

BOARD OF REGENTS OF THE
UNIVERSITY SYSTEM OF GEORGIA

**EMERGENCY
NOTIFICATION PLAN**

Revised September 2014

Part I. Purpose, Scope & Authority

A. Purpose

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

B. Scope

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

C. Authority

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

D. Responsibility

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

E. Distribution

This plan will be disseminated to:

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

F. Requests for USG Resources

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

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

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

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

G. Notification Procedure

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

1. Bruce Holmes, Director of Safety & Security
Cell 678-561-4745
Cell 404-831-2959
Office 404-962-3157
Home 770-507-4745
Email bruce.holmes@usg.edu

In the event the Director cannot be contacted:

2. Lacey Kondracki, Program Manager of Safety & Security
Cell 404-416-0049
Office 404-962-3189
Email Lacey.kondracki@usg.edu
3. Sandra Neuse, Interim Associate Vice Chancellor for Development & Administration
Office 404-962-3162
Cell 404-831-2961
Home 404-288-6365
Email Sandra.Neuse@usg.edu

F. USO Notifications

Dependent upon situation reported, the Director of Safety & Security/alternate may notify:

1. Chancellor
2. Executive Vice Chancellor for Administrative and Fiscal Affairs
3. Vice Chancellor for Communications
4. Others as required by situation/incident

Part II. Definitions

A. Situation Definitions

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

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

B. USG Unit Core Personnel

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

C. USO Core Personnel

1. Chancellor
2. Executive Vice Chancellor for Administrative and Fiscal Affairs
3. Vice Chancellor for Communications
4. Vice Chancellors – as required
5. Associate Vice Chancellor for Development & Administration
6. Director of Safety & Security
7. Program Manager of Safety & Security

Part III. General Responses/Notifications
USG Unit(s)

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

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