants: Ensure that, to the degree possible, innocent civilians are evacuated from the immediate area of the disturbance.
  - 6) Establish Surveillance: Establish surveillance points to identify agitators, leaders and individuals committing crimes, and to document and report on events as they happen. Photographic and videotape evidence of criminal acts and perpetrators shall be generated whenever possible.
  - 7) Ensure establishment and sufficient staffing of a press area.

### C. Command Options

When adequate personnel and resources are in place, the OIC shall establish communications with leaders of the disturbance and discuss actions necessary to disperse the crowd. Should the crowd fail to disperse in the prescribed manner, the OIC should be prepared to implement one of the following options.

1. Containment and dialogue. The objective of containment and dialogue measures is merely to disperse the crowd. In so doing the OIC will:
  - a. Establish contact with crowd leaders to assess their intentions /motivations and develop a trust relationship; and
  - b. Communicate to the participants that their assembly is in violation of the law and will not be tolerated, that the Department wishes to resolve the incident peacefully and that acts of violence will be dealt with swiftly and decisively.
2. Physical arrest. When appropriate, the OIC will order the arrest of crowd leaders, agitators or others engaged in unlawful conduct and will:
  - a. Ensure the appropriate use of tactical formations and availability of protective equipment for officers engaged in arrest procedures,
  - b. Ensure the availability of transportation for arrestees, and
  - c. Ensure that a backup team of officers is readily available, should assistance be required.
3. Use of Less-lethal force. When physical arrest of identified leaders and agitators fails to disperse the crowd, the OIC may use non-lethal force to accomplish these ends. In so doing, the OIC shall ensure that:
  - a. A clear path of escape is available for those who wish to flee the area;
  - b. The use of tear gas, smoke or other non-lethal devices is coordinated and controlled; and

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c. Canine teams are restricted from all enforcement actions.

4. Use of deadly force. The use of deadly force in the control and dispersal of civil disturbances as in other circumstances is governed by this department's use-of-force policy. Specifically,

a. Law enforcement officers are permitted to use deadly force to protect themselves or others from what is reasonably believed to be an immediate threat of death or serious bodily injury;

b. Particular caution should be taken when using firearms during civil disturbances, the arbitrary use of return fire in crowds is prohibited; and

c. Where sniper fire is encountered or hostages taken, the Department's policy on hostage and barricaded subjects shall be followed,

#### D. Mass Arrest

During the course of civil disturbances, it may be necessary to make arrests of numerous individuals over a relatively short period of time. In order for this process to be handled efficiently, safely and legally, the OIC will ensure that:

1. An arrest team will be designated to process all prisoners for purposes of transportation.

a. All arrested individuals are searched, photographed and properly identified prior to transportation to the detention center for formal booking.

b. All evidence and weapons taken from arrestees are processed in accordance with this department's policy on the preservation and custody of evidence.

2. An adequate number of vehicles are made available to remove the prisoners to the detention center. If Sheriff Department buses are not available, University Police will utilize Campus shuttle buses and drivers. Adequate security will be provided on the bus to ensure the safety of the driver.

3. An adequate secure area is designated in the field for holding prisoners after initial booking and while awaiting transportation;

4. All injured prisoners are provided medical attention prior to being booked;

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5. All arrested juveniles are handled in accordance with this department's procedures for the arrest, transportation and detention of juveniles; and

E. Deactivation

When the disturbance has been brought under control the OIC shall ensure that the following measures are taken.

1. All law enforcement officers engaged in the incident shall be accounted for and an assessment made of personal injuries.

2. All necessary personnel shall be debriefed as required.

3. Witnesses, suspects and others shall be interviewed or interrogated. Warrants will be obtained as needed. The Lieutenant in charge of Criminal Investigations will coordinate the obtaining of warrants and prosecution in State and Superior Court. Names and copies of incident reports will be forwarded to Student Services for disciplinary action of any student involved in the disturbance.

4. All written reports shall be completed as soon as possible following the incident to include a comprehensive documentation of the basis for and the University's response to the incident. A final report will be prepared by the Director of Public Safety and provided to the President as soon as possible after the incident.

5. A damage assessment will be made as soon as possible. Facilities will coordinate the cleanup of the grounds and all facilities affected by the disturbance. Any academic buildings found to be unusable will be reported to the Command Center immediately.

6. The Registrar will be notified of the damage and will make arrangements to move classes to unaffected facilities. The students will be notified of the changes via e-mail, Channel 13, local radio and television, and by printed copies provided at each classroom facility.

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## **Speeches, Demonstrations, Distribution of Written Material Policy Governing Outdoor Speeches, Demonstrations, Distribution of Written Material and Marches**

No rights are more highly regarded at the University of West Georgia than the 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. In order to achieve this objective, while at the same time insuring that the university fulfills its educational mission, the university has the responsibility to regulate the time, place and manner of expression. This regulation is to assure equal opportunity for all persons, preserve order within the campus community, protect and preserve university property and provide a secure environment to individuals exercising freedom of expression.

A. SPEECHES, MARCHES, AND DEMONSTRATIONS. The open areas designated for speeches, marches, and demonstrations are the Quad and outside the University Community Center, Library and Food Service Building. The Center for Student Involvement acting on behalf of the Vice President for Student Affairs and Enrollment Management asks student organizations interested in the use of these areas to register with that office so the university can provide necessary support for public and student safety. Individuals and non-UWG organizations are asked to register/reserve facilities with Auxiliary Services to ensure the university can provide the necessary support for public and student safety. Organized marches in other areas must be coordinated with the University Police prior to the event. Failure to register or coordinate could result in removal from the university campus or facility if the University Chief of Police or the President finds that the speech, march, or demonstration 1) creates significant hazards to the public; 2) includes language or conduct that is so severe, pervasive, and objectively offensive that it denies or limits an individual's ability to work, or participate in or benefit from an educational program or activity; or 3) unduly interrupts or interferes with the orderly and peaceful conduct of the university. Conduct that does not otherwise violate University policy or the objectives in the preceding sentence, but which is intended to demonstrate solidarity with a cause (i.e., the wearing of particular clothing or carrying items) may be expressed in areas other than the designated areas above. In the interest of allowing equal time for all points of view, the university may consider other limitations on the time, place, and manner of the speech. All structures, signs and litter resulting from the activity must be removed from public areas by the end of the event. All sponsors of events may be subject to costs for cleanup or repair of university property resulting from the participants in the event.

B. DISTRIBUTION OF WRITTEN MATERIAL. Non-commercial written materials, including petitions for signature, may be distributed on a person-to-person basis in open areas or at least 20 feet from outside of buildings provided the distribution does not block access to university buildings or disrupt classes or educational activities. Any written material that is not distributed or is discarded in the visual area of the person(s) distributing the material shall be removed by

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the person(s) distributing the materials upon departure from the area. University Police, the Risk Manager, the Assistant Vice President of Auxiliary Services, or the President reserve the right to move or stop the distribution based upon issues of significant safety concerns, which may include threats of violence or significant impediment to traffic. For safety purposes, the University highly recommends that the persons distributing materials seek advice from Risk Management and the University Police prior to distributing materials.

C. PROVISIONS. In order that the persons exercising freedom of expression not interfere with the operation of the university or rights of others the following shall apply without exception to any form of expression.

1. Events which may obstruct vehicular, pedestrian or other traffic must be approved at least forty-eight hours in advance by the Vice President for Student Affairs and Enrollment Management.

2. Use of sound amplification on campus is regulated and must be approved at least forty-eight hours in advance by the Vice President for Student Affairs and Enrollment Management.

3. There must be no obstruction of entrances or exits to buildings.

4. There must be no interference with educational activities inside or outside of buildings.

5. There must be no harassment of passersby or other disruptions of normal activities.

6. There must be no interference with scheduled university ceremonies or events.

7. Malicious or unwarranted damage to, or destruction of property owned or operated by the university or by students, faculty, staff or visitors to the university is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity.

8. There must be compliance with all applicable state and federal laws and university rules and regulations. Violators will be referred for appropriate legal or disciplinary action.

9. Exceptions to this policy may be appealed to the Vice President for Student Affairs and Enrollment Management.

## *Relevant Legal Sections From The Code of Georgia*

### *Riot / 16-11-30*

(a) Any two or more persons who shall do an unlawful act of violence or any other act in a violent and tumultuous manner commit the offense of riot.

(b) Any persons who violate subsection (a) of this Code section are guilty of a misdemeanor.



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*Inciting to Riot / 16-11-31*

(a) A person who with intent to riot does an act or engages in conduct, which urges, counsels, or advises others to riot, at a time and place and under circumstances which produce a clear and present danger of a riot, commits the offense of inciting to riot.

(b) Any person who violates subsection (a) of this Code section is guilty of a misdemeanor.

*Unlawful Assembly / 16-11-33*

A person who knowingly participates in either of the following acts or occurrences is guilty of a misdemeanor:

(1) The assembly of two or more persons for the purpose of committing an unlawful act and the failure to withdraw from the assembly on being lawfully commanded to do so by a peace officer and before any member of the assembly has inflicted injury to the person or property of another;

*Disruption of Lawful Meetings / 16-11-34*

(a) A person who recklessly or knowingly commits any act which may reasonably be expected to prevent or disrupt a lawful meeting, gathering, or procession is guilty of a misdemeanor.

(b) This Code section shall not be construed to affect the powers delegated to counties or to municipal corporations to pass laws to punish disorderly conduct within their respective limits.

*Failing To Leave Public School Or University Campus Or Facility When Directed 16-11-35.*

(a) As used in this Code section, the term:

(1) "Chief administrative officer," in the case of a public school, means the principal of the school or an officer designated by the superintendent or board of education having jurisdiction of the school to be the officer in charge of the public school.

(2) "Chief administrative officer," in the case of a unit of the university system, means the president of the unit of the university system or the officer designated by the Board of Regents of the University System of Georgia to administer and be the officer in charge of a campus or other facility of a unit of the university system.

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(3) "Public school" means any school under the control and management of a county, independent, or area board of education supported by public funds and any school under the control and management of the State Board of Education or department or agency thereof supported by public funds.

(4) "Unit of the university system" means any college or university under the government, control, and management of the Board of Regents of the University System of Georgia.

(b) In any case in which a person who is not a student or officer or employee of a unit of the university system or of a public school and who is not required by his or her employment to be on the campus or any other facility of any such unit or of any public school enters the campus or facility, and it reasonably appears to the chief administrative officer of the campus or facility, or to any officer or employee designated by him or her to maintain order on the campus or facility, that such person is committing any act likely to interfere with the peaceful conduct of the activities of the campus or facility, or has entered the campus or facility for the purpose of committing any such act, the chief administrative officer or the officers or employees designated by him or her to maintain order on the campus or facility may direct the person to leave the campus or facility, and, if the person fails to do so, he or she shall be guilty of a misdemeanor of a high and aggravated nature.

*Using Obscene Or Abusive Language; Engaging In Indecent Or Disorderly Conduct 16-11-39.*

(a) A person commits the offense of disorderly conduct when such person commits any of the following:

(1) Acts in a violent or tumultuous manner toward another person whereby such person is placed in reasonable fear of the safety of such person's life, limb, or health;

(2) Acts in a violent or tumultuous manner toward another person whereby the property of such person is placed in danger of being damaged or destroyed;

(3) Without provocation, uses to or of another person in such other person's presence, opprobrious or abusive words which by their very utterance tend to incite to an immediate breach of the peace, that is to say, words which as a matter of common knowledge and under ordinary circumstances will, when used to or of another person in such other person's presence, naturally tend to provoke violent resentment, that is, words commonly called "fighting words"; or

(4) Without provocation, uses obscene and vulgar or profane language in the presence of or by telephone to a person under the age of 14 years which threatens an immediate breach of the peace.

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(b) Any person who commits the offense of disorderly conduct shall be guilty of a misdemeanor.

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# Appendix E - Election Site Security Plan

Created: 10/20/2004

Revised: May 2006    March 2008    April 2010    July 2015

## Overview:

The University provides use of the Food Service Building (Z-6) to the Carroll County Board of Elections for use during national, state and local elections. In the event that the elections may become the target of a terrorist incident, the following actions will be taken.

### Day before the Elections:

- 1) The University Locksmith will change the lock to the voter storage room in Z-6 and give the key to Uniform Division Commander. The Uniform Division Commander will provide the key to the storage room to the Election Precinct Supervisor.
- 2) Locksmith will change the exterior door locks to all exterior doors to Z-6 at 1600 hrs. Four keys will be made and given to the UWG Chief of Police. Keys will be distributed in the following manner:
  - a) Chief
  - b) Uniform Division Commander
  - c) Uniform Shift Sergeant
  - d) UWG PD Communications Center

1) A Centurion Alarm will be placed in the lower level to cover the lower hallways, which can be accessed from the upper level.

2) The lower level of Z-6 will be checked and secured at 5:00 PM and is to remain locked until poll workers arrive Tuesday morning. Custodial is not to be allowed on the lower level until Tuesday. The Director of Facilities and Grounds will be notified of this.

3) Uniformed officers are to make frequent checks of the exterior of the facility as well as the interior of Z-6 from 1700 hrs to 0700 hrs on 11/2/2004. Checks are to be noted on the radio log.

### Election Day

- 1) The Chief of Police will meet with Poll Supervisor at 0530 hrs.
- 2) A uniform police officer will be posted in the election site from 0600 hrs until 0715 hrs. Only poll workers and police will be allowed in the facility until the doors open at 0700 hrs.

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- Officers may be assigned to work the site for security. If so assigned, officers will dress like the poll workers.
  - On site personnel will communicate off of cell phone with the phone on vibrate.
  - Shifts are as follows:

0530 to 0900

0900 to 1200

1200 to 1500

1500 to 1700

1700 to 1900

The schedule may need to be altered based on calls and other needs.

### Post-Election Day

The Uniform Division Commander will assign an officer to standby in facility once the polls are closed. The officer will assist the poll workers as necessary in closing down the site. Once the workers leave, the officer will make a final sweep, activate the alarm system and secure the facility.

The following morning the Uniform Division Commander will arrange for the facility to be opened so that the polling equipment can be removed.

The following morning the University Locksmith will change out all locks and replace them with the original cores.

Facilities will be notified and requested to clean the area.

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# Appendix F - Emergency Shelter Activation

Created: October 2005

Revised: May 2006    March 2008    April 2010    August 2015

## ***Purpose:***

The purpose of this plan is to create a procedure for the establishment of an emergency shelter for use by University, local community or evacuees from other locations in the event of a natural or man-made disaster.

### ***1) Activating the Sheltering Plan***

a) In the event of a University emergency (ie: fire in a residence hall forces the residents out for a period of time), a temporary shelter will be established at the direction of the UWG Chief of Police.

b) In the event of a community or national disaster requiring the establishment of a temporary or long term shelter, the President will be responsible for authorizing the establishing of a shelter on campus.

### ***2) Establishing a Location***

The gym area of the Campus Center will be utilized as a long term shelter. (Long term is defined as exceeding 24 hours). The lower level of Z-6 may be utilized as a short term shelter. (Short term is defined as a need for less than 24 hours).

### ***3) Staffing the Shelter***

The following personnel will staff the shelter:

- a) Shelter Manager – the manager will coordinate the operations of the shelter and direct support staff in its operation. The shelter manager will be appointed by the Red Cross or the University president depending on if the shelter need originates on or off campus.
- b) University Police – One or more officers will be assigned to providing security for the shelter on a 24 hr basis. The Uniform Division commander will set the schedule for the officers.
- c) Support staff – University staff will provide temporary registration assistance and medical care as needed. Reimbursement for personnel expenses will be recorded and provided to the Red Cross or GEMA in the event a disaster proclamation is made and funding is provided.

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#### **4) Food Service**

If the shelter is managed by the Red Cross they will be responsible for coordinating food service for the shelter residents. If the shelter is opened due to an on campus emergency, ARAMARK will provide temporary food service for the residence and supporting staff.

#### **5) Volunteers**

If volunteers are needed to operate the shelter, the following procedures

- a) Volunteers are very important – they are to be valued but will not run the operation.
- b) Volunteers will have a criminal back ground check run prior to being allowed in the facility. UWG PD Communications Center will provide the required GCIC waiver.
- c) A badging system will be established for security purposes so that volunteers can be identified and access to the shelter controlled.
- d) Volunteers should sign in when working
- e) A running list will be created of those and when they can work
- f) A job list will be established for what needs to be done and volunteers assigned to the task if appropriate
- g) A University staff person will be placed in charge of the volunteers

#### **6) Donations**

- a) Donations will only be solicited/accepted with the approval of the President
- b) A donations coordinator will be named by the Shelter Manager
- c) A public announcement will be made by the Office of University Communications & Marketing (UCM) requesting the needed items. UC will use radio, print and e-mail to communicate the need. Prior to the announcement it will be determined what items are needed, where they are to be delivered and the hours of operation.
- d) Donated items will be collected at one site and sorted/stored at another. A full time University employee will be placed in charge of the sorting process. This person will establish a sorting plan and direct all aspects of the operation.
- e) A protocol will be established for distribution to the people who need them. We have an obligation to distribute the materials to the people they were intended for.
- f) The storage area will be a secured area with only limited access by staff or volunteers.
- g) An account will be established through Alumni and Development with additional oversight by Business and Finance to handle all cash donations. Receipts will be provided to those making cash contributions.

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## **7) Transportation**

- a) If a need arises, a transportation director will be appointed to handle the transportation of shelter residents without vehicles. Transportation will be limited to shopping, receiving medical treatment, or special activities approved by the shelter manager.
- b) The transportation manager will coordinate with churches and civic organizations to obtain vans and drivers if possible. The use of University vehicles will be restricted and any vehicle used must be by a licensed, University employee.

## **8. External Agency Support**

- a) The University will seek assistance from local support groups and governmental organizations as needed.
- b) A list will be created of governmental services and kept on file. This would include but not limited to agencies that provide counseling, housing and food.



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# Appendix G - Emergency Plan Evacuations

Created: May 2006

Revised: March 2008  
April 2010  
August 2015

## ***I. Overview***

The purpose of this policy is to establish guidelines for protecting the campus community due to a bomb, chemical-biological, hazardous material, fire, or natural or manmade threat. This is accomplished by either evacuating the building/campus or by sheltering in place. The method used will be determined by the nature of the event and the most effective method to preserve life and property.

## ***II. Guiding Principals***

In any emergency or threat environment, the safety of persons, including emergency service providers is the first priority. It is essential that evacuations be to planned and carried out systematically, efficiently and in a manner that gives primary consideration to the protection of human life.

## ***III. Definitions***

*Threat* - A threat in the context of this document can incorporate a wide variety of situations in which a segment of the campus community may be placed in physical jeopardy by natural, accidental or intentional acts.

## ***IV. Procedures***

### ***1) Initial Response***

The initial response will vary for each incident, depending on the threat at hand. When first arriving at the scene of the threat, the initial responding officer(s) shall:

- A) Observe the situation from a safe distance, make a determination of the nature and severity of the threat and notify an immediate supervisor of the situation.

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- B) Determine the scope and likely boundaries of the area in which the threat exists as well the potential need for evacuation of businesses and residences.
- C) Notify the UPD Communications Center of all information pertinent to the incident scene to include but not limited to:
- 1) The type, nature, and apparent severity of a chemical spill, accident, natural disaster, threat, hazard or related problem.
  - 2) The type of emergency equipment and personnel required and information on the best route for approaching the scene if safety issues exist, to include the possible immediate need for:
    - Fire Department and or Hazmat response
    - Ambulances for visibly injured or potentially injured person
    - Utility personnel, including power, water, and telephone
    - Public works and highway emergency personnel
- D) Activate the incident command system if warranted.
- E) Take initial steps to contain and isolate the scene of the threat by:
- Establishing an inner and outer perimeter to the threat area to provide a reasonable degree of safety for emergency responders and civilians.
  - Barring all unauthorized persons from entering the threat area.
  - Ordering all unauthorized persons to evacuate from within the perimeter. Use the public address system, bullhorn, or another means of communication to clear all persons within the area of discernable threat and take further action if needed pending further determination of the level of threat involved.
- F) If the incident area is contaminated with hazardous materials, substances or poses other life threatening situations, officer(s) shall perform the following to the extent that it does not unnecessarily risk their life or safety and subsequent render them unable to provide further assistance:
- Where possible, assist persons in leaving the hazard area,
  - As time and resources permit, render emergency first aid to individuals who have suffered physical injuries and make initial determinations of victims requiring immediate medical assistance in preparation for EMS arrival.

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## B. Officer in Command

Once a senior officer has arrived at the scene, he or she will assume responsibilities as the officer in charge (OIC) until such time as he or she is relieved by a superior. The OIC shall be briefed on the situation by the officer(s) at the scene and take such steps as may be deemed appropriate. These may include but are not limited to the following:

- 1) Establish a command post of sufficient distance from the threat area.
- 2) Notify other personnel in the chain of command.
- 3) Ensure that personnel and resources noted in item IV.A.3.b above have been made and are responding and request any additional support services where deemed necessary.
- 4) Determine if mutual aid is necessary and request activation of mutual aid agreements or emergency assistance from other jurisdictions and/or the military where appropriate.
- 5) Assign, as necessary, individual officers to oversee specific tasks and operations. These include but are not necessarily limited to such tasks as:
  - Maintaining information exchange with the watch commander and other senior executives of development surrounding the incident;
  - Ensuring the breadth and security of the inner and outer perimeter;
  - Establishing a separate tactical operations center where necessary;
  - Establishing a staging area for police officers and other responding agencies arriving for assignment;
  - Ensuring that routes for traffic flow and crowd control are established and personnel assigned to expedite evacuation and the management of incoming emergency vehicle traffic;
  - Making provisions for recording personnel assignments and developing a chronological and/or photographic and video record of events at the incident scene;
  - Making provisions for recording actions and decisions made at the command center and tactical operations center;
  - Ensure that all necessary emergency equipment and resources have arrived as requested and are made available at the staging area;
  - Ensure that emergency medical services are available and all injured persons are removed or being removed from the incident scene;
  - Designate and staff a media staging area.

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### ***C. Evacuation Procedures***

1. The decision to evacuate will be made by the incident commander. If it is determined that the hazard or threat will pose a serious danger to people living or working in the immediate proximity, a mass evacuation may be necessary in order to protect the people and property. A number of factors must be considered when deciding whether or how to evacuate an incident scene to include:

- The nature of the hazardous material, condition, or threat (if applicable);
- Weather conditions, wind speed and direction, drainage;
- Location of the incident scene;
- Density of the population, housing and businesses involved, and nature of the affected location;
- Traffic patterns and routes of egress from the affected area;
- Means of transportation for stranded persons or the physically challenged;
- Suitable locations for providing temporary shelter of displaced persons;
- Hazards associated with evacuating versus not evacuating.

2. If an evacuation is deemed necessary, determine the boundaries of the evacuation effort and the order of priority--the area in the greatest degree of danger will be evacuated first. **Carroll County EMA will provide guidance as to the distance from campus the community must be moved.**

3. The evacuation area should be enlarged as conditions change and time permits.

4. The incident commander may initiate one or a combination of three methods of evacuation:

- Wolf Alert – the Communications Center will issue an emergency Wolf Alert to all phones and e-mails in the system
- Audible evacuation – The Dispatchers will activate the campus warning siren in public address mode and announce the evacuation. If that system fails, officers will use the speakers in the patrol cars.
- Physical evacuation - Officers and others assigned will go door to door informing residents of the Residence Halls and classroom buildings of the need for and means of evacuation.

**\* Each Building will be logged as the notifications are made.**

**Note:** *A refusal to evacuate is not a violation of law. Occupants shall be warned that a refusal to evacuate may be hazardous or deadly. Those refusing to leave will not be arrested or forced to leave the campus.*

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- Officers and persons assigned shall be monitored and removed should the threat become too great to continue door-to-door evacuation.

5. Utilize the news media to inform residents of the affected area to evacuate.

6. Assist all disabled persons out of buildings or homes and instruct all individuals being evacuated to proceed out of the building in a calm and cooperative manner. List of disabled students are located in Dispatch.

7. Direct evacuees to designated safety zones and administer aid to any persons in need of medical assistance.

8. Police roadblocks should be constructed to prevent outsiders and nonessential personnel from entering or reentering the evacuated area.

9. Campus shuttles will be utilized to evacuate residents in the Halls that do not have cars. Depending on the number of buses and drivers that are available, the halls will be divided by the number of buses and a bus will be assigned to evacuate those in the respective halls.

10. Relocate residents to shelters for the duration of the evacuation, provide security at the shelter location, and contact the American Red Cross for assistance with food, blankets, etc. where necessary. Carroll County EMA will provide the locations of the shelters to the University.

11. If there is a greater hazard to the rescuers and the chance of saving victims is minimal, careful consideration should be given to calling emergency rescue workers back to a safe location for reassembly.

#### ***D. Post-Evacuation Procedures***

1. Once the evacuation is complete, the incident area shall be searched thoroughly for persons who are injured or left behind.

2. Injured persons should be moved from the incident area with as little physical contact as possible, and held in an area shielded from the scene until emergency aid is received.

3. If the injured person(s) require transportation to a hospital, the communications center shall notify the receiving hospital if incoming patients are contaminated with hazardous and communicable substances or disease.

4. In order to reduce fright and maintain calm, affected persons, communities and businesses should be notified as soon as appropriate that they are no longer in immediate danger.

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5. Once the site has been secured (where no immediate threat exists), investigative teams shall attempt to make a determination concerning the cause of the threat (if not weather related) by such means as:

- Checking the site for possible explosives;
- Requesting assistance of other agencies to determine the nature of the threat; and/or coordination with intelligence operation, of this agency, and those of state and federal sources.

6. The incident commander shall conduct a debriefing of all key personnel following the completion of operations and issue a report to the chief executive officer of the department. An evaluation of evacuation procedures, area and perimeter security, the availability of emergency services and coordination shall be included in the report.

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# Appendix F - Fire Response Procedures

Created: February 1998

Latest Revision: August 2015

## ***Overview***

Fire can be one of the most dangerous events which can occur on a university campus. Fire prevention is preferable to fire fighting and University staff will report all fire hazards to the Facilities Department for remediation. However, if prevention fails, rapid fire suppression must be achieved to prevent both injury and property damage.

The University's buildings vary in construction, internal fire suppression capabilities, and ease of access. It is imperative that in the event of a fire, all University departments work together to provide a coordinated response to assist fire fighters as directed by the fire commander, assist those injured with medical and psychological needs, cleanup and repair.

## ***I. Training***

All departments should train their personnel in fire prevention techniques, the use of portable fire extinguishers, and first aid. All staff should also be instructed in the location of fire exits in their building the exit plan for removing students and other personnel from the building in the event of a fire. Staff and faculty should pay special attention to any disabled employees or staff that would need assistance in exiting a building in the event of fire or natural disaster.

## ***II. Fire Response***

### ***University Police Officer locates fire***

#### ***A. Evaluation***

When an officer locates a fire, the officer will evaluate the extent of the fire and determine the following:

- Will a fire extinguisher be able to suppress the fire rapidly and completely?
- Is the fire contained in a room or area that if can be contained (fire and smoke) if the fire extinguisher fails to suppress?
- Does the officer have a clear path of escape if the fire extinguisher fails to suppress?

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## ***B. Response***

- 1) If the fire can be extinguished safely by the use of a fire extinguisher, the officer will do so.
- 2) Special circumstances:
  - a) If the fire is located in a mattress the mattress will be removed from the building immediately.
  - b) If the fire was against a wall and the wall shows signs of burning, Facilities and Grounds will be contacted to examine the area for damage to wiring and plumbing. If F&G is not available and the officer is concerned that the fire may have pierced the wall, the Carrollton Fire Department will be notified.
  - c) If the fire cannot be suppressed successfully, Dispatch will notify the Carrollton Fire Department and the responding officer will attempt to isolate the fire by closing all doors between the fire and the public. The officer will begin evacuation of the building.

## ***Fire Reported to Dispatch***

1. Fires may be reported to Dispatch in any of the two ways:
  - Fire alarm system reports to the Communication Center through the central monitoring station.
  - Phone Call
  - When notified of a fire, Dispatch will notify the on-duty O.I.C. and the method by which it was received (alarm system, phone call, etc.). The dispatcher will immediately call 911 and request assistance with suppression.
2. The OIC and the 911 will be given the following information.
  - The location and type of building involved (Academic, Residence Hall, Chemical storage area, etc);
  - The location of the fire (or alarm) in the building and how extensive the fire is.
  - The number and type of any injuries reported, if any.
  - If any disabled persons are in the building.

**Note:** If additional, critical information becomes available, the dispatcher will re-contact 911 and supply that information to them.



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3. The Chief of Police, Directors of Facilities and Grounds and Risk Management will be notified once the OIC and Fire Department have been notified. The Chief of Police or designee is responsible for making calls to the University Administration. Risk Management will notify the State Fire Marshall and DOAS.

***Responding OIC / Officer(s) Duties:***

1. ***Locating Fire*** - It is the officer's primary duty to see if there is a working fire in the building.
  - The responding officer will enter the structure to determine the existence, location, and extent of a fire, and any injuries associated with it.
  - All information discovered by the officer will be provided to Dispatch who will relay it to 911. **Note: *If officers can see heavy smoke or fire coming from a building they are not to enter the structure.***
2. ***Fire Alarm*** - If a fire is located and the building alarm system has not been activated, the first officer on the scene will activate the alarm.
  - Responding officers will assist in the evacuation of the building but will not enter smoke filled areas.
  - Responding officers will not reset the fire alarm until a thorough inspection of the facility has been completed.

**Note:** Shutting off the alarm is a signal that it is safe for people to return to the building. There is no way to tell them otherwise once they have started going back in.

3. ***Request Additional Personnel*** - If in the opinion of the shift OIC that additional manpower is needed, the Carrollton City Police will be contacted and assistance requested.
  - If the City does not have sufficient staff, the Carroll County Sheriff will be requested to assist.
  - The OIC will direct Dispatch to call in off-duty UWG Police officers to assist. Once additional officers arrive, City/County officers will be relieved.
  - If the fire results in the establishment of a temporary shelter, an additional dispatcher will also be called in.
4. ***Traffic Control*** - The supervisor on duty will direct officers to clear traffic from the affected areas so as to allow for rapid Fire Department response. Once the Fire Department has arrived all roads into the area are to be blocked to any motor vehicle traffic.

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5. **Access To Fire Scene** - Police Line tape will be placed around the structure on all accessible sides. Officers will stand on each side of the facility to prevent non-emergency personnel from interfering with fire suppression activities.
  6. **Missing Persons** – It is imperative that we determine if there are any persons left inside of the structure.
    - If the structure is a residence hall, officers will work with Residence Life staff to determine if anyone is not accounted for.
    - In non-residence halls employees will be surveyed to determine if anyone may still be inside.
    - If it is determined that someone may still be in the structure this information will be forwarded to the battalion chief on the scene. University staff will not enter the building in an attempt to rescue those who may be trapped.
  7. **Chain of Command** - The Battalion Chief from the Carrollton Fire Department is in command of the scene until the fire is extinguished.
    - All officers will respond to requests from the Fire Chief as if it were a direct order from University Police supervisor.
    - If directed by the fire department to perform a duty that takes an officer from a University Police assignment, the UWG supervisor is to be notified immediately.
  8. Update Dispatch – The OIC will keep the Dispatcher updated as to the progress of the fire, level of damage, fire suppression efforts, injuries/fatalities.

### **III. Activation of Command Center**

In the event a fire affects a major structure on campus, a Command Center will be activated.

#### **1. Direction and Control**

In the event of a major fire on campus, the Chief of Police and Director of Facilities and Grounds will act as incident commanders. In all cases, they will coordinate with the on scene Carrollton Fire Chief until such times as the scene is released.

Both commanders will keep the President and President's Advisory Council (PAC) aware of the situation.

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## **2. Establishment of an Incident Command Center**

The Command Center will be established within proximity to the fire scene but placed so as not to hinder operations.

- 1) **Incident Commander** - The Incident Commander for the University will be the University Police OIC until a higher ranking officer arrives on the scene. The OIC has the authority to carry out all portions of this plan and take all actions necessary to protect life and property.

The Incident Commanders will request assistance from any department within the University to assist with all operations related to the fire as described in the University's All Hazard Plan.

## **3. Communication Systems**

The UWG PD Communications System, the Facilities and Grounds Radio System, other radio systems, will be utilized to ensure contact with Campus Departments and assisting Agencies. Any radio system used during the operation will be registered with the Command Center and one of the radios assigned to the dispatchers in the Command Center.

## **4. Use of University Resources and Mutual Aid**

During the emergency, university departments will perform necessary emergency functions as provided in this plan. Mutual aid will not be requested until all available university resources and/or manpower have been depleted. All assistance provided to the University or by the University to the County or City will be in accordance with the Mutual Aid agreements signed by all three entities effective 10/01/02 and reaffirmed September 2015.

## **5. Personnel Rosters**

All responding emergency services personnel will report to the Command Center and sign in. It is important that an accurate roster be kept for all personnel who work during the crisis and recovery stage. The roster serves the following purposes:

- a) Make assignments and arrange for replacements.
- b) Allow communication operators will keep track of the on duty employees for safety reasons.
- c) Provide documentation for the University to be reimbursed for hours worked if the incident results in a disaster declaration.

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## ***IV. Relocation – Residence Halls and Academic Buildings***

### ***Residence Hall***

In the event that a fire in a residence hall requires an extended period of time to extinguish, or is made uninhabitable, the residents will be transported to a temporary shelter site. From this location the University will coordinate a response to see that the residents are fed, arrangements are made to obtain clothing, replace books and other documents, and provide for the medical and psychological needs of the residents.

#### ***1. Shelter Sites***

The locations for use as shelter sites are as follows:

- Campus Center – old gym
- Food Service – Lower Level (Z-6)
- Student Recreation Center (SRC)

If a shelter site is activated, the department responsible for the location will be informed as soon as possible.

#### ***2. Transportation***

If it becomes necessary to activate a temporary shelter, transportation is to be arranged by the OIC.

- Residents will be transported by use of a Parking Services shuttle. If necessary, the night shuttle will be taken off its route temporarily to provide transport. If the shuttle is not running, the OIC will utilize the 12 passenger vans from the Motor Pool.
- Multiple trips may be required and Housing and Residence Life and University Police staff must coordinate the movement of the residents from the Hall to the shelter site.
- Residents must not leave the area without checking- in with the Residence Life Staff. A list of all residents must be maintained showing who is in the shelter and those who have found shelter elsewhere. This list will be maintained so that the University can account for all residents.

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### **3. Shelter Operations**

#### ***Residence Hall***

Student Services personnel will staff the shelter during the entire time that it is operation.

- An information desk will be staffed so that residents can sign-in when they arrive, and parents can check-in upon their arrival.
- Counseling Services and Health Services will be contacted and requested to staff to deal with medical and psychological problems if needed.
- The shelter is considered a secure site and UWG PD will limit access and provide security until the shelter is closed. Only residents of the effected hall should be allowed in the shelter.
- University Communications and Marketing will coordinate media access and will have staff on site until the shelter is closed.
- Food Services will be contacted to provide drinks and snacks during the time that the shelter is in operation.

#### ***Academic Buildings***

In the event an academic building is damaged or destroyed the following actions will be taken.

- The Vice President for Academic Affairs, the dean for the respective college and Registrar will be notified as soon as possible.
- Depending on the extent of the damage the Vice President will either cancel classes for a period of time to allow for cleaning and repair, or relocate those classes to other facilities.
- When a decision is made, it will be transmitted to the campus community via Wolf Alert. Follow up e-mails from the Registrar targeted to those directly affected will be made by the Registrar.

#### ***Building Security***

Once a fire has been extinguished and released by the fire department, the room/building will be physically secured by Facilities.

If necessary to maintain the integrity of the scene until insurance investigators and the State Fire Marshall arrives, University Police will post an officer at the site. The campus locksmith, at the direction of the Chief of Police, will change the locks to a non-master lock to further restrict entry. A key will be provided to Facilities, Risk Management and University Police.

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## ***V. Fire Investigation***

If a fire is determined to be the result of criminal nature, unknown origin, or results in injury or death, the following actions will be taken.

### ***Dispatchers***

The following personnel will be notified immediately in the following order:

- a) On-call investigator
- b) Off-call investigator (if unable to reach on-call Inv.)
- c) Chief – University Police

### ***Police Officers:***

If an officer comes onto a fire scene and evidence exists which would indicate arson or if the cause of the fire is not readily apparent, the following actions will taken:

- a) ***Scene Security*** - The OIC will secure the scene immediately after the fire has been extinguished. Do not allow anyone into or around the scene after the overhaul is completed by the fire department. Tape off the scene with CRIME SCENE tape and post an officer(s) at the location until relieved
- b) ***Field Interviews*** - Officers will attempt to interview any person who is at the scene as to what they know about the fire and if anyone was in the area prior to the fire. Officers will make a special effort to interview anyone who has been seen at a previous fire or seems to be overly interested in the proceedings of the fire department activities. All field interviews will be recorded and turned over to CID at the end of the shift.
- c) ***Investigators*** - All officers assigned to protect the scene by the OIC will stand by for the arrival of the investigators. When the investigator(s) arrive, will be in charge of the scene. Uniform personnel will be under the direction of the investigators until told by the investigator in-charge they may leave.

The investigator(s) will be responsible for:

- 1) Co-investigating the incident with the State Fire Marshall.
- 2) Collection, processing and storage of all evidence,
- 3) Perform follow-up interviews,
- 4) Prosecute of the case through the appropriate courts.

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# Appendix G - Emergency Inoculation Plan

Adopted: 03/15/02

Revised: September 2003

August 2014

Revised: May 2006

August 2015

Revised: March 2008

Revised: April 2010

## **Overview**

In the event that the University is required to begin a mass inoculation of the campus community, this plan outlines the duties of all personnel, who will be involved. The plan will be implemented in the event of a medical emergency originating on campus (I.E.: meningitis outbreak) or from a medical emergency affecting the surrounding community (i.e.: bio-terrorist attack).

## **Command Structure**

The President of the University or designee is in overall command of the program. The President's Advisory Council will be available for consultation as the situation develops.

The **operational commanders** will be the Director of Health Services and the Chief of Police.

The **Director of Health Services** (or designee) is responsible for all aspects of the operation related to obtaining and dispensing the vaccination.

The **Chief of Police** (or designee) is responsible for providing transportation, security, and coordination of other services for the vaccination program.

## Participants

The following departments and organizations will be actively involved in the inoculation plan.

*Health Services*

*Office of Housing & Residence Life*

*Business and Finance Staff*

*Food Service*

*Student Government Association*

*Printing and Publications*

*Learning Resources*

*University Police*

*Facilities & Grounds*

*University Communications & Marketing*

*Student Activities*

*West Georgian*

*Foreign Languages*

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## **Implementation**

### **Phase One – Order To Implement**

#### **On Campus Diagnosis**

In the event that Health Services comes in contact with a student or employee who has a disease which may require campus or community wide inoculation, the Director of Health Services will notify the following:

Georgia Department of Public Health

President of the University

If, after consultation with the Department of Public Health, it is determined that campus wide inoculation is appropriate, the President will order that the Emergency Inoculation Plan be implemented.

#### **Off Campus Diagnosis**

In the event that the surrounding community or the nation is affected by a disease, which requires inoculation, the Department of Public Health will notify the Carroll County EMA Director who will notify the University's Chief of Police and request the University implement the mass inoculation plan. The Director will notify the President who will order that the Plan be implemented. **Implementation of this plan takes priority over all campus activities except those exempted by the President.**

#### **Overview**

The US Centers for Disease Control (CDC) has established protocols, which are to be followed in the event of a report of specific diseases. Prior to an inoculation order being given, the CDC and state health agencies will investigate the report and determine its accuracy. If the report is confirmed, the agencies will then determine the extent to which the population has been infected. Thresholds for various diseases have been established which are taken into consideration as part of the investigation. Once the information is analyzed, the CDC and Georgia Public Health will issue an inoculation order and issue the amount of vaccine necessary to cover the targeted population.

**Note:** *CDC does not recommend vaccination prior to an inoculation order due to the mortality rate associated with some vaccines. Though very small in number, some people who have taken certain vaccinations have experienced adverse reactions, resulting in severe injury or death. Until the threat to the general population exceeds the potential danger to individuals, the CDC will not order a mass inoculation. The CDC has the ability to provide vaccines to anywhere in the nation within 12 hours of the order being issued.*



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## ***Participation Required***

In the event that a mass inoculation of the campus community is ordered, all students, staff and faculty shall be required to submit to inoculation or be banned from campus until such time as the threat is eliminated. The Board of Regents Policy states:

### **408.01 IMMUNIZATION AGAINST DISEASE DURING AN OUTBREAK/EPIDEMIC**

During an epidemic or a threatened epidemic of any disease preventable by immunization on a campus of the University System, and when an emergency has been declared by appropriate health authorities of this state, the president of that institution is authorized, in conjunction with the Chancellor and appropriate health authorities, to promulgate rules and regulations specifying those diseases against which immunizations may be required.

Any individual who cannot show proof of immunity or adequate immunization and refuses to be immunized shall be excluded from any institution or facility of the University System until such time as he/she presents valid evidence that he/she is immunized against the disease or the epidemic or threat no longer constitutes a significant public health danger (BR Minutes, 1989-90, p. 406).

### ***Phase Two – Organization of the Inoculation Effort***

#### ***1) Activation of the Emergency Inoculation Plan***

The Director of Health Services will advise the President of the extent of the vaccination order. The President will order the activation of the Emergency Inoculation Plan and notify the personnel responsible for implementing the plan.

#### ***2) Determining the scope of the Inoculation Response***

The scope of the inoculation order will determine the level of resources required to implement it.

**Note:** *The University may be requested by the State to provide inoculation to the local community.*

#### ***3) Inoculation Site***

**Health Services** (HS) will be the inoculation center (IC) for the campus. This site possesses the medical facilities which may be needed in the event that a person has a negative reaction to the vaccine and must be resuscitated. In addition, due to the multiple rooms in the building, it can provide for the privacy needed in the event that a person must undress in order to receive the vaccine.

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Registration will be conducted in the lobby of the TLC. If viewing a video on the inoculation is required, the large group lecture rooms will be utilized. Stanchions will be placed so as to guide the people between the registration tables and the vaccination site.

### 3.1) Persons with Disabilities

Person with disabilities will be moved to the head of the line if their disability warrants it. (See Counseling Center – Disability Coordinator – Pg 8). Once the paperwork is completed a volunteer will assist the disabled person to the IC. This will be done by moving their wheelchair to the site or providing cart transportation if they are partially ambulatory.

A list of University personnel and students capable of “Signing” for the hearing impaired will be created and maintained by the University Police. The persons on the list will be contacted and asked to work at the shelter or be on-call in the event they are needed to assist a hearing impaired person with the inoculation process.

### 3.2) Non-English Speaking Persons

All reasonable effort will be made to provide interpreters for all non-English speaking persons. Foreign Languages instructors and international students will be solicited to assist with this as needed. University Police will coordinate this effort.

### 4) Site Preparation and Activation

The following actions will be taken and then distribution of the vaccines may begin.

- a) University President – order establishment of the Inoculation Center (IC).
- b) Vice President for Academics & Academic Deans – determines if classes are to be delayed or cancelled during the vaccination period. Once a decision is made, a Wolf Alert will be broadcasted by University Police and the Director for University Communications will disseminate the information to the students through the various media resources.
- c) Health Services – the Director of Health Services will establish the logistics and parameters of the inoculation program. Once the following have been determined, the Director will notify the Chief of Police for implementation.
  - Location of the vaccine and procedures for obtaining it. (In the event it is a national inoculation order, the Georgia Public Health Office (Region 4) will notify the University to begin setting up an IC and will provide transportation of the vaccines to the campus.)
  - If the vaccine needs to be kept refrigerated, it will be stored in the refrigerators in Health Services. If there is not sufficient storage capacity in Health Services, the Chief of Police will be notified to obtain additional capacity.

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- Availability of staff capable of dispensing and giving the vaccinations. This number will be supplemented by retired staff, senior nursing students and Nursing Department Staff. Tanner Medical Center will provide an additional pharmacist(s) as needed.
  - Administrative requirements to receive the vaccine. (i.e.: registration forms, liability waiver, etc. In the event of a national inoculation program, the Department of Public Health will provide the forms along with the vaccines.)
  - Determine the number of vaccination points, which can be staffed by skilled nursing staff.
  - Set the number of hours that the staff can work before taking a break.
  - Set the hours the vaccinations will be provided. (In the event of a national inoculation program, Public Health will determine the hours of operation).
  - Provide the necessary training to those who will be giving the vaccinations and administering the necessary paperwork. (In the event of a national inoculation program, Public Health will provide the needed training).

d) **University Police (UWG PD)** – University Police are responsible for the following:

**1)** Establish and staff a Command Post (CP) within the TLC and at HS. The command post will serve as:

- Central Communication Center
- Central Supply
- Central Administration Office

- a) Each CP will be manned during the time that the IC is in operation.
- b) All persons working in the IC will check in and out at the CP. The CP will maintain a record of all personnel and hours worked in any job within the IC. Once the Center is closed all personnel records will be forwarded to the University Police Business Manager who will be responsible for determining the total personnel cost incurred by the University.
- c) Once the amount is determined, it will be made part of an overall expense report.

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- d) The Business Manager for UWG PD is responsible for keeping track of all other expenses incurred during the time the IC is in operation. Once the operation is completed, the Business Manager will compile an expense report. This report with supporting documentation will be forwarded to the Carroll County EMA Director for possible Federal reimbursement.
- 2) Based on the instructions provided by the Director of Health Services, UWG PD will arrange for continuous transport of vaccine to campus. In the event of a national inoculation order, Carroll County Emergency Management will provide the actual transport of the vaccine to campus. If additional refrigeration is needed, the Director will arrange for one or more units to be brought to IC. Additional refrigeration will be obtained from Housing and Residence Life or ARAMARK.
  - 3) Coordinate the installation of tables and chairs for the use by those providing the vaccine and record keeping. The layout for the registration tables in the TLC can be found in Appendix G.
  - 4) Establish a room for use by Student Development for counseling purposes if needed.
  - 5) Direct traffic into and out of parking lots, provide signage and shuttle service (if necessary) from outlying parking lots to the registration site. The Traffic Plan is outlined in Appendix E of this plan.
  - 6) Request CPD utilize their reverse 911 systems and call all homes in the area of the campus and advise them the roads are closed except for those coming to campus to obtain the inoculation. Ask that all persons avoid the campus until further notice.
  - 7) Establish easily followed pathways using stanchions, signage and personnel to guide those seeking vaccination through the process and then out of the building.
  - 8) Establish and maintain security at all doors. One set of doors will be established for entry and a remote set for egress. All other doors will be secured and if necessary, an officer placed at each door. Each officer will have their personal riot gear available and all crowd control weapons will be made ready for rapid deployment. If the University Police are unable to cover all positions, the Chief will make a request to the Carroll County Sheriff for additional personnel.
  - 9) Obtain administrative personnel to handle registration of those who are seeking inoculation.
  - 10) Establish a break room for use by on-duty personnel. Depending on the duration of the inoculation program, sleeping cots may be set up in a separate area for staff use.
  - 11) In the event that the weather is extremely hot, Food Service will provide ice water to those who are requesting vaccination. UWG PD

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will provide a tent between the TLC and HS from which water can be distributed.

**12)** Arrange for the printing of all documents needed to carry out the program (if any). Printing and Publication will be responsible for all necessary printing, which may be required during the inoculation process.

**13)** Provide security for the TLC and HS each day when the site is closed. No one will be allowed into the facility except those with administrative responsibility for the sites. Access control and alarm systems will be utilized as well as police officers. If possible, private security may be utilized on a contract basis.

***e. Facilities and Grounds – the Director of Facilities and Grounds will:***

- 1) Provide the necessary furniture and other equipment as requested by Public Safety.
- 2) Provide personnel to UWG PD if needed to work traffic or other duties as needed.
- 3) Maintain adequate staff on campus while the IC is in operation to deal with mechanical emergencies if they arise.
- 4) Maintain the cleanliness of the IC, TLC and surrounding grounds. Restrooms are to be cleaned and paper products re-supplied as necessary. Adequate custodial personnel are to be maintained on campus as long as the IC is in operation.
- 5) Test emergency generator at Health Services to ensure it is operational.

***f. University Communications & Marketing (UCM) – the Director of UCM will:***

- 1) The Carroll County EMA Director has been designated as the Public Information Officer (PIO) for the inoculation plan. The University Director of University Communications will coordinate with the PIO to obtain information about the inoculation effort.
- 2) Keep the campus and local community informed about the inoculation program including location, hours and dates of operation. A notice will be released asking people to avoid the campus unless they are coming for their inoculation. The Director will utilize the campus newspaper (West Georgian), e-mail, television station, radio station and the local media. A representative will be posted in the CP or be available by phone if needed.
- 3) Provide updates on a regular basis to the community as long as the IC is in operation.

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**g. Risk Management (RM) – the Director of Risk Management will:**

- 1) Maintain periodic checks of the parking and shuttle operation, registration and inoculation center, to insure all are being operated in a safe manner.
- 2) At the inoculation center, RM will ensure that all syringes and other bio-hazardous materials are collected in a proper manner and disposed of according to national standards. RM will arrange for transport of the waste on a daily basis and maintain a record of when and how the material was disposed of.
- 3) RM will also maintain records of all costs associated with the disposal of the materials. The invoices will be provided to the UWG PD Business Manager for possible reimbursement.

**h. Food Service (FS) – the Director of Food Service will:**

Depending on the nature of the threat, it may be necessary to run the inoculation program for long periods. Staff may not be available to leave campus for normal meals and breaks. In that event, Food Service will be provided for the staff working the IC. The Director of Food Services will do the following:

- 1) Establish food service at the IC and TLC. This will include breaks and main meals for the staff assigned to the inoculation program. Since the opportunity for breaks and meals will be sporadic, the menu should be limited to cold sandwiches, fruit and raw vegetables. Heavy, hot meals will be avoided due to the difficulty of maintaining food quality and the effect heavy meals have on a workers physiology.
- 2) In the event that the weather is extremely hot, Food Service will provide ice water to those who are requesting vaccination. UWG PD will provide a tent between the TLC and HS from which water can be distributed.
- 3) Maintain the cleanliness of the meal area.

**i. Printing and Publication (P&P) – the Director of Printing and Publication will:**

- 1) Printing and Publication will be responsible for the rapid printing of all documents needed for the inoculation program. P&P will give priority to all requests for additional printing related to the inoculation program.
- 2) If the campus is closed, the Director will maintain sufficient staff to provide printing services as needed.
- 3) The Director will also maintain records of all costs associated with the disposal of the materials. The invoices will be provided to the UWG PD Business Manager for possible reimbursement.

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***j. Learning Resources (LR) – the Director of Learning Resources will:***

- 1) If the inoculation protocol includes a video, Learning Resources will be notified to set up rooms 1301, 1303 and 1305 in the TLC.
- 2) Learning Resources will duplicate the video if multiple copies are not available. At the request of the Carroll County EMA Director, additional copies will be made for County use as well.

***k. Center for Student Involvement (CSI) – the Director of CSI will:***

Arrange for student volunteers to assist with the inoculation process. The volunteers will be coordinated through the CSI office at the direction of UWG PD. All volunteers will check in and out at the Command Center.

***l. Housing & Residence Life (HRL) – the Director will:***

- 1) HRL will provide staff as needed to assist with the inoculation process. UWG PD will contact RL as needed to provide staff to handle the various functions.
- 2) Following the inoculation, RL staff will monitor the students living in the halls and report any adverse reactions to Student Health.

***m. Counseling – the Director of Counseling will:***

- 1) Have a counselor available to assist with any mental health issues that may arise during the process. The counselor must either be on site during the process or provide a 10-minute response time. A room, off from the registration site will be reserved for use by the counselor.
- 2) Provide a Disability Coordinator to work with all students with disabilities to ensure they receive the inoculation. They will also work with any employee or non-University member who comes to campus to receive the inoculation.

***Phase Three – Closure and Debriefing***

Once the operation has ended, the following will take place.

- 1) The IC and TLC will be returned to its original condition. All tables, chairs and other materials used in the IC will be sanitized and then removed by Facilities and Grounds.
- 2) Custodial will thoroughly clean the facilities.
- 3) All unused vaccinations and forms will be returned to Public Health by CCSO.
- 4) All vaccination records will be given to the Department of Public Health. Copies will be made and retained on the campus.
- 5) Used syringes will be disposed of per normal SH procedures.

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- 6) The Chief of Police will organize a debriefing of all Departments involved in the operation. This will occur within 48 hours after the closure of the IC. Comments will be reviewed and this plan updated.



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## Emergency Inoculation Plan / Appendix A

### Officer / Center Security Positions

Position	# Officers Assigned
1) TLC Lobby	2
2) TLC Front	1
3) TLC Rover	1
4) TLC to SH	3
5) SH	3
6) Relief	2
7) Site Supervisor	1

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## Appendix B - Traffic Operation Plan

### Overview

The process for a person to receive an inoculation will begin at the TLC. This is where the required forms will be filled out and a film describing the vaccine and its effects will be shown. (Note: The type of threat posed will determine the actual requirements of the inoculation plan. Many vaccines can be administered in pill form, which will make the process much easier to implement. However, some vaccines must be given as an injection, which will take more time to distribute. Due to the potential side effects of some vaccines, an information film must be shown to all persons requesting the vaccine.)

The actual inoculation will be given at Student Health. People will be directed to the lots surrounding the TLC as well as the outlying lots where shuttle buses will be utilized to transport them to and from the site. Once they have received the vaccine they will exit the rear of Student Health and either walk back to their cars or ride a shuttle. We do not want anyone attempting to bypass the TLC so some parking areas will be restricted.

### ***Implementing the Traffic Plan***

1) Block off Front Campus Drive at Maple and at University Drive.

Only those who work on Front Campus will be allowed in. (Personnel required: 2 Volunteers, posted at each end of Front Campus Drive.)

2) Block off University Drive at Parker Drive – Direct all traffic down Aycock Drive.

Create a shuttle pick up site for returning those receiving the vaccine to their cars. (Personnel required: 1 PCO & 1 volunteer.)

3) Block off Roberts Drive South and Roberts Drive North. (Personnel required: 1 volunteer at each site)

4) Block off West Georgia Drive (WGD) at HPE Drive. A pedestrian walkway will be created using "Police Line" tape and barricades leading up WGD and into the TLC. An opening will be provided so that the shuttle buses may pass through and progress up WGD towards Maple Street.

a. Traffic will be directed through Lot 14 to Brumbelow.

b. The shuttles serving the west side lots will drop off their passengers at this site. The passengers will then follow the path into the TLC.

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c. Lots 5 and 6 will be designated as staff, volunteer and handicap parking. This area will be considered a secured site. No one is allowed to park in this area except as noted previously. The gates will be raised and access to the lot monitored by the personnel assigned to the location.

(Personnel required: 2 PCO & 1 volunteer at WGD & Drive to TCPA / 1 PCO and 1 Volunteer in the Lot acting as security and assisting the disabled)

5) Block WGD at the 3-Way – west side. (Area to be monitored by personnel assigned previously on #4.)

6) East Side Crowd Contingency Plan – if the number of people grows too large on the east side of the TLC that they extend beyond the end of the sidewalk at Lot 5, the following actions will be taken.

- a) WGD will be closed at the exit from Bowdon Hall.
- b) WGD will be closed at South Street and Foster Street. All traffic from the east side of campus will be routed up South Street.
- c) The west-bound lane of South Street will be blocked at Foggy Bottom. A DO NOT Enter sign will be placed at the barricade.
- d) Foster Street will be blocked at the west exit from Foggy Bottom. All traffic from Foster Street will be directed through Foggy Bottom and out at South Street. All traffic must turn east on South Street. Note: The parking spaces on the north side of Foggy Bottom must be cleared to allow for 2-WAY traffic. If the owners cannot be found quickly, the vehicles will be towed to another lot at University expense.
- e) Brumbelow will be blocked at the North entrance to Lot 14. All traffic will be directed through Lot 14. This includes people coming for the inoculation and those wishing to access Maple Street.
- f) The Southeast exit from Lot 14 will be blocked. Those wishing to egress the lot and travel north will exit out at the North exit.

Personnel Required: 1 PCO and 3 volunteers. These individuals will ensure the barricades are not moved, assist with traffic flow, and move the barricades on WGD at South and Foster for emergency vehicle egress.

8) West Side Crowd Contingency Plan – if the number of people grows too large on the west side of the TLC that they extend beyond the pedestrian walkway created in section 4, the following actions will be taken.

- a) East bound traffic on WGD will be blocked off at Public Safety. Traffic will be routed through the Band Field lot.
- b) All East Bound traffic will be directed back to the west entrance and off campus. Signs will be created stating that the road is closed until further notice and to use other city streets to access the north side of Carrollton.

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## Appendix C - Directional Signage

All directional signage will be on white coraform board with blue or red letters. The signs will be placed on real estate style stands or barricades and placed at strategic sites around campus.

- 1) Inoculation Center
- 2) Inoculation Center
- 3) Inoculation Center
- 4) Inoculation Center Parking
- 5) Inoculation Center Parking
- 6) Inoculation Center Parking (Double sided)
- 7) Shuttle To Inoculation Center
- 8) Shuttle To Parking Areas
- 9) WARNING – ACCESS TO CAMPUS IS  
RESTRICTED UNTIL FURTHER NOTICE.  
UWG Police Department
- 10) Access To Maple Street
- 11) Access To Maple Street
- 12) ROAD CLOSED  
UWG Police Department
- 13) Additional Inoculation Parking
- 14) EXIT
- 15) FOSTER STREET CLOSED  
ALL TRAFFIC TURN RIGHT
- 16) FOSTER STREET CLOSED  
ALL TRAFFIC TURN LEFT

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17)      CAMPUS CLOSED  
          USE CUNNINGHAM ST.

18)      CAMPUS CLOSED  
          USE CUNNINGHAM ST.

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Appendix D - Emergency Personnel Roster  
(Print Additional Copies as needed)

*All personnel who work in the IC must sign in and out.*

	Name:	Agency	Time In / Time Out	Signature
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			
6.	_____			
7.	_____			
8.	_____			
9.	_____			
10.	_____			
11.	_____			
12.	_____			
13.	_____			
14.	_____			
15.	_____			

Revised: 9/1/2015 (TJM)

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## Appendix E - Refrigerator Inventory

Refrigerators are located in each residence hall and the apartments in the halls. Residence Life should be notified to see which apartments are not in use. The refrigerator in those apartments will be taken first.

Location	# Present	Where
1. University Police – Row Hall	1	Patrol room
2. Residence Life Office	1	Break room
3. Tyus Hall	2	1 Apartment / 1common
4. Strozier Hall	2	1 Apartment / 1common
5. Strozier Annex	2	1 Apartment / 1common
6. University Suites	2	Community Building
7. Bowdon Hall	2	1 Apartment / 1common

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# Appendix H – Pandemic Flu Plan

Approval Date: January 2007

Review Date: August 2015

## **Overview**

A pandemic is defined as a global disease outbreak. An influenza type pandemic occurs when a new influenza virus emerges with the following characteristics: humans have little or no immunity, the virus causes serious illness and it spreads easily from person-to-person.

The best known pandemic in recent history occurred in 1918. This pandemic was able to spread across the world in less than two months and caused more than 20 million deaths. That event happened when the fastest means of crossing between continents was by ship. With modern air travel, a pandemic could cross the world in a matter of weeks, again causing millions of deaths.

The cause for our current concern is that recently discovered strains of avian influenza show the potential to cross over into humans and create a new, deadly influenza strain, to which we have no effective treatment or vaccine.

Since December 2003, the World Health Organization (WHO) has received reports of confirmed cases of humans infected with avian influenza A (H5N1) in Asia. Although the human cases are thought to have resulted from direct exposure to infected live poultry or their contaminated environment, limited human-to-human transmission may be possible. The exposure of humans to on going poultry outbreaks is a grave concern. It enhances the potential for avian influenza A (H5N1) viruses to undergo genetic changes. It is also possible for the virus to recombine with human influenza viruses and result in a new virus that is easily transmitted human-to-human, thus triggering an influenza pandemic.

It is the consensus of the public health community that another pandemic is a matter of when, not if. It has been suggested by public health professionals, based on historical data, that the age group to be most seriously effected will be in the 16 to 24 age group. Though this is not guaranteed, since this age group represents a significant portion of our student population, it is imperative we develop a procedure to assist those who become ill and to protect our personnel who will have to interact with them.

## **Establishment of the Pandemic Flu Committee**

The University of West Georgia Pandemic Flu Committee's purpose is to provide a multidiscipline approach to dealing with the pandemic and its effect on the Institution.



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The Committee is charged with response planning, recommending needed purchases, and providing information to the University community on preventing the spread of the disease. The committee will also serve as a resource to the President on all matters dealing with the pandemic.

## **Definitions**

*Pandemic Flu* - A virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu identified in the world, nor is there a vaccine available to prevent it.

*Health Services (HS)* – located on the campus of the University of West Georgia

*Board of Regents (BOR)* – the governing body of the University System of Georgia, which has control and operational authority over the University of West Georgia.

*Chancellor* – Chief Executive Officer for the University System of Georgia

*University President* – Chief Executive Officer for the University of West Georgia

*President’s Advisory Council (PAC)* – Executive Council comprised of:

*Vice President for Academic Affairs*

*Vice President for Business and Finance*

*Vice President for Student Services*

*Vice President for University Advancement*

*Associate to the President for minority affairs*

*Deans for Nursing, Arts, Science and Social Science*

*Dean for the Richards College of Business*

*Deans for the College of Education/ Dean of the Honors College*

*Operational Commanders* – the Directors of Student Health, University Communications and Marketing, and Chief of the University Police.

*Protective Equipment* – items which when properly used will protect the wearer from exposure to the pandemic flu virus. Examples include the face mask (N-95), nitrile gloves, and protective glasses.

*Call Center* – phone center operated by the UWG Office of Development and Alumni Relations which is located at the Alumni House.

## **Phase I – Preplanning and Preparation Stage**

### *1) Assumptions*

The University of West Georgia is taking steps to prepare and plan for the possibility of pandemic influenza emerging across the earth. As part of the planning process, the following assumptions have been used to base some of the planned actions. These are only assumptions—pandemics are unpredictable, and there is no way to know the characteristics of a pandemic virus before it emerges. The following specific assumptions have been gleaned

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from a variety of sources or developed from campus consensus. Many of the assumptions were taken from the US Department of Homeland Security's National Strategy for Pandemic Influenza Implementation Plan, World Health Organization Global Influenza Preparedness Plan, US Centers for Disease Control Pandemic Preparedness Plan and the University of North Carolina at Chapel Hill's Pandemic Plan, some verbatim.

The planning assumptions below are reasonable worst-case assumptions. It is hoped that the next pandemic is no worse than the one in 1968, which had a relatively small impact on the University. However, the plan will be most useful if we prepare for the high risk pandemic predicted by reasonable public health experts. An extreme 1918-like scenario is not considered here. So, keep in mind that these assumptions depend on the severity of the pandemic. It is hoped the assumptions are pessimistic, and feared that they are not optimistic.

**a) National Assumptions** - Source / U.S. Government National Implementation Strategy  
Pandemic Influenza Plan

Pandemics are unpredictable. While history offers useful benchmarks, there is no way to know the characteristics of a pandemic virus before it emerges. Nevertheless, it is necessary to make assumptions to facilitate planning efforts. Federal planning efforts assume the following:

1. Susceptibility to the pandemic influenza virus will be universal.
2. Efficient and sustained person-to-person transmission signals an imminent pandemic.
3. The clinical disease attack rate will be 30 percent in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
4. Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
5. While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemics about half of those who became ill sought care. With the availability of effective antiviral medications for treatment, this proportion may be higher in the next pandemic.
6. Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.

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7. Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing schools and quarantining household contacts of infected individuals) are likely to increase rates of absenteeism.

8. The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately 2 days.

9. Persons who become ill may shed (i.e. spread) virus and can transmit infection for one-half to one day before the onset of illness. Viral shedding and the risk of transmission will be greatest during the first 2 days of illness. Children will play a major role in transmission of infection as their illness rates are likely to be higher, they shed more virus over a longer period of time, and they control their secretions less well.

10. On average, infected persons will transmit infection to approximately two other people.

11. Epidemics will last 6 to 8 weeks in affected communities.

12. Multiple waves (periods during which community outbreaks occur across the country) of illness are likely to occur with each wave lasting 2 to 3 months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

## **b) University Assumptions**

1. The first pandemic impact on West Georgia will most likely be to students and faculty who are studying or traveling abroad, most likely in Southeast Asia.

2. UWG will assume—for planning purposes—that the wave will occur during the fall or spring semester.

3. The first outbreaks in the United States will occur in major metropolitan areas where there is a high rate of international travel. The proximity of the campus to Hartsfield/Jackson International Airport makes the possibility of the campus being exposed to the pandemic in its early stages more likely.

4. The greatest threat to West Georgia is an easily transmissible virus with 2,500 students living in residence halls in close proximity.

5. If a severe outbreak were to occur, West Georgia would expect to suspend classes for 7 to 10 weeks.

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6. Because of travel restrictions, financial restrictions, local employment commitments, apartment and house leases, etc., not all students will leave the campus or community.

7. Projections are that 3,500 students will remain in residence halls and in the Carrollton community.

- 500 students in residence halls
- 2,000 students in off-campus housing: apartments, houses etc.

8. Projections of morbidity, outpatient visits, hospitalizations, and mortality on the campus community are charted below. The range represents a 25% rate (1968 pandemic) and a 35% rate (1918 pandemic).

	ALL STUDENTS	RESIDENCE HALLS	FACULTY/STAFF
Population	12,750	3,200	1,025
0 to 18 years	2,000	2,000	0
19 to 64 years	10,750	1,000	975
65 + years	0	0	50
Outpatient visits	1,347 to 1,886	351 to 491	131 to 185
Hospitalization	28 to 394	5	3 to 5
Deaths	5 to 6	1	1

**Source** - *Center for Disease Control FluAid Model*

9. The Carroll County pandemic flu response plan has designated the UWG Health Services facility as a Flu Center. The Center is assigned the responsibility of providing treatment to all students as well as faculty, staff and their dependents. Even if classes are canceled, the Health Center will remain open to provide treatment to those students who remain in the area, as well as the faculty, staff and dependents.

**c) UWG Event Levels / World Health Organization Phases**

The following diagram indicates the University's Emergency Event Levels, with Event Level Three the highest event level in the emergency management system. UWG levels correspond with the World Health Organization (WHO) Phases.

<b>UWG Event Level Zero</b>	<b>WHO Phase Three</b>	<b>UWG Actions</b>
No current hazard to persons.	Human infections with a new subtype, but no sustained human-to-human spread.	<ul style="list-style-type: none"> <li>• Pre-event assessment and planning</li> </ul>
<b>UWG Event Level One</b>	<b>WHO Phase Four</b>	<b>UWG Actions</b>
Minimal hazard to students, faculty and staff. Can be resolved with minimal outside agency assistance	Small highly localized clusters anywhere in the world with limited human-to-human transmission.	<ul style="list-style-type: none"> <li>• Intense planning and preparation</li> </ul>
<b>UWG Event Level Two</b>	<b>WHO Phase Five</b>	<b>UWG Actions</b>
Endangers students, faculty and staff, and requires coordination with outside agencies.	Large clusters but still localized.	<ul style="list-style-type: none"> <li>• Activation of Emergency Command System.</li> <li>• Preparing to suspend classes.</li> </ul>
<b>UWG Event Level Three</b>	<b>WHO Phase Six</b>	<b>UWG Actions</b>
Significant risk to students, faculty and staff and requires substantial coordination with outside agencies.	Increased and sustained transmission in the general population.	<ul style="list-style-type: none"> <li>• Emergency Command System operating.</li> <li>• Suspension of classes for period of 4 to 8 weeks.</li> <li>• Possible closure of the University</li> </ul>

**d) Plan Objectives:**

- Reduce risk of pandemic influenza to students, faculty and staff.
- Reduce the rate of illness and loss of life.
- Provide information and family emergency planning assistance to students, faculty and staff to minimize mental and emotional stress.
- Support remaining students on campus in the event of suspension of classes.
- Support the UWG Health Services.

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- Minimize the impact of ill students on the UWG Healthcare Campus Health Services.
  - Sustain some level of academic research, particularly critical research.
  - Minimize instructional and academic credit loss.
  - Maintain essential functions in the event the University closes.
  - Reduce the risk of damage to critical infrastructure.
  - Minimize financial loss to the University.
  - Minimize the economic impact on the community and state.

## **2) Command Structure**

The President of the University is in overall command for dealing with the crisis. In the event that the President is away, the standard line of succession will be followed.

The President's Advisory Council will provide counsel to the President and direction for their respective areas as required.

## **3) Appointment of Operational Commanders**

Operational Command for dealing with the crisis will be divided among the following Directors who will act as Operational Commanders.

a) Director of Health Services (DHS) will possess operational authority for dealing with all medical issues related to the pandemic. This includes but is not limited to:

1. Providing medical counsel to the President on all matters dealing with the pandemic.
2. Monitoring of the illness on campus and advising the President of the current effect of the disease on the campus population.
3. Provide patient treatment and patient support
4. As needed, establishing and staffing a Call Center where individuals can be screened and treated remotely rather than having them come to Health Services.
5. Coordinating on medical matters with local medical and public health agencies.
6. Assisting the Director of University Communications and Marketing (DUCM) in providing relevant information concerning the current status of the pandemic and its effect on the campus population.

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b) Director of University Communications and Marketing (DUCM) will coordinate the dissemination of all information dealing with the pandemic. In the DUCM's absence, the Assistant Director of UC& M will cover these duties. This includes but is not limited to:

1. Providing counsel to the President on all matters dealing with the media.
2. Communicating an education campaign prior to the onset of the pandemic to inform the University community about the pandemic, what it is and methods to protect themselves and their families.
3. Identify a Communications Center where the campus community can obtain information about the pandemic, its effects on the campus and our student population and other information as needed. Staff the center on a until the pandemic subsides. When the Center is closed for the night, the lines will be transferred to the Dispatch Center. Publish all phone numbers and web sites where information can be obtained.
4. Identify and plan for the proper use of Campus media resources that can be used to provide current information to the staff, students, and parents in a timely manner. These include but are not limited to:

- a. University Radio - WUWG
- b. University Television
- c. Wolf Alert
- d. Campus Pipeline
- e. University Web Page + Fast Command
- f. West Georgian
- g. MTV U

5. Identify and plan for the proper use of off-campus media resources that can be used to provide current information to the staff, students, parents and community in a timely manner. These include but are not limited to:

- a. Local Radio Stations
- b. Atlanta Television and Radio
- c. Print media, local and Metro Atlanta.

6. Identify a location for press conferences and other events dealing with the pandemic. When choosing a site, consideration should be given to the availability of parking for the media, availability of a/v equipment, and sufficient space so as to lessen Marketing will conduct press conferences on a regular basis to keep the public informed as to the status of the pandemic on campus.

c) Chief of University Police will be responsible for coordinating resources in support of the medical and communication segments of this plan. This includes but is not limited to:

1. Providing counsel to the President on all matters dealing with the Public Safety.

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2. Maintaining security at the Health Services and around campus.
  3. Coordinating the supply of personnel and supplies to the Health Services as requested by the Director of Health Services.
  4. Coordinating the transport of patients to and from the Health Services and or Tanner Medical Center.
  5. Coordinating with County and State officials in matters dealing with the pandemic. These agencies would include but are not limited to Carroll County Emergency Management, County Coroner, Public Health and Tanner Medical Center.
  6. Monitor the World Health Organization's Pandemic Alert Status and notify the PAC and Pandemic Flu Committee of any change.

#### **4) University Policies for Dealing with the Pandemic**

In the event that the pandemic results in the absence of 15% of the student body and or staff, the President will declare that a pandemic emergency exists on campus. Once this declaration is made, the following policies will be put into effect. These policies will remain in force until campus absenteeism drops below the 15% level and the President rescinds the emergency declaration.

##### *a) Campus Access Restrictions*

Any individual who is displaying symptoms of the flu is not to come to work or class until he/she is no longer contagious. This is normally from 7 to 10 days. Anyone who comes to work or class while in a contagious state will be ordered to leave. Failure to do so will result in a criminal trespass warning being issued by the University Police as well as disciplinary action within existing University policy.

##### *b) Excused Absences*

Once a pandemic emergency declaration is made, the number of classes, which a student is allowed to miss during a semester, will be unlimited. The student will consult the instructor and develop a work-plan to complete all missed classes and assignments. Students failing to provide the required work will be given an Incomplete in accordance with established University policy.

##### *c) Return To Work Policy*

No employee will be allowed to return to work until they are no longer contagious. Health Services must clear any employee who has had the pandemic flu prior to returning to their work site. Employees affected by the pandemic will be charged leave in accordance with the policy established by the Board of Regents.



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*d) Campus Closing*

It is probable that the pandemic will become so significant that it is necessary to suspend classes and/or close the campus completely. The Board of Regents may choose to close all institutions simultaneously or provide each President with the authority to do so as his/her campus becomes affected.

If the authority is given to the President, the decision to suspend or close will be made based on information received from various entities/individuals including university personnel with expertise in the field, county, state and national authorities, and other advisories gathered during the pandemic.

The following decision points are provided as a guide in the decision-making process and may not be the only considerations. As the pandemic unfolds, new information may provide alternative choices.

Decision Points

- Transmissibility
- Morbidity
- Mortality
- Geographic spread
- Proximity of confirmed cases
- Carroll County Health Department recommendations
- Closing of K-12 public schools
- Falling class attendance
- Rising employee absenteeism
- Assessment of stake holder's risk perception

In the event the campus is closed, certain staff will be required to come to work on a limited basis. (See Critical Staff Policy)

Issues concerning pay, sick leave use and other matters will be decided by the Board of Regents and disseminated to the campuses.

*e) Critical Staff*

Critical staff is employees whose positions are needed to maintain services to those stricken by the pandemic. These positions include:

*Health Services*  
*Custodial*  
*ARAMARK*

*University Police Officers & Dispatchers*  
*Counselors*

*Human Resources*  
*Maintenance*

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Critical staff is required to come to work and may be required to work extended hours. Failure to report when and where assigned could result in disciplinary action up to and including termination. ARAMARK will handle the discipline of their employees.

**Note:** *Health Services will provide treatment to ARAMARK employees during the pandemic.*

If the University is ordered closed by the Chancellor, some critical staff will be required to report to the campus.

Supervisory personnel will alter schedules so as to have the least numbers of employees on duty as possible. In the event the campus is ordered closed, the staff, which is required to report, will be compensated within the guidelines established by the Board of Regents.

*f) Reassignment*

Personnel shortages may require the reassignment of personnel from their normal work location and or duties. Failure to report as directed will result in disciplinary action.

*g) Media Contact*

The Director of University Communications is the official spokesperson for the University during the pandemic. All inquiries from the media will be directed to the Director and the Director or designee must approve all information provided to the public before distribution.

*h) Travel*

In the event of a pandemic outbreak, the University reserves the right to recall or prohibit overseas travel by staff and students to affected areas. In the event a pandemic outbreak in the US, all travel will be canceled until the threat has passed.

***University Community Pandemic Flu Education***

The Committee will organize an educational campaign using the various media sources available to it to educate the campus community on the disease and means of preventing its spread. This campaign will be under the direction of the Director of Communications and Marketing. The goal is to educate for the purpose of reducing the mystery of the disease and prepare the community for what will happen if the pandemic becomes a reality. It is to be a gradual roll out using various forms of media including pamphlets, web pages, radio announcements (WWGC) and University Television.

The program will be under the direction of the Director of University Communications with the Director of Health Services serving as technical advisor. The education program is to begin as soon as the PAC approves this plan.

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## **Departmental Pandemic Flu Education**

Each department whose staff members will have direct contact with the flu virus (at minimum, Student Health, Public Safety, Facilities and Grounds) will develop an educational program that will protect the staff and prevent further spread of the disease. The Director of Health Services, prior to it being presented to staff, must approve all training, including handout materials. This is to ensure consistency in the information presented and control techniques utilized. The education program is to begin as soon as the PAC approves this plan.

## **Supplies – Purchase and Position**

The Committee will identify a list of materials and the necessary quantities that will be needed to deal with the pandemic. These items include but are not limited to surgical masks, rubber gloves, and alcohol gel wipes. Since each Department will face different demands during the pandemic, the supply list will be reflective of those demands. The individual departments will be responsible for the cost of those supplies. In the event that the cost exceeds the department's current funding, a request will be made to the President for additional resources.

## ***Surgical Fit Testing***

The N-95 mask is designed and constructed to prevent the inhalation of microscopic particles. This level of mask is capable of protecting the wearer from the pandemic virus. OSHA regulations require "fit testing" prior to the wearing of this mask. Once the virus is identified in the world, Health Services and Risk Management will begin fit testing all personnel who may be required to wear the mask. (**Note:** Due to the vast numbers this regulation will affect, Risk Management will check with OSHA to see if the requirement has been relaxed before actual testing begins.)

## ***Development of Alternatives to Standard Classes***

Faculty will be requested to determine methods in which their courses can be taught without or with limited classroom time. This may include independent study, sending the class lecture via e-mail, University Television, converting the class to an on-line course or any other approach that would allow the class to continue.

It is unlikely that the University will have sufficient bandwidth to teach all classes on-line. It is also unrealistic to assume that all classes lend themselves to on-line instruction. For that reason it is important to examine any and all possibilities.

## ***Physical Re-design of Health Services***

In the event that the pandemic flu strikes the campus, it may be necessary to increase the bed space at Health Services. The DHS, working with Campus Planning and Development prior to an

outbreak, will designate areas where cots may be placed and what furniture will be removed from the facility. When completed, the design will be reviewed by Risk Management to ensure that the design meets fire and Life Safety Code requirements. Once approved, the design will be provided by Campus Planning and Development and made part of this plan. The University Police currently have 50 cots for emergency use.

**Event Contracts and Refund Policies**

In the event that the pandemic flu is found in Georgia, it will be necessary to cancel all public events. Those departments that book events and sell tickets (Townsend Center, Athletics, etc) are to review and or create, as needed, policies and procedures to refund tickets within State accounting guidelines. These departments should also work with the university attorney to include in all contracts a clause to allow the event to be cancelled due to the pandemic without liability to the University.

**Phase II – Operational Stage**

The most important step in controlling the pandemic will be to identify as soon as possible when it has been detected overseas and then in the United States. The World Health Organization (WHO) is responsible for monitoring the disease and notifying member nations when there is an increase in the threat level. WHO uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch progressively more intense preparedness activities. The phases are as follows:

Level	Effects on Humans	Level
Inter-pandemic Phase New Virus in Animals, No human cases.	<u>Low Risk Of Human Cases</u>	<u>1</u>
	<u>Higher Risk of Human Cases</u>	<u>2</u>
Pandemic Alert New Virus Causes Human Cases	<u>No Or Very Limited Human To Human Transmission</u>	<u>3</u>
	<u>Evidence Of Increased Human To Human Transmission</u>	<u>4</u>
	<u>Evidence of Significant Human To Human Transmission</u>	<u>5</u>
Pandemic	<u>Efficient and Sustained Human To Human Transmission</u>	<u>6</u>

(Source - World Health Organization’s Current Pandemic Phase of Alert which can be found at [http://www.who.int/csr/disease/avian\\_influenza/phase/en/index.html](http://www.who.int/csr/disease/avian_influenza/phase/en/index.html))

The designation of phases, including decisions on when to move from one phase to another, is made by the Director-General of WHO. Each phase coincides with a series of recommended activities to be undertaken by WHO, the international community, governments, and industry. Changes from one phase to another are triggered by several factors, which include the epidemiological behavior of the disease and the characteristics of circulating viruses.

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The Centers for Disease Control (CDC) is the US agency tasked with coordinating the American response. Once the disease is identified as a pandemic by WHO, CDC will notify the Georgia Department of Public Health who in turn will notify the local public health offices. Once local public health is notified, this will result in the activation of the Carroll County and University of West Georgia Pandemic Flu Plans.

As soon as the implementation order is received, the following steps will be taken.

### ***Command Center Activation***

The Command Center will be activated and staffed by University Police as needed. Hours of operation will be determined by the impact the disease is having on the campus. The possibility for disease transmission precludes gathering key personnel in one area.

Therefore, personnel who normally report to the Center will continue to represent their department/unit during the response phase/pandemic period but will do so from their appropriate department operating centers or home. Coordination will be accomplished via telephone, email and/or other means. Police personnel assigned to the Command Center will exercise “social distancing” to limit/prevent spread of the disease within the Center.

The phone number for the Command Center will be provided to all directors who are part of this plan. A public information number will be disseminated by University Communications and handled by the Command Center. If the Command Center needs to expand staffing to handle the operations of the Campus, the public information line will be transferred to the Call Center at the Alumni House.

### ***University Information Exchange Meetings***

Once the pandemic is identified, the Operational Commanders will begin meeting on a regular basis to discuss the effect the pandemic is having on campus. They will also assess current actions being taken to control the spread of the disease and evaluating their effectiveness. The frequency of the meetings will be determined by the effect the pandemic is having on the university community. As the impact of the disease grows, the Pandemic Flu Committee will be requested to attend the meetings.

These meetings will be handled as conference calls to lessen the chance of spreading the disease.

Staff who have been issued University cell phones, Southern Lincs or pagers will leave them on campus if they become ill so that they will be available to the staff that is assigned to replace them.

The Operational Commanders will keep the President, the PAC and the Pandemic Flu Committee informed as to the impact the disease is having on the campus. The Director of

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Health Services will be the lead spokesperson when communicating with the President, the PAC and the Pandemic Flu Committee.

These meetings will continue until the Director of Health Services determines the disease has run its course.

### ***Implement University Communication Plan***

Once the University is made aware that the pandemic has been identified, the Director of University Communications will begin a constant flow of information to the University Community via the West Georgian, Faculty/Staff e-mail, the UWG Portal, WUWG and University Television.

The press releases will include the status of the pandemic at UWG as well as relevant information that the PAC, Carroll County/Georgia Public Health, or the BOR wishes disseminated. Information on how to prevent the spread of the disease will also be distributed on a continuous basis.

### ***Campus Monitoring***

It is vital that the University monitor the personnel and students to determine how the pandemic is affecting the Campus. Once CDC identifies the disease is present in the United States, the University will begin monitoring those who have been affected by the flu. The Departments, which will be responsible for monitoring the health of the Campus, include:

1. Health Services – identify and record all students and employees by name and ID number who seek treatment for the disease.
2. University Police – record all transports to Health Services and or Tanner for students suffering from flu like symptoms.
3. Human Resources – monitor absenteeism within the faculty and staff on a daily basis.
4. Residence Life – identify students who are ill or have gone home for safety reasons or treatment of the illness.
5. Faculty – monitor the number of students in class and identify, if possible, any that may have the illness.

The data will be forwarded to the Command Center where it will be collated and delivered to the Director of Health Services. The Director of Health Services will be responsible for analyzing the data and reporting the impact the pandemic is having on the University to the President and Carroll County Public Health.

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### ***Attendance Policy***

All faculty, staff and students will be advised that anyone who shows signs of the flu are to go Health Services for a diagnosis. If diagnosed with the flu, they are not to report to work or attend classes for the period of time specified by the Health Services staff. Health Services will provide each patient with a slip stating how long the person is to be away from campus. This slip must be presented to the department supervisor or instructor prior to the person being allowed to resume work or attend classes.

### ***Social Distancing - Event/Class Cancellation***

Once the CDC/State Public Health Department confirms the existence of the pandemic in Georgia, all events, other than classes, will be canceled. Student Activities will ask that all off-campus events that student organizations are planning also be canceled until the threat has past. The ban will remain in effect until the CDC advises it is safe to resume normal activities.

Those Departments, which have scheduled events, will notify the public of the cancellation using whatever media is available. The department will also inform the performer/speakers of the cancellation and arrange for refunds for any tickets, which may have been purchased.

Classes will be canceled either on order of the Board of Regents or if in the opinion of the President, there is insufficient faculty and staff present to properly operate the Institution.

### ***Health Services – 24 hour Operation***

Due to limited staffing, Health Services will attempt to treat and send patients back to their residence halls or homes to recuperate. However, it may become necessary for Health Services to monitor the patients full-time, which will require a 24-hour operation. If this occurs the following actions will be taken:

### ***Supplementing Medical Staff***

The Director of Health Services will coordinate existing medical personnel's schedules to provide adequate coverage. Faculty from the UWG School of Nursing as well as nursing students will be asked to supplement Health Services staff. The Director of Health Services will coordinate with the Chair of the Department of Nursing to ensure that there will be no interruption of classes so long as the University is in operation. In the event the University is closed, Nursing Faculty will transfer to Health Services to work as needed.

Staff from other departments will be reassigned to Health Services to provide clerical support in order to free up medical staff for patient care. Reassignments will be handled through the Command Center.

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### ***Expanding Bed Space/Refrigeration***

Once the existing beds in Health Services are full, the Director of Health Services will request through the Command Center that cots be installed. (See Appendix XX for the approved design.) Facilities and Grounds will be notified to begin transporting the cots to HS, removing unnecessary furniture to storage and setting up the cots according to plan. Health Services will provide sheets and pillows for the cots.

When a patient leaves Health Services, the sheets and pillowcases will be changed. Soiled items will be washed and dried using the laundry facilities at Health Services. Reassigned staff will take care of the laundry so that medical staff can concentrate on patient care.

If the DHS determines that additional refrigeration is needed, the Command Center will be notified. The Command Center will request Facilities transport the number of units needed and place them in the locations designated Appendix XX. The location where spare refrigerators are located can be found on Appendix XX.

### ***Site Security / Access Restricted***

Once Health Services begins seeing Pandemic Flu patients, it is likely that a panic may develop on campus. When Health Services confirms the existence of Pandemic Flu on campus, the University Police will begin posting police officers on site as needed. Current conditions and the number of police officers available will determine how many will be assigned to the facility. The officer(s) will be on post to act as a calming factor or to assist with unruly people. The officer(s) assigned to the detail will not leave the facility except under an extreme emergency and then only with the permission of the shift commander. Once the emergency is under control, the officer(s) will return to Health Services

In order to prevent the spread of the disease and allow for the unrestricted movement of the staff, it may be necessary to limit the number of patient visitors. The DHS will determine the number of visitor each patient can have and when the restriction is to begin. This information will be forwarded to the Command Center for implementation.

The ambulance drive on the East side of the facility will be kept clear at all times. Parking for medical staff will be reserved in the SH lot throughout the event.

### ***Transport / Patients & Medications***

When practical, all patients who are too sick to be treated by Health Services will be transported to Tanner or whatever facility is capable of taking them. If an ambulance is not available, University Police will transport them in a patrol car but only as a last resort.

The University Police will also provide transport and security for all medications that are being supplied to Health Services if no other transport system is provided by the State of Georgia or



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Carroll County. Medications will be secured in Student Health and a police officer will be posted there at all times.

### ***Custodial Services***

Custodial Services will assign sufficient staff to constantly clean the Health Services with the intent of lessening the spread of the disease. If Health Services goes to a 24- hour operation, Custodial personnel will be assigned around the clock. All custodial personnel working in HS will wear protective gloves, masks and eye protection when cleaning in Health Services. The gloves are to be changed regularly and discarded as in a proper manner. Prior to putting on new gloves, the custodian will wash his/her hands with soap and water.

*Waste* – Trash cans will be emptied continuously, with the contents being placed in plastic bags, sealed and removed from the building immediately. Medical waste will not to be allowed to stay in the building or collect on the loading dock. A dumpster is to be placed at the site or a system established where non-medical waste is transported to a dumpster at Facilities on a regular basis. Those responsible for transporting the waste are to wear rubber gloves whenever touching the bags. Once the waste has been placed in the dumpster, the gloves are to be discarded in the dumpster as well. The staff member will then wash his/her hands with soap and water.

Risk Management will arrange for additional medical waste pickup if needed. In the event that the University's normal medical waste hauler is incapable of providing normal, or enhanced service is needed but not possible, Risk Management will designate a safe site at which the excess waste can be stored.

Examination Tables will have the paper changed and sprayed with an anti-viral spray prior to the next patient being seen.

### ***Parental Notification***

In the event that a student becomes extremely ill with the pandemic, his or her parents will be notified. It would then be up to the parents to determine if they wish to move the student closer to home or leave him/her on the Campus.

### ***Deaths***

In the event that a patient dies from the pandemic, the individual will be pronounced by the DHS.

The body will be removed to a room close to the ambulance entrance and will remain there until removed by the transport vehicle for transfer to the morgue.

The patient room will be cleaned and the room sprayed with an antiviral spray.

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The Command Center will be notified. The Command Center staff will:

- a. Notify the Carroll County Coroner of the death and provide all requested information about the deceased.
- b. Arrange for transport of the body to the location designated by the Coroner.
- c. Assign a police officer to standby at Health Services to assist the unit sent to transport the body.
- d. Make arrangements to notify the next of kin of the death. The notification will be made in person if practical and according to the Death Notification policy.
- e. Make the following notifications:
  1. The President
  2. Vice President for Student Services
  3. Director of University Communications and Marketing
  4. Director of Counseling if there are friends present who may need counseling.

### ***Food Service***

The provision of food service during the pandemic will be a medical necessity for those students remaining on campus. For that reason, ARAMARK personnel will be considered part of the critical staff and will be provided the same access to vaccinations, Tamiflu and protective equipment as UWG staff.

As soon as the pandemic has been identified in the United States by the Centers for Disease Control, ARAMARK will increase its inventory of food & supplies so that it can operate for at least three days without being re-supplied. This will be done to compensate for any interruption that may occur in the supply network as a result of the pandemic.

Health Services currently has a staff of 19. In the event that the pandemic strikes the campus/Carroll County, that number could swell to 100 with diverted employees. ARAMARK will be responsible for the preparation and delivery for all meals to Health Services for all employees.

In the event the University is closed and the students sent home, the Directors of Auxiliary Services and Food Service will determine how those holding a meal plan will be compensated for unused meals and dining dollars.

### ***Food Service Operations***

#### *Scenario One:*

The University remains in full operation but a significant number of students become ill.

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ARAMARK will maintain full operation during this time period. In the event that its staff is significantly reduced due to absenteeism, ARAMARK will reduce its hours of operation and/or discontinue some or all satellite functions while keeping Z-6 fully operational. If its staffing level falls below that which is needed to remain fully functional, the Command Center is to be notified and University personnel will be assigned to assist.

If food service operations are altered in any manner, the DUCM will be notified and will communicate the changes to the campus community.

The menu, number of meals per day and delivery times will be determined by the Director of Food Services in conjunction with the Director of Health Services and Auxiliary Enterprises.

Healthy students will continue to dine at Z-6. Those without meal plans will be charged the door rate.

#### *Food Delivery*

Health Services will provide a list to Residence Life, ARAMARK, University Police, and Auxiliary Services noting the name of the ill student, where they are lodging (residence hall name, wing, floor, and room number) and the meal type needed.

Students with confirmed flu diagnosis and have been placed on bed rest by Health Services will have meals delivered to their rooms. ARAMARK will deliver the meal to the lobbies of the halls and volunteers or UWG staff will take the food to the rooms. Only students living on campus and under the care of Health Services will be provided this service.

#### **Scenario Two:**

The University is closed and all classes canceled. Some residence halls remain open for sick individuals or those who can't go home.

ARAMARK will maintain Z-6 in full operation during this time period. In the event that its staff is significantly reduced due to absenteeism, ARAMARK may reduce its hours of operation but will keep Z-6 fully operational (i.e.: provide 3 meals per day). If its staffing level falls below that which is needed to remain fully functional, the Command Center is to be notified and University personnel will be assigned to assist.

Students who remain on campus or in the area and have a meal plan will be provided meals at Z-6. Students who do not have a meal plan can eat but will be charged the door rate. Auxiliary Services and Food Service will determine menu and meal times.

#### *Food Delivery*

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Health Services will provide a list to Residence Life, ARAMARK, Public Safety, and Auxiliary Services noting the name of the ill student, where they are lodging (residence hall name, wing, floor, and room number) and the meal type needed.

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Students with confirmed flu diagnosis and have been placed on bed rest by Health Services will have meals delivered to their rooms. ARAMARK will deliver the meal to the lobbies of the halls and volunteers or UWG staff will take the food to the rooms. Only students living on campus and under the care of Health Services will be provided this service.

### *Food Waste*

Since some of those who will be eating in Z-6 will be infected and therefore shedding the flu virus, the virus may end up on the food trays and part of the waste stream. Therefore during the time period in which this plan is in effect, those Food Service workers who are responsible for emptying the trays and cleaning the tables will wear rubber gloves and face masks.

### *Counseling*

As the numbers of individuals become ill, and in the event that members of the University Community begin to die, Counseling Services will begin to provide counseling to those in need. It will be up to the Director of Counseling Services to determine the frequency, time and location of the counseling. If it is determined that group counseling is to be provided, the Command Center will be notified and the information publicized throughout the campus.

### ***Phase III – Remediation and Debriefing***

#### *Cleaning*

Once the Centers for Disease Control confirms the pandemic is over, the following steps will be taken:

- a. Health Services and any other facility utilized for patient treatment will be thoroughly cleaned and disinfected. Risk Management will test to ensure that Health Services is cleaned within national guidelines.
- b. If a dumpster was moved to Health Services or elsewhere, that it is cleaned and returned to the vendor.

#### ***Counseling***

Counseling Services will:

- a. Continue to provide counseling as needed
- b. Monitor those students and staff who were emotionally impacted by the pandemic and arrange for long term follow as needed.

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***Audit***

The Director of Human Resources will perform an audit of the personnel records to tally how many hours were lost to the pandemic. The personnel records will also be audited to ensure that leave time was correctly applied according to the guidelines provided by the Board of Regents.

The University's Auditor will perform an audit of those Departments that spent funds in order to contain the pandemic. The audit will be conducted to ensure that funds were spent properly and are all accounted for. A total cost and an opinion as to how the funds were spent will be provided to the President.

***Debriefing***

Once the Campus is clear of the pandemic, the PAC and Pandemic Flu Committee will meet to discuss the University's response. The plan will be altered to reflect what was learned from the experience so the response can be improved for the next event.

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## Appendix A / Refrigerator Inventory (For Vaccine Storage)

Refrigerators are located in each residence hall and the apartments in the halls. Residence Life should be notified to see which apartments are not in use. The refrigerator in those apartments will be taken first.

Location	# Present	Where
1. Row Hall	1	Patrol room
2. Residence Life Office	1	Break room
3. Tyus Hall	2	1 Apartment / 1 common
4. Strozier Annex	2	1 Apartment / 1 common
5. Bowdon Hall	2	1 Apartment / 1 common
6. University Suite A	3	1 Apartment / 2 common
7. University Suite B	3	1 Apartment / 2 common
8. University Suite C	3	1 Apartment / 2 common

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# Appendix H - Severe Weather Response

Created:	Feb. 1998	Revised:	Aug. 2002
Revised:	May 2006	Revised:	March 2008
Revised:	April 2010	Revised:	August 2015

## ***Overview***

For the purpose of this plan severe weather includes thunderstorms, tornadoes, and hurricanes. The dangers associated with these storms include strong winds, damaging hail, lightning strikes, and heavy rain with possible flash flooding.

## ***Definitions*** - Severe Thunderstorm or Tornado Watch/Warning

### *Severe Thunderstorm Watch*

The National Weather Service issues a Severe Thunderstorm Watch when conditions are present for the possible formation of thunderstorms. These storms can consist of heavy rain, lightening, and high winds. These storms can cause flash flooding, localized damage (falling trees, down power lines etc) and fires resulting from lightening strikes. Driving can be extremely hazardous resulting in increased motor vehicle accidents. Severe thunderstorms can spawn tornadoes with little warning.

### *Tornado Watch*

The National Weather Service issues a Tornado Watch when conditions are present for the formation of a tornado. Tornadoes are normally short-lived, localized storm systems, which contain high-speed, rotating winds. Tornadoes begin within intense thunderstorms and then develop downwards towards the earth's surface. There may not be a warning prior to a tornado strike due to their spontaneous formation at any location. This is especially true in the West Georgia area due to the rolling terrain and numerous trees. Depending on its intensity, a tornado's path can be a mile wide and travel ten or more miles before dissipating. It is also possible for more than one tornado to develop within a single storm so it should not be assumed that all danger has passed once the tornado has passed.

Damage caused by tornadoes include widespread destruction and power outages, traumatic injuries due to flying debris, and major traffic problems due to the destruction of traffic control devices.

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### *Severe Thunderstorm Warning:*

The National Weather Service issues a Severe Thunderstorm Warning when a severe thunderstorm has been spotted either by trained personnel or by radar. These storms consist of heavy rain, lightening, and high winds. These storms can cause flash flooding, localized damage (falling trees, down power lines etc) and fires resulting from lightening strikes. Driving can be extremely hazardous resulting in increased motor vehicle accidents. Severe thunderstorms can spawn tornadoes with little warning.

### *Tornado Warning*

The National Weather Service issues a Tornado Warning when a tornado has been sighted spotted either by trained personnel or by radar.

Tornadoes are normally short-lived, localized storm systems, which contain high-speed, rotating winds. Tornadoes begin within intense thunderstorms and then develop downwards towards the earth's surface. There may not be a warning prior to a tornado strike due to their spontaneous formation at any location. This is especially true in the West Georgia area due to the rolling terrain and numerous trees. Depending on its intensity, a tornado's path can be a mile wide and travel ten or more miles before dissipating. It is also possible for more than one tornado to develop within a single storm so it should not be assumed that all danger has passed once the tornado has passed.

Damage caused by tornadoes include widespread destruction and power outages, traumatic injuries due to flying debris, and major traffic problems due to the destruction of traffic control devices.

### ***I. Daily Dispatch Activity***

At the beginning of each shift, the dispatcher will check the National Weather Service (NWS) radar to determine the type of weather that will affect the campus during the shift. The NWS system will be the primary source for weather information. Web site and TV station weather radar is only updated every 20 minutes while the NWS system is updated every five minutes. Weather Warnings are also received on the cell phone in Dispatch from Highground Solutions.



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## ***II. Severe Thunderstorm or Tornado Watch is issued:***

When the dispatcher receives the Watch information, the following actions will be taken.

### ***A. Notifications***

1. The Communications Officer (CO) will notify the Chief of Police and shift O.I.C. of the watch. If it appears that the storm will worsen with the next hour, the Communication Center (CC) will be manned by a minimum of two communications officers.
2. The CO will:
  - a. Notify the campus via Wolf Alert (e-mail only) of the Severe Thunderstorm or Tornado Watch and their meanings.
  - b. Review the procedures for activating the campus WEATHER WARNING SIREN.
  - c. All on duty personnel will be updated of the situation by the CO and be prepared accordingly. Alerts and instructions will be given to those coming to work on the succeeding shifts.
3. The Chief of Police will:
  - a. Notify the President and members of the President's Advisory Council. The Vice President for Academic Affairs will be responsible for notifying the academic deans and reviewing contingency plans for dealing with the inclement weather.
  - b. Notify the Director of University Communications who will create a weather bulletin from the information provided by the CS and request that the University radio and TV stations each broadcast the weather information over their respective media.
  - c. The Chief will communicate directly with the following Directors to discuss potential problems and coordinate a response if severe weather does strike.
    - 1) Director of Facilities and Grounds (F&G)
    - 2) Director of Housing and Residence Life (RL) The Director of Residence Life will be responsible for notifying the RL staff.
    - 3) Director of Health Services
    - 4) Director of Food Service
    - 5) Director of Risk Management
    - 6) Director of ITS
    - 7) Director of the Counseling Center

### ***B. Storm Preparation***

- a. The emergency plan will be reviewed by on-duty personnel to remind them of their duties if the Watch progresses into a Warning.

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b. All departments will inventory needed supplies (batteries, barricades, etc.) to ensure that all items necessary to deal with the storm are available. An inventory list of necessary items is included at the end of this section. Do Not Pre-Position Barricades As They Could Become Projectiles In The Event Of A Tornado.

c. The Command Center will be checked and made ready in the event it must be activated.

d. All UWG PD and F&G vehicles will be fully fueled and all fluids checked.

e. All UWG PD vehicles which will not be used will be taken to the Townsend Center Faculty Lot and parked in the center of the lot, away from trees and power lines.

f. Parking Services will park unused buses and carts in the Townsend Center Lot away from trees and powerlines.

g. Manually inspect, check, and crank the auxiliary generator in Aycock Hall. Check the circuits in the CS to ensure they are functional. Any circuits not working are to be reported to F&G as soon as possible. Manually inspect, check, and crank the auxiliary generator at the water tower and ensure the fuel tank is full.

h. Observer Placement – In the event the sky changes to where it appears that severe weather is approaching, the OIC will station one or more officers and their vehicles in areas offering high visibility to monitor weather conditions. These officers will be available to take calls but will return to their observation posts when possible. Officers will be placed at the following sites:

1. Tyus Parking Lot

2. Lot 14

3. Health Services Lot

4. Other area at O.I.C.'s discretion

**Note:** Cole Road and other heavily wooded areas should be avoided. The area presents a hazard in the event of a fast-moving storm system.

***Severe Thunderstorm or Tornado Warning is issued:***

When the dispatcher receives the information that a warning has been issued for Carroll County, the following actions will be taken.

1. The Communications Officer (CO) will:

- a. Carroll County EMA will activate the campus warning sirens as part of the county-wide system. If CCEMA is unable to activate the sirens, the CO will activate the sirens from the communications center but only for a **Tornado Warning.**
- b. The CO will notify the Chief of Police and shift O.I.C. and continue to monitor the National Weather Service Radar.

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c. The CO will also:

1. The emergency e-mail system will be activated and the campus notified of the Severe Thunderstorm or Tornado Warning and their meanings. (These definitions are preprogrammed into the e-mail system). In the event of a Tornado Warning, campus personnel will seek shelter in a secure place within the building.

2. Contact Facilities and Grounds and advise the Work Center (ext. 9-6312) of the warning. The Work Center will advise Facility personnel to seek shelter.

3. Notify all shuttle operators of the warning. Shuttle Operators will stop at the closest substantial building and direct all passengers to get off of the buses at that location. The buses will be parked at the site and the operator will also enter the building until the storm has passed.

**2. Chief of Police will:**

a. Notify the President and members of the President's Advisory Council. The Vice President will be responsible for notifying the academic deans and advise them to activate their contingency plan for dealing with the inclement weather.

b. Notify the Director of University Communication and Marketing who will request that the University radio and TV stations each broadcast the weather warning.

c. The Chief will also communicate directly with the Directors of Facilities and Grounds (F&G) and Residence Life (RL) and advise them of the Warning. The Director of Residence Life will be responsible for informing the RL staff of the weather situation.

The following Directors will be advised of the warning and ask them to keep their staff on standby:

Director of Health Services  
Director of Risk Management

Director of Food Service  
Director of ITS

Director of Counseling

***TORNADO Strikes Campus:***

Communications Officers / Work Center Operators

After the Tornado has cleared the campus the dispatcher will:

1. Check status on each officer by radio. Check the Health Services radio to verify it is working and if Health Services is in operation. If the repeater has been damaged and the Base Station is inoperable, check status on the portable radio. If the strike occurs during normal work hours, the Work Center will check on F&G personnel.

2. Officers are to quickly survey the campus and report back to the Communication Center the level of damage that has occurred.

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3. Check generator status and advise the OIC of any equipment in Aycock that is not operational.

4. If the strike occurs after hours and the telephones are down, the CO will contact the Chief and Director of Facilities and Grounds, manually via the cell phone. The Chief and Director will contact their personnel and direct them to contact their subordinates and have them respond to campus.

### ***Activation of Command Center***

In the event the campus is severely damaged the Command Center will be activated.

### **Direction and Control**

The President of the University or designee will exercise direction and Control of Disaster Operations at the University of West Georgia. The Chief of Police and the Director of Facilities and Grounds (or their designee) will be utilized as Operational Disaster Coordinators for the President.

### **Establishment of a Command Center**

The Command Center will be established in Aycock Hall. In the event that Aycock Hall is rendered unusable, the Alternate Command Center will be in Health Services.

If neither is usable, the main office of Facilities and Grounds and the Food Service Building will be examined. If either is found to be usable, the command post will be established and its location announced to the campus community and assisting agencies.

Staffing of Command Center – Depending on the severity of the disaster, the Command Center will be manned by the following personnel:

President or designee	V P for Academic Affairs or designee
VP for Business and Finance	VP for Student Services ort designee
VP for University Advancement or designee	
Chief of Police or designee	Dir. of Facilities & Grounds or designee
Dir. of Residence Life or designee	Dir. of Public Relations or designee
Dir. of Risk Management or designee	
Communications Officer(s)	Clerical staff from each division

If appropriate, the following agencies will also be included:

Carroll County Fire/EMA/Sheriff	Carrollton PD/FD
Georgia Emergency Management	Federal Emergency Management
Chancellor of the Board of Regents (BOR)	Director of Risk Management - BOR

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Once the situation has stabilized, command personnel may leave the Center as long as a replacement with decision making authority is on site, or the person can be quickly located via radio or phone.

The following administrative personnel will be notified to respond to campus and activate their staffs as directed.

Director of Food Service or designee  
Director of Counseling or designee  
Transportation Supervisor

Director of Health Services or designee  
University Police Business Manager  
Directors of ITS and BITS

### Communication Systems

The UWG PD Communications System (800 MHz and 154 MHz), the Facilities and Grounds Radio System, other radio systems, and campus e-mail will be utilized to ensure contact with Campus Departments and assisting Agencies. Any radio system used during the operation will be registered with the Command Center and one of the radios assigned to the dispatchers in the Command Center.

### Use of University Resources and Mutual Aid

During the emergency or disaster, university departments will perform necessary emergency functions as provided in this plan. Mutual aid will not be requested until all available university resources and/or manpower have been depleted, or until resources are no longer available. All assistance provided to the University or by the University to the County or City will be in accordance with the Mutual Aid agreements signed by all three entities effective 07/23/02.

### Personnel Rosters

All responding emergency services personnel will report to the Command Center and sign in. It is important that an accurate roster be kept for all personnel who work during the crisis and recovery stage. The roster serves the following purposes:

- a. Make assignments and arrange for replacements.
- b. Allow communication operators will keep track of the on duty employees for safety reasons.
- c. Provide documentation for the University to be reimbursed for hours worked if the incident results in a disaster declaration.

### *Post Storm Search – University Police/ Facilities and Grounds Personnel*

1. As soon as the storm has passed, UPD and F&G personnel will check for injuries and damage to the campus.

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- a. Staff will determine the condition of all campus roads.
  - b. Check for downed power lines, broken gas mains and other utilities which may pose a hazard to the public. All information will be forwarded to the CC who will report it to the appropriate utility.
  - c. The O.I.C. will direct the officers to begin checking for injuries and damage. The OIC will divide the campus into the number of sections for which he has personnel. The most populated section will be searched first. Once a facility has been checked, it will be marked with pink tape on all doors to show that it has been cleared.
  - d. When a person is found to be trapped, the Carrollton City Fire Department will be notified to assist. Staff will refrain from entering facilities, which are unstable, even if persons are trapped inside. Information concerning those trapped will be provided to CFD.
  - e. Once the Student Health (SH) has been staffed, officers will transport the injured who can be moved safely by vehicle to SH for treatment. If an officer is unsure about transporting a patient, the radio in HS will be utilized to obtain medical advice.

2. The O.I.C. will see that any power loss in the CC is reinstated as soon as possible. Facilities and Grounds will be notified of any damage to Aycock, which will prevent the full operation of the command center.

3. Until a ranking officer is on the scene, the OIC will request any and all necessary assistance from the City and County. Note: Carrollton and the surrounding areas may have been hit as hard or harder than the campus, resulting in limited emergency assistance.

4. Residence Life Staff will assist police personnel in encouraging residents to stay inside the Residence Hall (if habitable) to discourage interference with Rescue Operations. Students who wish to volunteer to assist with disaster duties will be directed to the command post.

5. As the O.I.C. directs, additional personnel may be required to respond with Dispatch and/or Rescue duties. Remember that some officers may have disaster areas at their residences and may not be able to respond immediately.

### *Relocation – Residence Halls and Academic Buildings*

#### *Residence Hall*

In the event that a residence hall is made uninhabitable, the residents will be transported to a temporary shelter site. From this location the University will coordinate a response to see that the residents are fed, arrangements are made to obtain clothing, replace books and other documents, and provide for the medical and psychological needs of the residents.

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### *Shelter Sites*

The locations for use as shelter sites are as follows:

1. Food Service – Lower Level (Z-6)
2. Campus Center
3. Student Recreation Center (SRC)

Food Service will be considered the primary shelter site due to the availability of food service, parking, and limited access. The second choice will be HPE and then SRC. If a shelter site is activated, the department responsible for the location will be informed as soon as possible.

### *Transportation*

Residents will be transported by use of a University shuttle bus if possible. If it is a large group that needs transportation, the Parking Services Supervisor will be called for a rapid response to campus.

Multiple trips will be required and Residence Life and UWG PD staff must coordinate the movement of the residents from the Hall to the shelter site.

Residents must not leave the area without checking- in with the Residence Life Staff. A list of all residents must be maintained showing who is in the shelter and those who have found shelter with friends. This list will be maintained so that the University can account for all residents.

### *Shelter Operations*

Student Services personnel will staff the shelter during the entire time that it is operation. An information desk will be staffed so that residents can sign-in when they arrive, and parents can check-in upon their arrival.

Student Development and Student Health will be available to deal with medical and psychological problems if they arrive.

The shelter is considered a secure site and University Piluce will limit access and provide security until the shelter is closed. Only residents of the effected hall should be allowed in the shelter.

University Communications will coordinate media access and will have staff on site until the shelter is closed.

Food Services will be contacted to provide drinks and snacks during the time that the shelter is in operation.

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## *Academic Buildings*

In the event that an academic building is damaged or destroyed by fire, the Vice President for Academic Affairs, the dean for the respective college and Registrar will be notified as soon as possible.

Depending on the extent of the damage the Vice President will either cancel classes for a period of time to allow for cleaning and repair, or relocate those classes to other facilities.

Whatever decision is made, flyers will be created and the staff from the effected College and the University Police staff will distribute them over the next several days following the fire, outside the damaged structure.

### ***Damage Assessment and Repair Phase***

Once all injured personnel have been treated and/or evacuated from campus, the assessment and repair phase will begin.

1. An assessment of the Campus will be made as to the number of facilities, which are operational. This list will be provided to the President to determine if it is necessary to close the campus. If the campus is to be closed for any period of time, the President will also determine if classes are to made-up and when.

The Director of University Communications will be notified to make an announcement to the public utilizing the media as to the President's decision. The announcement will include the condition of the campus, the number of injures or fatalities and other information deemed appropriate. These announcements will be made on a regular basis until the situation has been settled.

The President or designee will be responsible for notifying the Chancellor of the condition of the campus.

2. Facilities personnel will determine the structural soundness of all campus buildings. If a facility is declared unusable:

- a. Any facility determined not to be useable will be boarded over to prevent unauthorized entry.

- b. Valuable items inside will be removed to another location or secured on site.

- c. UWG PD will provide security 24/7 to each facility until repaired. It may be necessary to hire private security or utilize officers from other campuses.

- d. If an academic facility, the Vice President for Academic Affairs will be notified so that classes may be moved to another facility. The Vice President for Academic Affairs has developed a companion plan to deal with this possibility.



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e. If a residence hall, the Vice President for Student Services will be notified so that arrangements can be made to find new housing for those displaced.

3. If a facility is determined safe but damaged, cleanup and repairs will begin immediately. Priority will be given to the facilities in the following order.

- a. Academic Buildings with teaching areas receiving priority attention.
- b. Facilities which directly support teaching (Library, Registrar)
- c. Residential facilities
- d. Administrative Offices
- e. All other facilities

4. If it becomes necessary to move temporary classrooms, offices and housing onto campus, the office of Campus Planning and Design will be responsible for coordinating delivery, provision of utilities, sanitary facilities, and physical security.

5. The Director of Risk Management will be responsible for tracking all costs associated with the storm. These costs include damage to the facilities and equipment, overtime, and materials utilized for repair and cleanup. The Director of Risk Management is responsible for submitting and tracking all claims to the insurance carrier and for any reimbursement available from state or federal programs.

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**University of West Georgia**  
**Severe Weather Emergency Supply List**

Inventory Items: (Supervisor will call numbers into dispatch.)

Item	Number Inventoried	Number Present
1. Flashlights / batteries	(10)	_____
2. Radios	(10)	_____
3. Radio Batteries / fully charged (All Frequencies)	(10)	_____
4. Barricades (Wooden)	(25)	_____
5. Cones	(75)	_____
6. Pylons	(25)	_____
7. Police Line tape (rolls)	(12)	_____
8. Traffic Vests (1 Each Officer)	(1)	_____
9. Emergency Vests	(25)	_____
10. Cots	(10)	_____
11. Emergency Drinking Water (cases)	(5)	_____
12. Meals ready to eat (MRE's)	(5)	_____
13. First Aid Kits	(8)	_____
14. Pink Marking Tape (rolls)	(6)	_____

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# Appendix J - Winter Storm Response Plan

Created: Feb. 1998                      August 2002                      May 2006                      March 2008  
Revised: April 2010                      August 2015

## **Overview**

The dangers of winter storms include intense cold, poor visibility, extremely slippery conditions, utility failures, and impaired transportation.

## **Definitions and Responses:**

### **Winter Weather Watch/Warning**

A **Winter Weather Watch** means that conditions are favorable for snow, ice, cold temperatures, or other conditions, which require preparation. A **Winter Weather Warning** is issued when the threat of severe weather (snow, ice, sub-freezing temperatures) exists and will affect the West Georgia area. At the beginning of each shift, the lead Communications Officer (CO) will check the National Weather Service forecast center to determine the type of weather that will affect the campus during the shift. Using Wolf Alert, a campus wide e-mail will be sent listing the primary weather conditions and whether there are any severe weather watches or warnings. The National Weather Service system will be the primary source for weather information. When a Winter Weather Watch is issued, the automatic Weather Center function will activate an audio alarm.

The CO will also monitor the National Weather Service web site located at (<http://radar.weather.gov/ridge/Conus/southmissvly.php>), local radio and TV stations for additional information.

### **Winter Weather Watch**

When the dispatcher receives information that a Winter Weather Watch has been issued, the following actions will be taken.

- a. The Dispatcher will notify the shift O.I.C. and continue to monitor the Meteorlogix Weather Center.
- b. The Dispatcher will:
  1. The emergency e-mail system will be activated and the campus notified of the potential weather problems.
  2. Advise the Chief of Police or designee personally about the Watch and request that the Administration be notified.

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c. *The Chief of Police will:*

1. Notify the President and members of the President's Advisory Council. The Vice President for Academic Affairs will be responsible for notifying the academic deans and reviewing contingency plans for dealing with the inclement weather.
2. Notify the Director of University Communications who will create a weather bulletin from the information provided by dispatch and request that the University radio and TV stations each broadcast the weather information over their respective media.
3. The Director will also communicate directly with the Directors of Facilities and Grounds (F&G) and Residence Life (RL) to discuss potential problems and coordinate a response if severe weather does strike. The Director of Residence Life (RL) will be responsible for notifying the RL staff of the impending weather.
4. The following Directors will be advised of the potential problem and ask them to place their staff on standby:

Director of Health Services  
Director of Risk Management

Director of Food Service  
Director of ITS and BITS

d. On duty personnel will be updated of the situation by the CO and be prepared accordingly. Alerts and instructions will be given to those coming to work on the succeeding shifts.

## **2. Storm Preparation**

- a. The shift OIC will review this emergency plan with on-duty personnel and outline their duties if the Watch progresses into a Warning.
- b. Needed supplies (batteries, barricades, etc.) will be inventoried to ensure that all items necessary to deal with a winter storm are available at UPD, F&G, and RL headquarters. An inventory of items is included at the end of this section. Once the inventory is complete, the CO will be advised and will record the information on the RMS.
- c. Manually inspect, check, and crank the auxiliary generator in Aycok Hall. Check the circuits in dispatch to ensure they are functional. Any circuits not working are to be reported to F&G as soon as possible. Manually inspect, check, and crank the auxiliary generator at the water tower and ensure the fuel tank is full. An additional can of fuel will be placed in the generator room a safe distance from the generator.

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## ***Winter Weather Warning***

The National Weather Service issues Winter Weather Warnings when the threat of severe weather (snow, ice, sub-freezing temperatures) exists and will affect the West Georgia area. When a Winter Weather Warning is issued, the automatic Weather Center function will activate an audio alarm.

### *1. Notifications*

When the dispatcher receives the information, the following actions will be taken.

a. The CO will notify the shift O.I.C. and continue to monitor the National Weather Service.

b. The Dispatcher will:

1. The emergency e-mail system will be activated and the campus notified of the potential weather problems.
2. Advise the Chief of Police or designee personally about the Warning. The Chief will notify the Administration.

c. The Chief of Police will:

1. Notify the President and members of the President's Advisory Council. The Vice President for Academic Affairs will be responsible for notifying the academic deans to activate their contingency plan for dealing with the inclement weather.
2. Notify the Director of University Communications who will create a weather bulletin from the information provided by dispatch and request that the University radio and TV stations each broadcast the weather information over their respective media. If it is determined that the campus will close, the Director of University Communications is responsible for notifying the local media.
3. The Director will communicate directly with the Directors of Facilities and Grounds (F&G) and Residence Life (RL) to discuss potential problems and coordinate a response when the severe weather does strike. The Director of Residence Life (RL) will be responsible for informing the RL staff of the weather situation and the response plan.

d. All on duty campus personnel will be updated of the situation by the Dispatcher and be prepared accordingly. Alerts and instructions will be given to those coming to work on the succeeding shifts.

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## *2. Storm Preparation*

At the earliest possible time, the following steps will be taken under the direction of the Uniform Division Commander:

- a. Tire chains will be put on at least two marked and one unmarked patrol vehicles. Replacement chain links, new chains, tighteners, and cross-links are available at Public Safety. F&G will equip whatever vehicles its Director deems necessary to deal with the emergency.
- b. All UPD and F&G vehicles are fully fueled and that fluids checked.
- c. All UPD vehicles including buses which will not be used will be taken to the Townsend Center Faculty Lot and parked in the center of the lot, away from trees and power lines.
- d. Manually inspect, check, and crank the auxiliary generator in Aycock Hall. Check the circuits in dispatch to ensure they are functional. Any circuits not working are to be reported to F&G as soon as possible. Manually inspect, check, and crank the auxiliary generator at the water tower and ensure the fuel tank is full.
- e. Place six sets of batteries for the backup lanterns in dispatch in case of an extended power outage.
- f. Each division (UPD, F&G, RL) will arrange for additional employees to stay on campus or arrive early to deal with the results of the storm.
- g. Place barricades at intersections, which may need to be closed if the roads become un-passable.
- h. As the severe weather strikes, officers and dispatchers will encourage any campus occupants to stay on campus until the severe weather passes.

## *3. University Closing*

### *A. Business Hours*

If a Winter Weather Warning is issued during business hours the Chief will keep the President advised of the situation. The information to be provided will include the following.

1. Current location of the storm and the speed that it is moving.
2. Intensity of the storm and what affect it has had in the areas it has passed through.

Alabama Road Closings: [www.dot.state.al.us/closures/](http://www.dot.state.al.us/closures/)

3. Predicted time that the storm will hit Carroll County.
4. Actions that are being recommended by the following:

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Georgia State Patrol / Carroll County EMA / GEMA / GA DOT  
5. Actions being taken by the local schools and businesses in the area.

If the President determines that the University is to be closed early, PAC members, the Director for University Communications and Chief of Police will meet with the President and a closing procedure will be established. Considerations include:

1. Time when classes will be canceled.
2. Notification of the media announcing the closing
3. Directing traffic off campus and security of the building.

*B. After Business Hours*

1. When, in the opinion of the O.I.C., weather conditions are deteriorating to the point that driving conditions may become unsafe, the O.I.C. will instruct the Dispatcher to notify the Chief of Police. The Chief will drive to campus as soon as possible and evaluate conditions.

2. Prior to the arrival of the Chief, the following information will be obtained by on-duty personnel.

- a. The Dispatcher will contact the Georgia State Patrol Post in Villa Rica (770-458-3661) and find out the current conditions of the following roads.

I-20 from Atlanta  
US 27 from Rome to Carrollton  
US 27 from LaGrange to Carrollton

b. The Dispatcher will also monitor the City and County radio and be able to provide the Chief a reasonable assessment of road conditions in Carrollton and Carroll County.

c. The officers working the campus will drive off campus and make a determination as to the condition of the roads leading into the University. The Chief will inform which roads are to be checked.

d. Based on this information and personal observation, if the Chief believes that the University should be closed, the Chief will contact the President or his designee no later than 0600 hours. The final decision to close the institution rests with the president. If it is decided to close for the day or delay opening, the Director of University Communications will be notified. The Director of University Communications is responsible for notifying the media about the closing or delayed opening.

e. The Dispatcher will also be informed so that accurate information may be given out over the Emergency and Information lines.

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f. Regardless of the decision that is made, an additional employee will be called in by 0530 hrs. to assist the dispatcher in dealing with the usual, heavy volume of phone calls as students and employees attempt to find out if the campus is open. The additional person in dispatch will stay as long as needed. Additional coverage will also be provided on Evening Watch as calls will pick up again as students and employees attempt to find out if the campus is open the next day.

#### 4. University Police Response

a. UPD Personnel transports - UPD may transport officers to and from UPD to their homes in patrol vehicles equipped with chains. The shift supervisor will determine the number of personnel needed on campus. As a rule, two officers with chain-equipped vehicles will be on campus to provide emergency services. This service will be provided to other critical campus personnel on a limited basis but only at the direction of the Chief of Police.

b. Building Checks - Unoccupied academic buildings will be checked by police, security officers and F&G personnel throughout the day and night for frozen water pipes.

c. Patrol - The campus is to be patrolled for persons acting in an unsafe manner, either driving or walking. Officers will be intolerant of any behavior that could result in injury or death.

#### d. Blocking Roadways or Other High Risk Areas

1. Eight-foot collapsible barricades, plastic stanchions with police line tapes and orange traffic cones will be used to block areas when necessary. Roads, which have become impassable, may be closed at the direction of the shift supervisor. The City police and fire departments and University Facilities and Grounds are to be advised of the closings. The supervisor will keep watch on the roads and reopen them when it is safe to do so.
2. Facilities will remove snow & ice from the roads and walkways when it is practical to do so. If the area to be blocked is a roadway with downed power lines, the situation will be reported to Dispatch. The Dispatcher will notify F&G as well as 911 for fire department and electric company response. Prior to their arrival, a twenty (20) yard radius area from the source of power is to be blocked off. Note: Since ice is frozen water, and water is an excellent conductor of electricity, the officer will warn people away from the area via the patrol car's loudspeaker.

e. Local Conditions – CO will monitor via the City and County radios how the storm is affecting the City and County. Any event that may affect the campus (motor vehicle accidents involving vehicles carrying hazardous materials, train derailments, damage to the water treatment facility, etc.) will be passed on to the Chief of Police immediately.



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f. Damage Report - During and immediately after the storm has passed, DPS, Facilities and Residence Life personnel will make a list of damage to University and personal property. If the Command Center has not been activated, the damage list will be turned into the dispatcher who will create a master list. This list will be forwarded to the Work Center and Risk Management as soon as possible.

As soon as the roadways and walkways are cleared, Parking Services will collect and count all barricades. If any barricades were destroyed or stolen will be reported and replacements ordered.

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## **University of West Georgia**

### **Winter Storm Emergency Supply List**

Inventory Items: (Supervisor will call numbers into dispatch.)

Item	Number Inventoried	Number Present
1. Flashlights / batteries	(12)	
2. Radios	(10)	
3. Radio Batteries / fully charged (All Frequencies)	(10)	
4. Barricades (Wooden)	(25)	
5. Cones	(75)	
6. Pylons	(25)	
7. Police Line tape (rolls)	(12)	
8. Traffic Vests (1 Each Officer)	(1)	
9. Emergency Vests	(25)	
10. Cots	(10)	
11. Emergency Drinking Water Cases)	(5)	

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University of West Georgia  
Emergency Operations Plan

Business Continuity Plan  
Section Five

We do not have any completed continuity plans at this point.