

Medical College of Georgia



Emergency Operations Plan

Medical College of Georgia Emergency Operations Plan

PREFACE

The comprehensive emergency operations plan is developed to ensure prior mitigation and preparedness, appropriate response, and timely recovery from natural or man-made hazards affecting the campus. The plan is organized based on the requirements of the Board of Regents of the University Systems of Georgia (BOR), the Medical College of Georgia (MCG), and the jurisdictional authority of the Augusta-Richmond County government's Emergency Management Agency (EMA).

The plan consists of seven sections:

1. **Basic Plan** – outlines the situations and assumptions, responsibilities, concepts of operations, authority, direction and coordination of emergency operations.
2. **Emergency Support Functions** – states specific services and assistance to be provided, describes the lead section's responsibility and/or authority, includes assisting sections responsibilities, and indicates the direction and coordination of each function.
3. **Attachments** – various documents that are informational tools for the implementing of the plan. These include items such as team member distribution lists, maps, checklists, and templates.
4. **Appendices** – documents, other agency plans, and educational information that affect this emergency operations plan.
5. **Annexes** – supporting documents that add detail to the overall plan such as hazard mitigation plans, business continuity plans, departmental unit plans, building plans, and pandemic plans.
6. **Mutual Aid Agreements/Memorandums Of Understanding** - written agreements outlining the means to request, provide or share resources, services, and other support with another entity.
7. **Documentation** – reports and records of plan activities to include training, exercises, and events.

This file includes only the Basic Plan.

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Section I

ADMINISTRATION

A. PURPOSE

The Emergency Operations Plan (EOP) for The Medical College of Georgia (MCG) is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of MCG and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Through the use of supporting documents, this EOP addresses each type of emergency on an individual basis, providing guidelines for the containment of the incident. Attachments provide emergency instructions to the individual designated to direct MCG resources in a concise format and emergency response information primarily for use by faculty and other on-site personnel who may be initial responders to an emergency incident.

B. SCOPE

This plan is a university-level plan that guides the emergency response of personnel and resources during an emergency situation. It is the official emergency response plan of MCG and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This EOP is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Command System to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies (Paragraph F).

MCG will cooperate with the Augusta-Richmond County government's Emergency Management Agency, Fire Department and Sheriff's Department and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

C. MISSION

The University will respond to an emergency situation in a safe, effective and timely manner. MCG personnel and equipment will be utilized to accomplish the following priorities:

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

D. ASSUMPTIONS

This EOP is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

1. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
2. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
3. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
4. Disasters may be community-wide. Therefore it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.

E. TYPES OF EMERGENCIES

There are 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.

F. INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) 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 communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of the Incident Command System at MCG facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

1. Key Principles of the Incident Command System

- a. Modular organization based on activating 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 strategy to meet objectives at both the field response and Emergency Operations Center levels.

2. Designation of the MCG Incident Commander

It is essential to all emergency response planning and action that a single MCG Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur and as such will be the Vice President of Administration or his/her designee.

3. Emergency Operations Center

The Emergency Operations Center will be the main headquarters in emergencies involving the Medical College of Georgia and will coordinate with the Augusta-Richmond County Sheriff's Department, Fire Department, and Emergency Management Agency for emergencies involving the surrounding city. The EOC for the University is located at the second floor conference room of the Annex Building (HT 2323). In the event the University is uninhabitable, the EOC will be convened at Augusta State University. The EOC dedicated phone number is 706-721-1252.

G. DECLARATION OF EMERGENCY

In event of any type of campus emergency, the situation would be reported to the MCG Public Safety Division (PSD) by telephone at 706-721-2911. The Campus Police Supervisor in charge would follow standard operating procedures to provide

initial response to the scene. If assistance is needed, they will request the resources of the local fire department and/or emergency medical services (EMS). In event of any type of emergency located off-campus, but that will directly affect MCG, it is expected that the situation would be reported to the MCG Public Safety Division (PSD) by local EMA “911” Center or the fire department.

If the emergency warrants, the Police Supervisor will communicate immediately with the Chief of Police, who will communicate with the MCG Incident Commander. After reviewing the emergency situation, a decision will be made by the MCG Incident Commander on whether or not to contact the President and activate the EOP.

H. MUTUAL AID AGREEMENTS or MEMORANDUMS OF UNDERSTANDING (MOU)

This written agreement outlines the means for an entity to provide or share resources, services, and other support to another entity during an incident. An agreement should be obtained from any entity expected to provide services or assistance. All MOUs have a common structure and located in the 6000 section of this EOP. The MCG EOP includes an MOU with the Augusta-Richmond County Sheriff’s Department, the Fire department/EMA, and Augusta State University. Other agreements may be sought as the need is determined.

I. PLAN DEVELOPMENT AND MAINTENANCE

This plan is the principal source of planning and documentation for the Medical College of Georgia emergency management operations. Overall maintaining of the basic plan, the emergency support functions, attachments, appendices, annexes, and MOUs resides with the Emergency Management Program Coordinator. This includes annual review, timely updates and revisions, and recordkeeping of actual events and drills.

Section II ORGANIZATION

A. OVERVIEW OF ORGANIZATION

The MCG EOP Basic Plan consists of eight major elements:

1. Individual Roles with Critical Responsibilities
2. Executive Leadership Emergency Crisis Team
3. Incident Response Team
4. Emergency Support Functions
5. MCG Emergency Response Pre-Planning Manual CD
6. Building Response Plans
7. Department/Division Response Plans
8. Special/Critical/Sensitive Area Response Plans

B. INDIVIDUAL ROLES AND CRITICAL RESPONSIBILITIES

1. President or the appointed Designee

This plan is promulgated under the authority of the President of the University. After consulting with the MCG Incident Commander and the Executive Leadership Emergency Crisis Team, the President shall be responsible for declaring a major institutional emergency. All decisions concerning the discontinuation of MCG functions, cancellation of classes, or cessation of operations, rest with the President. The President will determine the needs of the University in regards to all requests for resources and state assistance per Appendix 4002.

2. MCG Incident Commander or the appointed Designee

The MCG Incident Commander is the Vice President for Administration and a member of the Executive Leadership Emergency Crisis Team. The MCG Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation. The MCG Incident Commander communicates directly with the President and the Executive Leadership Emergency Crisis Team.

The MCG Incident Commander is in charge of the Incident Response Team. The MCG Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. Clearly the MCG Incident Commander must have the authority and ability to make quick decisions in an emergency situation. In his/her absence, other staff can be designated as the MCG Incident Commander with authorization to fully activate this EOP.

3. Emergency Management Program Coordinator

The Emergency Management Program Coordinator is responsible for the maintenance of the EOP. This individual is a key member of the Incident Response Team and must be thoroughly familiar with the EOP. During an emergency, he/she consults directly with MCG Incident Commander and documents the University response to an event.

Emergency Management Program Coordinator maintains the EOP by reviewing and performing regular updates to the document, and requesting the updates for all attachments, appendices, and supporting documents. He/She will provide information as requested for meetings of the Executive Leadership Emergency Crisis Team and the Incident Response Team. The Emergency Management Program Coordinator will also arrange for periodic Plan Exercises (at least one per year).

4. Media Relations Office

The University Advancement's Media Relations Office serves as the authorized spokesperson for MCG. All public information must be coordinated and disseminated by their staff. During critical incidents, they will work with the Incident Response Team to gather accurate and substantial information regarding the situation and details regarding MCG's response and the general progress toward recovery. They will center media relations at a designated location apart from the EOC. Information will be available there for the news media. Their Unit Plan can be found at Annex 5000.

5. Building Coordinator(s)

This person(s) is assigned responsibility for a building for purposes of providing centralized control. They are the primary liaison to the building occupants. Building Coordinators will be expected to handle the following responsibilities:

- a. Coordinate development of contingency plans to protect staff and safeguard vital records/resources related to the building's mission.
- b. Designate safe areas within your building for severe weather or other emergencies.
- c. Designate individuals within their facilities with mobility concerns or other concerns that would make independent evacuation difficult or impossible for emergencies.
- d. Coordinate evacuation plans for their building. Designate a location for evacuees to report for evacuation. Assist with roster of evacuees.
- e. Assist with background information on daily activities and normal operations.
- f. Coordinate contingency plans for business operations for their buildings should incident interrupt normal operations.
- g. Participate in "After Action" reviews of an incident.

6. Faculty and Staff

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the Faculty and Staff should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, use commonsense in determining a course of action, and follow instructions when directed to do so by emergency personnel.

All Faculty and Staff are responsible for securing their work areas. Work areas need to be secured in advance of certain weather systems (hurricanes, winter storms, floods, etc.). They should also be able to execute Emergency Lockdown and other safety procedures as outlined in the Incident Response Plan.

7. Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action. They should evacuate, move to assembly areas in an orderly manner, and follow instructions when directed to do so by emergency personnel.

C. EXECUTIVE LEADERSHIP EMERGENCY CRISIS TEAM (ELECT)

The ELECT will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The ELECT is also responsible for the review and approval of the EOP.

1. Responsibilities

The ELECT is an assemblage of University executive leadership appointed by the President to advise and assist in making emergency-related policy decisions. A principal responsibility for the ELECT is to keep senior leadership focused on the right set of priorities in a crisis situation. Accordingly, the responsibilities of this body include:

- a. Decision strategy for the University.
- b. Analyze data provided by the Incident Commander.
- c. Allocate resources to accomplish the purposes of this EOP.
- d. Request needed resources that are unavailable internally from available outside local resources.
- e. Responsibility for final plan approval and for final policy decisions.
- f. It must be emphasized that the ELECT is not to manage the initial response to an incident. These activities are managed by the Incident Commander or the appropriate emergency responder's at the scene of the incident.

2. Membership

A detailed list of the ELECT and their contact numbers can be found at Attachment 3002. The members are as follows:

President
 Provost
 Vice President for Administration
 Vice President for Decision Support
 Vice President for Legal Affairs
 Vice President for University Advancement
 Vice President for Information Technology
 Vice President for Finance
 Vice President for Student Services & Development
 Vice President for Instruction & Enrollment Management
 Vice President for Research
 Dean, School of Medicine
 Dean, School of Dentistry

Dean, School of Nursing
 Dean, School of Allied Health Sciences
 Dean, School of Graduate Studies
 Director of Institutional Audit & Compliance
 Director of MCG Cancer Center
 Vice Chair of the Academic Council

3. Structure

The ELECT is organized in a “committee-type” structure chaired by the President of MCG or a designee.

D. INCIDENT RESPONSE TEAM (IRT)

The IRT is activated, at a level based on the type and nature of the incident, to respond to any emergency situation.

1. Responsibilities

At the direction of the MCG Incident Commander, the IRT is responsible for EOP execution during an emergency situation. The IRT reports directly to the ELECT via the MCG Incident Commander. The IRT is comprised of management personnel representing areas of the University that have critical EOP execution responsibilities. The Incident Response Team includes both primary and alternate members who are familiar with their unit’s planning responsibilities. Accordingly, the responsibilities of this team include:

- a. All primary and alternate members need to be knowledgeable of overall EOP operations.
- b. Members must also be available during a crisis situation.
- c. Members establish technical sub-committees of staff with specific expertise.
- d. Members are required to complete web-based NIMS Incident Command System basic training, IC 700 <http://emilms.fema.gov/IS700CM/index.html>.
- e. Members are required to attend annual EOP exercises organized by the Emergency Management Program Coordinator.

2. Membership

A detailed list of the IRT, alternates, technical sub-committees, and their contact numbers can be found at Attachment 3003. Each area identified as part of the IRT is determined to have critical responsibilities on a University-wide basis during emergency situations. The critical areas are as follows:

Vice President for Administration – Incident Commander
 Emergency Management Program Coordinator – Incident Commander Aide
 Public Safety –
 Police, Vehicles, Transportation, Security Systems, Parking
 Environmental Health & Safety –
 Biological, Chemical, Fire, Occupational, Radiation

Facilities Management –
 Grounds, Electrical, Plumbing, Architectural, Environmental Services
Public Relations
Information Technology
Finance
Human Resources
Materials Management
Campus Life
Housing
Lab Animal Services

3. Structure

The IRT is organized under the Incident Command System headed by the MCG Incident Commander or a designee.

4. Action Plans

The EOP contains three attachments dedicated to the operations of the IRT:

a. Incident Commander Action Steps - Attachment 3004

This Attachment is a checklist for the pre-disaster alert phase, disaster impact phase, and the post-disaster action steps.

b. Incident Response Plan - Attachment 3005

This Attachment is organized by various emergency/disaster events and provides action steps to be taken by the initial responders. It is intended for use by individuals responsible for executing the MCG EOP and suggested action response steps for the MCG Incident Commander and the IRT are identified.

c. Incident Action Plan - Attachment 3006

This Attachment is a template for the plan required by various emergency or disaster events and is used by the MCG Incident Commander and the IRT. It provides all incident supervisory personnel with direction for actions to be implemented and measurable strategic operations to be achieved around a timeframe or operational period. It includes four elements:

1. What do we want to do?
2. Who is responsible for doing it?
3. How do we communicate with each other?
4. What is the procedure if someone is injured?

E. EMERGENCY SUPPORT FUNCTIONS (ESF)

The purpose is to provide a basic understanding of the various assets associated with the categories of the support functions. These documents outline assigned responsibilities for response by various functions and resources of the University. During emergencies, the ESF will coordinate the University response and recovery efforts associated with their respective function as directed by the EOC.

F. MCG EMERGENCY RESPONSE PRE-PLANNING MANUAL CD

This manual gives a detailed look at all buildings under the responsibility of the Medical College of Georgia in Augusta, Georgia. It references MCG-owned buildings under the responsibility of MCG Health, INC. but does not include building information. It does not include MCG buildings in other parts of the state. The purpose of the manual is to be used for pre-planning for emergency situations and a quick reference for the IRT during a disaster. The manual includes the following:

- a. Interactive Campus Map
- b. Construction Date
- c. Campus Location, Address, GPS Coordinates
- d. Individual Building Floor Plans by Floor
- e. Occupancy Classification
- f. Hazard Contents Classification, Overall chemical rating
- g. Building Features: Square Footage, building Sections, Stories, Exits, Stairs, Elevators
- h. Utilities: Electricity, Gas, Water Shutoffs; Emergency Generators
- i. Fire Department Connections, Campus Hydrant Map
- j. Fire Alarm System Operational Instructions
- k. Fire Systems: Sprinklers, Standpipes, Suppression Systems.
- l. Building Hazards
- m. Special Circumstances & Sensitive Areas: Location, Description, Special Instructions.

G. BUILDING EMERGENCY RESPONSE PLANS

Campus Buildings are required to develop and maintain an Emergency Response Plan. This plan identifies emergency preparation, coordination and response activities for the building. The plans address the various departments occupying the building, the critical operations in the building, emergency contacts, and evacuation location(s). The individual plans can be found in the EOP Annexes section.

All Emergency Response Plans have a common structure and format as defined by Attachment 3007 of this EOP. All Emergency Response Plans are filed with and secured by the Emergency Management Program Coordinator. The plans must be reviewed and updated annually or more frequently as necessary. Electronic copies are maintained and hardcopies are secured at the EOC.

H. DEPARTMENT/DIVISION RESPONSE PLANS

A department, division, school or other defined entity of the University identified with critical or special responsibilities is required to develop and maintain a Response Plan. This plan identifies emergency preparation, coordination and response activities for the unit. The plans address the assignment of roles described in the EOP Section IV and, as necessary, identify existing Response Plans that provide guidance and procedures for specific response activities (i.e. bomb threats, civil disturbance, storms, floods, etc.). The individual plans can be found in the EOP Annexes section.

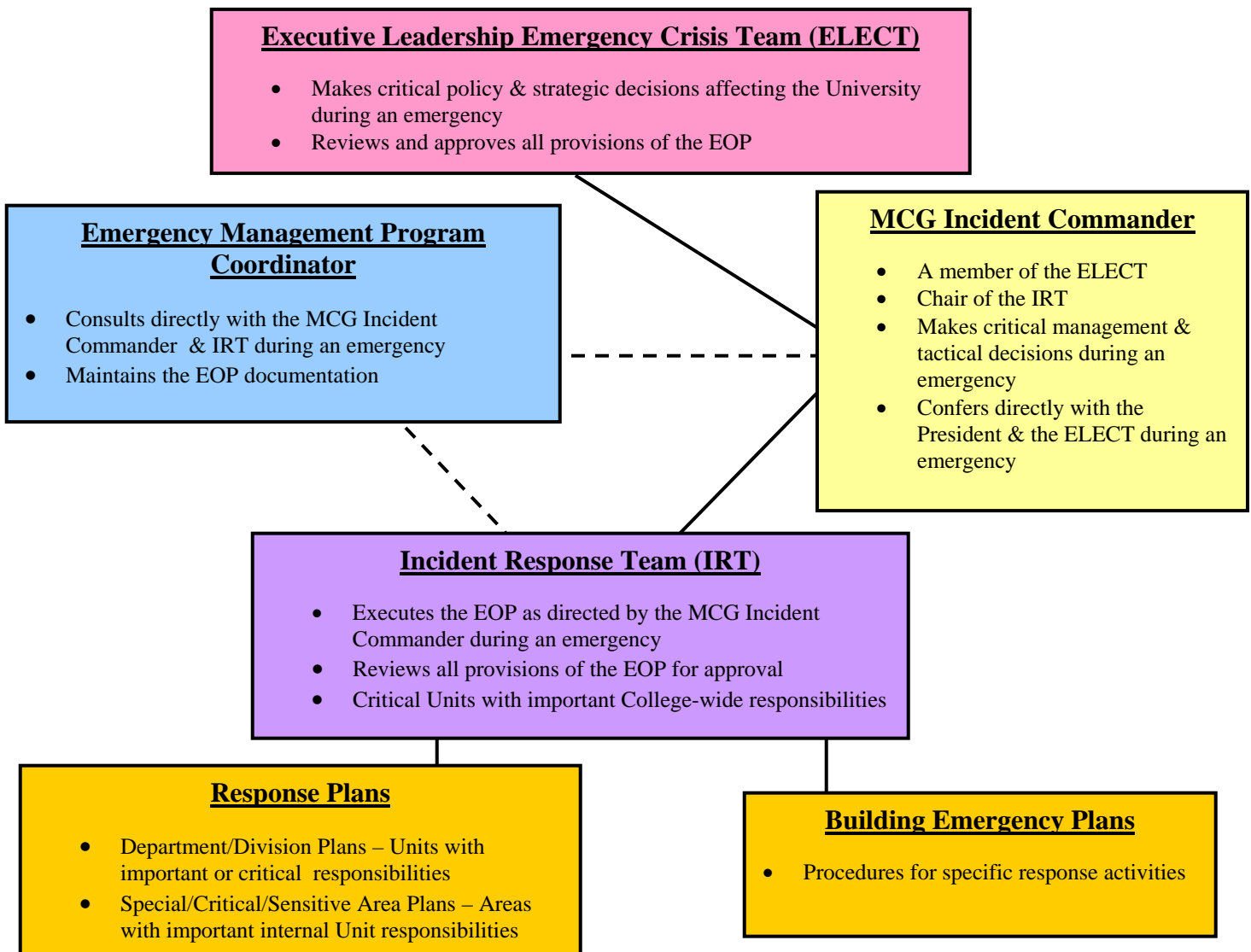
All Response Plans have a common structure and format as defined by Attachment 3008 of this EOP. All Response Plans are filed with and secured by the Emergency Management Program Coordinator. The plans must be reviewed and updated annually or more frequently as necessary. Electronic copies are maintained and hardcopies are secured at the EOC.

I. SPECIAL/CRITICAL/SENSITIVE AREA RESPONSE PLANS

Several areas have been determined to have critical responsibilities on an internal basis during emergency situations. Each designated special/critical/sensitive area is to develop a Response Plan. The individual area plans can be found in the EOP Annexes section. All Response Plans have a common structure and format as defined by Attachment 3008 of this EOP.

J. EOP ORGANIZATIONAL FLOWCHART

Chart 1002.1 – EOP Organization Relationships and Primary Responsibilities



Section III PLAN ACTIVATION & OPERATION

A. LEVEL OF RESPONSE

In responding to any emergency it is important for the MCG Incident Commander to classify severity or level of the event. The Plan adopts the event definitions established by the BOR. This plan utilizes the following details:

Chart 1003.1 – Event Criteria

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
	Incident	Emergency Conditions	Emergency	Disaster
Definition	Any event that temporarily results in the disruption of operations or impairs the use of facilities where the primary threat to safety/security has ended or has been greatly reduced.	Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the University personnel and facilities.	Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the University.	Any 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. In some cases, mass casualties and severe property damage may be sustained.
Operations	No disruption to minor disruption. Most activities not impacted.	Minor temporary disruption. Most activities not impacted.	Medium to severe interruption. College activities shutdown.	Full interruption of operations. College activities shutdown for an extended period.
Duration	Generally event has concluded prior to being reported	Predictable amount of time, generally not exceeding 48 hours	Extended period of time in the response and recovery from the event.	Extended period of time in the response and recovery from the event.
Response	The initial MCG responders typically handle the situation.	The initial MCG responders or local outside support services typically handle the situation.	Low to high response required from the initial MCG responders and outside support services are required.	Significant response from MCG responders, local, state and/or federal agencies, as well as other USG Units or personnel. Outside support services would not always be available.
Faculty/ Staff/ Students	Site-specific localized impact. Injuries possible.	Site-specific localized impact. Injuries possible.	Site-specific or general impact with probable disruptions. Injuries possible.	General impact with major disruptions. Injuries and possibly fatalities are possible.
Media Coverage	None expected	Possible coverage.	Limited local coverage.	Local, regional & possible national coverage.
Government/ Public Concern	Limited	Limited	Potential exists for an embarrassing situation. Government agencies may investigate.	Potential exists for an embarrassing situation and government investigations or hearings.
EOP Activation	The EOP would not be activated.	The EOP would most likely not be activated.	The EOP would be activated to the extent necessary.	The EOP would be fully activated.

IRT Involvement	Limited or none.	Limited or none.	Assembled to the extent necessary.	Actively involved.
ELECT Involvement	Probably none.	Consulted as needed.	Consulted as needed.	Consulted regularly and actively involved.

B. PLAN NOTIFICATION AND ACTIVATION

1. Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with MCG Public Safety Division. The Emergency Management Program Coordinator will monitor developing weather systems including weather related emergencies which may develop slowly (severe winter storms, blizzards, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.). Such activity however, does not mitigate the responsibility of the police to serve as the central communications point for all campus threats including. The MCG Police serve on a continuous 24/7 basis and are always available to receive emergency communications from variety of official and public sources to include:

- a. National Warning System
- b. National Weather Service (NWS)
- c. Emergency Broadcast System (EBS)
- d. State Police
- e. Local Sheriff, Fire and Emergency Medical Services
- f. Local Media
- g. University communication systems
- h. Emergency telephone calls

2. Notification

The MCG Police have overall responsibility for alerting the appropriate parties. Accordingly, initial responders should always contact the Police immediately. In case of any type of emergency, the police supervisor in charge should follow police standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Chief of Police, who should communicate with the Emergency Management Program Coordinator and the MCG Incident Commander. If there is doubt that the MCG Incident Commander has been contacted then the Chief of Police or his/her designee should be contacted for clarification.

The notification process requirements are established by the level of the event as follows:

Chart 1003.2 – Notification Procedures

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
	Incident	Emergency Conditions	Emergency	Disaster
Public Safety	Yes	Yes	Yes	Yes
MCG Responders	Yes	Yes	Yes	Yes
Chief of Police	Possible	Yes	Yes	Yes
Emergency Management Program Coordinator	Possible	Yes	Yes	Yes

Incident Commander	Possible	Yes	Yes	Yes
President	Possible	Possible	Yes	Yes
MCG Alert Message	No	Possible	Yes	Yes
BOR - Director of Safety & Security	No	Yes	Yes	Yes

3. EOP Activation

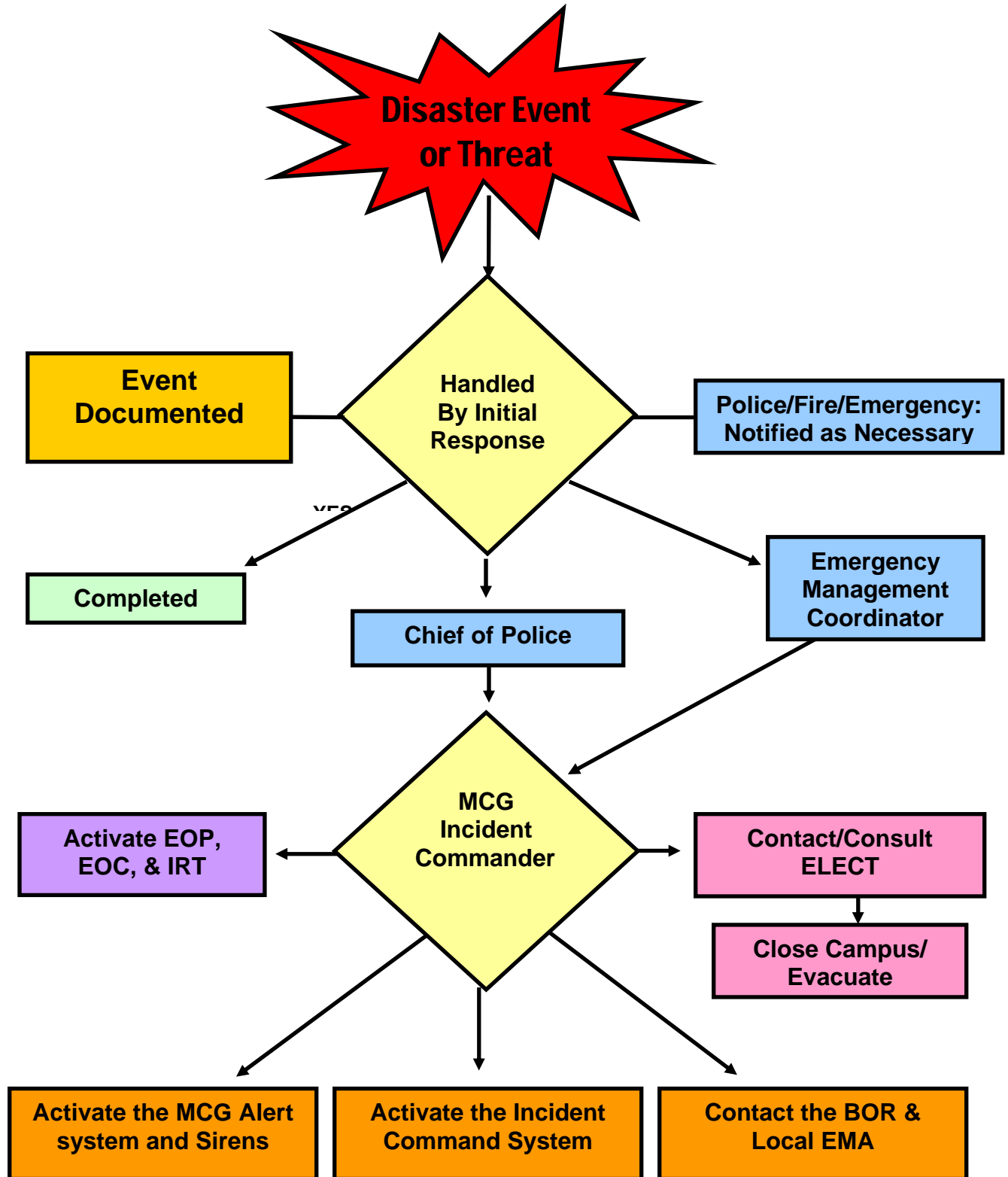
Plan activation begins at the discretion of the MCG Incident Commander upon the receipt of information of an emergency event or threat of an emergency. Based on the police report, and information obtained from other appropriate entities, the MCG Incident Commander will declare the level of the emergency and activate the EOP to the extent necessary to control the situation. Attachment EOP 3004 provides a tool to assist with this assessment. In the event an emergency or a disaster Level 3 or 4 is declared, the EOP will be activated.

Upon activation, the IRT members will be notified and should report to the designated command center as directed. ELECT members will also be notified, and instructed if they should report as needed. The MCG Incident Commander shall review the circumstances of the emergency with the IRT and determine the appropriate response.

Predictable events, such as a certain meteorological storms, are treated differently from emergency incidents. The Emergency Management Program Coordinator is designated to monitor these events on a 24/7/365 basis. The MCG Incident Commander will be briefed on the latest developments via e-mail or phone as necessary.

The activation process requirements are established by the level of the event as follows in Chart 1003.3:

Chart 1003.3 – Plan Activation / Notification Flowchart



4. Warnings

Should it be deemed necessary to issue information or warnings to the University community, systems are designated to initiate communications to include:

a. **Non-Emergency E-mail Notification**

This e-mail is for information only and requires no action other than distribution to staff. It is forwarded to administrative leadership (President, Provost, Vice-Presidents, Deans, Chairs, Directors, and Building Coordinators) and their designees. It is used to keep the leadership abreast of known events or situations such as a tornado warning.

b. **MCG Alert System**

This mass notification system includes a campus e-mail and up to six phone calls to all staff and students. It includes an outdoor siren signal that can be heard over the entire campus. This system provides crisis or time sensitive events, pertinent information, breaking developments, instructions, and appropriate response measures. The system may be activated at the order of the President, the Provost, or the Incident Commander. In their absence, the MCG Chief of Police and/or Emergency Management Coordinator is designated to issue the order.

C. COMMAND POSTS

1. Emergency Command Post (ECP)

The ECP is a designated area near the site of the emergency but located a safe distance from and generally upwind of the emergency site. In an isolated emergency (typically a Level 1 or 2 emergency), the on-scene supervisor will direct response activities, technical response staff, and work assignments from the ECP. The MCG Incident Commander may report directly to the ECP. IRT and ELECT members may also be contacted.

2. Emergency Operations Center (EOC)

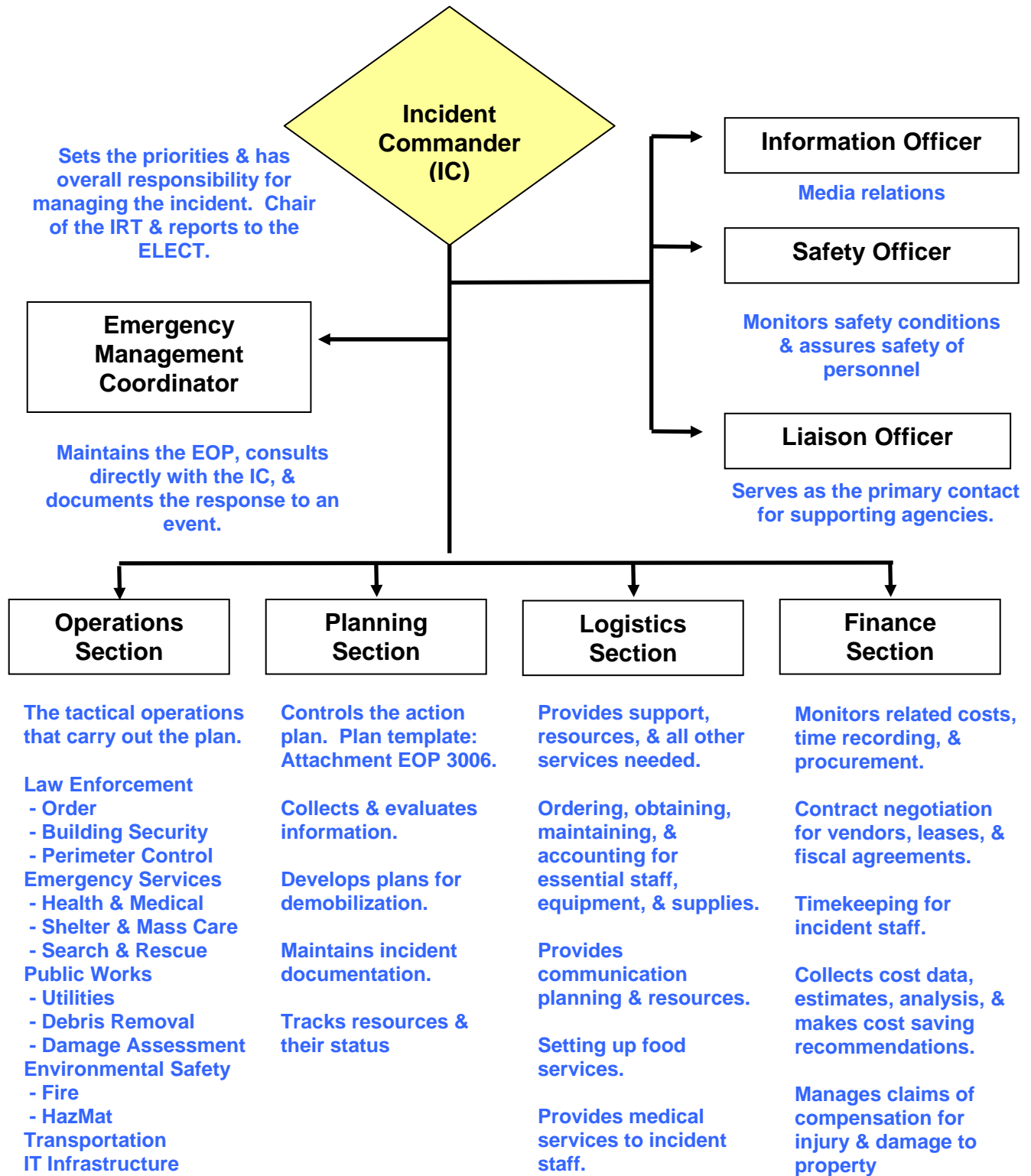
The EOC serves as the centralized, well-supported location in which the Incident Commander, the IRT, and possibly the ELECT gather and assume their roles. In a campus-wide emergency (typically a Level 3 or 4 emergency), response activities and work assignments will be planned, coordinated and delegated from the EOC. The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC dedicated phone number is 706-721-1252.

The Emergency Operations Center (EOC) for the University is located at the second floor conference room of the Annex Building (HT 2323). In the event this building is uninhabitable, the EOC will be convened at the Human Resources Training Room (HS 1151). In the event the University is uninhabitable, the EOC will be convened at Augusta State University.

D. IRT INCIDENT COMMAND SYSTEM

The MCG system is illustrated in the following table.

Chart 1003.4 – Incident Command System

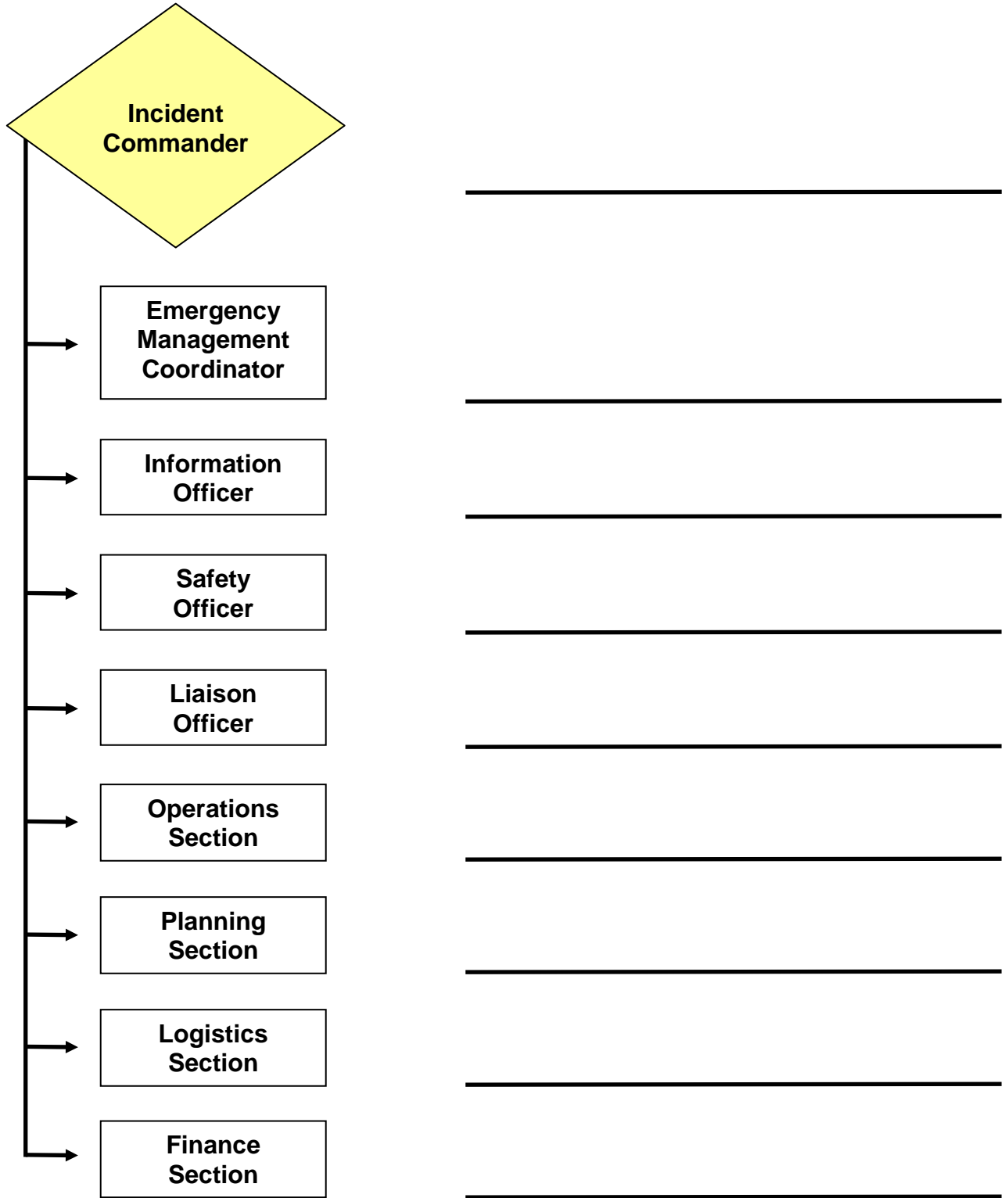


E. IRT RECORDKEEPING

The following forms are used to track the actions of the IRT.

Chart 1003.5 ACTIVE INCIDENT RESPONSE TEAM

DATE: _____



Section IV INCIDENT RESPONSE

A. OVERVIEW OF RESPONSE

Even in times of emergencies or natural disasters, certain University functions must continue to operate and provide basic services to faculty, staff, and students. Depending upon the emergency or situation, the services provided may be operated at a reduced level. Together with the other building and unit plans developed by this institution, this will assist in helping initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage.

B. GENERAL RESPONSE

In the event of an emergency, the MCG Public Safety Division (PSD) has primary responsibility for immediate response, and shall coordinate with MCG Administration, in accordance with established policies and procedures.

1. Faculty, Staff, Students, and Visitors should report all emergencies by dialing 706-721-2911 (MCG Police Emergency Phone Number). The PSD dispatcher will serve as the initial and primary communication link during an incident.
2. For all incidents the planned prioritization criteria is to:
 - a. Protect human life and prevent or minimize personal injury
 - b. Protect the environment while minimizing damage to physical assets.
 - d. Restore normal operations
3. The PSD Supervisor is in charge at the scene of the incident unless such responsibility is transferred to another agency. Upon the arrival of the outside emergency unit, PSD shall transfer authority to the responding unit and shall cooperate and provide information or assistance as needed.
4. Decisions to close and evacuate a building or to isolate an area immediately after an incident may be made by the PSD, who may consult with the MCG Administration and/or others as needed.
5. Decisions to reoccupy a building will be made by the authorities in charge of the scene. The primary consideration for reoccupying will be that the safety of the occupants can be assured.
6. PSD personnel file a report of the incident.

C. RESPONSE PROTOCOLS

The following pages provide instructions on various measures that may be implemented when needed.

1. Emergency Lockdown

Emergency responders may call a “Lockdown” as a response to different situations. There are a number of emergency situations where an evacuation of a building and/or classroom is not advisable – hostile intruder, hazardous release (indoors or outdoors), severe weather, etc.

If emergency response staff calls a lockdown, supervisory staff/faculty should act quickly to have staff/students within buildings do the following:

- a. A campus-wide emergency lockdown will be announced by the MCG Alert system. This may include the outdoor emergency sirens.
- b. Lock classroom and other doors.
- c. Close windows and/or window treatments.
- d. Turn off all lights, computers, and other electrical equipment.
- e. Do not allow students, staff, patients, or visitors to leave the areas.
- f. Everyone is to remain quite and not enter hallways.
- g. Check for injuries.
- h. Crouch down in areas that are out of sight from doors and windows.
- i. Account for students, staff, patients, and visitors in your area.
- j. Use a phone to contact the **MCG Police at 721-2911** to provide any information needed from your area. Provide the number where you can be reached to the police dispatcher.
- k. Should the fire alarm sound, do not evacuate the building unless you have been advised by Police to evacuate the building or there is imminent danger in the immediate area.
- l. Consider how to escape the area if there is an immediate life-threatening situation that develops in the room.
- m. Students in hallways are to seek shelter in the nearest classroom.
- n. Students in outdoor areas should immediately take cover.
- o. Remain secured until notified the lockdown has been terminated.

2. Shelter-In-Place

The term means to seek immediate shelter and remain there during an emergency rather than evacuate the area. There are occasions when the option to evacuate the area would subject you to greater risk. Unless otherwise instructed, sheltering in a pre-determined safe location in your area is the preferred method of safely waiting out a hazardous event. In place sheltering usually lasts no more than one-to-two hours and preparations, made in advance, can ensure that the event is as comfortable as possible.

The decision to shelter-in-place or evacuate is usually made by the first emergency responders or the IRT. A campus-wide situation will be announced by the MCG Alert system. This may include the outdoor emergency sirens.

Supervisors/Faculty should examine their areas to determine the safest areas. Window-less rooms, areas, and hallways will usually provide the best protection from flying debris, but in some shelter-in-place scenarios it will be better to stay in classrooms or offices.

a. If you are instructed to shelter-in-place, you should:

1. Remain calm
2. If you are outdoors go inside immediately.
3. Choose an interior room without windows.
4. Close the door(s) and all air vents.
5. Attempt to cover all cracks under and around the door(s).
6. Make a list of everyone's name inside your Shelter-In-Place area.
7. Listen to a radio or television, if available.
8. Wait for updates and further instructions.

b. Items that are useful for successful shelter-in-place:

1. A roll of duct tape.
2. Paper or cloth towels.
3. A cell phone.
4. A battery-operated radio, with extra batteries.
5. Bottled water and snack food.
6. Flashlight with extra batteries.
7. Plastic gloves.
8. Paper, pads, pens.

3. Building Evacuation

Evacuation orders may be given for multiple purposes. When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. Where available, the fire alarm will be used to initiate. Buildings without fire alarms will be initiated by word-of-mouth. A building evacuation is mandatory whenever a fire alarm sounds, and building occupants should exit immediately. All faculty, staff and students are to assemble in designated areas as outlined in the Building and/or Unit Response Plans. A campus-wide evacuation will be announced by the MCG Alert system. This may include the outdoor emergency sirens.

a. GENERAL EVACUATION

For a general building evacuation, staff and students should:

1. Become familiar with your area and exit locations.
2. When the fire alarm sounds, evacuate immediately.
3. Take your personal belongings with you.
4. Close the doors to your immediate area.
5. Do not panic but walk quickly to the closest emergency exit.
6. Assist visitors in exiting the building.
7. Do not use elevators.
8. Avoid smoke filled areas, corridors, or stairwells. If you encounter smoke, go back and try another route.
9. Feel the door, if it is hot, go back and try another route.
10. Report to the Emergency Evacuation Assembly Location for this building to account for occupants.
11. No one is to return to the building until permission is granted by the PSD.

b. EVACUATION INVOLVING PERSONS WITH DISABILITIES

Circumstances may dictate the need for the transportation of persons for the purpose of evacuation and possibly relocation of persons threatened by or displaced by an incident. Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. Building Coordinators and/or supervisors are asked to identify individuals within their facilities with mobility concerns or other concerns that would make independent evacuation difficult or impossible.

For an evacuation where individuals require assistance:

1. Advise others (supervisors, administrators, instructors, colleagues, fellow students) about any concerns that you may have related to emergency exiting and how they can assist you in the event of an emergency.
2. Alternative plans and arrangements should be discussed and understood in advance to increase the likelihood that individuals will be able to exit a building safely in the event of an emergency
3. Department's should establish a "buddy" system in which staff and alternates are recruited and paired with persons who have identified disabilities that would create special evacuation needs. They should become familiar with the special evacuation needs of their buddies if an evacuation is ordered.

Building Evacuation (Cont.)

4. Staff needing and giving assistance must become familiar with their area by locating exits, stairwells, elevators, fire fighting equipment, fire alarms, and areas of rescue.
5. Possible areas of rescue can be in a stairwell that has adequate landings within the stairwell to accommodate wheelchairs or areas adjacent.
6. Individuals are encouraged to carry personal cell phones to contact MCG Public Safety Division by phoning 706-721-2911 if in need of assistance. Be prepared to give your name, your building, floor and location, the reason why you are calling and your particular needs.

Assisting persons with visual impairments:

7. In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. Do not grasp a visually impaired person's arm. Offer your arm for guidance.

Assisting persons with hearing impairments:

8. Not all fire systems have a flashing strobe light. Therefore, persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are:
 - a. Writing a note telling what the emergency is and an evacuation route.
 - b. Tapping the person on the shoulder or turning the light switch on and off to gain attention, then indicating what is happening and what to do.

Assisting non-ambulatory persons with wheelchairs, crutches, canes, or walkers:

9. If the person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes.
10. The needs of persons will vary. Some people have minimal ability to move and lifting them may be painful and/or injurious. Frequently, non-ambulatory persons have respiratory complications.
11. Always consult the person as to his/her preference with regard to:
 - a. Ways of being removed from the wheelchair.
 - b. The number of people necessary for assistance.
 - c. Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc.
 - d. Whether a seat cushion or pad should be brought along if he/she is relocated from the chair.
 - e. Being carried forward or backward on a flight of stairs.
 - f. After-care needed.

4. Bomb Threat (Code Orange)

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. The Public Safety Division will want to interview the person who received the threat. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants.

- a. If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact PSD and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.
- b. If a telephone call or information is received stating a bomb is somewhere on the campus:
 1. Be calm, be courteous, and listen. Do not interrupt or anger the caller.
 2. Write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, background sounds, the possible location of the bomb and time of detonation. If applicable, pay attention to your telephone display and record the information shown in the display window.
 3. Do not hang up the phone when the call is completed. Keep the line open or place it on "hold".
 4. Notify PSD immediately, while caller is on the line, if possible and advise them of the call, and provide the detailed written text.
 5. If the threat was left on your voice mail, **do not erase**.
- c. In the case of a written threat, it is vital that the document be handled by as few people as possible. The threat is evidence that should be turned over to the MCG Police. If the threat should come via email, make sure to save the information on your computer.
- d. PSD will inform the University Incident Commander and related campus leaders of the situation about the bomb threat or suspicious package. The decision to evacuate a facility shall be made after a thorough evaluation of the information.
- e. All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest building.
- f. The Public Safety Division will dispatch a search team and will organize the search. Police will be posted to ensure no one enters the building(s) until the area is determined to be safe. Other emergency units will be alerted to the threat and asked to stand by for further instructions if deemed necessary.
- g. Staff can be of assistance to MCG Police in several ways. Staff will be more familiar with their work area than the MCG police officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area.

Bomb Threat (Cont.)

- h. There is no specified time limit for when students and staff will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the PSD.

5. Suspicious Package/Mail

If a suspicious package/mail is discovered/delivered on the campus, the individual making the discovery shall immediately contact PSD and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics. Things to look for are:

- a. Stains or Discoloration
- b. Odors
- c. Protruding Wires or Metal
- d. Excessive Weight/Postage/Securing Materials (tape, string, etc.)
- e. Lopsided/Uneven
- f. Hand Written Address
- g. No Return Address
- h. Lack or excess postage
- i. Confidential, Personal, Open only by _____.
- j. Foreign Mail

If the package/mail is opened and contains an unknown substance:

- k. Place it down immediately and gently.
- l. Do not shake, empty or do anything that would make the substance airborne.
- m. Do not move the package.
- n. Calmly notify others in the work sites near you of the situation.
- o. Close doors, windows and (if possible) shutdown ventilation systems.
- p. Do not allow others to enter the area. Isolate the area.
- q. Leave the room. Quarantine yourself and any affected individuals.
- r. Take all instances seriously. Remain calm – 99.99+% of these events are hoaxes.

6. Medical Emergency

Medical Emergencies involve any situation where a person's health is immediately affected by either an action or an existing circumstance. There may be multiple contributing factors to these types of situations, and individuals should be careful when responding to aid and assist the injured party. In most cases of medical emergencies, it may be necessary to request assistance from local emergency medical responders, and they will provide primary leadership on caring for the injured. MCG personnel will provide support as necessary depending upon the circumstances of the injuries or emergency

For minor medical emergencies or personal injuries:

- a. Call 706-721-2911 to activate the emergency response system and report the specific location (i.e., building and room number) of the injured party.
- b. Report incident to supervisor.
- c. If circumstances exist that need to be immediately addressed to prevent other injuries, please notify the responding personnel of these circumstances upon their arrival.
- d. Monitor the individual closely until emergency responders arrive, and if possible, initiate life saving measures if required.
- e. **DO NOT MOVE THE INJURED PERSON** – unless there is a danger of further harm. A situation where an exposure to fire, hazardous materials, etc. is possible would be an example of needing to move an injured person.
- f. Keep the injured person warm.
- g. If involving a student, report to Student Health Services at 706-721-3448.

In addition to these steps, if the injury involves hazardous materials:

- h. Flood exposed area with running water from faucet or safety shower for at least 5 minutes.
- i. Eyes continuously for 15 minutes. Forcibly holding eye open to ensure effective wash behind the eyelids.
- j. Remove contaminated clothing.
- k. Report incident to Environmental Health & Safety Office at 706-721-2663 or 706-721-9826.

D. SPECIFIC RESPONSE

Attachment EOP 3005 provides general guidelines for responding to specific major events or disasters.

Section V

ROLE OF ORGANIZATIONAL UNITS

A. REQUIREMENTS OF ALL BUILDING RESPONSE PLANS

Building Plans prepared by University designees shall be consistent with the guidelines established in this EOP. Each building occupant shall, as appropriately directed, execute their Building Plan as may be required to assure optimum endurance and rapid recovery from the effects of an emergency. Attachment EOP 3007 presents a standardized template for use by each Building Plan.

Building leadership shall develop and maintain procedures to accomplish the following.

1. Assignment of responsibility for the development and execution of the plan.
 - a. Building Coordinator(s)
 - b. Alternate Building Coordinator(s)
 - c. Administrative Checklist
 - d. Training
2. Building information.
 - a. General
 - b. Brief Building Description
 - c. List of Departments in the Building
3. Building operations for the effective recovery of the building.
 - d. Critical Operations
 - e. Critical Services
 - f. Critical Equipment
 - g. Vital Records
4. Plan activation in the event of an emergency situation or a pending emergency situation once declared by the University.
 - a. Emergency Evacuation Assembly Location
 - b. Critical Reliance on Other Units
5. Communications for the Unit.
 - a. Department Managers Call Roster
 - b. Suppliers, Vendors, Service Providers List
6. Emergency preparation steps for securing their area and assets.
 - a. Security
 - b. Campus Closing Checklist
7. Specific building response to address life safety threats and various disaster situations as necessary.
8. A Business Continuity Plan that lists what steps will be taken if normal business operations are interrupted for short and long periods.

B. REQUIREMENTS OF ALL UNIT RESPONSE PLANS

Unit Plans prepared by University units shall be consistent with the guidelines established in this EOP. Each Unit shall, as appropriately directed, execute that portion of their Unit Plan that may be required to assure optimum endurance and rapid recovery from the effects of an emergency. Attachment EOP 3008 presents a standardized template for use by each Unit Plan.

Unit leadership shall develop and maintain procedures to accomplish the following.

1. Assignment of responsibility for the development and execution of the plan.
 - e. Department/Division/Section Head
 - f. Plan Contact for Activation
 - g. Unit Plan Emergency Management Team
 - h. Administrative Checklist
2. Staffing assignments for the effective recovery, restoration and resumption of this Unit.
 - h. Critical Operations
 - i. Critical Services
 - j. Critical Equipment
 - k. Vital Records
3. Plan activation in the event of an emergency situation or a pending emergency situation once declared by the University.
 - c. Unit Plan Emergency Management Team Command Post
 - d. Critical Reliance on Other Units
4. Communications for the Unit.
 - c. Unit Plan Emergency Management Team Call Roster
 - d. Unit Faculty/Staff Call Roster
 - e. Suppliers, Vendors, Service Providers List
5. Emergency preparation steps for securing their area and assets.
 - c. Security
 - d. Campus Closing Checklist
6. Specific unit response to address life safety threats and various disaster situations as necessary.
7. A Business Continuity Plan that lists what steps will be taken if normal business operations are interrupted for short and long periods.

C. IDENTIFIED UNITS AND REQUIREMENTS

The following roles are assigned to organizational Units with critical or special functions.

1. Media Relations

- a. Coordination of all information disseminated to the press and the public.
- b. Provide for a consistent “one-voice” to the news media and all other interested parties.
- c. Provide for rumor control and emergency communications.
- d. Assign specific individuals (primary & alternate) to disseminate information and maintain contact with the following.
 1. News media (TV, Newspapers, etc.)
 2. Government agencies and civil authorities
 3. Financial relationships

2. Public Safety

- a. Preserve law and order, and campus security.
- b. Provide traffic and crowd control.
- c. Direct evacuation efforts.
- d. Control access to buildings and scene of the disaster.
- e. In the event of a pending emergency, secure the campus grounds and buildings.
- f. Provide for emergency transportation and/or parking for essential personnel.
- g. Interface and coordinate with Local and State law enforcement entities to implement mutual assistance agreements.
- h. Monitor and disseminate warnings and threats.
- i. Maintain the Emergency Operations Center.
- j. Operate the MCG Alert system to disseminate information, specify emergency response steps and maintain contact with the faculty, staff, and students.

3. Facilities Management

- a. Develop and maintain building plans.
- b. Provide for the structural security of buildings.
- c. Provide utility services and, as necessary, shut down utility services.
- d. Provide for emergency water and sanitation.
- e. Clearance of debris removal of debris.
- f. Conduct building damage assessments.
- g. Determine if buildings are safe.
- h. Repair buildings.

4. Environmental Health & Safety

- a. Assist in damage assessment and building condition reports.
- b. Maintain information on the content and location of radiological, chemical, biological and fire safety hazards.
- c. Provide for emergency response to HAZMAT release.

5. Materials Management

- a. Distribute supplies to Faculty and Staff to secure building contents.
- b. Facilitate emergency procurement of goods and services.
- c. Provide for emergency food service operations.
- d. Maintain Mail Service operations.
- e. Assess the value of College property, buildings, building contents and other College assets.

- f. Documentation and submission of claims.
- g. Collect & analyze damage assessment reports.
- h. Evaluation of damaged assets.

6. Information Technology

- a. Maintain the operation of voice, intranet, data, video, and wireless communications services.
- b. Develop policy to provide for the coordination of radio and telephone systems.
- c. Implement proper backup controls and redundancies to maintain critical services.
- d. Properly document all hardware and its configuration; develop a plan for hardware replacement and setup.
- e. Develop adequate information security controls.
- f. Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location.
- g. As necessary develop and maintain a plan to perform critical applications at a remote site.

7. Academic Affairs

- a. Develop procedures to communicate with and account for teaching faculty in emergency situations.
- b. Develop plans to identify alternate facilities where University activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities.
- c. Develop plans to reschedule classes.
- d. Identify and prioritize critical support services and systems.
- e. Identify and ensure recovery of critical assets.

8. Student Affairs

- a. Implement a program for emergency shelter for students currently housed in the on-campus facilities.
- b. Coordinate with local agencies and support organizations to provide shelter alternatives for off campus students.
- c. Provide for emergency transportation of stranded students.
- d. Provide student crisis counseling services.
- e. Develop procedures to communicate with and account for students in emergency situations.

9. Finance

- a. Together with Human Resources, maintain the continuity of Payroll Processing Services.
- b. Ensure that emergency funds are available for expenditure as MCG priorities change during periods of crisis.
- c. Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions.

10. Human Resources

- a. Together with Finance, maintain the continuity of Payroll Processing Services.
- b. Maintain the continuity of critical Employee Benefit Services.
- c. Provide for employee counseling.

- d. Assess Faculty and Staff availability,
- e. Assist with the appropriation of personnel.
- f. Assist employees with work recovery needs.

11. Lab Animal Services

- a. Identify and prioritize critical support services and systems.
- b. Develop plans and procedures to protect critical areas and assets.
- c. Identify and develop plans for the securing or relocation of research animals.
- d. Develop backup plans for electrical and other required basic services for research animals.

12. Research Labs

- a. Identify and prioritize critical support services and systems.
- b. Identify and develop plans for the securing of dangerous research materials.
- c. Develop plans and procedures to protect critical research assets.
- d. For special assets (hazardous, environmental sensitive materials, etc.) develop backup plans for electrical and other required basic services.

13. Student Center

- a. Develop emergency plan to use the student center as a shelter during and after an emergency.

14. Student Health Services

- a. Maintain medical services to sick or injured students.

15. Legal Affairs

- a. Provide ongoing legal advice.

16. Library

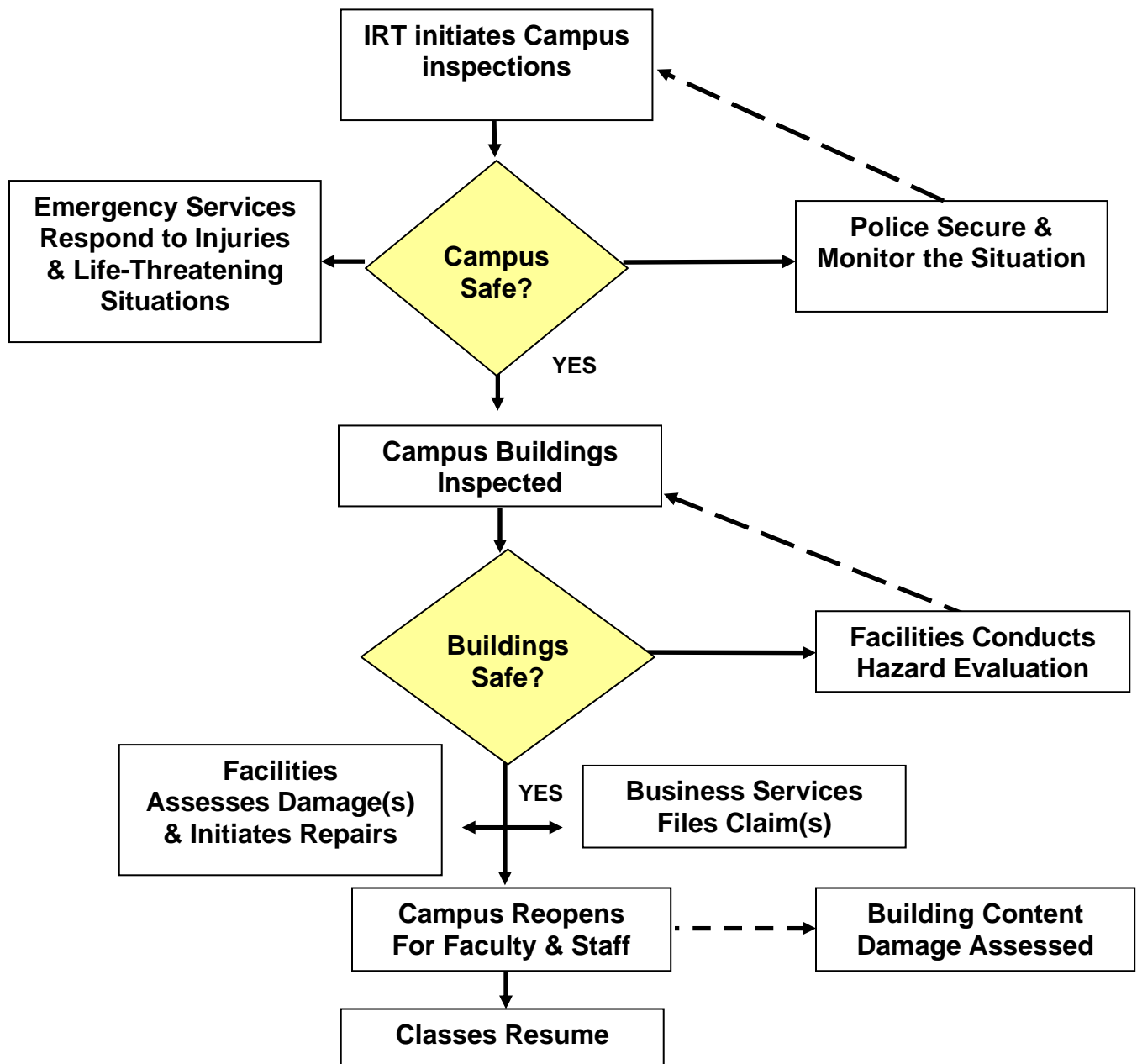
- a. Identify and assist with the evaluation of library assets, books, collections, etc.
- b. Develop plans and procedures to protect critical library assets.

Section VI RECOVERY & DAMAGE ASSESSMENT

A. CAMPUS RECOVERY

1. After a disaster where University operations have been shut down the entire campus environment may be dangerous. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal University operations. The recovery steps for MCG are illustrated in the following table.

Chart 1006.1 – Campus Wide Emergency Recovery Steps



2. Units that have extensive recovery steps (Facilities Management, Environmental Health & Safety, Public Safety, Materials Management, and others) will need to develop, and maintain Unit Response Plans that identify personnel, procedures and a timetable to restore critical services.
3. Once the disaster event is over the Emergency Operations Center and Incident Commander will determine if or when the campus is safe.

B. DAMAGE REPORTING REQUIREMENTS

1. Preliminary reports regarding the cause of the loss, the extent of damage, and the need for recovery shall be provided to the IRT Chair.
2. The Materials Management Division will coordinate loss reporting responsibilities with the Department of Administrative Services (DOAS).

C. DEALING WITH A DISRUPTED WORK OR ACADEMIC ENVIRONMENT

In those situations when space is uninhabitable, supervisors will make a decision, based on consultation with MCG officials, to vacate the work site he/she shall use the following guidance.

1. If possible, services should be continued at an alternate work location within the University. Supervisors should identify these alternate work locations in advance and the situations which would require relocation to the alternate work site.
2. If space is not available for all or a portion of the affected staff, they should meet at public facilities on campus, i.e. Student Center, Greenblatt Library. If computers, phones, and other necessary equipment are not available, staff should engage in planning which require staff presence but not operational equipment.
3. If the options listed above are not feasible, the supervisor can authorize staff to work at home (if appropriate) or they may approve an alternate work schedule to make up the time.
4. If none of the above options are feasible, staff may be required to utilize paid leave (vacation) or unpaid leave, during periods of disruption. It is MCG's intent to avoid this option if possible.
5. Supervisors are responsible for monitoring the availability of the original work space and notifying staff and faculty when it is appropriate to return to the regular work area.
6. Determinations as regards to classes will be made by the academic units in coordination with the Provost's Office.

D. DAMAGE ASSESSMENT

1. The Incident Response Team through Facilities Management will determine if buildings are safe and complete damage assessment reports for each building. Environmental Health & Safety will assist in buildings involving hazardous

materials.

2. Faculty & staff will be instructed to assist with the restoration of MCG operations by completing damage assessment reports for building contents.
3. The damage assessment reports are established by the template forms as follows in 1006.2 and 1006.3.

1006.2

Initial Damage Assessment – Standard

Building Code: _____ Room #: _____

Assessed By: _____ Date: _____

Category	Condition
Structural	
Doors	
Windows	
Walls	
Ceiling	
Floors	
Utilities	
Electricity	
Gas	
Water	
HVAC	
Electrical Equip.	
Computers	
Printers	
Monitors	
Peripherals	
Copiers	
Calculators	
Other	
Communications	
Telephones	
Cellular Phones	
Two-way Radios	
Fax Machines	
E-mail	
Other	
Supplies	
Paper	
Forms	
Other	
Furniture	
Chairs	
Desks	
Credenzas	
Tables	
Other	

1006.3

Initial Damage Assessment – Labs

Building Code: _____ Room #: _____

Assessed By: _____ Date: _____

Category	Condition
Critical Substances	
Radioactive Materials	
Compressed Cylinders	
Gasses	
Flammable Materials	
Biological Materials	
Spills	
Temperature Sensitive	
Ventilation Controls	
Laser	
Animals	
Other	
Other	
Other	