

**MEDICAL COLLEGE OF GEORGIA**  
**EMERGENCY OPERATIONS PLAN**

**(ENTER BUILDING NAME)**  
**EMERGENCY RESPONSE PLAN**

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(Enter the Date)

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## Section I – INTRODUCTION

This plan tiers from the MCG Emergency Operations Plan and contains this building's response to a campus emergency or disaster. It is intended to be a tool to identify the specific characteristics of each building on the MCG campus. This plan is designed to facilitate the duties of the Incident Commander, the Incident Response Team, and/or any MCG response to an event.

A. The Emergency Operations Plan establishes the priorities during emergencies:

- Priority I: Protection of Human Life
- Priority II: Support of Health & Safety Services
- Priority III: Protection of University Assets
- Priority IV: Maintenance of University Services
- Priority V: Assessment of Damages
- Priority VI: Restoration of General Campus Operations

B. The Emergency Operations Plan defines the four levels or types of emergencies:

**LEVEL 1 – Minor Incident** is defined as any event with limited impact that temporarily results in the disruption of operations or impairs the use of facilities. The EOP would most likely not be activated.

**LEVEL 2 – Emergency Conditions** is defined as an event where conditions are developing, or have the potential to develop, that could threaten the safety and security of the University personnel and facilities. The EOP would most likely not be activated.

**LEVEL 3 – Emergency** is defined as an event, potential or actual, which negatively impacts an entire building or buildings, human life or well-being, and disrupts the overall operation of the University. The EOP would be activated to the extent necessary.

**LEVEL 4 – Disaster** is defined as an event or occurrence that seriously impairs or halts the core operations of the University. The event could have occurred contiguous to the University and/or require the University to respond. The EOP would be fully activated.

**C. It is imperative that the first action taken is all incidents must be reported immediately to the MCG Police at 706-721-2911.**

**Section II - ASSIGNMENT OF RESPONSIBILITY**

The individual(s) responsible for the development and execution of this Plan are as follows:

A. Building Coordinator(s)

- 1. Name: John Doe  
 Campus Address: XX 2200  
 Campus Phone: 706-721-0000 FAX: 706-721-0000  
 Emergency Phone: 706-855-0000

B. Alternate Building Coordinator(s)

- 1. Name: John Doe  
 Campus Address: XX 2200  
 Campus Phone: 706-721-0000 FAX: 706-721-0000  
 Emergency Phone: 706-855-0000

C. Administrative Checklist

<b>ANNUAL UPDATE ACTIVITIES</b>	<b>PERSON RESPONSIBLE</b>	<b>Completion DATE</b>
Plan review and update for any operational changes.		
Inventory supplies and equipment to carry out this plan.		
Distribute copies of the Plan to all area managers/supervisors.		
Forward updated Plan to the Emergency Management Program Coordinator (HT 2312).		

D. Training

Training is an integral part of the safety and preparedness program for your building. It is the responsibility of the occupant to become familiar with the Building Plan, to know evacuation routes, assembly areas, fire extinguishers, Code 17, and to attend training offered by the University.



**Section IV – BUILDING OPERATIONS**

The following critical functions, services, equipment and records have been determined to be essential for the effective recovery of this Building. If none, state “None”.

A. Critical Operations

OPERATION	DEPARTMENT/MANAGER RESPONSIBLE
1.	
2.	
3.	
4.	

B. Critical Services

SERVICES	DEPARTMENT/MANAGER RESPONSIBLE
1.	
2.	
3.	
4.	

C. Critical Equipment

EQUIPMENT	DEPARTMENT/MANAGER RESPONSIBLE
1.	
2.	
3.	
4.	

D. Vital Records

RECORDS	DEPARTMENT/MANAGER RESPONSIBLE
1.	
2.	
3.	
4.	

As necessary, develop and maintain additional Plans that identify, in greater detail, the personnel and procedures to provide and restore critical operations and services provided to the University. Insert as Attachments to this plan.

**Section V – PLAN ACTIVATION**

The Emergency Management Program of the Public Safety Division will alert all Buildings in the event of an emergency situation or a pending emergency situation. See the MCG Emergency Operations Plan, Mass Notification Process.

**A. Emergency Evacuation Assembly Location**

This Unit Plan will identify a meeting location for the building’s occupants. In the event of an emergency situation or pending emergency situation this building will assemble at the following location:

1. Primary: \_\_\_\_\_

If the Primary Site is disabled or inaccessible the building will assemble at the following alternate location:

2. Alternate: \_\_\_\_\_

**B. Critical Reliance on other Units**

List the other MCG units and services that are deemed critical to your operations: (ie. assistance evacuating handicapped, transporting assets, HazMat, animals, etc.)

MCG Units	Services

**Section VI – BUILDING COMMUNICATIONS**

A. Maintain an emergency call roster for all department managers.

B. Establish a list of suppliers, vendors, and non-MCG service providers.

(Insert as Attachments to this plan.)

**Section VII – EMERGENCY PREPARATION STEPS**

**A. Security**

Police will secure the Campus. Faculty & staff are responsible for securing their areas. Buildings that have extensive preparation steps will need to develop and maintain Response Plans that identify personnel, procedures and a timetable to secure assets and to maintain critical services. Insert as Attachments to this plan.

**B. Campus Closing Checklist** *(Use as a record of completion during activation of this plan.)*

In the event that MCG suspends normal operations in response to the threat of an emergency event or other disaster, the following activities must be carried out prior to employees being released.

ACTIVITIES		Completed		
		Yes	No	NA
1.	Back-up computer hard drives. Secure diskettes and CD's in zip-lock bags and take duplicate copies off site.			
2.	Unplug computers, printers and other electrical appliances.			
3.	Ground floor occupants in buildings subject to flooding, relocate equipment and other valuables off the floor or to a higher floor. Tag for easy identification and retrieval.			
4.	Attend to critical utility-dependent processes and make arrangements for back-up supply.			
5.	Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.			
6.	Close and latch (or secure with tape) all filing cabinets.			
7.	To the extent possible, turn bookcases, etc. away from windows.			
8.	Place telephones in desk drawers. Leave telephones plugged in to receive emergency messages.			
8.	Store sensitive apparatus and glassware.			
10.	Assure all hazardous chemicals and biohazard materials and wastes are properly protected.			
11.	Check contents of refrigerators and set to coldest setting.			
12.	Empty trash receptacles of items likely to rot.			
13.	Take home all personal items of value.			
14.	Close and lock all doors.			
15.	Close and latch all windows.			
16.	Monitor the MCG e-mail for MCG Alert notification.			
17.				
18.				
19.				
20.				

**NOTE: These are examples. Customize to fit your unit plan.**

## **Section VIII – BUSINESS CONTINUITY PLAN**

A Business Continuity Plan lists what steps will be taken if normal business operations are interrupted. This will help provide reference, support, and the basics should an emergency occur.

Buildings should decide the following items:

- A. Short term plan when interruption affects the department for one week or less.
- B. Long term plan when if interruption affects the department for longer than one week.
- C. How are resources protected for your building? This should include what data from any information technology resource you will need to conduct operations for either a short or long term situation.
- D. List of resources needed for minimum operations including office space, computers, phones, office supplies, etc.

## **Section IX – ATTACHMENTS**