

MEDICAL COLLEGE OF GEORGIA

EMERGENCY OPERATIONS PLAN

(ENTER DEPARTMENT/DIVISION/SPECIAL AREA NAME)

UNIT RESPONSE PLAN

INDEX:

(Enter the Date)

Section I INTRODUCTION

- A. Established Priorities
- B. Defined Levels of Emergencies
- C. First Action

Section II ASSIGNMENT OF RESPONSIBILITY

- A. Department/Division/Section Head
- B. Plan Contact for Activation
- C. Unit Plan Emergency Management Team
- D. Administrative Checklist

Section III STAFFING ASSIGNMENTS

- A. Critical Operations
- B. Critical Services
- C. Critical Equipment
- D. Vital Records

Section IV PLAN ACTIVATION

- A. Unit Plan Emergency Management Team Command Post
- B. Critical Reliance on Other Units

Section V UNIT COMMUNICATIONS

- A. Unit Plan Emergency Management Team Call Roster
- B. Unit Faculty/Staff Call Roster
- C. Suppliers, Vendors, Service Providers List

Section VI EMERGENCY PREPARATION STEPS

- A. Security
- B. Campus Closing Checklist

Section VII SPECIFIC DISASTER UNIT RESPONSE

Section VIII BUSINESS CONTINUITY PLAN

Section IX ATTACHMENTS

Section I – INTRODUCTION

This unit plan tiers from the MCG Emergency Operations Plan and contains this unit's response to a campus emergency or disaster. 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. Department/Division/Section Head

- 1.
- 2.

B. Plan Contact for Activation

- 1.
- 2.

C. Unit Plan Emergency Management Team

- 1.
- 2.
- 3.
- 4.

D. Administrative Checklist

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

Section III - STAFFING ASSIGNMENTS

The following critical functions, services, equipment and records have been determined to be essential for the effective recovery, restoration and resumption of this Unit.

A. Critical Operations

OPERATION	STAFF RESPONSIBLE FOR THIS FUNCTION
1.	
2.	
3.	
4.	

B. Critical Services

SERVICES	STAFF RESPONSIBLE FOR THIS FUNCTION
1.	
2.	
3.	
4.	

C. Critical Equipment

EQUIPMENT	STAFF RESPONSIBLE FOR THIS FUNCTION
1.	
2.	
3.	
4.	

D. Vital Records

RECORDS	STAFF RESPONSIBLE FOR THIS FUNCTION
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 IV – PLAN ACTIVATION

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

A. Unit Emergency Management Team Command Post

The Department/Division Head of this Unit Plan will identify a meeting location for the Unit Plan Team. In the event of an emergency situation or pending emergency situation this Team will assemble at the following location:

1. Primary: _____

If the Primary Site is disabled or inaccessible the Team 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:

MCG Units	Services

Section V – UNIT COMMUNICATIONS

A. Establish an emergency call roster for all Emergency Management Team members.

B. Establish a call roster for all Unit faculty and staff.

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

(Insert as Attachments to this plan.)

Section VI – EMERGENCY PREPARATION STEPS

A. Security

Police will secure the Campus. Each Unit is responsible for securing their building contents. Faculty & Staff are responsible for securing their work areas / offices.

Assignments for securing this Unit, Area, Lab, Special Equipment, etc. are as follows. Use the column to the right as a record of completion during activation of this plan.

AREA, LAB, EQUIPMENT	STAFF RESPONSIBLE FOR THIS FUNCTION	Completed		
		Yes	No	NA
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Staff members responsible for distribution of supplies received:

1. Primary: _____

2. Alternate: _____

Units that have extensive preparation steps (Facilities Management, EH&S, Public Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to secure MCG assets and to maintain critical services. Insert as Attachments to this plan.

B. Campus Closing Checklist

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 in this unit prior to employees being released. Use the column to the right as a record of completion during activation of this plan.

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 VII – SPECIFIC DISASTER UNIT RESPONSE

Attach Unit Response Plans to address specific disaster situations as necessary.

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.

Departments 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 unit? 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