



# EMERGENCY OPERATIONS PLAN

## 2022-2023



Approved: Dr. Andrea Daniel  
President  
Athens Technical College



Submitted: John W. Gaissert  
Chief of Police  
Athens Technical College

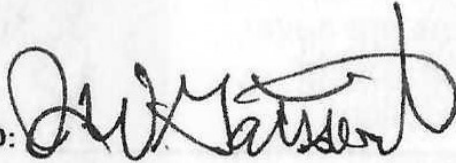
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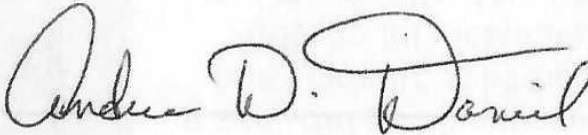


DATE:

20 APRIL 2022

Emergency Operations Coordinator  
Chief of Police  
Athens Technical College

APPROVED:



DATE:

4/29/2022

President  
Athens Technical College

REVIEWED:



DATE:

4/28/22

Emergency Manager  
Technical College System of Georgia

APPROVED:

N/A <sup>XAS</sup>

DATE:

Director of ~~Campus~~ Safety  
Technical College System of Georgia  
Public



## Promulgation Statement

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

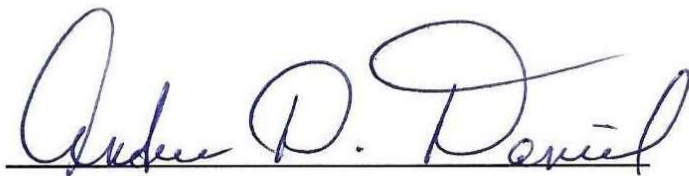
The Athens Technical College Emergency Operations Plan (EOP) provides a comprehensive framework for college-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, state, federal, and private organizations and resources that may be activated to address emergencies at Athens Technical College.



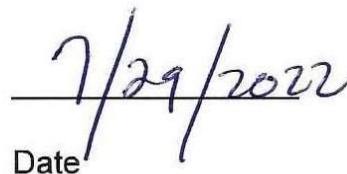
**Dr. Andrea Daniel**

The Athens Technical College EOP ensures consistency with current policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of Athens Technical College and with the authority vested in me as the President of Athens Technical College, I hereby promulgate the Athens Technical College Emergency Operations Plan.

A handwritten signature in blue ink that reads "Andrea P. Daniel".

President  
Athens Technical College

A handwritten date in blue ink that reads "7/29/2022".

Date

## Approval and Implementation

This plan supersedes the Athens Technical College Emergency Operations Plan dated May 1, 2021.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Athens Technical College Emergency Operations Plan delegates the authority to specific individuals in the event that the president is unavailable. The chain of succession in a major emergency is as follows:

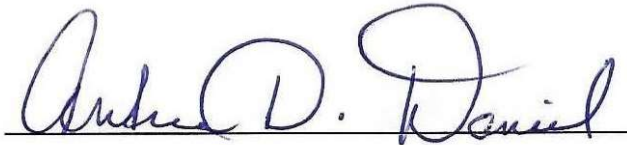
Dr. Andrea Daniel, President

Kathryn Thomas, Vice President for Finance and Administration

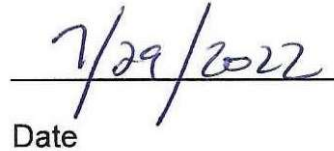
Lenzy Reid III, Vice President for Student Affairs

Dr. Kristen Douglas, Vice Presidents for Academic Affairs and IE

The Athens Technical College Chief of Police, John Gaissert, shall serve as the Incident Commander during an emergency situation. The College Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation.



President  
Athens Technical College



Date

## RECORD OF CHANGES

All updates to this document will be tracked. This section includes the format in which states the date of the change, page or section of change, name, and title of the person making the change.

<b>Change Number</b>	<b>Date of Change</b>	<b>Page or Section Changed</b>	<b>Summary of Change</b>	<b>Name of Person Authorizing Change</b>
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# **ATHENS TECHNICAL COLLEGE EMERGENCY OPERATIONS PLAN**

## **1. OVERVIEW**

### **1.1 PURPOSE**

The purpose of the Athens Technical College Emergency Operations Plan (EOP) is to outline preparedness and response activities with regard to the various hazards that exist in the Athens Technical College service area. It is designed to clarify expectations for an effective response and to seamlessly integrate the processes and procedures described in the National Response Framework and local emergency operation plans or procedures.

### **1.2 SCOPE**

This Emergency Operations Plan applies to all participating operating units and agencies of the jurisdictions contained within the geographical boundaries of Athens Technical College.

### **1.3 SITUATIONAL OVERVIEW**

#### **Characteristics**

Athens Technical College includes Campuses in Athens/Clarke County, Elbert County, Walton County, and Greene County. Athens Technical College covers an 11-county service area in the Northeast Georgia region.

#### **Hazard Vulnerability Assessment**

Athens Technical College completed the latest hazard vulnerability assessment on February 8, 2022, in consultation with the administration, faculty staff, and external stakeholders of the Athens Technical College. This hazard vulnerability assessment rated potential hazards on their frequency of occurrence. Each hazard is then rated as to potential impacts to life, property, and environment, as well as to potential impacts on operations. A summary of the hazard vulnerability assessment for all Athens Technical College Campuses is as follows:

The result of the Hazard Vulnerability Assessment is listed on the Hazard Vulnerability Assessment Form.

The Hazard Vulnerability Assessment Form is attached and may be viewed on page 20.

## 1.4 PLANNING ASSUMPTIONS

This Emergency Operations Plan serves as a practical guide with modifications made to meet the demand of each emergency; because no plan can anticipate or predict every scenario, emergency management personnel must quickly adapt to events as they unfold. To this end it is assumed:

- Emergency situations individually, or in combination, may cause grave impacts on Athens Technical College. These situations can vary in scope and intensity, from isolated areas of minimal impact to wide-ranging devastation.
- Planning is universal, based on the “all-hazards” approach.
- Planning recognizes and supports the principles of the National Incident Management, the Incident Command System, the National Response Framework, and Presidential Policy Directive 8.
- Planning includes all constituencies, including, but not limited to: employees, students, volunteers, visitors, vendors, and contractors.
- Planning incorporates all physical locations and settings for which the technical college has responsibility.
- Close professional working relationships are established among key college members prior to an emergency situation.
- Close professional working relationships are established with appropriate external agencies prior to an emergency situation, i.e., local, state, and federal law enforcement; fire departments; emergency management services; public health agencies; as well as medical facilities and volunteer organizations such as the American Red Cross.
- Public information is of vital importance and, as all emergencies are newsworthy and may receive media coverage including social media, the technical college will monitor and respond appropriately.
- Individual technical college operating units must design additional cooperative college response plans for situations that may develop under their purview.
- During response and recovery phases, officials under this EOP have the responsibility to save lives, protect property, relieve human suffering, sustain survivors, support constituencies, restore services, repair essential facilities and protect the environment.

## 1.5 DEFINITIONS

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

**Assessment (Threat or Hazard):** The method for determining risk and the resources and issues to be addressed in the EOP. Assessments include but are not limited to: site assessments; culture and climate assessments; behavioral threat assessments; and capacity assessments.

**Drill:** A drill is a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency.

**Exercise:** An exercise is designed to test, whether in a functional design or full scale, to evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions.

**Incident Command System (ICS):** A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

**Mitigation:** The capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency.

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

**National Response Framework (NRF):** The NRF is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation.

**Presidential Policy Directive 8 (PPD-8):** This directive orders the strengthening of the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.

**Prevention:** The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident.

**Protection:** The capabilities to secure against acts of terrorism and man-made or natural disasters.

**Response:** The capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

**Recovery:** The capabilities necessary to restore a setting affected by an event or emergency.

**Train:** Training may consist of briefings, to disseminate information about policy and/or procedures or hands-on training, to provide performance-based skills.

**Vulnerabilities:** The characteristics which make a setting or individual more susceptible to identified threats or hazards.

## **2. CONCEPT OF OPERATIONS**

### **2.1 GENERAL**

This Emergency Operations Plan is supported by the local, state, and federal organization levels of emergency management. Preparedness, prevention, response, recovery, and mitigation are general responsibilities of all levels of government working together to provide a delivery system to meet the needs of the response community. Emergency operations will be initiated at the lowest level of government able to respond effectively and efficiently.

### **2.2 PLAN ACTIVATION**

This Emergency Operations Plan is activated in response to actual or potential emergencies which occur or are likely to occur on or within the immediate area of the technical college locations. However, Athens Technical College maintains a pro-active approach to prevention, preparedness, response, recovery, and mitigation at all times.

This Emergency Operations Plan is brought into action by a declaration of an emergency by the President, designee, or by the highest-ranking executive-level senior administrator who is currently available. Once an emergency has been declared, the members of the Policy Group, whose responsibilities are described below, and other support personnel are, to the extent possible, relieved of routine duties, to more fully concentrate on the tasks at hand. The President, or designee, will notify the Commissioner of the Technical College System of Georgia of such an emergency.

The President maintains executive control of the Emergency Operations Plan. Athens Technical College personnel and equipment will be utilized to provide priority protection of life, preservation of property, and restoration services to the college. The members of the Policy Group will determine the manner in which resources are utilized.



There have been no emergency operation incidents for the past year.

There have been no Emergency Operations Center activations for the past year

### **3. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The Athens Technical College Policy Group is comprised of the College President and the senior management staff of the College.

#### **3.1 Policy Group Membership, may include, but is not limited to:**

- President
- Vice President Academic Affairs
- Vice President Student Affairs
- Vice President Finance and Administration
- Vice President Economic Development
- Vice President Adult Education
- Chief of Police

#### **3.2 The Policy Group responsibilities may include, but are not limited to:**

1. Strategic
  - a. Makes major policy, strategic, or resource decisions when critical functions of the college are interrupted.
  - b. Provides leadership and motivation.
  - c. Provides direction and vision for recovery and post-emergency restoration.
2. Resource Allocation
  - a. Ensures adequate resources provided to meet needs.
  - b. Empowers staff to implement response plans.
  - c. Establishes and authorizes emergency budgetary parameters.
  - d. Coordinates recovery with individual operating units.
  - e. Authorizes contingency contractual agreements.
3. Operations
  - a. Orders suspension or interruption of operations.
  - b. Approves extension of or waiving of deadlines.
  - c. Pursues means to resume normal operations as quickly as possible.
4. Communications
  - a. Notifies, informs, and updates all constituencies and stakeholders.
  - b. Ensures applicable policy decisions are communicated.
  - c. Serves as an interface with counterparts at local, state, and federal levels as appropriate.
  - d. Authority over public information releases.
5. Incident Specific

- a. Declares college emergency.
  - b. Establishes incident response level.
  - c. Determines overall college status and identifies needs/responsibilities.
  - d. Conducts post-emergency briefing.
6. Planning
- a. Ensures organizational readiness through appropriate planning processes.
  - b. Authorizes overall college response strategies and plans.
  - c. Supports and participates in training, exercises, and outreach.

#### **4. DIRECTION, CONTROL, AND COORDINATION**

To provide for the effective direction, control, and coordination of an incident, the technical college EOP will be activated including the implementation of the Incident Command System (ICS). The Incident Commander has delegated the authority to direct strategic on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources. The Chief of Police shall serve as the Athens Technical College Incident Commander.

The ICS is organized into the following functional areas:

- A. Incident Command:** Directs the incident management activities using strategic guidance provided by the Policy Group. Responsibilities and duties include, but are not limited to:
- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
  - Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including all constituencies and responders).
  - Coordinate media relations and information dissemination with Policy Group.
  - Develop a working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
  - Document all activities.
- B. Operations Section:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students. Specific responsibilities include but are not limited to:
- Implement an incident action plan.

- Assist in securing the facility.
- Monitor utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off if a danger exists or is directed by Incident Commander.
- Establish medical triage and request additional supplies from the Logistics Section.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Analyze technical college staffing to develop plans for reunification.
- Document all activities.

**C. Planning Section:** Collect, evaluate, and disseminate information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities. Duties include but are not limited to:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

**D. Logistics Section:** Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel, assembling, and deploying volunteer teams; and facilitating communication among incident responders. Additional responsibilities include but are not limited to:

- Establish and oversee communications center and activities during an incident.
- Document all activities.

**E. Finance/Administration Section:** Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties include but are not limited to:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

## **F. Coordination with First Responders**

Athens Technical College has excellent working relationships with external agencies. These relationships aid in the coordination of services between the agencies and Athens Technical College and include, but are not limited to municipal and county entities such as mental health, law enforcement, and fire departments. Written agreements specify the type of communication and services provided by one agency to another. If an incident is within the authorities of the first-responder community, the command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The technical college's Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

Athens Technical College currently has 7 Memorandum of Agreements with Clarke, Greene, Oglethorpe, Walton, Hart, Madison, and Oconee counties. There is also a Memorandum of Agreement with Athens-Clarke County for GCIC support and the American Red Cross for Disaster Relief. There are no Memorandums of Understandings with any other agencies.

## **5. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION**

During the course of normal daily operations, local conditions are monitored via internet websites, NOAA, NWS, weather radios, law enforcement alerts, and local crime reports.

Sources include, but are not limited to the following:

- National Oceanic and Atmospheric Administration: <http://www.noaa.gov/>
- National Weather Service: <http://www.weather.gov/>
- Georgia Emergency Management Agency/Homeland Security: <http://www.gema.ga.gov/>
- Local law enforcement agencies Athens/Clarke County Police – Chief Cleveland Spruill
- Local fire service agencies: Athens/Clarke County Fire Dept. – Chief Jeff Scarborough
- Local EMA director/agency: J.W. Thaxton (interim coordinator)
- Local hazardous materials: Athens/Clarke County Fire Dept. – Chief Jeff Scarborough
- Local media sources: Athens Banner-Herald and WGAU Radio, 1340 AM

One important emergency function is to collect, analyze and properly disseminate situational information to the faculty/staff and personnel to make operational decisions for current and future operational periods. In order to obtain true and accurate situational information, all organizational units within the campus community and personnel must provide updates, damage assessments, and resource status reports to the college President or designee.

Prior to the public release of data, information must be vetted; particularly in the event of criminal activity. Information regarding an incident is to be released only on a need-to-know basis.

## **6. TRAINING, DRILLS, AND EXERCISES**

**Seek Shelter (Tornado) drills:** Athens Technical College participates in the annual Statewide Tornado Drills. ATC participated in a campus-wide drill including all ATC Campuses on The Active Shooter, Tornado, Fire, and Bomb drills were conducted on the Elbert Campus on 22 November 2021, the Walton Campus on 29 November 2021, the Athens Campus on 01 December 2021, and the Greene Campus on 06 December 2021.

**Evacuation (Fire) drills:** Athens Technical College conducts campus-wide evacuation drills in conjunction with each tornado drill.

**Armed Intruder Exercise:** The technical college recognizes the imperative requirement from the TCSG System Office concerning participating in an Armed Intruder Exercise. The Armed Intruder exercise will be held in conjunction with local law enforcement agencies, as well as other emergency services. Athens Technical College has conducted Armed Intruder Exercises on the Athens Campus on 07 July 2017, on the Elberton Campus in July 2018, August 2019, and 22 November 2021, and on the Walton Campus on 11 December 2020. The next armed intruder exercise is scheduled to be held on the Athens Campus in July 2021.

The Chief of Police shall maintain training records and after-action reports for three years.

**NIMS & ICS:** The technical college will identify key college personnel and others who may need to become involved in emergency response operations, and provide training for Incident Command Structure (ICS) and/or National Incident Management System (NIMS) training.

## **7. ADMINISTRATION, FINANCE, AND LOGISTICS**

- Ensure preservation and safekeeping of all records.
- Arrange for temporary workspace and relocate essential services.
- Initiate a record-keeping system for all expenditures associated with emergency operations.
- Coordinate with Purchasing on procedures for handling emergency expenditures.

## **8. PLAN DEVELOPMENT AND MAINTENANCE**

This EOP is developed with input from across technical college constituencies and in collaboration with external stakeholders and evaluated at minimum once each year or more frequently should emergencies or organizational structure dictate changes. Training, drills, and exercises will be conducted periodically to ensure that all members of the college community understand how to carry out the provisions of the plan.



The Chief of Police shall review the EOP annually and submit the updated EOP to TCSG by May First of each year. The Chief of Police shall maintain the EOP's for the three previous years.

## **9. AUTHORITIES AND REFERENCES**

2017 Georgia Emergency Operations Plan (GEOP); Georgia Emergency Management Agency (GEMA). Available at

[https://gema.georgia.gov/sites/gema.georgia.gov/files/related\\_files/document/GEOP.pdf](https://gema.georgia.gov/sites/gema.georgia.gov/files/related_files/document/GEOP.pdf)

Federal Emergency Management Agency (FEMA) Emergency Management Institute training. Available at <https://training.fema.gov/nims/>

Georgia Pandemic Influenza Planning advisement document. Available at <https://dph.georgia.gov/georgia-pandemic-influenza-preparedness-information>

Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education. June 2013. U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, Federal Emergency Management Agency. Available at [https://rems.ed.gov/docs/rems\\_ihe\\_guide\\_508.pdf](https://rems.ed.gov/docs/rems_ihe_guide_508.pdf)

National Incident Management System (NIMS) Implementation for Schools and Institutions of Higher Education (IHEs) Webpage. Available at <https://rems.ed.gov/k12nimsimplementation.aspx>

National Response Framework (NRF) [https://www.fema.gov/media-library-data/1466014682982-9bcf8245ba4c60c120aa915abe74e15d/National\\_Response\\_Framework3rd.pdf](https://www.fema.gov/media-library-data/1466014682982-9bcf8245ba4c60c120aa915abe74e15d/National_Response_Framework3rd.pdf)

Presidential Policy Directive 8 (PPD-8) <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness>

## 10. COLLEGE RISK ASSESSMENT INSTRUMENT

### HAZARD VULNERABILITY ASSESSMENT INSTRUMENT

HAZARD	PROBABILITY			BUSINESS CONTINUITY IMPACT			FINANCIAL IMPACT		
	High	Med	Low	High	Med	Low	High	Med	Low
<b>Natural</b>									
Tornado/Winds/Thunderstorm		X			X			X	
Winter Weather			X			X			X
Floods/Dam Failure			X			X			X
Wildfires			X			X			X
Lightning		X			X			X	
Drought			X			X			X
Hurricane			X			X			X
Earthquake			X			X			X
<b>Technological</b>									
Structural Collapse			X	X			X		
Utility Failure			X			X			X
Power Failure			X	X					X
Network Failure/Cyber Attacks			X	X			X		
Telecommunications Failure			X			X			X
Major Structure Fire			X	X			X		
Vehicle/Air/Train Accident			X	X			X		
<b>Biological</b>									
Disease Outbreak			X	X			X		
Contaminated Food Outbreak			X			X			X
<b>Adversarial, Incidental &amp; Human-Caused</b>									
Civil Disorder			X			X			X
Terroristic Threat			X			X			X
Hazardous Materials			X	X			X		
Armed Intruder			X			X	X		
Hostage Situation			X			X			X

# **ATHENS TECHNICAL COLLEGE EMERGENCY OPERATION PLAN**

## **FUNCTIONAL ANNEX SECTION**

## **FUNCTIONAL ANNEX 1: Evacuation**

### **General Evacuation Procedures**

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location.

In a major emergency, the decision to implement evacuation procedures generally rests with the College President, the Emergency Management Team (EMT), the Chief of Police, or another designee of the President.

In situations requiring immediate action, public safety responders (Police, Fire, and Environmental Health & Safety) can also order an evacuation. When evaluating a possible evacuation consideration will be given to the specific threat (bomb, fire, storm, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of first responders and the Chief of Police.

### **General Information Campus Evacuation**

- A decision to evacuate, the methods utilized to accomplish the evacuation, and the extent of the evacuation will be made by the College President, the Emergency Management Team (EMT), the Chief of Police, or another designee of the President in cooperation and coordination with county emergency responders.
- If the decision is made to evacuate, the EOC will utilize all available methods of public communication on campus to inform the college community
- If a decision is made to evacuate the entire campus, exit the college property in an orderly manner following the directions of the College Security. Do not leave any vehicle blocking lanes of travel that would impede emergency vehicle response. Also, do not return to your place of work or study at the college until notified by Campus Authorities.
- Do not put your vehicle in a position where it may block the exit of others or impede access to college roadways. If a roadway is impassable, park your vehicle off the roadway and evacuate by foot.

In the event of an emergency, the President or her designee is responsible for making the decision to lock down or evacuate a building. In the event of building lockdown or evacuation, responsibility for notifying individuals and clearing the building falls upon Building Marshals in each area. The **evacuation orders** will be **given over the ATC campus radios and the Mass Communications System**, and the Building Marshals listed below are responsible for notifying faculty, staff, and students in their buildings of the evacuation/lockdown orders. The evacuation order will be given by the Chief of Police, VP of Student Affairs, or another designee of the President. If a Building Marshal listed below does not acknowledge receipt of the evacuation order via Motorola Radio, he or she will be contacted by telephone. Building Marshals should radio back to the Chief of Police once their areas are secure. Building Marshals should maintain control of their evacuees and should not allow re-entry to

the building until notified by the Chief of Police or the Administrator in Charge.

**BUILDING MARSHALS – BUSINESS HOURS**

**Individuals Responsible for Building Evacuation**

<b>Building</b>	<b>Building Marshal</b>	<b>Phone</b>	<b>Assist &amp; Alternate</b>	<b>Phone</b>
A- Dental Hygiene	Jennifer Burrell	2813	Nancy Goodwin	2812
A- Health Services	Don Pruitt	5033		5037
A- Life Sciences Division	Don Pruitt	5040	Dawn Armeni	2542
B- Business Services Dean	Christina Wolfe	5048	Janet Davidson	5036
B- Info Technology	David Floyd	2554	Justin McCannon	3227
D- Automotive Technology	Greg Thomas	5725	Arlen Hart	5098
E- Automotive Technology	Clay Campbell	5056	Arlen Hart	5095
F- Administration	Josh Paine	2552	Becky Allen	5110
F- Library	Carol Stanley	5019	Sheba Grafton	5020
H- Student Affairs	Lenzy Reid	5124	James Saucedo	5045
I- Cosmetology	Teresa Bowles	5089	Mona Wilkes	5097
I- Adult Education	Shawana Stanford	2528	Leigh Barnes	5197
J- 300 - Academic Deans	Shawana Stanford	2760		2598
J- 200 - VP Administration	Kathryn Thomas	5100	Ryan Stanley	5114
J- 100 - WIA	Susan Perdue	5016	Kim Moore	5015
K- 200 Human Resources	Sherri Heath	2818	Randall Fameree	3377
K- 100 Student Affairs	Jessica Felts	2893	Bob Ertzberger	7174
M- Early Childhood	Lisa White	5360	Leslie McKenzie	5047
N- Economic Development	Drew Palmer	3117	John Usry	0050
O- IOTIS	Carla Bradley	0929	Ellen Caddell	6095
P- Quick Start	John Morrison		706-614-6231	
R- Facilities	Jim Walter	5120	Ali Reid	5120
S- New Construction	Jim Walter	5120	Ali Reid	5120
Elberton Campus	Al McCall		Anthony Sharpe	
Greene Campus	Tonya Coile			
Walton Campus	Fabersha Flynt			

**EVENING HOURS MARSHALS ON PAGE 24**



## **BUILDING MARSHALS – EVENING HOURS**

### **Individuals Responsible for Building Evacuation**

<b>Building</b>	<b>Building Marshal</b>	<b>Phone</b>	<b>Assist &amp; Alternate</b>	<b>Phone</b>
A - Building	Don Pruitt	5040	Dawn Armeni	2542
B - Building	Larry Hall	3059		
D - Building	Clay Campbell	5095	Joe Hopkins	5120
E – Building	Clay Campbell	5095	Joe Hopkins	5120
F - Building	Jan Fang	5164		
H - Building	John Echols	5120	Joe Hopkins	5120
I - Building	Monica Barnes	5197		
J - Building	Monica Barnes	5039		
K - Building	Monica Barnes	5039		
M - Building	John Echols	5120	Joe Hopkins	5120
N - Building	John Echols	5120	Joe Hopkins	5120
O - Building	CLOSED			
P - Building	CLOSED			
R - Building	John Echols	5120	Joe Hopkins	5120
Compass Building	John Echols	5120	Joe Hopkins	5120
Elberton Campus	Tracey Hood		Anthony Browner	
Greene Campus				
Walton Campus				

### **DUTIES OF BUILDING MARSHALS ON PAGE 25**

## **DUTIES OF BUILDING MARSHALS**

### **Evacuation:**

1. Conduct the actual evacuation of the building.
2. Advise everyone in the building of the evacuation.
3. If possible be the last one out of the building and be able to advise the incident commander that the building is clear. (Do not put yourself in harm's way.)
4. Take Motorola Radio with you and monitor the radio for instructions.
5. Assist or assign someone to help students with disabilities.
6. Don't hesitate to call for assistance from the Incident Commander if needed.

### **Fire:**

1. Conduct the actual evacuation of the building.
2. Advise everyone in the building of the evacuation.
3. If possible be the last one out of the building and be able to advise the incident commander that the building is clear. (Do not put yourself in harm's way.)
4. Take Motorola Radio with you and monitor the radio for instructions.
5. Assist or assign someone to help students with disabilities.
6. Report smoke or fire to Incident Commander immediately.
7. If the fire is small you should attempt to extinguish it with a fire extinguisher.
8. Don't hesitate to call for assistance from the Incident Commander if needed.

### **Tornado:**

1. Conduct the actual evacuation to the safety point in the building.
2. Advise everyone in the building of the tornado evacuation.
3. Always be familiar with the individual building Safety Plan.
4. If possible check each classroom to ensure compliance with evacuation and be able to advise the incident commander that the building is secure. (Do not put yourself in harm's way.)
5. Take Motorola Radio with you and monitor the radio for instructions.
6. Assist or assign someone to help students with disabilities.
7. Don't hesitate to call for assistance from the Incident Commander if needed.

### **Lockdown- Deny Entry – Shelter in Place:**

1. Proceed to each entry/exit and use ALLEN WRENCHES to lock all doors under your responsibility.
2. Once doors are locked do not open them for anyone unless approved by the Incident Commander.
3. Take Motorola Radio with you and monitor the radio for instructions.
4. Do not put yourself in harm's way.
5. Instruct others to shelter in place and remain in classrooms or offices.
6. Don't hesitate to call for assistance from the Incident Commander if needed.

**Accept any other assignment from the Incident Commander.**

## **EMERGENCY EVACUATION ALERTS**

### **TORNADO WARNING**

This is an emergency call. There has been a tornado warning issued for \_\_\_\_\_ County. Please proceed immediately to the area designated on your Emergency Evacuation chart. If you are the Building Marshal for your area, make sure everyone in your building knows the location of the designated safe area. Please reply that you have received this notice and again once your area is secure.

### **BUILDING EVACUATION**

This is an emergency call. We are evacuating the building due to \_\_\_\_\_. If you are the Building Marshal for your area, make sure everyone in your building knows the location of the designated safe area. Please reply that you have received this notice and again once your area is secure.

### **FIRE**

This is an emergency call. A fire alarm has sounded in \_\_\_\_\_ building(s). If you are the Building Marshal for your area, make sure everyone in your building knows the location of the designated assembly area. Please reply that you have received this notice and reply once your area is secure.

### **BOMB THREAT**

We are evacuating the building. If you are the Building Marshal for your area, make sure everyone in your building knows the location of the designated safe area.

In the event of a bomb threat, Motorola Radios, cell phones, and cordless phones should not be used – use landline phones only.

### **EVACUATION PROCEDURES**

An evacuation will be called by a fire alarm or by notification on the Motorola Radios.

The following basic steps will be followed when evacuating the school building:

1. Refer to the maps on the Emergency Action Plan indicating primary and secondary evacuation routes posted in your classroom, office, or lab area.
2. Evacuate students and staff to designated safe areas quickly and orderly. **Instructors should bring their class rosters with them.**
3. Instructors should close the doors or instruct the last student to close the door after exiting their classroom.

4. Instructors should ensure that all students are out of their classrooms and adjoining restrooms and workrooms.
5. The first student in line should be instructed to hold the exit door until all persons in the class have evacuated. (This procedure should be continued until the building is cleared).
6. During an evacuation, there should be no running, pushing, or loud talking. Move as quickly and orderly as possible. Remember that the instructor sets the tone for the students. **DO NOT PANIC.** Remain calm.
7. Assembly areas should not be in parking lots, to allow unrestricted access for rescue personnel.
8. At the assembly area, a roll should be taken to determine if anyone is missing.
9. Instructors should remain with their class until the Incident Commander gives an “all clear” signal.

### **ALTERNATE EMERGENCY PROCEDURES FOR THOSE INDIVIDUALS WITH A DISABILITY OR MEDICAL CONDITION**

Employees or students who require assistance in the event of an evacuation should be identified prior to an incident. Instructors should assess their classes at the beginning of each quarter and supervisors should be aware of their employee’s limitations so that safe evacuation can be made of all individuals. People with disabilities and limitations are generally in the best position to assess their particular needs. Any medical information shared should be kept confidential and shared only with medical personnel.

The following assistance options are available (not limited to):

1. Buddy system (2 or more buddies per person). Use of the “Buddy System” will help assure the prompt evacuation of any person with a disability.
2. Horizontal (same floor) evacuation: Move away from the area of imminent danger to a safe distance (i.e. an adjoining building, opposite end of a corridor, or outside if on the ground level, through at least one set of fire doors).
3. Vertical (Stairway) evacuation: Stairways can be used by those who are able to evacuate with or without assistance. Persons with a sight disability may require the assistance of a sighted person. Persons who use crutches or other devices as walking aids will need to use their own judgment, especially where several flights of stairs are concerned.
4. Stay in Place: Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call 911 and give your name, location, and the exact reason you are calling. The operator will relay the information to emergency personnel. Phone lines normally remain in

service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

### **Evacuation of Campus, of Faculty, Staff and Campus Visitors**

- In the event of an authorized evacuation, all faculty, staff, and campus visitors should leave campus and return to their homes or other safe areas off-campus unless told otherwise.

### **Evacuation Students**

- In the event of an evacuation, all students who can provide their own transportation should leave campus and return to their home or other safe location unless otherwise directed.
- Students who cannot go home will be transported to a designated shelter by all available means of transportation and shall be notified of such by the Department of Student Affairs.

### **When evacuating your building or work area:**

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so.
- If safe, close your office door and window but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Wait for any instructions from College Staff or emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the Emergency Responders, the Chief of Police, or a College Administrator.

**Building occupants are required by law to evacuate the building when the fire alarm sounds.**



## Fire Evacuation Procedures

Follow General Evacuation Procedures as soon as you hear the fire alarm.

**A building occupant is required by law to evacuate the building when the fire alarm sounds.**

### **If there is a fire in your work area:**

- First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 to provide details of the situation.
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and report to College Staff/College Security Department (see "General Evacuation Procedures" above).
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors before opening them. If they are hot DO NOT OPEN. Seek other exits.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated Immediate Assembly Area 500 feet from the building.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

### **Pre-designated Safe Areas to gather for Weather and Evacuation**

#### **Pre-designated Areas Inside a Building**

When a tornado warning has been issued, stay away from windows, doors, and outside walls. Protect your head from falling objects or flying debris. Take cover immediately, wherever you are: (closets, interior hallways).

*One basic rule* to follow wherever you are is **AVOID WINDOWS**. An exploding window can injure or kill you. Don't take the *time to open windows; get to shelter immediately*.

Get into the restroom, if possible. In larger buildings, the restrooms are usually made from concrete blocks. Besides having the four walls and plumbing holding things together, the metal partitions help support any falling debris.

## **Pre-designated Areas Outside a Building**

If you have to evacuate the Premises:

- **DO** exit quickly and calmly
- **DO** go directly to open-air
- **DO** close the door behind you
- **DO** follow directions of administrators and emergency personnel
- **DO NOT** enter an adjacent building
- **DO NOT** stop to collect your bags or books
- **DO NOT** use the elevators

Lecturers are responsible for their students when in class and must be aware of the fire procedures for the buildings in which they lecture. Please review the Emergency Action Plan posted in each room.

On hearing the evacuation signal, a continuous sounding of the fire alarm, the lecturer must ensure that students under his or her supervision are made aware of the assembly point and that they leave the building by the nearest available exit route in a calm and orderly manner.

Once at the pre-arranged safe area, the group should stay there until an all clear signal is given. Neither the group nor any individual should get within 500 feet of the evacuated building at any time until the situation has been declared safe.

## **FUNCTIONAL ANNEX 2: Lockdown (DENY ENTRY OR CLOSING)**

### **Lockdown Procedures (Deny Entry or Closing)**

Athens Technical College realizes that a total campus lockdown is a monumental task due to the size of the campus. However, a crisis on or near campus may require the College to implement emergency lockdown of specific areas of the campus or the entire campus. Lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from possible looming danger. This action might be necessary when evacuation would not be appropriate. The following procedures have been developed to effectuate a campus lockdown.

#### **A. Type of Events Triggering Lockdown**

The types of events that could require lockdown include situations such as the following:

- Active Shooter/Mass Shooting
- Hostage Situation
- Riot/Large Uprising
- Spill Over Event From Community
- Request from Law Enforcement

Other emergency situation where evacuation may pose a greater risk than sheltering in place

#### **B. What to Do**

When an announcement is made to initiate an emergency lockdown, the following steps should be followed:

1. Leave the area, or the campus, if it is possible to do so safely. When running, use a zigzag pattern, instead of running in a straight line.
2. If unable to leave, proceed to an area that can be secured.
3. Lock all doors into the area. If it is not possible to lock the doors, place furniture and equipment in front of them to barricade them. Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door or using a belt or other item to tie the door handle to something stable.
4. Move to the point in the room that is most distant from a door entering the room from the outside or from a corridor/hallway. Do not huddle, but spread out.
5. Close blinds and drapes for concealment.

6. Turn off lights. Put cell phones on vibrate, and if communication is needed, use text messaging only.
7. Remain under lockdown until advised by Athens Technical College Security, College Administration, or Law Enforcement Personnel that the crisis has been resolved.
8. After the lockdown order has been lifted, faculty and staff should then attempt to restore normalcy and comfort/assist the room occupants.
9. If an assailant enters the room and you are not able to flee, and you must defend yourself; consider throwing items at the person to inhibit progress.
10. Remember that every emergency situation is different and you always should use your best instincts.
11. After the emergency, use text messaging to notify your friends and family about your situation. Please try to keep cell phone lines open for emergency personnel.

### **C. How you Will be Alerted**

One or more of the following methods may be used to alert the campus community of a lockdown. The use of any particular method will depend on the circumstances presented.

**Motorola Radio:** The College will use mobile radios to make the initial call for a lockdown.

**RAVE ALERT SYSTEM:** The College can send emails and emergency alerts to cell phones that are equipped with a text-messaging feature. If you have not already signed up for this important safety warning feature, details on how to do so are available at the following website: <https://www.getrave.com/login/athenstech>

**Word of Mouth:** If the situation safely permits, Public Safety or other staff may provide notification by word of mouth to individuals present on campus that a lockdown has been initiated and to take shelter.

**Mass Email:** The College may send emergency alerts via email.

## **Individuals Responsible for Building Lockdown**

In the event of a need to lockdown, the President or his/her designee is responsible for making the decision to lockdown Athens Technical College. In the event of building lockdown, responsibility for notifying individuals and locking the building falls upon Building Marshals in each area. The **Lockdown Orders** will be **issued over the Motorola Radios and the Mass notification System**, and the Building Marshals listed below are responsible for Locking Down their respective buildings. Building Marshals should radio back to the Chief of Police once their Building is Locked Down. Building Marshals should maintain full control of their building until an “All Clear Alert” is given. Building Marshals on the list below should have a practiced individual plan for locking down their building.

## **DUTIES OF BUILDING MARSHALS**

**The list of Building Marshals can be found on pages 23 – 24**

### **Evacuation:**

1. Conduct the actual evacuation of the building.
2. Advise everyone in the building of the evacuation.
3. If possible be the last one out of the building and be able to advise the incident commander that the building is clear. (Do not put yourself in harm's way.)
4. Take Motorola Radio with you and monitor the radio for instructions.
5. Assist or assign someone to help students with disabilities.
6. Don't hesitate to call for assistance from the Incident Commander if needed.

### **Fire:**

1. Conduct the actual evacuation of the building.
2. Advise everyone in the building of the evacuation.
3. If possible be the last one out of the building and be able to advise the incident commander that the building is clear. (Do not put yourself in harm's way.)
4. Take Motorola Radio with you and monitor the radio for instructions.
5. Assist or assign someone to help students with disabilities.
6. Report smoke or fire to Incident Commander immediately.
7. If the fire is small you should attempt to extinguish it with a fire extinguisher.
8. Don't hesitate to call for assistance from the Incident Commander if needed.

### **Tornado:**

1. Conduct the actual evacuation to the safety point of the building.
2. Advise everyone in the building of the tornado evacuation.
3. Always be familiar with the individual building Safety Plan.
4. If possible check each classroom to ensure compliance with evacuation and be able to advise the incident commander that the building is secure. (Do not put yourself in harm's way.)
5. Take Motorola Radio with you and monitor the radio for instructions.
6. Assist or assign someone to help students with disabilities.
7. Don't hesitate to call for assistance from the Incident Commander if needed.

### **Lockdown- Deny Entry – Shelter in Place:**

1. Proceed to each entry/exit and use ALLEN WRENCHES to lock all doors under your responsibility.
2. Once doors are locked do not open them for anyone unless approved by the Incident Commander.
3. Take Motorola Radio with you and monitor the radio for instructions.
4. Do not put yourself in harm's way.
5. Instruct others to shelter in place and remain in classrooms or offices.
6. Don't hesitate to call for assistance from the Incident Commander if needed.

**Accept any other assignment from the Incident Commander.**

## **FUNCTIONAL ANNEX 3: SHELTER OR SECURE IN PLACE**

### **Shelter in Place:**

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere or when there is a threat of criminal violence is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire building.

### **Why You Might Need to Shelter-in-Place:**

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, the information will be provided by the college administration, security, and local authorities on how to protect yourself and others. The important thing is for you to follow the instructions of college administrators, security, local authorities and know what to do if they advise you to shelter-in-place.

### **How to Shelter-in-Place**

#### **On Campus:**

- The campus will be closed and our emergency operations plan will be activated. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Announcements and directions will be distributed via mobile radios and the RAVE Alert system.
- If individuals have cell phones, allow them to use them to call their emergency contact to let them know where they are and that they are safe.
- Directions will be provided to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told that there is a danger of explosion, direct that window shades, blinds, or curtains be closed and stay away from the windows.
- Have employees familiar with your building's mechanical systems turn off all fans, heating, and air conditioning systems. Some systems automatically provide for the exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- If possible and/or prudent, gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot



be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.

- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the doors, windows, and any vents into the room.
- Write down the names of everyone in the room, and call your designated emergency contact to report who is in the room with you, and their affiliation with your business (students, faculty, staff, and visitors).
- Secure-in-place until you are told all is safe or you are told to evacuate.

### **General Information:**

Follow the directions of law enforcement officials. Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice. Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

### **Threats of or Acts of Violence:**

Another emergency that may require shelter-in-place is a threat of criminal violence or actual acts. This is a precaution aimed to keep you safe while remaining in your facility. Shelter-in-place in this case means securing your current location by use of locks, barricades, or means to restrict access to your location. Follow these instructions when notified of such an incident.

- When an alert is made, secure your room by locking the door, barricades, or other means to restrict access to your area. Avoid using methods involving using your person to restrict access.
- Avoid windows.
- Stay low to the floor.
- Listen to the radio, check text messages, or email for specific details.
- If you are outside, take cover where you are until it is safe to enter a facility.
- Stay where you are until you are told it is safe by authorities.
- Campus Security and Police will respond with the rapid deployment of officers.
- If confronted by a violent offender you must take necessary action to protect yourself and others. Be prepared to defend yourself.

## **FUNCTIONAL ANNEX 4: Accounting For All Persons**

### **General Procedure for Accounting for All Persons**

During an Emergency that requires an Evacuation, it will be necessary for each Building Safety Officer to Account for All Persons.

#### **Initial Evacuation**

During an evacuation, each person responsible for students or staff must direct and lead the evacuation of their area. They should be responsible to be the last person to evacuate the individual area. When possible and safe to do so they should make a quick inspection of their area to ensure everyone has exited the area. They should call out and ask if there is anyone in the area. They should then quickly and safely exit the building.

On the way out they should assist any in need of assistance in evacuating the building.

#### **Reunification Process**

Once outside they should begin the reunification process by assembling the people they are responsible for in the designated reunification area. A written roster should be made when practical.

We must understand that adult students may decide to leave the campus during an emergency. This is their right and we can suggest they report to the reunification area but we cannot force them to do so. This is the reason that the above procedure is very important. We must make sure everyone is evacuated.

#### **Reporting Evacuation Efforts**

Once the reunification process has occurred you will report your evacuation efforts to the Building Safety Manager. It will be most important that you relay that all the people you were responsible for were evacuated safely and to also report who reported to the reunification area and who left campus.

The Building Safety Manager will then report that Evacuation Findings to the Incident Commander or Chief of Police.

#### **Emergency Reporting of Individuals Unable to Evacuate**

In the event that someone is unable to evacuate for any reason, the Building Safety Manager shall report this immediately to the Incident Commander or the Chief of Police by radio or cell phone. The Incident Commander or the Chief of Police will respond and dispatch the appropriate response for the rescue of the individual.

## Functional Annex 5: COMMUNICATIONS AND NOTIFICATIONS

### COMMUNICATIONS AND NOTIFICATIONS

During an emergency communication and notifications are crucial. Below you will find the names and numbers of the campus administrators responsible for the Emergency Action Plan of Athens Technical College.

#### CAMPUS ADMINISTRATION

<b>Title</b>	<b>Name</b>	<b>Number</b>
President	Dr. Andrea Daniel	706-355-5111
Vice President for Student Affairs	Lenzy Reid	706-355-5124
Vice President for Finance and Administration	Kathryn S Thomas	706-355-5100
Vice President for Economic Development	Al McCall	706-369-5873
Vice President for Academic Affairs	Dr. Kristen Douglas	706-355-5375
Executive Director Adult Education	Fabersha Flynt	706-340-2348
Executive Director Walton Campus	Fabersha Flynt	706-340-2348
Executive Director Elberton Campus	Al McCall	706-213-2102
Executive Director Greene Campus	Lenzy Reid	706-355-5124
Chief of Police	John Gaissert	706-355-5039



## **FUNCTIONAL ANNEX 6, & 7: BUSINESS CONTINUITY, RECOVERY,**

### **Business Continuity & Recovery Plan**

Athens Technical College Business Continuity & Recovery Plan ensures that the College can carry out essential functions during a disaster and continue essential functions during the response and recovery efforts. The plans identify the essential functions of departments and entities associated with the campus and provide guidance for continuing the functions until full recovery.

The plans follow a typical format for continuity plans and include an introduction, roles and responsibilities, the concept of operations as well as plan maintenance, and various appendices.

The Disaster Recovery Plan is covered in the Business Continuity Plan.

The Business Continuity Plan may be found on the College Intranet and with the Chief of Police.

## **Functional Annex 8: PUBLIC HEALTH, MEDICAL, AND MENTAL HEALTH ANNEX**

### **Public Health, Medical and Mental Health Annex**

#### **PURPOSE**

The purpose of this annex is to coordinate the health and medical resources needed to respond to public health and medical care needs of Athens Technical College prior to, during, and following a significant natural disaster or manmade event. Assistance provided under this annex is coordinated between the Public Health Authority or designee and the Athens Technical College.

*Athens Technical College does not have a physician on staff to provide medical services to students, employees, or guests. Health and medical services are limited to first aid and CPR support as offered by volunteers. Athens Technical College relies upon the local public health authority for leadership and guidance for public health and medical care needs at all Athens Technical College facilities in support of an emergency event or disaster.*

Coordination of assistance is provided by the Athens Technical College Police Department in partnership with local Law Enforcement and Fire Departments for significant events. For all other health and medical needs, the Athens Technical College Police Department will coordinate directly with the public health authority within the jurisdiction of the affected facility.

This annex outlines the organization, operational concepts, responsibilities, and procedures of Athens Technical College and other responsible entities during public health and medical emergencies. Bioterrorism, infectious diseases, and other public health emergencies are complex health threats requiring preparation by the Athens Technical College community. It is the responsibility of the responding public health authority and the appropriate Athens Technical College Officials to detect, investigate, respond to, and implement measures to prevent illnesses.

The responsibilities of the public health authority include the establishment of a health and medical command and control; situational awareness for illness and injury, environmental public health, veterinary public health, and emergency public health risk communications; coordinating all-hazards prevention and response activities for illness and injury, environmental public health, veterinary public health, and emergency public health and risk communications.

Hospitals and the Local Ambulance Service within each Athens Technical College Campus jurisdiction will assist in a coordinated health and medical response by serving as the lead agency for emergency department trauma and inpatient medical and services during emergency events with significant health and medical impact in the Athens Technical College service area.

The State of Georgia and local Mental Health Departments will assist in coordinated health and medical response by serving as the lead agency for ensuring the delivery of disaster mental health services during an emergency for the Athens Technical College service area.

## **FUNCTIONAL ANNEX 9: SECURITY**

### **Security Annex**

The Athens Technical College Police Department (ATCPD) has the primary responsibility for enforcing laws and protecting lives and property during emergencies at all Athens Technical College properties, whether owned, leased, or managed. Local law enforcement resources that will augment Athens Technical College Police Department during emergencies include:

- a. The Athens/Clarke County Police Department
- b. The Elberton Police Department
- c. The Monroe Police Department
- d. The Greensboro Police Department
- e. The Georgia State Patrol
- f. The Georgia Bureau of Investigation
- g. The Sheriff's Offices of Clarke, Elbert, Walton, and Greene Counties.

Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. During severe emergencies, the scope and priorities of police service may shift, drawing upon less vital components to supplement the primary mission of protection of life and property. Such emergencies may require law enforcement to undertake a number of tasks not typically performed on a daily basis, including protection of Athens Technical College facilities, enforcing campus closures, or other restrictions controlling access to Athens Technical College facilities or damaged areas.

The Athens Technical College Police Department has the lead role in consequence management and will coordinate its' effort with other local, state, and federal agencies, as appropriate. The Office of the President, Vice President of Student Affairs will typically play a significant supporting role in the conduct of consequence management activities.

Athens Technical College Police Department will share information with law enforcement officers or other responders (keeping in mind any requirements or limitations of applicable privacy laws, including FERPA, HIPAA, and other civil rights laws.)

The Athens Technical College Police Department is also under the command of the Chief of Police and will be utilized as necessary in the event of an emergency. Security Officers will be utilized in a manner that frees up Police Officers for more critical duties.

During Emergencies, the Chief of Police also serves as the Athens Technical College Incident Commander.

## **Functional Annex 10: Rapid Assessment**

### **National Incident Management System (NIMS)**

#### **PURPOSE**

NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communications operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. The use of the NIMS at the College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

As a management system, NIMS helps to mitigate the incident risks by providing accurate information, strict accountability, planning, and cost-effective operations and logistical support for any incident. NIMS can be used on any kind or size of an incident. It can also be used for planned non-emergency events. Some of the kinds of incidents and events that have been managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

#### **KEY PRINCIPLES OF NIMS**

- A.** Modular response model based on activation only those organizational elements required to meet current objectives.
- B.** Common terminology applied to organization elements, position titles, facility designations, and resources.
- C.** Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- D.** Comprehensive resource management for coordinating and inventorying resources for field responses.
- E.** Integrated communication so that information systems operate smoothly among all response agencies involved.



- F. Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
- G. Consolidated action plans that contain strategies to meet objectives at both the field response and Emergency Operations Center levels.

## **ADMINISTRATION, FINANCE, AND LOGISTICS**

NIMS is organized around five major management activities.

- A. **Command.** Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources, and agency policy. In all incidents, there is an identified Incident Commander or a unified command team. These have responsibility for the overall management of the incident and must be fully qualified to manage the incident.
- B. **Operations.** Develops the tactical organization and directs all resources to carry out the Incident Action Plan.
- C. **Planning.** Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains the status of assigned resources.
- D. **Logistics.** Provides resources and all other services needed to support the organization.
- E. **Finance/Administration.** Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

On small incidents, the five major activities may be managed by a single individual. Large incidents usually require each of these activities to be established as a separate section within the organization.

Not all sections need to be established within NIMS organization. The Incident Commander will make this decision based on the demands of the incident. Each of the primary Incident Command System sections may be further subdivided as reflected in the organization chart.

All ICS staff shall have the level of training in National Incident Management Systems (NIMS) that is appropriate to their position and responsibilities. Initial training should occur as soon as possible after an appointment is made to the ICS position. Follow-up and refresher training is to be at the level and frequency as prescribed by federal and state guidelines. Key stakeholders in the ATC Emergency Operation Plan assigned to Command Staff will complete NIMS Training Courses; IS-100, IS-200, IS-700, IS-800.

# **HAZARD SPECIFIC ANNEX SECTION**

## **ATHENS TECHNICAL COLLEGE EMERGENCY OPERATION PLAN**

## **HAZARD SPECIFIC ANNEX 1: TORNADO**

### **Tornadoes**

If the National Weather Service issues a tornado warning the following guidelines should be followed:

- Notification of the Tornado Warning should be made by RAVE ALERT and by Motorola Radio.
- If instructed, move students and staff to the area directed on the Emergency Action Plan in your classroom or office. Direct students and personnel to take a protective seated position with hands/arms or coats/jackets covering the head, neck, and face. Remain in the designated area until you receive a notification to return to your lab/classroom/office.
- If possible, secure and store articles that may become missiles indoors.
- Individuals should be prepared for alarm and sprinkler systems to activate (this is common when facility damage occurs).
- Individuals should be prepared for debris caused by furniture, equipment, and other heavy objects, as they may block evacuation routes.
- Take roll while moving students to shelter areas to determine if anyone is missing.
- If safe buildings or structures cannot be reached, escort students and personnel to a ditch or hollow. Have them lie down with hands over their heads. Avoid utility poles and overhead wires. Keep students sufficient distance from structures and vehicles that could be turned over on them.
- If outdoors and unable to get to shelter, seek cover in a ditch or depression in the ground and lie flat face down on the ground. Avoid being near utility poles and lines as they may be energized.
- If in an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground and lie flat face down on the ground. Avoid being near utility poles and lines as they may be energized.
- Remain in the safe area until the warning has passed or conditions permit.
- When exiting a building or shelter area, be aware of the possibility of downed power lines and other hazardous conditions such as structural damage to buildings.

**Notify 911 or College Security 706-355-5039 if there are injuries or damage associated with the weather event.**

Let first responders know if someone in your group cannot be accounted for.

## HAZARD SPECIFIC ANNEX 2: WINTER WEATHER / STORM WARNINGS

### Winter Storm Warning

Severe weather warnings are issued by the National Weather Service. When the threat of severe weather exists, you should monitor radio, television, weather monitor, Emergency Broadcast System, etc. The major dangers of winter storms are intense cold, poor visibility, slippery conditions, power/utility failures, and breakdown/stalled transportation. Normal climatic conditions have not encouraged most Georgians to be overly concerned about severe weather conditions in the overall acquisition of emergency equipment and design of roadways and buildings. A light snow or ice storm may incapacitate an area, disrupting utilities and making transportation extremely difficult.

The college will contact the following radio and television stations as early as possible to announce college closings due to hazardous weather conditions:

<b>Station</b>	<b>City</b>
WGAU — AM 1340	Athens
WRFC — AM 960	Athens
WSGC — AM 1400	Elberton
WDDK — FM 103.9	Greensboro
WGMC — FM 102.1	Athens
WNGC — FM 106.1	Athens
WHLR — FM 92.1	Lavonia
WAGA — Channel 5	Atlanta
WGCL — Channel 46	Atlanta
WSB — Channel 2	Atlanta
WXIA — Channel 11	Atlanta

Since Athens Technical College serves a large geographic area and since conditions may vary on occasion in areas outside of Clarke, Elbert, Greene, or Walton counties, students should use their own judgment regarding travel conditions. In case of hazardous weather (tornados or severe thunderstorms), campus personnel will provide timely notifications. When possible, the college will post closings on its website.

The emergency action plan posted in each classroom and laboratory recommends the actions that members of the college community should take to protect their safety and welfare. The plan displays the locations of the safest areas on campus

## **HAZARD SPECIFIC ANNEX 3: FLOOD**

### **Flood Response**

Floods are our nation's most common natural disaster, resulting in more deaths than any other type of severe weather.

**Flood watch** – flooding is possible

**Flood warning** – flooding is occurring or will occur soon. If advised by an official to evacuate do so immediately.

**Flash flood warning**- unexpected flooding is imminent. Seek higher ground immediately. The two key elements that contribute to flash floods are:

- Rainfall intensity or the rate of rainfall
- Duration or the length of time that it has been raining

Most flash flooding occurs when thunderstorms stay in a region for a long period or when hurricanes or tropical storms produce heavy rains.

Broadcasts will be made via weather radios, television, and emails whenever our area is prone to flood. In the event of flooding in the College service area please follow the guidelines listed below:

- Contact Athens Tech Police at **706-355-5039** or **911** should you become trapped in floodwaters.
- Move to higher ground (if you are in low-lying areas) to arrive no later than the projected flood arrival.
- Reasonable actions within the projected time frame should be taken, but do not endanger your life by attempting to save furniture, etc. that could keep you in the potential flood area past projected flood arrival.
- Keep valuable papers at home in an easy carry case you can grab as you evacuate.
- Follow directions from College Police, your ATC staff, and local government authorities.
- Prepare to render volunteer aid to evacuees coming to the College seeking higher ground.

#### **After flood waters recede:**

Boil or chlorinate all drinking water. Do not use contaminated food. Destroy fresh or frozen foods that have come into contact with floodwaters.

- Dispose of animal carcasses promptly or report them to authorities.
- Clean buildings as soon as floodwaters recede, remove stuck doors.
- In entering buildings, only use flashlights, not matches in case there are gas leaks.
- Clean and dry residence areas before trying to live in them.
- Do not turn on electric lights, furnaces, or fixtures until the gas and electricity are checked by service technicians for malfunctions and corrected.

- Drain or pump water from basements.
- Remove the sediment from the heater, flues, and machines before trying to use them.
- When safe, get stoves or heating plants to work to hasten the drying process.
- Take all furniture and rugs outdoors and spread them out to dry in the open air.
- Clean bedding and clothing as soon as possible.
- Delay permanent repairs until buildings are thoroughly dry.
- Use insecticides where needed and kill rodents.
- Avoid overexertion and strain in lifting and moving heavy objects.

## **HAZARD SPECIFIC ANNEX 4: WILDFIRES**

Wildfire is an uncontrolled fire spreading through vegetative fuels, posing danger and destruction to property. Wildfires can occur in undeveloped areas and spread to urban areas where structures and other human development are more concentrated.

While some wildfires start by natural causes, humans are responsible for four out of every five which are usually the result of debris burns, arson, or carelessness. As a natural hazard, a wildfire is often the direct result of a lightning strike that may destroy personal property and public land areas, especially on state and national forest lands. The predominant dangers from wildfires are:

- The destruction of vegetation, property, wildlife, and
- Injury or loss of life to people living in the affected area or using the area for recreational facilities.

The combination of available fuels, weather, and topography found in a large majority of the areas both surrounding and on the outlying areas of the campus results in the College being confronted with low wildfire risk.

There is little to no threat of a major conflagration occurring to the structures on the campus. Well-constructed, properly maintained, abundant fire detection and automatic fire suppression systems, a good water supply and adequate access and egress all combine to reduce the threat to a very minimal level.

Fire suppression is the responsibility of the local fire department and the Ga Forestry Service.



## **HAZARD SPECIFIC ANNEX 5: LIGHTNING**

### **Protect yourself from lightning strikes**

You can protect yourself from risk even if you are caught outdoors when lightning is close by.

#### *Safety precautions outdoors*

- If the weather forecast calls for thunderstorms, postpone your trip or activity.
- Remember: When thunder roars, go indoors. Find a safe, enclosed shelter.
- The main lightning safety guide is the 30-30 rule. After you see lightning, start counting to 30. If you hear thunder before you reach 30, go indoors. Suspend activities for at least 30 minutes after the last clap of thunder.
- If no shelter is available, crouch low, with as little of your body touching the ground as possible. Lightning causes electric currents along the top of the ground that can be deadly over 100 feet away.
- Stay away from concrete floors or walls. Lightning can travel through any metal wires or bars in concrete walls or flooring.

Although you should move into a non-concrete structure if possible, being indoors does not automatically protect you from lightning. In fact, about one-third of lightning-strike injuries occur indoors.

#### *Safety precautions indoors*

- Avoid water during a thunderstorm. Lightning can travel through plumbing.
- Avoid electronic equipment of all types. Lightning can travel through electrical systems and radio and television reception systems.
- Avoid corded phones. However, cordless or cellular phones are safe to use during a storm.
- Avoid concrete floors and walls.

Lightning strikes may be rare, but they still happen and the risk of serious injury or death is severe. So take thunderstorms seriously. Learn and follow these safety rules to keep yourself safe from lightning.

## **HAZARD SPECIFIC ANNEX 6: DROUGHT**

The purpose of the Drought and Extreme Heat response guidance is to provide an effective and systematic means for the College to assess and respond to drought and extreme heat conditions.

Drought occurs during a period of abnormally dry weather and can cause increased likeliness of fire. Droughts are often associated with conditions that lead to extreme heat. Extreme heat may lead to heat stress in the Athens Technical College community.

## HAZARD SPECIFIC ANNEX 7: HURRICANE OR SEVERE STORM

The National Weather Service ranks the size and intensity according to the Saffir-Simpson scale:

- Category One – winds of 74-95 mph, minimal damage
- Category Two – winds of 96-110 mph, moderate damage
- Category Three – winds of 111-130 mph, extensive damage
- Category Four – winds of 131-155 mph, extreme damage
- Category Five – winds over 155 mph, catastrophic

Hurricane Season	May 15-November 30
Hurricane Watch	The first notification by the National Weather Service that a hurricane is a definite threat to a geographic region of the United States. Landfall is uncertain and broad geographic areas are alerted. It is normally given 36 hours before the storm is expected to strike.
Hurricane Warning	Notification by the National Weather Service, normally 24 hours before the storm is expected to strike; more accurate landfall is predicted, with narrower geographic boundaries.
Hurricane Alert	Notification by the National Weather Service issued when Hurricane Force winds are imminent.
Hurricane Shelters	Areas of refuge to be used in the event of a hurricane should be a substantial building with limited glass.

Campus buildings may be used as shelters during hurricanes, tornadoes, or other high winds

### Hurricane Preparedness

Athens Technical College has established emergency plans including an overall Emergency Operations Plan (EOP) for building evacuation and shelter-in-place, and other area-specific plans to prepare for and respond to emergencies. This Hurricane Preparedness Plan has been developed to work in conjunction with the EOP with specific procedures that are necessary when the National Weather Service has declared a Hurricane Watch.

## **Suspension of Services**

All instructions such as canceling classes, closing of buildings, releasing of employees, special instructions, and the relocation of students will be done via email, on the ATC Website, with notifications to local media and, if necessary, through automated systems that call your cell phones.

### **72 hours before Hurricane Landfall**

- College Emergency Management Team may be activated to review current conditions and discuss general plans and readiness.
- Review Hurricane Preparedness Plan and Emergency Operations Plan, as needed.
- Begin frequent monitoring of weather-related media sources including but not limited to the National Weather Service, NOAA, and FEMA.
- Consider available supplies of food, water, and fuel.
- Check grounds and remove dead limbs, clean up loose debris and begin moving all loose equipment and materials.
- Make sure the Facilities Management and others have current telephone numbers for support responders such as water suppliers, emergency generator suppliers, fuel suppliers, food suppliers, and others as needed. Ensure emergency generators and all vehicles are fueled and serviced.
- Identify alternate space to move critical equipment, chemicals, and supplies that could be damaged from possible storm surge flooding. Consider boarding of windows depending on conditions and the directional approach of the storm. Consult Facilities Management for assistance.
- Make sure cellular telephones are fully charged. Install a new battery if needed.
- Make sure all storm drains are clear.
- Verify stock of sandbags and sand.
- Verify stock of plastic sheeting.
- Verify battery stock.

### **48 Hours before Hurricane Landfall**

- College Emergency Management Team reviews current conditions and recommends actions to the President.
- Libraries and the Conference Center begin preparation for priority collections and exhibits.
- Backup of student records, library catalogs, alumni records, and other relevant data should occur at this stage.
- Ensure that outdoor research equipment, trash, and recyclable receptacles, benches, and all other loose items that may become projectiles in high winds are appropriately secured.
- Ensure that contractors working on campus secure all equipment and materials from their site which may become projectiles in high winds.
- Make sure all essential vehicles are fully fueled, stocked, and inspected. These include but are not limited to Facilities Management, Public Safety, and EMS.
- Turn off unnecessary lighting and appliances, secure windows, doors, and shutters, locking when appropriate.
- Make sure all storm response equipment is inspected and ready for operation. This includes but is not limited to chainsaws, blowers, water pumps, tractors, and portable generators.

### **36 Hours before Hurricane Landfall or 750 miles noted on Hurricane tracking map**

- Based on the category classification of the hurricane the College Emergency Management Team will decide on the evacuation of all students, faculty, and non-essential staff and prepare to initiate Shelter-in-Place procedures.
- All College-related functions are to be canceled including classes, lectures, and other functions if warranted (given conditions and warnings).
- College departments initiate any specific departmental shutdown procedures and begin evacuation of faculty and staff.
- Departments should back up computer data at this time by following College guidelines.
- Unplug all office equipment including computers and store off the flood.
- Protect books, valuables, and equipment by covering with plastic sheeting.
- Close windows, lower all blinds/shades, close slats, and draw curtains.

- Remove personal items that may become damaged since they are not covered by College insurance.
- Research staff shall begin preparations of laboratory facilities by completing experiments, backing up computer data, storing materials, and secure rooms.
- Research staff will begin to secure hazardous materials, including chemicals, biological agents, and radioactive material.
- Close non-essential offices and departments at this time.
- College Officials initiate evacuation procedures.
- All essential personnel report to supervisors for team assignments.

#### **Facilities Management Hurricane Procedures;**

- All essential personnel report to supervisors for team assignments.
- Make final checks of roofs for loose debris. Clear roof drains.
- Open the air vents leading to roofs in order to equalize pressure during a storm.
- Consider taping windows adjacent to Shelter-In-Place locations to prevent personal injury from shattered glass. Consider boarding of windows for more vulnerable buildings depending on conditions such as the directional approach of the storm.
- Issue plastic sheeting and other protective materials as requested and deemed appropriate.

#### **Athens Technical College Security Hurricane Procedures:**

- ATC Security personnel report to the Chief of Police for assignments.
- Begin inspection of campus and help with the evacuation of non-essential personnel.
- Help secure unoccupied buildings if building evacuation occurs.

## **24 Hours before Hurricane Landfall or 500 miles noted on Hurricane tracking map**

- Evacuate buildings and consider shut down of utilities in these buildings.
- Refuel all vehicles and continue securing equipment, assessing buildings, and protecting properties from storm conditions.
- ATC Security help verifies that all non-essential persons have evacuated the campus and unoccupied buildings have been secured.

## **During Hurricane Landfall**

- All remaining personnel must stay indoors throughout the entire hurricane. During the storm, for maximum protection, persons should remain in the hallways. If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes through, the storm begins again, but from the opposite direction. **STAY INDOORS.**
- Persons should follow the instructions of College Officials including ATC Security.
- In the event of power failure during the height of a hurricane, there will be no elevator service. Do not attempt to travel between floors using elevators, First Aid and/or food service will be made available whenever the storm passes or when power is restored. Do not use candles during power outages due to the increased fire hazard.
- Do not attempt to open windows or doors to see what is happening outside.
- Report all accidents, injuries, broken windows, or excessive water to the ATC Security at 706-355-5039.
- Telephone calls should be made only in case of an emergency since non-emergency calls can overload the phone system.

## **Resumption of Service**

Following the lifting of the HURRICANE WARNING status, essential staff and ATC Security will assess and advise the College Emergency Team which buildings and facilities can be used safely for classes and other purposes. Recommendations for repair work or building closings will also be made.

The President will issue necessary directives and instructions concerning the resumption of classes and the use of College buildings and facilities.



## HAZARD SPECIFIC ANNEX 8: EARTHQUAKE

### Earthquake

Georgia resides in two (2) earthquake zones. The Southern part of the state is designated a number (1) or minor expected damage zone. The northern part of the state is designated a number two (2) or moderate expected damage zone. Elbert, Walton, and Greene Counties are in Zone 2. Clarke County is not designated. Individuals who have experienced earthquakes can testify that mild tremors can be frightening if precautions for self-protection are unknown.

During an earthquake, remain calm and quickly follow the steps outlined below:

1. Do not rush outdoors, since most injuries occur from falling glass, plaster, loose balconies, debris, and electrical lines as people are leaving buildings.
2. If indoors sit or stand against an inside wall or doorway or take cover under a desk, table, or bench (in case of a collapse of a wall or ceiling or from loose objects falling).
3. If you are outdoors, remain there. Do not stand under overhangs on the outside of buildings. Move away from power lines and stay in open areas, away from all structures.
4. Do not attempt to restrain falling objects unless your life is endangered by them.
5. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
6. After the initial shock, evaluate the situation, and if emergency help is necessary call **911**. Protect yourself at all times and be prepared for aftershocks.
7. Damaged facilities should be reported to Athens Tech Police 706-355-5039. **NOTE: Gas leaks and power failures create special hazards.** Please refer to the section on utility failures.
8. If the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.
9. Assist the disabled in exiting the building!!! Remember elevators are reserved for disabled persons' use. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
10. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
11. If requested, assist the emergency crew as necessary.
12. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
13. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College Official.

## HAZARD SPECIFIC ANNEX 9: MASS CASUALTY

### Mass Casualty

**Mass Casualty Incident Defined** - A Mass Casualty Incident (MCI) can be defined as an incident that has produced more casualties than a customary response assignment can handle. Types of incidents that can produce mass casualties include, but are not limited to:

- Multiple Vehicle Collisions
- Building Collapse
- Mass Transit Accidents
- HAZMAT Incidents
- WMD
- Chemical Exposure
- Multiple Shooting Victims

Some of the above incidents can occur accidentally. Any of them can be intentionally caused.

A Mass Casualty would be handled by local emergency responders and would consist of Triage, Treatment, and Transportation. Athens Technical College personnel will be prepared to assist emergency responders in any way possible.

The following are recommended courses of action to take after an illness/injury/death:

1. In non-critical situations:

- Administer first aid, to the extent possible.
- Notify security and requesting assistance.

2. In a critical situation:

- a. Administer first aid, to the extent possible.
- b. Call 911 and request assistance.
- c. Limit activity in the vicinity of the affected student or staff member.

3. If violence was involved, keep the incident scene secure, and do not disturb or allow anyone else to disturb possible evidence. Identify witnesses and keep them separated.

4. If evacuation or lockdown is necessary, the decision will be made by the President or designee.

## **HAZARD SPECIFIC ANNEX 10: CHEMICAL EXPLOSION**

Any explosion of a hazardous chemical is to be reported immediately to Athens Tech Police at **706-355-5039 or 911**. They shall in turn contact the hazardous material number of the emergency response team.

1. When reporting, be specific about the nature of the involved material and exact location.
2. The key person on the site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of emergency personnel.
3. If an emergency exists in your building, activate the building fire alarm.
4. When the building fire alarm is sounded, walk quickly to the nearest marked exit, and alert others to do the same.
5. Assist disabled persons in exiting the building. Remember that elevators are reserved for disabled persons use only. Do not use elevators in case of fire. Do not panic.
6. Once outside, move to a clear area at least 500 ft. away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. If requested, assist emergency crews as necessary.
8. A campus emergency command post may be set up near the emergency site. Keep clear of the site unless you have official business.
9. Do not return to an evacuated building unless told to do so by a College Official.

## **HAZARD SPECIFIC ANNEX 11: CHEMICAL OR RADIATION SPILL**

### **Chemical or Radiation Spill**

1. Report serious spillage of a chemical or radioactive material immediately to 404-297-9522, x 1700 or 911. Do not return to the affected area.
2. Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything.
3. When reporting, be specific about the nature and location of spilled material. Athens Tech Police will activate the emergency response units.
4. Persons not trained in spill techniques should immediately evacuate the area.
5. Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.
6. Do not use elevators in case of fire.
7. Once outside, move to a distance of at least 500 ft. from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. Do not return to an evacuated building unless directed to do so by a College Official.

## **HAZARD SPECIFIC ANNEX 12: SEVERE WEATHER PRECAUTIONS**

Severe weather watches and warnings come from the National Weather Service. Monitor local television and radio stations for the most current conditions. The County Emergency Management Agency will activate the severe weather siren system should conditions warrant.

Preparedness planning is an individual's responsibility. To protect yourself and your family, you should have a safety plan in action now, before danger hits. The National Weather Service advises that a severe weather preparedness plan should include:

- Thorough knowledge of the hazard and the proper safety rules to be followed.
- Selection and designation of the best shelter you have.
- A battery-operated flashlight, radio, and cell phone should be kept handy.
- Instructions in the proper procedures to follow when a watch or warning is issued-or if threatening weather should develop with no advance warning.

Drills should be done to test and practice the plan. Included in the plan should be considerations and assistance to individuals with special needs.

### **Severe Weather Watches**

A watch is announced when the National Weather Service has determined that conditions are favorable for the formation of severe weather. You should stay tuned to local radio and or television stations to be updated on current conditions.

### **Severe Weather Warnings**

A warning is issued when severe weather has been sighted. You should take shelter immediately to protect yourself from high winds, flying or falling debris, lightning, and heavy amounts of rain, and sometimes hail.

#### **Thunderstorms**

Typically thunderstorms may include high winds, rain, hail, and lightning. The most dangerous aspect of thunderstorms is lightning.

#### **Lightning**

Every thunderstorm contains the possibility of lightning. You do not have to be standing under a cloud to be struck.

- If you are outdoors and cannot seek shelter in a building or house lay flat on the ground
- Stay away from open water, metal vehicles such as golf carts bicycles, motorcycles, metal lawn furniture, and metal sheds
- Do not stand underneath tall isolated trees or poles
- Avoid hilltops and open areas
- Stay away from wire fences, clotheslines, metal pipes, and railings.

## **HAZARD SPECIFIC ANNEX 13: DECLARATION OF SCHOOL CLOSING**

### **Declaration of School Closing**

The President of the College will make the final decision relative to early dismissal or cancellation of classes due to severe weather conditions based upon existing conditions, weather reports, and input from the College Police Chief and the Vice President for Student Affairs.

Once the decision is made to close the college an announcement will be sent via the Colleges Mass Notification System (RAVE ALERT), by email distribution, the College website, and social media.

Trips or other events at or away from the College may have to be canceled or postponed to a later date. Emergency shelters may have to be provided on campus for stranded groups, transients, staff, off-campus students, etc.

### **Closing Operations**

As the President of the College directs, implement the emergency closing procedure. The following should be coordinated through the Vice President of Student Affairs and the Chief of Police:

Additional security may be considered, and on-duty officers may have to stay beyond their tours of duty as it is imperative that sufficient staff be maintained at all times. Unoccupied academic buildings may be patrolled as frozen/broken water pipes and loss of heat can result in extensive damage. On-call maintenance personnel can assist College Police and Security with this task.

Roadways and sidewalks should be cleared by Landscape/Grounds personnel at the earliest possible time. If there is a decision to open campus at a certain hour, the Landscape/Grounds personnel should report at least 2 hours prior to this time or when it is safe to travel. In slow-moving traffic, certain vehicles can ice over, blocking visibility. These vehicles should be curbed pending corrections.

## HAZARD SPECIFIC ANNEX 14: MEDICAL / FIRST AID

### Medical/First Aid

#### (Epidemic/Poisoning)

Call Athens Tech Police if you need assistance, the emergency telephone number is 706-355-5039 or 911; Poison Control 1-800-282-584

1. If a serious injury or illness occurs on campus, immediately dial 706-355-5039.
2. In case of minor injury or illness, provide first-aid care and dial 706-355-5039. **ONLY TRAINED PERSONNEL SHOULD PROVIDE FIRST AID SUCH AS CPR.**
3. In case of serious injury or illness, (AFTER CONTACTING ATC Police) the following are desirable steps to be taken:
  - Keep the victim still and comfortable. **DO NOT MOVE VICTIM.**
  - Ask the victim, “Are you ok?” and “What is wrong?”
  - Check breathing and administer artificial respiration if necessary, **ONLY IF YOU ARE TRAINED TO DO SO!**
  - Control serious bleeding by applying pressure on the wound.
  - Continue to assist the victim until help arrives.
  - Look for emergency medical I.D., question victim, and witnesses, and give all information to ATC Police and/or the paramedics.
  - Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross. Many of the Athens Tech Police Officers have been trained in first aid and CPR. Athens Tech Police **SHOULD BE CONTACTED IN ALL EMERGENCIES.** They are able to secure the proper assistance quicker than individuals. Also, they are able to coordinate with emergency personnel on the logistics of the emergency.

## **Medical (Psychological Crisis)**

A psychological crisis exists when an individual is threatening to harm his/herself or others or is out of touch with reality due to severe drug reactions or a psychotic break.

A psychotic break may be manifested by hallucinations or uncontrollable behavior. A psychotic episode may also involve a person from a neighborhood hospital or a halfway house walk-away.

If a Psychological Crisis Occurs:

1. Never try to handle a situation you feel is dangerous.
2. Notify the Athens Tech Police Department at 706-355-5039 or 911 of the situation. Clearly state that you need immediate assistance. Give your name, your location, and the area involved.
3. Remain calm.
4. Provide information about the status of the crime scene and/or perpetrator(s).
5. Listen to what the student is and/or individual is saying, and unusual behaviors(s).
6. Listen for further instructions from police dispatch.
7. **DO NOT HANG UP THE PHONE** until told to do so.



## **HAZARD SPECIFIC ANNEX 15: TERRORISM AND ACTS OF MASS DESTRUCTION**

### **Terrorism and Acts of Mass Destruction**

Terrorism and Acts of Mass Destruction situations are always unpredictable, but some things should be immediately done to protect oneself. Be prepared, have a personal plan.

#### **Remember; Flee, Fortify, Fight.**

If it is possible to do so safely, exit the building immediately when you become aware of an incident, flee and move away from the immediate path of danger, and take the following steps.

1. Notify anyone you may encounter of the incident and encourage them to exit the building immediately.
2. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.
3. Call the Police Department by dialing 911, providing each dispatcher with the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter(s)
  - e. Number of persons who may be involved
  - f. Your exact location
  - g. Injuries to anyone, if known
4. Notify Athens Technical College Police at 706-355-5039.
5. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office and began to fortify the location.
2. Close and lock the door.
3. Use furniture to barricade and fortify the entrance.
4. Turn off the lights.
5. Seek protective cover.
6. Keep quiet and act as if no one is in the room.

7. Do not answer the door.
8. Notify the Police Department by dialing 911 if it is safe to do so, providing each dispatcher with the following information:
  - a. Your name
  - b. Your location (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of the shooter
  - e. Number of persons who may be involved
  - f. Injuries if known
9. Wait for security or police to assist you out of the building. The Athens Technical College Police (ATCPD), along with surrounding municipal departments, are trained and equipped to respond to an emergency incident of this nature.

As a last resort, if confronted be prepared to fight. Don't become a victim.

1. Fight back as a last resort when your life is in Imminent Danger
2. Act as aggressively as possible
3. Throw items at the perpetrator
4. Make weapons from surrounding items
5. Commit to survive the attack

## **HAZARD SPECIFIC ANNEX 16; UTILITY FAILURE**

### **Utility Failure**

1. In the event of a major utility failure 24 hours, Monday through Saturday, immediately contact the Athens Tech Police Department at 706-355-5039. College Police or Security will contact Facilities as needed.
2. If there is a potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Athens Tech Police. Also, ATC Police will be responsible for contacting the **FACILITIES DIRECTOR**.
3. If an emergency exists, activate the building fire alarm.
4. All building evacuations will occur when a continuous alarm sounds and/or when an emergency exists.
5. Assist disabled persons in exiting the building: Remember that the elevators are reserved for disabled persons' use. **DO NOT USE THE ELEVATORS IN CASE OF FIRE.**
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.
7. If requested, assist the emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
9. Electrical/Light Failures. Since sufficient lighting may not always be present in emergency situations, it is advisable to keep flashlights available in buildings occupied after dark.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

### **Elevator Failure**

If you become trapped in an elevator, use the phone to call College Police. If the elevator does not have a phone, use the alarm on the front panel to signal for help.

### **Plumbing Failure/Flooding**

Cease using all electrical equipment. Notify ATC Police. If necessary, vacate the area.

## Serious Gas Leaks

Cease all operations! **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember, electrical arcing can trigger an explosion! Immediately notify College Security. Wind direction should be monitored and all emergency vehicles and crews should be up-wind from gas fumes.

## HAZARD SPECIFIC ANNEX 17: VIOLENT OR CRIMINAL BEHAVIOR

### Violent or Criminal Behavior

The Athens Tech Police Department is located on the Athens Campus in Building J-320.

Emergency Number: **706-355-5039 or 911**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. See Something, Say Something.

If you are a victim or a witness to any on-campus offense, **AVOID RISKS:** be observant to details for later reporting.

If you observe criminal behavior, suspicious persons, or suspicious activities on campus, promptly report this information to the Athens Technical College Security Department at **706-355-5039**.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

If you are faced with an armed intruder:

1. Don't panic. Consider having a code word or signal to alert colleagues of the danger. ATC staff should work this system out beforehand and refresh everyone's memory of the signal on a yearly basis.
2. Be observant, as the more information you can provide, the better the chance the criminal will be apprehended.
3. While a crime is being committed, you have three options:
  - a. Submit to suspect.
  - b. Passive resistance (talking or reasoning with a suspect).
  - c. Active resistance (physical intervention). Remember, whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.
  - d. As soon as possible get to a safe place and notify College Security at 706-355-5039 or



911. Advise the police of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved.

**If you are the victim of a crime, observe a criminal act, or observe a suspicious person on campus:**

**Call Athens Technical College Police Department at 706-355-5039**

1. Immediately notify College Security and report the incident, including the following:
  - a. Your name.
  - b. Nature of the incident.
  - c. Location, date, and time of the incident.
  - d. Description of person(s) involved.
  - e. Description of property involved.
2. Assist the officers when they arrive. Provide additional information upon request.

**What to do if you are the victim of a property crime:**

1. Go to a safe place and notify ATC Police at 706-355-5039.
2. Do not touch anything.
3. Meet with the officer at the location the officer requests.
4. Explain to the officer everything you observed, including telling the officer if you touched or moved anything. Follow the officer's instructions.

**What to do if you are the victim of a violent/personal crime:**

Be observant, as the more information you can provide, the better the chance the criminal will be apprehended.

1. While a crime is being committed, you have three options:
  - a. Submit to suspect.
  - b. Passive resistance (talking or reasoning with a suspect).
  - c. Active resistance (physical intervention). Remember whatever you decide to do you must be mentally and physically prepared. Your safety is the most important thing to remember during an attack.
2. As soon as possible, get to a safe place and notify ATC Police 706-355-5039. Advise the police of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved. Meet with the officer and follow his/her instructions.

## **HAZARD SPECIFIC ANNEX 18: EMERGENCY NOTIFICATION**

### **Emergency Notification and Timely Warning**

In the realm of Emergency Management, mass notification is the dissemination of pertinent information to people within a specific geographic area. However, in the college setting, it is important to also define and discuss ‘emergency notification’ and ‘timely warning’ as these have specific stipulations under the Clery Act.

For Athens Technical College mass notification is the dissemination of information to people within a specific geographic location through any means available. This may include, though not limited to, radio and television, reverse 911, loudspeaker announcement, Rave Alert, print media, e-mail, and websites. This could be information concerning an immediate threat such as a tornado or general information about an approaching hazard such as a winter storm. Emergency Management and the College Public Relations typically coordinate non-Clery Act mass notifications.

For the Athens Technical College ‘emergency notification’ means immediate notification, upon confirmation, to students or employees of a significant emergency or dangerous situation on campus that threatens health or safety. Emergency notification may use the same methods of dissemination as a mass notification. Rave Alert provides for broad dissemination; verbal notification or a fire alarm may provide notification for more localized incidents, such as a fire or gas leak within a building. In coordination with the College Public Relations, Athens Tech Police or other responsible department issues emergency notifications.

For the Athens Technical College ‘timely warning’ is the issuance of a warning, to students and employees as soon as pertinent information is available about Clery Crimes that have occurred anywhere on the Clery geography and are considered by the institution to represent a serious or continuing threat. These crimes must have been reported to the police. Notification may be by any appropriate means and may include any or all of the methods used for mass notification. The ATC Police Department, in coordination with College Public Relations, issue timely warnings.

The Athens Technical College believes the safety and security of our students, employees, and visitors is our top priority.

Therefore, the Athens Technical College automatically enrolls all students during enrollment and employees when hired into the Rave Alert System with updates made each semester.

Scenario	Notification Level		
	IMMEDIATE	URGENT	ALL CLEAR
Person with Gun	Person w/gun reported near <b>(LOCATION)</b> . Stay inside. Secure doors. Police responding. Call 911 for help.	Person w/gun reported near <b>(LOCATION)</b> . Stay inside. Secure doors. Police responding. Call 911 for help.	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Active Shooter	Shots fired <b>(LOCATION)</b> . Secure doors. Take shelter. Be silent & still. Silence phones. Call 911 for help.	<b>(NATURE OF INCIDENT)--(LOCATION)</b> . Secure doors. Take shelter. Be silent & still. Silence phones. Call 911 for help. (114)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Hostage Situation	Hostage situation <b>(LOCATION)</b> . Take shelter. Follow official instructions. Call 911 for help. Avoid area. (104)	<b>(NATURE OF INCIDENT)--(LOCATION)</b> . Take shelter. Follow official instructions. Call 911 for help. Avoid area. (107)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Explosion	Explosion---evacuate <b>(LOCATION)</b> immediately. Follow official instructions. Call 911 for help. Avoid area. (103)	<b>(NATURE OF INCIDENT)-(LOCATION)</b> . Follow official instructions. Call 911 for help. Avoid area. (93)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Hazmat Spill or Leak	Hazardous spill in <b>(LOCATION)</b> . Evacuate immediately. Follow official instructions. Avoid area. (94)	Hazardous spill in <b>(LOCATION)</b> . Evacuate immediately. Follow official instructions. Avoid area. (94)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Bomb Threat	Bomb Threat---evacuate <b>(LOCATION)</b> immediately. Follow official instructions. Call 911 for help. Avoid area. (105)	Bomb Threat---evacuate <b>(LOCATION)</b> immediately. Follow official instructions. Call 911 for help. Avoid area. (105)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Structural Damage	<b>(NATURE OF INCIDENT)---</b> evacuate <b>(LOCATION)</b> immediately. Follow official instructions. Avoid area. (95)	<b>(NATURE OF INCIDENT)---</b> evacuate <b>(LOCATION)</b> immediately. Follow official instructions. Avoid area. (95)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Report of Shots Fired	Gunshots reported--- <b>(LOCATION)</b> . Stay inside. Secure doors. Emergency personnel responding. Call 911 for help. (107)	<b>(NATURE OF INCIDENT)---</b> <b>(LOCATION)</b> . Stay inside. Secure doors. Police responding. Call 911 for help. (97)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Hostile Intruder	Hostile intruder--- <b>(LOCATION)</b> . Secure doors. Take shelter. Be silent. Silence phones. Do not provoke. Call 911 for help. (118)	<b>(NATURE OF INCIDENT)---</b> <b>(LOCATION)</b> . Secure doors. Take shelter. Call 911 for help. Avoid area. (91)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.



Personal Threat/ Assault	<b>(NATURE OF INCIDENT)---</b> <b>(LOCATION)</b> . Secure doors. Take shelter. Do not provoke. Call 911 for help. Avoid area. (107)	<b>(NATURE OF INCIDENT)---</b> <b>(LOCATION)</b> . Secure doors. Take shelter. Do not provoke. Call 911 for help. Avoid area. (107)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Fire	Fire---evacuate <b>(LOCATION)</b> immediately. Follow official instructions. Avoid elevators. Call 911 for help. Avoid area. (115)	Fire at <b>(LOCATION)</b> . Follow official instructions. Call 911 for help. Avoid area. (80)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Bomb or Explosive Device	Suspected explosive at <b>(LOCATION)</b> . Evacuate immediately. Follow official instructions. Call 911 for help. Avoid area. (117)	Suspected explosive at <b>(LOCATION)</b> . Evacuate immediately. Follow official instructions. Call 911 for help. Avoid area. (117)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Health Threat	N/A	<b>(NATURE OF INCIDENT)-</b> <b>-(LOCATION---IF APPLICABLE)-</b> <b>-(INSTRUCTIONS)</b>	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Weather Emergency	<b>(NATURE OF ALERT)</b> issued for <b>(LOCATION)</b> . Seek shelter indoors. Avoid windows/doorways. (86)	<b>(NATURE OF ALERT)</b> issued for <b>(LOCATION)</b> . Seek shelter indoors. Avoid windows/doorways. (86)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Tornado Warning	Tornado Warning for <b>(LOCATION)</b> . Move indoors to a lower level or an interior space. Stay away from windows, glass walls. (115)	Tornado Warning for <b>(LOCATION)</b> . Move indoors to a lower level or an interior space. Stay away from windows, glass walls. (115)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Flooding	Flood at <b>(LOCATION)</b> . Seek higher ground. Follow official instructions. Do not try to drive. (91)	Flood at <b>(LOCATION)</b> . Seek higher ground. Follow official instructions. Do not try to drive. (91)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Utility Failure	N/A	<b>(NATURE OF INCIDENT)---</b> <b>(LOCATION)</b> . Follow official instructions. Avoid area. (74)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Custom	<b>(NATURE OF INCIDENT)---</b> <b>(LOCATION)---</b> <b>(INSTRUCTIONS)</b>	<b>(NATURE OF INCIDENT)---</b> <b>(LOCATION)---</b> <b>(INSTRUCTIONS)</b>	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Suspicious package	N/A	Suspicious package at <b>(LOCATION)</b> . Evacuate immediately. Avoid area. Police responding. (86)	This is an all---clear notification. The emergency at <b>(LOCATION)</b> has ended.
Campus closing/delay	N/A	Classes canceled/delayed <b>(TWO HOURS)</b> due to inclement weather.	N/A
Test	TEST: This is a test of the Rave Alert system. No action is needed. Thanks for participating.	N/A	N/A

# **ATHENS TECHNICAL COLLEGE EMERGENCY OPERATION PLAN**

## **TECHNOLOGICAL HAZARDS**

## **TECHNOLOGICAL HAZARDS 1: STRUCTURAL COLLAPSE**

### **Response - Structural Collapse**

If a roof, ceiling, or wall collapses, students, faculty, and staff should immediately do the following:

- Evacuate the building as soon as it is safe to do so.
- DROP, COVER, and HOLD
- Seek shelter under sturdy desks and tables
- Move away from windows or glass.

Call 911 from a campus telephone and do the following:

- Identify the name and exact location of the campus building
- State the emergency and any known injuries
- Describe response actions taken
- Remain on the telephone line to provide updates

Do not allow re-entry to the building until declared safe by DPS.

Athens Technical College personnel familiar with the campus buildings should provide technical support to emergency responders.

A trained structures specialist from urban search-and-rescue may be required on the scene. This person would be responsible for:

- Evaluating the immediate structural condition of the area to be entered during rescue operations.
- Determining the appropriate type and amount of structural hazard mitigation to minimize risks on-site to rescue personnel.

The safety officer is responsible for monitoring and assessing the safety aspects of the responders during the collapsed structure event.

Remain calm and listen to authorities (Police, Fire, and Facilities Management)

Use extreme caution during and after a structural collapse to avoid any unnecessary accidents.

Activate your building floor marshal system and evacuation procedures to ensure all persons in the building are evacuated and in a safe location.

## TECHNOLOGICAL HAZARDS 2: UTILITY FAILURE

### Utility Failure

1. In the event of a major utility failure 24 hours, Monday through Saturday, immediately contact Athens Tech Police Department at 706-355-5039. College Police or Security will contact Facilities as needed.
2. If there is a potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify College Security. Also, ATC Police will be responsible for contacting the **FACILITIES DIRECTOR**.
3. If an emergency exists, activate the building fire alarm.
4. All building evacuations will occur when a continuous alarm sounds and/or when an emergency exists.
5. Assist disabled persons in exiting the building: Remember that the elevators are reserved for disabled persons' use. **DO NOT USE THE ELEVATORS IN CASE OF FIRE.**
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews.
7. If requested, assist the emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
9. Electrical/Light Failures. Since sufficient lighting may not always be present in emergency situations, it is advisable to keep flashlights available in buildings occupied after dark.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

### Elevator Failure

If you become trapped in an elevator, use the phone to call College Police. If the elevator does not have a phone, use the alarm on the front panel to signal for help.

### Plumbing Failure/Flooding

Cease using all electrical equipment. Notify ATC Police. If necessary, vacate the area.

### Serious Gas Leaks

**Cease all operations! DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember, electrical arcing can trigger an explosion! Immediately notify College Security. Wind direction should be monitored and all emergency vehicles and crews should be up-wind from gas fumes.

## **TECHNOLOGICAL HAZARDS 3: POWER FAILURE**

Response to a power outage will depend on the circumstances. If possible, the information should be obtained from Facilities Management Services on the extent and likely duration of the outage. However, in many cases, the likely duration cannot be determined.

Athens Technical College emergency power is provided only for emergency systems and does not provide power for equipment or normal electrical outlets unless special arrangements have been made in advance.

1. Assess the extent of the outage in your area and report status to the Facilities Manager and Chief of Police.
2. Report the outage to Police at 706-355-5039, and Facilities Management at 706-614-1966 or 706-612-7595.
3. Help persons in darkened work areas move to safety.
4. Check elevators to determine if anyone is trapped inside. If so, immediately call for help; do not attempt to force open doors and rescue them. Wait for a qualified elevator mechanic.
5. Unplug desktop computers, equipment, and appliances during the outage, especially if not connected to a surge protector.
6. Shutdown any equipment or process that could be hazardous if the power suddenly returns.
7. If practical, secure current experimental work, then move it to a safe location. Get assistance – hazardous spills are a significant risk during the transport of chemicals on carts.
8. Keep lab refrigerators and ultra-low freezers closed during the outage. Take any steps possible to protect materials dependent on power.
9. Check to ensure appropriate persons have been notified if there are critical areas that need power, such as animal areas or other special needs.
10. Request direction from the Chief of police regarding whether to evacuate or stay in place.

## **TECHNOLOGICAL HAZARDS 4: NETWORK FAILURE/CYBER ATTACKS**

An effective disaster plan includes procedures for both pre-disaster protection and post-disaster recovery. Because no plan is fool-proof, protection is really about reducing risks, rather than eliminating them, by adhering to documented procedures on an ongoing basis; recovery is about getting back in business by initiating documented procedures immediately following a disaster.

### **Physical Security**

- Unique push-button or electronic locks are installed on the server room doors on each campus to prevent unauthorized access; these doors will remain locked at all times when the room is unoccupied.
- Doors to all telecommunication rooms (any room primarily containing voice and data equipment racks) have locks and will remain locked at all times.
- Appropriate signs are posted on server room doors at each campus, and no unauthorized personnel will be allowed into these rooms unattended.
- A web-based access camera is located in the Athens server room (B 1120) and immediately emails video clips to the Vice President for Information Technology upon room entry.

### **Fire**

- Fire suppression systems (sprinkler systems) are installed in each server room. Sprinkler heads are rated for use in computer server rooms.

### **Firewall and Virus Protection**

Firewall devices are installed to filter all undesired and potentially harmful incoming and outgoing network packets. All ATC computers and servers use a standard anti-virus product that periodically downloads and installs virus definitions automatically. A network intrusion appliance is also installed to scan each incoming packet for potentially dangerous payloads.

## **TECHNOLOGICAL HAZARDS 5: TELECOMMUNICATION PLAN**

### **Crisis Communication Plan**

A crisis can happen any time, without warning, obviously. When something does happen, that is not the time to figure out how to communicate effectively. It's most useful to have a plan in place ahead of time.

Whenever a crisis arises, there are many issues that will need to be addressed and the center to most of them is communication. Additionally, the way we communicate to all constituents during a crisis could have short and long-term effects on Athens Technical College.

The longer a crisis lasts, the more potential exists for adverse effects on public support, employee and student morale, enrollment, and fundraising. Therefore, it is necessary to handle a crisis in a swift and organized manner.

This plan deals specifically with crisis communication and has been prepared in conjunction with the College's emergency response plans.

Since communication is so vital in any emergency situation, anyone who believes a crisis is imminent at ATC is encouraged to contact the Chief of Police or Vice President of Student Affairs.

#### **Preparing to handle a crisis**

Through the development of a comprehensive emergency management plan, the ATC Police Chief has established an Emergency Operations Team. At ATC, this team will also serve as the Crisis Communication Team. The Chief of Police or the Vice President of Student Affairs is responsible—either personally or by delegation—for notifying the ATC President and Vice Presidents of any crisis.

Each member of the team should have an up-to-date list of phone, cell phone, and e-mail addresses for key officials, on-campus and off.

Consider where the crisis communication team will meet if a crisis strikes. The Emergency Operations Team's default meeting space is the College President's conference room.

If media are on campus covering an ongoing crisis, the College may offer reporters a workspace or a place where they can attend press briefings or receive updates. The library has rooms for briefings, smaller rooms for meetings, and plenty of parking nearby.

## **Prepare checklists for the college community**

Students and faculty from out-of-state may not be familiar with some of the usual crises that occur in Georgia. All departments should refer to the multi-colored Emergency Action Plan to be aware of proper responses to a variety of emergencies. The College's full Emergency Action Plan is online at the ATC Website.

## **Communicate this plan in advance**

This plan should be communicated to the media and the College community before a crisis strikes. If the media and the College's stakeholders know it exists, and how/where to refer to it, they will know what to expect from the College when a crisis occurs. This will allow the crisis communication process to move more smoothly. More importantly, faculty, staff, and students should know ahead of time where to go to learn what message has been communicated.

This plan should be reviewed frequently with Public Relations and College Police to ensure College officials know of all possible backup methods of communication and the locations of all generators in case the power goes out.

## **Identifying a Crisis**

Different types of crises call for different responses. It is important to identify a crisis while it is still in its early stages. Some may be minor, others severe. The College's response will depend upon the circumstances.

Types of crises:

- Sudden and immediate, unforeseen crisis.
  - Massive Lives at Risk/Lost, (examples: plane crash, fire) or
  - Individual Lives at Risk/Lost (examples: murder, mono outbreak)
  - This type of crisis occurs unexpectedly and requires immediate action. If lives are at risk, the first action will be to move swiftly to save lives and prevent injury.
- Smoldering and ongoing, festering crisis that begins small and grows larger as more information becomes known.
  - This type of crisis can drag out and result in bad press for weeks, months, or even years. These crises should be resolved as quickly as possible. Officials should try to anticipate future developments and mitigate them. (Examples: An NCAA investigation, an unsolved sexual assault, or another major felony).
- Bizarre - an unusual, unexpected crisis that does not fit into the above categories.

## **Handling a Crisis**

When a crisis strikes, it is essential that the College take immediate action. The key to success is to obtain information, confirm its accuracy, disseminate information as quickly as possible, and prepare to address the situation as it unfolds. The following steps should be taken as soon as the



crisis is identified:

- Gather the facts. If a crisis occurs, College officials must immediately gather all available facts. Having accurate information will enable College officials to respond to the crisis properly.
- Convene the crisis communication team. The core team members should immediately convene and decide the first course of action. Since this must be done swiftly, the core members should take the lead, and then bring in the rest of the team if the crisis warrants such action. The default location for the team meeting is the College Police meeting room.
- Decide on a spokesperson. Speaking with one voice and from one page will be very important in restoring calm and trying to make sure information isn't coming from different areas.
- Activate all relevant campus safety plans. The crisis communication team members should make sure that all applicable safety plans and safety measures are carried out immediately. It's important to know (and convey) what steps were initiated to handle the crisis.
- Examples include grief counseling, mental health services, support groups, memorial services, safety seminars, posters and brochures that offer safety tips, hotline numbers that provide information to family members, etc.
- Decide if a command center and/or media center needs to be established. This will depend on the type of crisis and anticipated media demands.
- Prepare a statement and background information. Tailor the standby statement to the events that are unfolding, and prepare background information for the media. In all documents, stick to the facts and don't speculate.
- Meet with the city and/or state officials, if necessary.

### **Communicating during a crisis:**

- Identify key audiences. Determine which of the College's stakeholders need to be informed of the situation, and in what order. Don't forget trustees, alumni, and parents.
- Prepare your spokesperson. The president or the director of public relations will likely serve in this role, unless the event is operationally specific, where it would be more appropriate for someone closer to the situation to speak. However, if the situation is such that the crisis team is assembled, it's now a "college issue" requiring a College response.
- Give as many answers and directions as you can. Students, faculty, staff, and friends of the College will want to know what's going on, what they need to do, and how they can help.

- Develop key messages and stay on message, reiterating them at every opportunity.
- Anticipate questions that will be asked by the media and information your stakeholders will want to know.
- Pass along facts only. Don't speculate. If there is bad news to pass along, do that first, so that you try to frame the story yourself and it doesn't look like anything is hidden.
- Compile a list of questions that still need to be answered. Assign people to find answers, as needed.
- If needed, set up a room for news conferences. Be aware of its surroundings and capabilities for parking, electrical needs, and space. Make sure the room is a fitting environment for the messages to be delivered.
- Notify internal audiences first.
- Ensure a flow of information – If updated information needs to be passed along, continue to use the steps outlined above, especially the ATC Web site. If needed, a regular schedule of media briefings should be established.
- All Public Affairs employees who work with the media should be briefed on the situation and informed as to what details they can release. Other College employees who answer phones should be informed of where/how to direct media calls. Typically, all media calls should go to the spokesperson or Public Relations.
- Keep track of media calls, requests - The spokesperson should keep a list of all the reporters to whom he/she talks. This will enable the College to look for news clippings and to later evaluate how the crisis was handled.
- Respond to the media quickly and fairly. The media provide a way for the College to get its message to the public. The media will also shape public opinion about how the College is responding to the crisis. Therefore, it is important to cooperate with the media, to be sensitive to media deadlines, and to provide all reporters with the same information – no exclusive stories.
- Dispel rumors. During times of crisis, rumors run rampant. If false rumors become prevalent, the spokesperson will need to dispel them publicly. Also, do not release – or even share internally – the names of anyone who is injured or killed until their parents/families have been notified.
- Issue joint press releases with city and state officials, if necessary. When the crisis is citywide or statewide, stay in contact with city and state officials, and possibly issue joint or complementary press releases with those officials.
- Do the right thing. Being ethical and doing what right for those involved in a crisis will automatically lead to good public relations. Public relations cannot (and should not) hide information.
- Choose words and phrases carefully - Don't unnecessarily panic constituents by being overly dramatic. If possible, use language that will ease the public's concern while still being truthful.

## **After the crisis**

After the crisis is over, evaluate how the College handled it. Knowing what was done well and what could have been done better will only help refine the crisis communication plan and make it more effective in the future.

The best way to evaluate the College's dealings with the media is to watch and read media coverage of the crisis. Seeing how each of the College's actions was covered can help form future media strategies.

The crisis communication team should convene after the crisis ends to evaluate every action that was taken and the crisis communication plan itself. It is important to learn from successes and mistakes.

## TECHNOLOGICAL HAZARDS 6: MAJOR STRUCTURE FIRE

### Fire

If a fire condition is discovered within an Athens Technical College building you should take the following action:

- Know the locations of the fire extinguishers, fire exits, and alarm systems in your area and how to use them. Training and information is available from Athens Tech Police at 706-355-5039.
- **CAUTION!! NEVER USE A WATER FIRE EXTINGUISHER ON AN ELECTRICAL FIRE.**
- Fire Alarm System- All academic/administration buildings have fire alarm systems consisting of pull stations and bells and/or claxons and strobes. You should always dial 911 to report a sounding building fire alarm. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- When a building alarm sounds walk, do not run, to the nearest exit, and feel the door before opening. If it is hot, do not open the door. Call 911 first before ATC Police Department at 706-355-5039 to report your location and hang a sheet or some sort of clothing out a window to attract attention.
- Immediately evacuate the building and keep yourself low to the floor if smoke is present. Activate a fire alarm pull station and as you leave notify other occupants.
- Close room and /or hallway and stairwell doors as you evacuate.
- If the door is cool, exit and proceed to the nearest emergency exit or emergency exit stairwell. **DO NOT USE THE ELEVATORS** unless directed by the police or fire personnel.
- If you are unable to get to an emergency exit stairwell safely get into a room with a window, close the door behind you, get to the window, wave something to gain the attention of someone below, and call 911, to inform them of your location and what is happening.
- Evacuation of persons with disabilities will be given the highest priority. They will be evacuated by the most expeditious and safe means available. If you are aware of persons with a disability in your building that may require assistance, please notify an Athens Tech Police Officer.
- Once outside, move away from the building to your designated building assembly area and wait for instructions from College Security or College Police or College official, this will allow fire equipment and emergency personnel to reach the building. Keep at least 500 feet away from the affected building.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a

College Official.

## **TECHNOLOGICAL HAZARDS 7: VEHICLE/AIRCRAFT/TRAIN CRASH ON CAMPUS**

### **Aircraft Down, Aircraft Crash, Explosion (Crash) on Campus**

In the event that a violent accident (such as an explosion or aircraft crash) occurs, the possibility exists that a building or area is unsafe, take the following action:

1. Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
2. Immediately after the effects of the explosion and /or fire have subsided, **call 911 first and then** notify ATC Police at **706-355-5039**. Give your name and describe the location and nature of the emergency.
3. When the building fire alarm is sounded, or when you are told to leave by College Officials, walk to the nearest marked exit and ask others to do the same.
4. Assist disabled persons in exiting the building. Persons with disabilities will need assistance. **DO NOT USE ELEVATORS IN CASE OF FIRE.** Do not panic. Remain calm.
5. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your area assembly points.
6. If requested, assist emergency crews as necessary.
7. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless permitted to do so by ATC Police.

# **ATHENS TECHNICAL COLLEGE EMERGENCY OPERATION PLAN**

## **BIOLOGICAL HAZARDS**

## **BIOLOGICAL HAZARD 1: DISEASE OUTBREAK**

Athens Technical College (ATC) has developed a Pandemic Influenza Emergency Response Plan, which is intended to help guide the College's response to any pandemic situation.

The plan includes background information on pandemic flu, an overview of the College's goals and objectives in responding to a pandemic, and the specific roles and responsibilities of individuals and operating units within the College.

Note: The complete pandemic flu plan is available for review separately on the Athens Technical College website.



## **BIOLOGICAL HAZARD 2: CONTAMINATED FOOD OUTBREAK**

Athens Technical College (ATC) has no food services on campus. Athens Technical College also has no residential housing.

In the event of a localized contaminated food outbreak, Athens Technical College would follow the protocols recommended by the FDA and GEMA.



# **ATHENS TECHNICAL COLLEGE EMERGENCY OPERATION PLAN**

## **ADVERSARIAL, INCIDENTAL & HUMAN CAUSED HAZARDS**

## **ADVERSARIAL, INCIDENTAL, & HUMAN CAUSED HAZARDS 1: CIVIL DISTURBANCE OR DEMONSTRATIONS**

A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

1. Interference with the normal operations for the College.
2. Prevention of access to offices, buildings, or other College facilities.
3. The threat of physical harm to persons or damage to College facilities.

If any of these conditions exist, Athens Tech Police should be notified and will be responsible for contacting and informing appropriate College officials. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

### **Peaceful, Non-Obstructive Demonstrations**

1. Generally, demonstrations of this kind should not be interrupted.
2. If demonstrators are asked to leave but refuse to leave by regular facility closing time: (1) Arrangements will be made by the Chief of ATC Police to monitor the situation during non-business hours: or (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

### **Non-Violent, Disruptive Demonstrations**

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College.

1. Demonstrators will be asked to terminate the disruptive activity by the Chief of Police or other designated officials.
2. Key College personnel and student leaders will be asked to go to the area and ask the demonstrators to desist.
3. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue may result in disciplinary action or possible intervention by civil authorities.
4. After consultation with the President and other officials, the need for an injunction and intervention of civil authorities will be determined.



## **Violent, Disruptive Demonstrations**

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and other appropriate College officials will be notified.

Everyone on campus is asked to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to Athens Tech Police at 706-355-5039.

## **Adversarial, Incidental, & Human Caused Hazards 2: Terroristic Threats and Bomb Threats**

A bomb threat may be received in many different ways, such as telephone, mail, e-mail, or in person. Any information received by an Athens Technical College faculty or staff member should be immediately reported to the lead administrator. It is crucial that the administrator collect as much factual information as possible during the limited amount of time available before he/she has to make a decision to evacuate or not. The lead administrator or his/her designee should report the threat to local law enforcement. Local law enforcement agencies may be aware of other threats that may be related to this incident.

Persons who operate switchboards or who receive incoming calls should become familiar with the details of, and logic underlying, the telephone technique for handling bomb threats. The faculty or staff member receiving a telephone call should make notes if a bomb threat is received by phone on the Bomb Threat Report Form located on the following page as well as in the Forms section of this manual.

If a decision to evacuate the school is made, emergency responders (law enforcement and fire) should be notified so that they may respond appropriately and efficiently.

1. The President or administrator in charge should be informed immediately of the Bomb Threat.
2. A decision should be made to evacuate or operate as normal.
3. All staff and students should be alerted that cell phones, Motorola Radios, and portable landline phones SHOULD NOT be used during a bomb threat.
3. Students and staff should take only those personal belongings in their immediate possession when the evacuation is ordered.
4. During an evacuation, students, and staff should not be routed by cars and dumpsters due to the possibility of secondary devices.
5. If a suspected explosive device is discovered, or if an explosion actually occurs, and structural damages indicate the need, maintenance personnel should turn off gas and electricity at the main valve or switch to minimize the possibility of fire or another explosion.
6. Instructors should take a role in an evacuation to ensure that all students are accounted for.

The college may receive suspicious packages in the mail or via hand delivery. ATC personnel may also find packages on school grounds. Upon receipt of a suspicious package, ATC personnel should not handle the package and should isolate everyone from the immediate area. The Chief of Police (or lead administrator at a center) should be notified immediately. See also the Suspicious Mail Procedures.

The following are indicators that a package may contain an explosive device:

1. Lumps, bulges, or protrusions.
2. Lopsided or heavy-sided appearance.
3. Handwritten addresses or labels from companies with incorrect information or address components. Check to see if the company exists and if they sent a package or letter to your facility.
4. Excess postage on small postage or other indicators that the object was not weighed by the Post office.
5. Handwritten notes, such as “To be opened in the privacy of...”
6. No postage or non-canceled postage.
7. Improper spelling of common names, places, or titles.
8. Leaks, stains, or protruding wires, string, tape, etc.

There are only two reasonable explanations for a call reporting that there is a bomb in a particular location: (1) The caller has knowledge or believes that an explosive device has been placed in the location and he/she wants to minimize personal injury or property damage. (2) The caller wants to create an atmosphere of anxiety and panic to disrupt normal activities.

The vast majority of bomb threats turn out to be a hoax; however, it is practically impossible to determine immediately whether the threat is real or a hoax. Therefore, for the safety of people, buildings should be evacuated when a bomb threat is received.

When a bomb threat is called in:

- Keep the caller on the line as long as possible. Ask him to repeat the message. Record every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, you should ask him for this information.
- Inform the caller that the building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to peculiar background noises such as motors running,

background music, and any other noise which may give a clue as to the location of the caller.

- Listen closely to the voice (male/female), voice quality (calm, excited), accents, and speech impediments.
- Report this information immediately to the College President and the Chief of Police 706-355-5039. For off-campus threats, call 911. The person receiving the call should complete the Bomb Threat Report Form (see next page).
- Athens Tech Police Officers and other authorities will conduct a detailed bomb search.
- Employees will be requested to make a cursory inspection of their area for suspicious objects and if any are found to report their location to College Security or Campus Police. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.



## ATHENS TECHNICAL COLLEGE SECURITY BOMB THREAT REPORT FORM

### THREATENING PHONE CALL

Date: \_\_\_\_\_ Time \_\_\_\_\_

Exact words of person placing call: \_\_\_\_\_

\_\_\_\_\_

Questions to ask caller:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_

### DESCRIPTION OF CALLER'S VOICE

Male: \_\_\_\_\_ Female: \_\_\_\_\_

Age: \_\_\_\_\_ Young: \_\_\_\_\_ Middle Age: \_\_\_\_\_ Old \_\_\_\_\_

Tone of voice: \_\_\_\_\_ Accent \_\_\_\_\_

Is voice familiar? \_\_\_\_\_ If yes, who did it sound like? \_\_\_\_\_

Background noises: \_\_\_\_\_

Remarks: \_\_\_\_\_

PERSON RECEIVING/MONITORING CALL: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Authorities notified of threat: \_\_\_\_\_ Time: \_\_\_\_\_

## Suspicious Packages

The information in this guide provides assistance with identifying suspicious packages, devices and responding to bomb threat telephone calls. If you have identified a situation that you believe requires police intervention, please call 911 (if there is an immediate threat or if the call is received off-campus.) The dispatcher will ask you a series of questions to understand the concern and relay it to the appropriate responders. Please be assured that all calls are prioritized based on the available information and the perceived threat to the public.

### Handling Suspicious Packages & Letters

#### What is a suspicious package or letter?

- Unexpected package or letter from an unknown source
- Possible foreign source, i.e. different country
- Excessive postage
- Misspelled or misused words on the envelope
- Name and title do not match
- Ridged or bulky-possible oil-stained or unusual odor
- Poor handwriting
- Restrictive delivery markings
- No return address
- Strange shape or protruding items
- Substance leaking from the package.

#### Dangerous Items That Can Be Mailed or Shipped-Examples

1. Biological Agents
  - Anthrax
  - Botulism
  - Other Bacteria
2. Other Agents
  - Explosives – -letter bombs
  - Chemical Agents, etc.
  - Illegal Drugs

#### Handling a Suspicious Package or Letter

- After you identify the package or letter as being suspicious, **LEAVE IT ALONE!**
- All people who had contact with the package/letter or who were in the immediate area stay until contacted by College Security.
- Upon arrival of Police, do as directed by the Officer.
- ATCPD Chief will assess the situation and may contact the Georgia Bureau of Investigation for assistance.
- Once ATC Police or County Fire/Hazardous Materials Unit is on the scene, cooperate



with them as requested.

## **ADVERSARIAL, INCIDENTAL, & HUMAN CAUSED HAZARDS 3: HAZARDOUS MATERIAL INCIDENT**

### **Chemical or Radiation Spill**

1. Report serious spillage of a chemical or radioactive material immediately to 706-355-5039 or 911. Do not return to the affected area.
2. Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything.
3. When reporting, be specific about the nature and location of spilled material. Athens Tech Police will activate the emergency response units.
4. Persons not trained in spill techniques should immediately evacuate the area.
5. Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.
6. Do not use elevators in case of fire.
7. Once outside, move to a distance of at least 500 ft. from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. Do not return to an evacuated building unless directed to do so by a College Official.

## **ADVERSARIAL, INCIDENTAL, & HUMAN CAUSED HAZARDS 4: ARMED INTRUDER – ACTIVE SHOOTER**

### **Active Shooter**

Active shooter situations are always unpredictable, but there are things that should be immediately done to protect oneself. Be prepared, have a personal plan.

#### **Remember; Flee, Fortify, Fight.**

If it is possible to do so safely, exit the building immediately when you become aware of an incident, flee and move away from the immediate path of danger, and take the following steps.

5. Notify anyone you may encounter of the incident and encourage them to exit the building immediately.
6. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.
7. Call the Police Department by dialing 911, providing each dispatcher with the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter(s)
  - e. Number of persons who may be involved
  - f. Your exact location
  - g. Injuries to anyone, if known
8. Notify Athens Technical College Police at 706-355-5039.
5. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

10. Go to the nearest room or office and began to fortify the location.
11. Close and lock the door.
12. Use furniture to barricade and fortify the entrance.
13. Turn off the lights.
14. Seek protective cover.

15. Keep quiet and act as if no one is in the room.
16. Do not answer the door.
17. Notify the Police Department by dialing 911 if it is safe to do so, providing each dispatcher with the following information:
  - a. Your name
  - b. Your location (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of the shooter
  - e. Number of persons who may be involved
  - f. Injuries if known
18. Wait for the police to assist you out of the building. The Athens Technical College Police Department, along with surrounding municipal departments, are trained and equipped to respond to an emergency incident of this nature.

As a last resort, if confronted be prepared to fight. Don't become a victim.

6. Fight back as a last resort when your life is in Imminent Danger
7. Act as aggressively as possible
8. Throw items at the perpetrator
9. Make weapons from surrounding items
10. Commit to survive the attack

## **ADVERSARIAL, INCIDENTAL, & HUMAN CAUSED HAZARDS 5: HOSTAGE SITUATION**

### **HOSTAGE SITUATION**

#### **If You Hear Or See A Hostage Situation:**

1. Immediately remove yourself from any danger.
2. Immediately notify the Police Department and Security at **911 & 706-355-5039**.
3. Be prepared to give Police Dispatch the following information:
  - b. Locations and room number of incident
  - c. Number of possible hostage takers
  - d. Physical description and names of hostage takers, if possible.
  - e. Number of possible hostages
  - f. Any weapons the hostage takers may have
  - g. Your name
  - h. Your location and phone number

#### **If You Are Taken Hostage:**

1. Remain calm, be polite and cooperate with your captor(s).
2. **DO NOT** attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captor(s).
3. Speak normally. **DO NOT** complain, avoid being belligerent, and comply with all orders and instructions.
4. **DO NOT** draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
5. Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
6. Avoid getting into political or ideological discussions with the captor(s).

7. Try to establish a relationship with your captor(s) and get to know them. Captors are less likely to harm you if they respect you.
8. If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captor(s). Avoid making a plea on your own behalf.
9. Try to stay low to the ground or behind cover from windows or doors, if possible.

**In A Rescue Situation:**

1. DO NOT RUN. Drop to the floor and remain still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
2. Wait for instructions and obey all instructions you are given.
3. Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
4. Expect to be handcuffed and searched, DO NOT resist. Just wait for further instructions.
5. You will be taken to a safe area, where proper identification and status will be determined.