

August  
2024

# Campus Emergency Management Plan (CEMP)



UNIVERSITY OF  
**GEORGIA**  
Emergency Preparedness

# Contents

<b>I. INTRODUCTION AND PURPOSE.....</b>	<b>4</b>
<b>II. PRESIDENT’S AFFIRMATION.....</b>	<b>5</b>
<b>III. SECURITY SENSITIVE DOCUMENT STATEMENT .....</b>	<b>6</b>
<b>IV. SCOPE .....</b>	<b>6</b>
<b>V. GENERAL ASSUMPTIONS .....</b>	<b>7</b>
<b>VI. PLAN DISTRIBUTION AND AUTHORITY ....</b>	<b>8</b>
PLAN DISTRIBUTION .....	8
PLAN AUTHORITY .....	8
PLAN AUTHORITY AND DATE OF EFFECT .....	8
<b>VII. PLAN MAINTENANCE .....</b>	<b>8</b>
UPDATES TO OTHER UGA EMERGENCY PLANS .....	8
<b>VIII. EMERGENCY CONTACT NUMBERS .....</b>	<b>8</b>
<b>IX. OFFICE OF EMERGENCY PREPAREDNESS ROLE.....</b>	<b>9</b>
<b>X. UGA CAMPUS EMERGENCY MANAGEMENT PLANNING TEAM .....</b>	<b>10</b>
<b>XI. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS).....</b>	<b>10</b>
EXECUTIVE POLICY GROUP: .....	11
INCIDENT COMMAND GROUP:.....	12
INCIDENT COMMAND SYSTEM (ICS).....	12
<b>XII. UGA EMERGENCY OPERATIONS CENTER (EOC).....</b>	<b>13</b>
<b>XIII. UGA EMERGENCY RESPONSE .....</b>	<b>14</b>
<b>XIV. ROLES AND RESPONSIBILITIES .....</b>	<b>15</b>
<b>XV. EMERGENCY NOTIFICATION .....</b>	<b>19</b>
JEANNE CLERY ACT GUIDELINES .....	19
CAMPUS EMERGENCY NOTIFICATION PLAN.....	19
EMERGENCY NOTIFICATION OVERSIGHT COMMITTEE.....	19
UGA ALERT SYSTEM.....	19
UGA CABLEVISION EMERGENCY SCREEN CAPTURE SYSTEM: .....	22
CAMPUS-WIDE EMAIL NOTIFICATION SYSTEM (ARCHNEWS) .....	22
NOAA WEATHER RADIOS:.....	22
UGA EMERGENCY RADIO STATION (AM 1650 WQFL): .....	22
DESKTOP EMERGENCY ALERTS:.....	22
FACEBOOK/X .....	23
DIGITAL DISPLAYS:.....	23
<b>XVI. DRILLS AND EXERCISES .....</b>	<b>23</b>
<b>XVII. MUTUAL AID AGREEMENTS.....</b>	<b>24</b>
EMERGENCY RESPONSE DATABASE (BUILDING FLOOR PLANS) .....	24
<b>XVIII. UGA EXTENDED CAMPUSES.....</b>	<b>25</b>
INTERNATIONAL CAMPUSES/STUDY ABROAD PROGRAMS.....	25
<b>XIX. UGA HAZARD ASSESSMENT AND MITIGATION ACTIVITIES .....</b>	<b>25</b>
PRE-DISASTER MITIGATION PLAN .....	25
HAZARD, RISK, AND VULNERABILITY ASSESSMENT (HRVA).....	26
BUILDING SECURITY AND RISK ASSESSMENTS .....	26
BUILDING LABORATORY HAZARDS ASSESSMENT MAP .....	26
<b>XX. BUILDING SAFETY AND SECURITY REPRESENTATIVE (BSSR) PROGRAM .....</b>	<b>26</b>
<b>XXI. BUILDING EMERGENCY ACTION PLAN (BEAP).....</b>	<b>27</b>
<b>XXII. CAMPUS EMERGENCY PLANNING RESOURCES.....</b>	<b>28</b>
POSTERS AND PODIUM CARDS.....	28
UGA FACULTY/STAFF EMERGENCY RESPONSE GUIDEBOOK .....	28
EMERGENCY PREPAREDNESS IN 10 MINUTES ONLINE INTERACTIVE MODULE .....	28
UGA MOBILE SAFETY APP – UGA SAFE .....	29
PUBLICITY .....	29
<b>XXIII.PANDEMIC INFLUENZA PLANNING/DISEASE OUTBREAK PLANNING... </b>	<b>29</b>
<b>XXIV.STRATEGIC NATIONAL STOCKPILE CLOSED POD .....</b>	<b>30</b>
BACKGROUND.....	30
CURRENT STATUS OF THE PLAN.....	30
<b>XXV. BUSINESS CONTINUITY PLANNING (BCP) 31</b>	<b>31</b>
<b>XXVI.FLOODING .....</b>	<b>31</b>
<b>XXVII.UNIVERSITY SYSTEM OF GEORGIA EMERGENCY NOTIFICATION PLAN.....</b>	<b>31</b>
<b>XXVIII.AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND BLEEDING CONTROL KIT PROGRAMS .....</b>	<b>32</b>
BLEEDING CONTROL KIT PROGRAM .....	32
<b>XXIX.UGA FREE SPEECH POLICY .....</b>	<b>32</b>
<b>XXX. EMERGENCY PROCEDURES FOR PEOPLE WITH DISABILITIES .....</b>	<b>33</b>

<b>XXXI.EMERGENCY EVACUATION CHAIR PROGRAM</b> .....	<b>33</b>	APPENDIX B - UGA INCIDENT COMMAND POST ORGANIZATIONAL CHART – NO EOC ACTIVATION .....	47
<b>XXXII.RESIDENCE HALL EMERGENCY RELOCATION PLAN OVERVIEW</b> .....	<b>33</b>	APPENDIX C - UGA EOC ACTIVATION ORGANIZATIONAL CHART.....	48
<i>EMERGENCY NOTIFICATION</i> .....	33	APPENDIX D – UGA ALERT EMERGENCY NOTIFICATION SYSTEM ACTIVATION PROTOCOLS.....	49
<i>SHORT TERM EVACUATION (1-24 HOURS) OPTIONS:</i>	34	APPENDIX E - THE UNIVERSITY OF GEORGIA EMERGENCY CONTACT LIST .....	51
<i>MEDIUM TERM EVACUATION (1 – 10 Days) OPTIONS:</i>	34	APPENDIX F - BSSR POLICY STATEMENT .....	53
.....	34	APPENDIX G – SAMPLE MYBEAP.....	54
<i>LONG TERM EVACUATION OPTIONS:</i> .....	34	APPENDIX H - BUILDING EMERGENCY POSTER.....	71
<b>XXXIII.EMERGENCY FOOD SERVICE PLAN OVERVIEW</b> .....	<b>34</b>	APPENDIX I – USG EMERGENCY NOTIFICATION PLAN.....	72
EMERGENCY NOTIFICATION.....	34	APPENDIX J- UGA MAIN CAMPUS MAP 2023 .....	77
BUILDING OPERATIONS IMPACTED/TEMPORARY CLOSURE OPTIONS:.....	35	APPENDIX K - ACRONYMS AND DEFINITIONS .....	81
EMERGENCY FOOD SERVICE TO UGA CRITICAL EMPLOYEES:.....	35	APPENDIX L – UGA RESOURCE LIST .....	86
EMERGENCY SCENE FOOD SERVICE ASSISTANCE OPTIONS:.....	35	<b>FUNCTIONAL ANNEXES.....</b>	<b>90</b>
<b>XXXIV.UGA RESOURCES – EQUIPMENT, PERSONNEL AND SERVICES</b> .....	<b>35</b>	1.    UGA PRE-DISASTER HAZARD MITIGATION PLAN	90
<b>XXXV.UGA CAMPUS MAP</b> .....	<b>36</b>	2.    UGA EMERGENCY NOTIFICATION PLAN .....	90
<b>XXXVI.ACRONYMS AND DEFINITIONS</b> .....	<b>36</b>	3.    PANDEMIC INFLUENZA RESPONSE PLAN .....	90
<b>APPENDICES</b> .....	<b>36</b>	4.    WHEELER HALL TEMPORARY EMERGENCY SHELTER/STAGING AREA PLAN.....	90
APPENDIX A - UNIVERSITY OF GEORGIA CAMPUS EMERGENCY MANAGEMENT PLAN REVISIONS .....	37	5.    NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING PLAN .....	90
		6.    UGA STRATEGIC NATIONAL STOCKPILE CLOSED POD PLAN.....	90

## **I. Introduction and Purpose**

The purpose of the University of Georgia (UGA) Campus Emergency Management Plan (CEMP) is to establish policies, procedures, roles and responsibilities, and an organizational structure for responses to a major emergency. The UGA CEMP incorporates operating procedures from the National Incident Management System (NIMS) and Incident Command System (ICS) for handling emergencies resulting from various potential disasters that could impact the UGA campus. Developed in March 2004, NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

The UGA CEMP has been designed as a strategic plan to provide the administrative procedures necessary to cope with most campus emergencies. Any University's overall ability to respond to an emergency will rely upon building emergency plans and business continuity plans developed by its individual departments.

The purpose of any plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives; establish responsibilities necessary to performing these functions; prevent, minimize and repair damage; and ensure continuity of operations so that essential services may continue to be provided to the University and its clients.

The UGA CEMP assigns roles and responsibilities to departments and units that are directly responsible for emergency response efforts and critical support services and provides a management structure for coordinating and deploying essential resources.

## II. President's Affirmation



**Office of the President**  
Administration Building  
220 South Jackson Street  
Athens, Georgia 30602-5000  
TEL 706-542-1214  
president@uga.edu  
www.uga.edu

August 28, 2024

Mr. A. Kerry Stallings  
Chief of Police  
Board of Regents of the University System of Georgia  
270 Washington Street Southwest  
Atlanta, Georgia 30334-9056

Dear Mr. Stallings:

This letter affirms the University of Georgia's commitment to emergency planning, preparedness, and responsiveness. Our planning efforts for our main campus and our extended campuses are coordinated by the UGA Office of Emergency Preparedness.

We have a Campus Emergency Management Plan (CEMP) that establishes policies, procedures, roles, and responsibilities as well as an organizational structure to provide efficient and timely response to a major emergency. Additionally, the plan is established under and is in accordance with local, state, and federal statutes, and authorities for Emergency Management. Revisions to the CEMP are conducted on an annual basis.

The CEMP provides a management structure for coordinating and deploying essential resources. Personnel and units assigned specific emergency responsibilities in the plan have a working knowledge of functions and actions and are prepared to act if and when emergencies occur.

Please see our website for more information regarding UGA's emergency planning initiatives: [www.prepare.uga.edu](http://www.prepare.uga.edu). I also encourage you to contact our Director of Emergency Preparedness, Mr. Adam Fouche, directly if you have any questions. Adam may be reached at (706) 542-4119 or [fouche@uga.edu](mailto:fouche@uga.edu).

Sincerely,

Jere W. Morehead  
President

cc: Dr. Kathy R. Pharr  
Mr. Ryan A. Nesbitt  
Mr. James N. Shore  
Mr. Adam D. Fouche

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### III. Security Sensitive Document Statement

Records, the disclosure of which would compromise security against sabotage or criminal or terrorist acts and the nondisclosure of which is necessary for the protection of life, safety, or public property, will not be released to members of the public and/or in response to Open Records Requests. O.C.G.A § 50-18-72(a) (15) (A). Sections of this manual, if released, would compromise the safety/security of the University of Georgia.

The disclosure of information in this plan could compromise the security of essential equipment, services, and systems of the University of Georgia or otherwise impair the University of Georgia's ability to carry out essential emergency responsibilities. Distribution of the University of Georgia Campus Emergency Management Plan in its entirety is limited to those University of Georgia associates who need to know the information in order to successfully activate and implement the plan.

Portions of this plan contain information that raises personal privacy or other concerns, and those portions may be exempt from mandatory disclosure under the Freedom of Information Act. See 5 U.S.C. §552, 41 C.F.R. Part 105-60.

Any decision to disclose information in this plan outside the University of Georgia or to withhold information in this plan from a non-institution requester must be coordinated with the University of Georgia Office of Emergency Preparedness (OEP).

Personnel must maintain the physical security of this plan whether in printed or electronic form. Dissemination of certain sections of the UGA CEMP is prohibited unless prior approval is received from OEP.

### IV. Scope

The UGA CEMP is a campus-level plan that guides the emergency response of UGA personnel and resources during a major disaster. It is the official Campus Emergency Management Plan for UGA and supersedes previous plans and precludes employee actions not in concert with this plan, or the emergency organization created by it. In addition, the UGA CEMP includes building level procedures, contained in the Building Emergency Action Plan

(BEAP) system, which establishes building emergency procedures for faculty, staff, students, and visitors to follow during an emergency impacting an individual building.

Nothing in this plan shall be construed in a way that limits the use of good judgment and common sense in manners not foreseen or covered by elements of the plan or any appendices hereto. Additionally, this plan assumes that faculty, staff, students, and visitors on the university campus understand that individual preparedness is a key to being ready for emergencies. During large-scale emergencies, where local and state first responders may be delayed due to the scale and impact of the disaster, members of the university community should understand that emergency services could be delayed and they should take appropriate steps (emergency kit, family and friend communication plan, personal emergency plan, etc.) to prepare themselves to be self-sufficient for a brief period.

Numerous natural or man-made disasters and hazards can affect the university and pose an actual or potential threat to public health and safety on the university campus. A comprehensive and flexible emergency plan is needed to insure the protection of students, employees, and the public from the effects of critical incidents and emergencies.

This plan may be activated in response to a regional or national crisis that affects the University system. Any emergency that affects UGA students, faculty, and/or staff community is considered a university emergency.

This plan is designed to enable faculty, staff, and students to successfully cope with campus critical incidents and emergencies. The overall ability of u personnel to respond to any incident will rely primarily upon preplanned procedures, Incident Action Plans, Business Continuity Plans, Building Emergency Action Plans, and existing or newly promulgated standard operating procedures (SOPs) and directives.

This plan, while primarily local in scope, is intended to be able to support a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including mitigation, preparedness, response, and recovery.



## V. General Assumptions

The University CEMP can provide a realistic approach to the problems likely to be encountered on campus during a critical incident, crisis, or disaster. Therefore, the following general assumptions can be made:

- An emergency may occur at any time
- A critical incident, crisis, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning
- Most incidents are handled locally
- Almost all incidents are handled locally, but some incidents may require the support and resources of local, county, state or federal governments, and/or private institutions, Non-Government Organizations (NGOs) and other entities
- Incident plans must be flexible
- The succession of events in any incident are not fully predictable; therefore, this CEMP and any Incident Action Plan (IAP) devised prior to or at the time of the event will serve primarily as a guide or checklist, and may require modifications in the field to mitigate injuries, damages, and/or to recover from the incident
- Outside resources or assistance may be delayed
- An emergency or a disaster may additionally affect residents within close proximity to the University; therefore, city, county, state, and federal emergency services or resources may not be immediately available. *In such cases, a delay in the delivery of effective off-campus emergency services may typically be expected for a period of up to 48 - 72 hours*
- Media events must be properly addressed
- Any incident that is likely to result in media coverage should be promptly reported to the Vice President for Marketing and Communications. During non-business hours, report these incidents to UGA Police Communications; UGA Police Communications personnel shall then make further notifications. The accurate assessment of received information and its accurate reporting to all will negate the spread of unfounded rumors, panic, and the effects of misinformation.
- Operational requirements must be sustainable
- During any incident which is perceived to require operations for longer than twenty-four hours, at the discretion of the University President, impacted personnel may be assigned to 12-hour shifts with cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate
- Communications are likely to be disrupted or compromised
- During an emergency or disaster, there is a likelihood of the disruption of communications due to damage to related infrastructure or by the burdens placed on communications due to high levels of usage. This is especially true of cellular telephones. Prior agreements with cellular companies should be in place to secure usable operating channels during any emergency
- Declaration of a Campus State of Emergency (CSOE)
- The decision to declare a Campus State of Emergency (CSOE) rests solely with the University President or his or her designee
- Upon notification of a critical incident or emergency by the UGA Police Chief or Director of the Office of Emergency Preparedness, if the President decides that a CSOE is necessary, he or she shall so inform the Director of the Office of Emergency Preparedness, who shall, in turn, activate the University Emergency Operations Center, as appropriate
- Direct all media inquiries to the Public Information Officer
- All media inquiries should be directed to a Public Information Officer (PIO) associated with the UGA Marketing and Communications Office. It is important that information provided to outside media persons be coordinated through the PIO to ensure consistency concerning communications about the status of the University during a critical incident or emergency. If the incident involves entities from other jurisdictions, the external communications function of the PIO shall be coordinated through an established Joint Information Center (JIC)

## VI. Plan Distribution and Authority

### *Plan Distribution*

The Office of Emergency Preparedness will provide an electronic copy of the plan) with updates to the following groups:

- UGA Police Department
- Athens-Clarke County Fire and Emergency Services (includes Emergency Management)
- UGA Office of Vice President for Research (Research Safety and Biosafety)
- UGA Environmental Safety Division
- University System of Georgia Safety and Security Department
- UGA Finance and Administration Division
- Other key departments and administrators on campus as appropriate
- The plan is also published electronically (redacted) at [www.prepare.uga.edu](http://www.prepare.uga.edu).

### *Plan Authority*

The UGA CEMP is promulgated under the authority of the Vice President for Finance and Administration.

### *Plan Authority and Date of Effect*

This version of the plan goes into effect on September 1, 2024. The plan was reviewed in August 2024 by the following:

- Ryan Nesbit, UGA Vice President for Finance and Administration
- Adam Fouche, Executive Director of the Office of Emergency Preparedness and Insurance and Claims Management
- Jeff Clark, Chief, UGA Police
- Dan Silk, Associate Vice President of Public Safety
- John McCollum, Associate Vice President of Environmental Safety
- Nate Moss, Chief, Athens-Clarke County Fire and Emergency Services

## VII. Plan Maintenance

OEP will conduct an annual review of the UGA CEMP; however, minor changes may be made to the plan by the OEP staff throughout the year. All changes to the UGA CEMP, both minor changes and updates made each year during the annual review, will be documented in the revisions chart that is included in Appendix A. Updates, suggestions for improvement and other comments should be directed to the UGA OEP and emailed to [prepare@uga.edu](mailto:prepare@uga.edu).

### *Updates to Other UGA Emergency Plans*

UGA Pre-Disaster Hazard Mitigation Plan – 2018 ([www.prepare.uga.edu](http://www.prepare.uga.edu))

UGA Emergency Notification Plan – last updated August 2024 ([www.prepare.uga.edu](http://www.prepare.uga.edu))

UGA Crisis Communication Plan – 2019 (UGA Marketing and Communications Office)

UGA Infectious Disease Response Plan – update in progress during COVID-19 pandemic in 2020/2021 ([www.prepare.uga.edu](http://www.prepare.uga.edu))

UGA National Incident Management System Training Plan – last updated April 2014

UGA Hazardous Waste Generator Contingency Plan - Last updated 2015

UGA Central Steam Plant Facility Response Plan – June 2017 – UGA Facilities Management

Wheeler Hall Temporary Emergency Shelter/Staging Area Plan – OEP - August 2017

UGA Athletic Venue Emergency Operations Plans – updated on a two-year rotation

UGA Strategic National Stockpile (SNS) Closed Pod Plan – 2019

## VIII. Emergency Contact Numbers

**The University of Georgia Police Department (UGPD) is the primary contact for all Athens campus emergencies. Calls will be routed to the appropriate campus and local responders from UGA Police Communications.**

UGA Police Department ..... 911



Off Campus Emergencies .....911

UGA Police Non-Emergency ..... 706-542-2200

UGA Police Admin ..... 706-542-5813

UGA Environmental Safety .....(706) 542-5801

UGA PREHS..... (706) 542-5288

UGA Dean of Students ..... (706) 542-7774

UGA Emergency Preparedness ..... (706) 542-5845

UGA Facilities Work Order .....(706) 542-7456

    After hours..... (706) 542-2200

UGA Fire Safety (non-emergency) .(706) 542-5801

UGA Biosafety Office.....(706) 542-7265

UGA Research Safety..... (706) 542-5288

ACC Police Non-Emergency ..... (706) 613-3345

ACC Fire Dept. Administration.....(706) 613-3360

ACC Emergency Management..... (706) 613-3410

St. Mary’s Hospital .....(706) 389-3000

Piedmont Athens Regional..... (706) 475-7000

Clarke County Public Health .....(706) 389-6921

**IX. Office of Emergency Preparedness Role**

The mission of the Office of Emergency Preparedness (OEP) is to provide a comprehensive homeland security and emergency management program for the University of Georgia (UGA) to save lives, protect property, promote continuity of operations, and reduce the overall effects of large-scale disasters.

Other departmental responsibilities include:

- Develops, tests, reviews, revises, and distributes the University’s Infectious Disease Response Plan, Emergency Notification Plan, Pre-Disaster Hazard Mitigation Plan, and other emergency plans,
- Oversees the management of the UGA Alert system, the University’s emergency mass notification system, UGA Alert Desktop and other campus emergency notification methods

- Manages the Building Safety and Security Representatives (BSSR) Program and provides emergency planning guidance, training, and recordkeeping
- Activates and manages the University’s Emergency Operations Center in the event of a large-scale emergency
- Manages the University’s Automatic External Defibrillator (AED), Bleeding Control Kit, and emergency evacuation chair programs
- Monitors campus-wide compliance with the National Incident Management System (NIMS) regulations and ensures required training is provided, and records maintained for all campus responders
- Coordinates the campus Community Emergency Response Team (UGA CERT)
- Coordinates the campus Medical Reserve Corps (UGA MRC) program at UGA
- Develops, conducts, and coordinates drills and exercises, including community-wide exercises, campus exercises, building drills, and departmental exercises (tabletop, functional and full-scale)
- Coordinates the setup and activation of emergency human shelters and Public Health emergency sites utilizing UGA facilities
- Assesses threats and implements safeguards based on current trends and events
- Conducts risk assessments and develops departmental and site-specific emergency plans for Athens locations and other UGA campuses and research sites
- Designs, develops, and delivers training and other informational materials for students, faculty, and staff on recognizing, preparing for, and responding appropriately to natural and man-made disasters and emergencies
- Maintains a comprehensive website for communicating timely information to the University Community
- Investigates, develops, and implements UGA policies and procedures related to homeland security and emergency preparedness issues
- Coordinates campus events to highlight emergency preparedness and security awareness
- Serves on campus, University System, local, state, and national homeland security and emergency preparedness committees
- Encourages a service-learning attitude among University students

## X. UGA Campus Emergency Management Planning Team

Since UGA is a very large and complex organization, a Campus Emergency Management Planning Team was assembled by the Office of Emergency Preparedness to assist in the development and subsequent revisions of the UGA CEMP. The committee members include the Athens-Clarke County Office of Emergency Management and representatives of many of the campus emergency response, research safety, medical, risk management, law enforcement, disability services and emergency planning units (see chart below). The role of the Campus Emergency Management Planning Team is to provide guidance on the development and review of campus-wide emergency plans and procedures.

### UGA Campus Emergency Management Planning Committee

Name	Title	Department
REDACTED	Associate Director	UGA Office of Emergency Preparedness
REDACTED	Chief	UGA Police Department
REDACTED	Associate Vice President	UGA Environmental Safety Division
REDACTED	Director	UGA Office of Research Safety
REDACTED	Emergency Management Director/Fire Chief	Athens-Clarke County Office of Emergency Management
REDACTED	Associate CIO	UGA EITS
REDACTED	Marketing and Communications Manager	UGA Health Center
REDACTED	Associate Director	UGA Insurance & Claims Management
REDACTED	Fire Safety Manager, UGA Fire Safety Office	UGA Environmental Safety Division
REDACTED	Radiation Safety Officer	UGA Office of Research Safety
REDACTED	Director	UGA Office of Biosafety
REDACTED	Safety Coordinator	Facilities Management Division
REDACTED	Director	Disability Resource Center

## XI. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a structured framework used nationwide for both governmental and nongovernmental agencies to respond to natural disasters and/or terrorist attacks at the local, state, and federal levels of government. A 2003 presidential directive required all federal agencies to adopt the NIMS and to use it in their individual domestic incident

management and emergency prevention, preparedness, response, recovery, and mitigation programs and activities. The directive also required federal departments to make adoption of NIMS by state, tribal, and local organizations a condition for federal preparedness assistance and in applying for federal grant assistance.

The University of Georgia adopted NIMS in March of 2006 as its system of preparing for and responding to disaster incidents and directed all incident managers and response organizations

within the University of Georgia to train, exercise and use this system in their response operations. As a result, the Office of Emergency Preparedness was tasked with handling the University's compliance efforts associated with the campus NIMS policy adoption. The duties associated with the campus NIMS oversight include the identification of University personnel who will need to be trained; creation of appropriate training levels for identified University faculty and staff; providing campus training opportunities; and oversight with all duties associated with recordkeeping. A campus-wide NIMS training plan was developed to organize the tasks and objectives associated with all the campus NIMS objectives. The UGA NIMS Training Plan contains the UGA NIMS Policy, a detailed listing of all identified campus positions and personnel who have been identified to take NIMS classes and the level of training required for each position (see Appendix C for the NIMS Training Plan).

The University of Georgia CEMP is part of the overall campus and community emergency preparedness efforts. The plans and procedures contained herein are subject to and compliant with the NIMS and the Incident Command Systems (ICS). The University of Georgia senior administrative staff, the UGA Emergency Operations Center departmental designees, all campus agencies tasked with emergency response duties, Building Safety and Security Representatives (BSSRs), and other key staff will establish a working knowledge of these emergency response principles and how they are integrated into the UGA emergency response actions during an emergency.

All emergencies are different. Most campus emergencies remain within the scope and capabilities of first responders (police, fire and EMS). Examples of smaller campus emergencies could include a localized chemical spill, a small fire, a localized power failure, or other emergencies that do not require complex incident management strategies. Public safety emergency incidents, usually less frequent in occurrence, may cause extensive damage or interruption to normal campus operations. Examples might include a large structure fire, a regional power outage, a significant hazardous materials release or spill, extensive damage from severe weather or a violent assault against campus property or persons.

When disaster conditions exist in which normal campus operations are significantly impacted, the University of Georgia (UGA) may activate the Emergency Operations Center (EOC) and the Executive Policy Group to assist with incident management activities and institutional decisions that will need to be made to return the campus to normal operations and restore trust between UGA and its constituents. The following information is intended to provide an overview of roles, responsibilities and potential decisions associated with the University's emergency response groups.

### *Executive Policy Group:*

The Executive Policy Group is the executive level oversight and strategic decision-making group for the University of Georgia during a large-scale emergency. The Executive Policy Group is chaired by the President and has the authority to make strategic, financial, operational, and policy decisions in response to the significant issue or emergency event. If the implications of a crisis or public safety emergency require executive decision-making, have potential long-term implications on the viability and reputation of the campus, or require significant changes in existing policies, the President may be notified and in turn activate the Executive Policy. Specifically, the Executive Policy Group may review, modify, or develop policies and procedures related to course attendance, grading, course completion requirements, student activities, residence life, financial aid, fiscal expenditures, and other fiscal disbursements. In addition, the Executive Policy Group will initiate continuity and recovery efforts to resume normal operations on campus and approve all strategic communication activities and message to the community.

Executive Policy Group members include the President, the Senior Vice President for Academic Affairs and Provost, the Vice President for Finance and Administration, the Executive Director of Legal Affairs, the Vice President for Student Affairs, the Vice President for Marketing and Communications and the President's Chief of Staff.

The Executive Policy Group may initially be notified of a public safety emergency via a text message from the Police Chief, a police command staff designee or the Director of Emergency Preparedness of the emergency. When notified of the incident, the Executive Policy Group may be asked to respond, or send a designee to the

Administration Building (Peabody Conference Room) or the UGA Police Department Chief's Conference Room, depending on the scale and scope of the incident. Additionally, a conference call may be created (audio and/or video) for the Executive Policy Group members, the Chief of Police and the Director of Emergency Preparedness if members of the Executive Policy Group are not immediately available to assemble in the designated location. Incident information will be provided to the Executive Policy Group by the Chief of Police, a police department command staff designee, or the Director of Emergency Preparedness.

The responsibilities of the Executive Policy Group are generally broad during a crisis. Potential Executive Policy Group responsibilities may include (but are not limited to):

- Make major policy, strategic or resource decisions when academic programs or normal business are interrupted
- Provide leadership and motivation
- Provide the overall strategies for the University while incident responders are addressing the tactical issues
- Advise and assist the President
- Provide focus on top priorities (safety of students, faculty, staff and visitors)
- Provide direction and vision for program recovery and post-event restoration
- Order any suspension of operations
- Decide if the University will alter hours (delayed start) or cancellation of classes
- Determine the suspension or postponement of major campus events
- Offers directives regarding financial actions when presented with dilemmas
- Establish disaster spending parameters
- Manage the method for receiving financial donations during a disaster
- Notify, inform and update key constituents and stakeholders
- Ensure that applicable policy decisions are communicated to students, employees and other affected individuals or entities
- Communicate with counterparts at local, county, state and federal government level, as appropriate, to elicit needed support
- Maintain a regular dialogue with the Emergency Operations Center (EOC) to get updates and address issues

- Provide briefings and maintains dialogue with the University System Office and other key constituencies
- Approve all public updates and statements

### ***Incident Command Group:***

The Incident Command Group is the group or team that is organized under the Incident Command System (ICS) and focuses on the response and stabilization efforts, generally on the scene of the emergency. This group includes campus first responders and may include local emergency response personnel, depending on the type and size of the event. This group is directed by the Incident Commander, and additional personnel are identified within the Incident Command structure (as determined by the Incident Commander) and the type and scope of the incident. The Incident Commander is typically the University Chief of Police or a Deputy Chief of Police if the Chief is not immediately available. If an emergency requires more resources, personnel and/or coordination that cannot be handled by the Incident Command Group, the Incident Commander may request that the Office of Emergency Preparedness open an emergency operations center to assist with the management of resources and personnel.

### ***Incident Command System (ICS)***

An ICS is established as soon as possible in potential threatening situations. The Incident Commander (IC) is identified as one with the knowledge, training and skills, and immediate access to resources appropriate for the specific incident. Incident Commanders must have completed the appropriate training as identified by the Federal Emergency Management Agency (FEMA) and the Georgia Emergency Management and Homeland Security Agency (GEMHSA).

The IC determines if Section Chiefs are required. If so, the IC identifies appropriate personnel with the proper training, skills and knowledge required. As the incident changes from response to facility recovery, or as otherwise necessitated, command is then transferred to a more appropriate Incident Commander to continue the response/recovery efforts.

## *Incident Commander: Responsibilities & Authorities*

The Incident Commander has overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics. The Incident Commander has primary responsibility for:

- Ensuring incident safety
- Providing information services to internal and external stakeholders
- Establishing and maintaining liaison with other agencies participating in the incident
- Assigning personnel to additional ICS roles as required by the incident

### *ICS Command Staff*

Depending upon the severity of the situation, the IC may require the services of Command Staff which includes a Safety Officer (SO), a Liaison Officer (LO), or a Public Information Officer (PIO). These individuals will be identified and Section Chiefs made aware.

- **Public Information Officer:** responsible for sharing information with University constituencies and the media in reference to the incident. This position will maintain information activities with the Executive Policy Group and coordinate media statements with the Joint Information Center (JIC) if a JIC is established.
- **Safety Officer:** ensures the safety of responding personnel.
- **Liaison Officer:** primary contact for supporting agencies and is generally only required when a multi-agency, multi-jurisdictional response is required.
- A University Police vehicle, a mobile command vehicle or other emergency response vehicle may be used as an Incident Command Post (ICP). The ICP is to be located close enough to the emergency scene to allow for tactical control. At least one uniformed officer or police dispatcher is to staff the ICP at all times until tactical operations terminate. The UGA Incident Command Post Organizational Chart is included in Appendix B.

## **XII. UGA Emergency Operations Center (EOC)**

An EOC is the physical location at which the coordination of information and resources to support campus incident management activities normally takes place. Campus and local personnel, who are provided with the authority to make decisions, commit staff and resources, and manage financial resources, staff the EOC. If a large-scale incident exceeds or is likely to exceed available campus capabilities and resources, Incident Commander may request that an EOC be established and managed by the Office of Emergency Preparedness. The University's primary EOC location is in the Hodgson Oil Building.

Typically, the Incident Command Group on the scene of an incident will request resources and provide situation updates through the EOC. The EOC staff will fill resource requests, track resources, compile incident financial records, provide situational updates to the Executive Policy Group and define strategic decisions that the Executive Policy Group needs to make. Some incidents may only necessitate the partial activation of the EOC where Office of Emergency Preparedness staff, Marketing and Communications personnel and UGA Police representatives will assemble to coordinate resources and information. Incidents that require more complex incident management, involve more campus departments, and require more coordination of a larger amount of campus resources will result in a full EOC activation. Typically, the EOC Manager is the Director of Emergency Preparedness or a designee when the Director is not immediately available. The EOC Manager will be responsible for providing situational updates from the EOC to the Executive Policy Group.

Various departments on campus who may have an incident response coordination role have been identified by OEP to staff the EOC during emergency situations that warrant its activation. The Office of Emergency Preparedness provides several training sessions and emergency test activations using the online situational management system. UGA Departments who participate in the EOC include: UGA Police, Environmental Safety Division, OVPR Research Safety, Student Affairs (Housing and Recreational Sports), Parking and Transit, Marketing and

Communications, University Health Center, Academic Affairs, Facilities Management Division, Insurance and Claims Management, and the Office of Emergency Preparedness. Local fire, police and EMS agencies may be included in the EOC if needed. An EOC is activated with UGA departments and local public safety agencies during each home football game.

UGA utilizes an online situational management system that allows EOC participants to be notified of an activation, track resources, document critical decisions, provide situational updates and create specialized reports. The use of this online software system provides for virtual EOC operations should certain types of emergencies or disasters prevent the physical EOC from being immediately activated in the Hodgson Oil Building. Also, in the event of some type of infectious disease outbreak, a virtual EOC may be utilized.

Extensive thought and planning by OEP have gone into identifying appropriate facilities that would serve as an EOC in the event of a large-scale emergency. Proximity to campus, communication and technology requirements, computer support, facility size and security, emergency power supply, and parking concerns were considered in designating a campus facility to be used for an EOC. As a result of these considerations and with the assistance of homeland security grant funding, the University's primary EOC location was established in the Hodgson Oil Building. The Hodgson Oil Building houses OEP, the UGA Police, and the UGA Marketing and Communications offices making it an ideal location for a command-and-control hub during campus, local, and state emergencies. In the event the primary location is unavailable, a secondary location has been identified as the UGA Police and Emergency Preparedness Training Building off Will Hunter Road or the UGA Georgia Center if available. In addition, as a part of the Athens-Clarke County Local Campus Emergency Management Plan, the UGA has a role in the Athens-Clarke County EOC (located in the Athens-Clarke County Police Department) for large-scale emergencies that impact the county and the campus.

The UGA EOC Activation Organizational Chart describes how the incident command structure will be organized during a campus-wide emergency that necessitates the need for the activation of the UGA EOC (see Appendix C).

### **XIII. UGA Emergency Response**

Most emergency situations are handled by the UGA Police Department without the need of assistance from other units. If the emergency will be prolonged in nature and require additional resources, an EOC may be established to support the operations of the responders in the field. UGA utilizes EOC software that allows for the notification of individuals who will need to respond to an emergency.

Personnel who may need to respond or whose department will need to respond will be notified through the EOC software. Individuals responding to the EOC will serve in roles and have responsibilities like their day-to-day responsibilities at UGA. The existing organizational structure of the UGA will be maintained as much as possible. This allows responding personnel to work in their areas of specialty and expertise rather than having them work in an area in which they are not familiar or do not have expertise.

The agencies represented in the EOC software are:

- Parking and Transit
- University Health Center
- Facilities Management Division
- Student Affairs
- Housing
- Marketing and Communications
- Provost's Office
- Rec Sports
- Emergency Preparedness
- Enterprise Information Technology Services (EITS)
- Police

A list of administrative contacts is also maintained to allow the appropriate people to be contacted in case of an emergency. This allows people who are responsible for the appropriate operations to be contacted when needed. This list is printed below with cell phone numbers removed. See Appendix E.



## XIV. Roles and Responsibilities

Various campus departments, local agencies, state agencies and federal agencies may be called upon to assist in localized or major emergencies that occur on campus. Roles and responsibilities may change during disasters when response operations shift to recovery operations. The chart listed below provides a detailed listing of departments and agencies that may be utilized in the event of a campus emergency and includes an overview of their roles and responsibilities during the emergency event.

<b>Department</b>	<b>Roles and Responsibilities</b>
President's Office	<ul style="list-style-type: none"> <li>Coordinates with the Executive Policy Group to ensure that decisions are implemented</li> </ul>
Executive Policy Group	<ul style="list-style-type: none"> <li>Chaired by the President and responsible for making policy decisions and coordinating directly with the ICP or the EOC to execute decisions regarding staffing levels, continuation or suspension of classes, event cancellations, building closures, and other critical policy decisions impacting UGA faculty, staff, students, and visitors</li> <li>Declares a campus state of emergency that activates the campus EOC</li> </ul>
Emergency Operations Center Personnel	<ul style="list-style-type: none"> <li>Identified campus departments responsible for coordinating and managing resources, equipment, and personnel under their control during large-scale emergency incidents.</li> <li>Provides situational reports using the online situational awareness system in a timely manner to allow the EOC Manager to update the Executive Policy Group</li> </ul>
Office of Emergency Preparedness (OEP)	<ul style="list-style-type: none"> <li>Manages the EOC in the event of an activation</li> <li>Director or designee may activate UGA Alert per the activation policy</li> <li>Assists in resource and planning coordination activities during campus incidents</li> <li>Assumes liaison duties with other local, state and federal agencies</li> <li>Assists UGA Risk Management and Facilities Management with campus damage assessments</li> <li>Coordinates on campus temporary shelter activations, public health emergency dispensing sites, and companion animal shelters</li> <li>Coordinates donated goods and volunteers during large-scale disasters</li> <li>Facilitates after action meetings to ensure that building or campus emergency plans were followed</li> </ul>
University Police Department (UGPD)	<ul style="list-style-type: none"> <li>Responsible for maintaining safety and security on campus</li> <li>Assists with security, traffic planning, and event management</li> <li>Chief of Police or designee serves as the Incident Commander for all law enforcement related incidents</li> <li>Chief or designee(s) may activate UGA Alert per the activation policy</li> <li>Provides staff in the EOC during activations</li> <li>Coordinates security for the EOC and human and pet shelter operations</li> </ul>
Facilities Management Division (FMD)	<ul style="list-style-type: none"> <li>Responsible for initial campus debris removal and clearing of roadways and sidewalks to allow emergency ingress/egress</li> <li>Serves as a liaison to disaster services contractors, city public works or state officials</li> <li>Responsible for the restoration of critical services and utilities to campus facilities</li> <li>Provides technical assistance to Risk Management and OEP with damage assessments</li> <li>Maintains a current inventory of all equipment, supplies, and personnel</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides resource support with equipment, personnel, and technical advice</li> <li>• Provides transportation and delivery of resources, food and other critical items</li> <li>• Assists OEP with handling and storage of donated goods during disasters</li> <li>• Provides staff in the EOC during activations</li> <li>• Maintain records of expenditures and document resources utilized during response and recovery operations associated with a large incident</li> </ul>
Marketing and Communications	<ul style="list-style-type: none"> <li>• Coordinates all media briefings during disasters in collaboration with Athens-Clarke County</li> <li>• Provides staff in the EOC during activations</li> <li>• Maintains current contact list for local and state media outlets</li> </ul>
Transportation and Parking Services	<ul style="list-style-type: none"> <li>• Assist with emergency bus and van resource requests outside of normal campus routes</li> <li>• Provide medical transportation for non-critical injuries from campus mass casualty incidents</li> <li>• Provide updates regarding deck and parking lot statuses</li> <li>• Provides staff in the EOC during activations</li> </ul>
Procurement/Purchasing/Budget Office	<ul style="list-style-type: none"> <li>• Assists with emergency purchases or purchases that exceed normal P-Card levels</li> <li>• Assists with maintaining a record of disaster related purchases, employee time, and other financial information needed for reimbursement</li> <li>• Provides staff in the EOC as needed</li> </ul>
Environmental Safety Division (ESD)	<ul style="list-style-type: none"> <li>• Perform functions including oversight and technical assistance in maintaining hazardous materials, radiation safety, fire safety, environmental health and safety, and outreach programs</li> <li>• Serves as technical advisor to emergency responders concerning hazardous materials, radioactive materials, fire safety, indoor air quality, environmental health, and industrial hygiene and occupational health on campus</li> <li>• Provides staff in the EOC during activations as needed</li> </ul>
Fire Safety (under ESD)	<ul style="list-style-type: none"> <li>• Fire Safety Manager or designee serves as the UGA technical expert for fire incidents on campus</li> <li>• Serves as the campus liaison with the State Fire Marshal's Office</li> <li>• Coordinates campus fire investigations with local, state and federal agencies</li> <li>• Serves as a liaison to all fire agencies who may respond to campus</li> </ul>
Office of Research Safety	<ul style="list-style-type: none"> <li>• Responsible for Chemical and Laboratory Safety, Radiation Safety and Special Hazards Safety</li> <li>• The Chemical and Laboratory Safety program provides guidance to UGA faculty, staff and students on the safe use of chemical agents</li> <li>• The radiation safety program provides service and assistance to researchers using ionizing radiation in their operations</li> <li>• University of Georgia Special Hazards Safety ensures a safe work environment for laser users on campus, and to insure compliance with State of Georgia laser requirements</li> <li>• Serves as a technical advisor to emergency responders concerning radioactive sources on campus</li> </ul>
Program and Research Environmental Health and	<ul style="list-style-type: none"> <li>• Includes members from both ESD (Environmental Safety) and Research Safety</li> </ul>

Safety Team (PREHS)	<ul style="list-style-type: none"> <li>• Provides personnel to respond to minor incidents from an on-call list</li> <li>• Chemical Safety and Radiation Safety personnel serve as technical experts to support emergency responders during incidents</li> <li>• Coordinates on scene with the Athens-Clarke County Fire Department's Hazardous Materials Response Team</li> </ul>
Office of Biosafety	<ul style="list-style-type: none"> <li>• Provides guidance and assistance to faculty, staff, and students in order to protect from exposure to bio hazardous materials and to guard against the accidental release of such materials that may be harmful</li> <li>• Provides regulatory guidance to faculty, staff, and students concerning biosafety labs</li> <li>• Administers the Select Agent and Toxin Program (SAP) for the University's main campus facilities</li> <li>• Provides on scene technical assistance to emergency responders during incidents</li> <li>• Provides staff in the EOC as needed</li> </ul>
Insurance and Claims Management	<ul style="list-style-type: none"> <li>• Responsible for documenting and coordinating all University insurance claims</li> <li>• Responsible for coordinating with emergency clean up services that are on contract through the University System of Georgia (USG)</li> <li>• Manages the University's disaster services contracts and activation of these contracts</li> <li>• Assists Facilities Management and OEP with damage assessments</li> <li>• Provides staff in the EOC as needed</li> </ul>
University Health Center	<ul style="list-style-type: none"> <li>• Responsible for providing primary health care and prevention programs</li> <li>• Serves as a monitoring or information receiving point for information on public health issues</li> <li>• Select staff may be called upon for triage duties during a campus mass casualty incident</li> <li>• Serves as a liaison to the local hospitals and local public health</li> <li>• May serve in a public information role as needed for specific health topics</li> <li>• Provides staff in the EOC as needed</li> </ul>
Enterprise Information Technology Services (EITS)	<ul style="list-style-type: none"> <li>• Central coordination and restoration of communication networks (email and phone)</li> <li>• Provides staff in the EOC as needed</li> </ul>
Dining Services	<ul style="list-style-type: none"> <li>• Responsible for providing mass feeding for faculty, staff, and students during a campus emergency</li> <li>• Serves as an emergency food and water resource for campus emergency responders</li> <li>• Serves as a food provider for campus emergency shelters</li> <li>• Provides staff in the EOC during activations</li> </ul>
University Housing	<ul style="list-style-type: none"> <li>• Responsible for overseeing and managing the University's residence halls and family housing areas</li> <li>• Serves as an emergency shelter resource for the campus</li> <li>• Coordinates the Residence Hall Emergency Relocation Plan</li> <li>• Housing administrators may serve as technical advisors for emergency sheltering situations</li> <li>• Provides staff in the EOC during activations</li> </ul>
Student Affairs	<ul style="list-style-type: none"> <li>• Coordinates shelter needs, medical counseling components, and emergency communication with families during large disasters</li> <li>• Assists with call center coordination</li> <li>• Provides staff in the EOC during activations</li> </ul>
Building Safety and Security Representatives	<ul style="list-style-type: none"> <li>• Serve as the 24/7 point of contact for their building(s) for safety, security, and emergency planning</li> </ul>

(BSSRs)	<ul style="list-style-type: none"> <li>• Receives and monitors emergency communication information from campus safety units and disseminates information to building occupants</li> <li>• Reports emergency, safety, and health concerns to the appropriate campus safety unit</li> </ul>
Department of Recreational Sports (under Student Affairs)	<ul style="list-style-type: none"> <li>• Provides managerial and resource assistance with facilities (Ramsey Center) that may be activated as a short-term UGA student shelter or utilized as a Public Health emergency dispensing site for medications for UGA students and critical emergency staff (closed POD).</li> </ul>
UGA Community Emergency Response Team (UGA CERT)	<ul style="list-style-type: none"> <li>• Assist campus responders in their reaction to natural disasters and other large-scale emergencies during the first 72 hours following an event</li> <li>• Assists with EOC operations</li> <li>• Assist with campus volunteer and donations management activities</li> </ul>
UGA Medical Reserve Corps (UGA MRC)	<ul style="list-style-type: none"> <li>• Assist with a medical response to large scale emergencies</li> <li>• Assist with credentialing volunteers during an emergency</li> <li>• Assist with marketing and promotional efforts for public health initiatives (Ex. Flu shots).</li> </ul>
American Red Cross – East Georgia Chapter	<ul style="list-style-type: none"> <li>• Assist with sheltering and volunteer management activities during large scale disasters.</li> </ul>
Athens-Clarke County Office of Emergency Management	<ul style="list-style-type: none"> <li>• Coordinates all mutual aid assistance regarding equipment, personnel, and resource requests from the Athens-Clarke County government</li> <li>• Serves as a liaison to UGA in times of disaster</li> <li>• Provides emergency management and technical assistance to UGA</li> </ul>
University System of Georgia (USG)	<ul style="list-style-type: none"> <li>• Coordinates equipment, personnel, and resource requests for all institutions</li> <li>• Receives and assigns all resource requests from the Georgia Emergency Management Agency for use of USG resources</li> <li>• Director of Security for the USG serves as the liaison to UGA for the System Office</li> </ul>
Georgia Emergency Management and Homeland Security Agency (GEMA)	<ul style="list-style-type: none"> <li>• Lead State Agency responsible for coordinating the State of Georgia’s response to a disaster</li> </ul>
Georgia Information Sharing and Analysis Center (GISAC)	<ul style="list-style-type: none"> <li>• The State of Georgia’s focal point for the collection, assessment, analysis, and dissemination of terrorism intelligence relating to Georgia</li> </ul>
Federal Emergency Management Agency (FEMA)	<ul style="list-style-type: none"> <li>• Lead agency that guides the federal response to a natural or man-made disaster</li> </ul>

## XV. Emergency Notification

### *Jeanne Clery Act Guidelines*

Emergency notification is based on the desire to inform people about dangerous situations that may have serious impacts. Notifying individuals of dangerous situations allows people to take action to protect themselves and the people around them. The University of Georgia will strive to, without delay, and taking into account the safety of the University community, determine the appropriate content of all notifications and initiate notification systems, unless issuing a notification will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond or to otherwise mitigate the emergency.

**The University of Georgia follows the guidelines established in the Jeanne Clery Act (amended in 2008):**

- immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, as defined in paragraph (6), unless issuing a notification will comprise the efforts to contain the emergency;
- publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and
- test emergency response and evacuation procedures on an annual basis.

### *Campus Emergency Notification Plan*

The purpose of the UGA Campus Emergency Notification Plan is to highlight the emergency notification systems utilized on the UGA campus and to assemble the policies and procedures for these notification systems into one document. The UGA emergency notification systems are complementary to one another, so a plan explaining how each system works will help in understanding how they can be used together. Also, because UGA has several campus locations, emergency alerting protocols for each campus are handled differently. Additionally, it is important to organize the activation protocols and policies that govern each system. Furthermore, the plan provides an overview of all the emergency notification systems in use at

UGA, provides a summary of campus UGA Alert activations and tests, and discusses marketing strategies in order to provide students, staff, faculty, and visitors with information about emergency notification systems on campus. The UGA Emergency Notification Plan is available at [www.prepare.uga.edu](http://www.prepare.uga.edu).

### *Emergency Notification Oversight*

#### *Committee*

In 2006, representatives from UGA EITS, the UGA Police, and OEP comprised an initial group who were charged with evaluating emergency mass notification systems for implementation at UGA. This group was responsible for the identification of UGA's emergency mass notification vendor, which, as a result, established an institutional contract for pricing for the entire University System of Georgia. As emergency notification on campuses evolved and expectations from staff, students, faculty, and parents increased, OEP recognized the need to establish a more formalized campus emergency notification oversight committee which included more representation from other campus partners.

The current UGA Campus Emergency Notification Oversight Committee is comprised of representatives from Facilities Management Division, Marketing and Communications Office, UGA Police, Disability Services, Staff Council, Student Government Association, Student Affairs, Auxiliary Services, President's Office, Recreational Sports, Housing, Health Sciences Campus, OEP, and EITS. Committee members were chosen based on their involvement in the alerting process or based on their association with larger student or staff groups to which they can report back meeting findings and obtain ideas. This group meets as needed to discuss recent emergency alerts or activations, identify potential new vendors or complimentary alert systems, and to provide feedback from campus on current systems in use.

### *UGA Alert System*

Because of the number of students, faculty, staff, and visitors at the University, as well as the assorted locations and events in which they are engaged—sporting events, classrooms, laboratories, dining halls, concerts, physical activities, etc.—identification of a single notification system that

will reach everyone, every time is difficult. To further complicate matters, the University of Georgia’s distributed locations and extended campuses throughout the state and world makes the use of one primary emergency notification system even more complex.

The University of Georgia cannot ensure that every faculty member, staff, and student will be notified of every building or campus-wide emergency. An open campus with over 400 buildings situated on 700 plus acres with a transient and diverse population creates a difficult challenge when attempting to notify the entire campus community regarding a crisis situation. Problems arise when technology fails due to unforeseen circumstances or human error occurs in the activation phase of the existing emergency notification systems in place on campus.

UGA Alert is the University of Georgia’s campus-wide emergency notification system. UGA Alert emergency notification system was established in early 2006 to improve UGA’s ability to communicate prior to, during, and after emergencies. UGA Alert is a mandatory, opt-out system where UGA students, faculty, and staff with a valid MyID can register telephone numbers and email addresses on which to receive emergency alerts. The system can push out thousands of messages within minutes. More information about UGA Alert registration and a comprehensive list of frequently asked questions may be found at [www.ugaalert.uga.edu](http://www.ugaalert.uga.edu).

UGA Alert will only be used when there is a severe threat to public safety and health of the entire campus that has not been contained or controlled and when immediate action is required on the part of the recipient group(s), (e.g. chemical spills impacting public health, tornado warnings, active shooters, etc.). UGA Alert activation policies exist for the UGA Athens campus, the Griffin campus, the Gwinnett campus, Tifton campus and the Skidaway Marine Sciences Campus. (See additional explanation below under “Emergency Notification – Extended Campuses”)

Other than two full system tests conducted every calendar year, the UGA Alert system will only be used for emergencies requiring immediate action on the part of the UGA community. The UGA Emergency Website ([www.emergency.uga.edu](http://www.emergency.uga.edu)) will be utilized during emergencies to provide additional information. The UGA Emergency Website is not intended to be a primary emergency notification tool during a campus-wide emergency; however, it will be useful in providing more detailed instructions and other pertinent information to the campus community. Initial information will be posted to [www.emergency.uga.edu](http://www.emergency.uga.edu) and [www.uga.edu](http://www.uga.edu), the main UGA website. Updates will be posted to [www.emergency.uga.edu](http://www.emergency.uga.edu) and users will be directed to the emergency website from [www.uga.edu](http://www.uga.edu). The emergency website was designed and has been tested to handle thousands of simultaneous hits. During normal operations the emergency website states that all operations at UGA are normal. Please see Appendix D for the UGA Alert Activation Policy.

### UGA EMERGENCY NOTIFICATION METHODS

Alert System	Uses	Type of Warnings	Administrator
UGA Alert	Campus-wide emergency requiring immediate action	Phone calls, text messages and email	OEP manages the system and UGPD activates
UGA Alert Desktop	Available for download to computers – not mandatory	UGA Alert message pop-up on desktop and laptop computers	OEP manages the system and it is activated through UGA Alert
UGA Safe App	Any UGA Alert activation	Push notification	OEP manages the app
Outdoor Sirens	Tornado warning only	Audible outdoor siren	UGA maintains 4 campus outdoor warning sirens and Athens-Clarke Co. OEM/911



			Center activates the system
NOAA Weather Radio	National, state and local hazards	Voice and tone	National Weather Service
ArchNews	Informational only	email	UGA Marketing and Communications Office
UGA Emergency Website ( <a href="http://www.emergency.uga.edu">www.emergency.uga.edu</a> )	Provide additional information	Web-based	UGA Marketing and Communications Office and EITS (back-up)
UGA Cablevision/Spectrum	Emergency Weather Messages	As required by EAS (Emergency Alert System)	Spectrum – Not controlled by UGA
WUGA-FM	Issue emergency statements	Radio/Voice Station (91.7 & 97.9 FM)	UGA Marketing and Communications Office
AM Station WQFL	Traffic Information	Radio/Voice (1650 AM)	UGA Police
Portable L.E.D. Display Boards	Emergency Information	Outdoor	UGA Police
Police Car public address systems	Emergency Information	Voice	UGA Police
Building Phone Trees	Building level emergencies	Phone call	BSSR and BSSR backups

A detailed description of the UGA campus emergency notification systems include:

***UGA Alert System:***

UGA Alert can send thousands of emergency notifications via phone calls, text messages, and emails to students, staff, and faculty on multiple campuses. The system is a mandatory, opt-out system, and is only used when there is a severe threat to public safety and health of the entire campus that has not been contained or controlled and when immediate action is required. The system is tested twice a year, once during the fall semester and in February during the statewide severe weather sheltering drill day. The UGA Alert system may be activated by the Chief of Police (or designee when unavailable) or the Director of the Office of Emergency Preparedness (or designee when unavailable) according to the activation policy approved by the University Cabinet. UGA Police Communication personnel are authorized to activate the system automatically during tornado warnings.

***Outdoor Tornado Warning Sirens:***

The UGA Athens campus is covered by four outdoor tornado warning sirens that are “tone only” sirens activated by the Athens-Clarke County 911 Communication Center only during tornado warnings for Athens-Clarke County. The UGA sirens are located on top of the Chemistry Building in the center of campus, in graduate family housing area on Rogers Road, on top of the East Campus Parking Deck, and at the State Botanical Garden. Currently, the sirens are tested during the year in conjunction with the statewide severe weather sheltering drill held in February. Additionally, rotational tests are conducted on each siren after it is serviced with replacement batteries every two years. For more information, see the UGA Outdoor Warning Siren Policy included in the UGA Emergency Notification Plan.

## ***UGA Cablevision Emergency Screen***

### ***Capture System:***

University Cablevision has been contracted out to Spectrum. Alerts are controlled by Spectrum and Charter Communications not UGA. Alerts are posted as required by the Emergency Alert System (EAS).

### ***UGA Emergency Website:***

The UGA Home Page ([www.emergency.uga.edu](http://www.emergency.uga.edu)) is utilized during emergencies to assist in alerting the UGA community regarding emergencies. This site is intended to be a passive emergency alerting method; the initial UGA Alert messages will be automatically posted on the UGA Home Page ([www.uga.edu](http://www.uga.edu)) and the emergency website through the UGA Alert RSS feed. Further information will be posted as it becomes available by the UGA Marketing and Communications Office. The UGA Home Page will direct users to [www.emergency.uga.edu](http://www.emergency.uga.edu) for updates. The emergency website was designed to withstand more traffic than the UGA Home Page and has been tested to withstand thousands of simultaneous hits.

## ***Campus-wide Email Notification System***

### ***(ArchNews):***

UGA has the capability to send campus-wide emails, independent of the UGA Alert system. The email notification system is called ArchNews and it is controlled by the UGA Marketing and Communications Office. It is normally utilized to provide campus-wide general announcements to faculty, staff, and students regarding road lane closures, crime updates, and inclement weather closings. The system has the ability to be remotely activated by UGA Marketing and Communications Office personnel 24/7 utilizing an Internet connection.

## ***NOAA Weather Radios:***

National Oceanic and Atmospheric Administration (NOAA) weather radios are purchased by individual departments and units as recommended by OEP. OEP has distributed

numerous NOAA weather radios to departments and units on campus as funds are available for this initiative. Although NOAA weather radio activations are not controlled by Athens-Clarke County or UGA emergency officials, NOAA weather radios provide users with 24/7 all-hazard community and regional watches and warnings for incidents such as floods, tornadoes, thunderstorms, winter storms, train derailments, AMBER alerts, and terrorist attacks.

## ***UGA Emergency Radio Station (AM 1650***

### ***WQFL):***

The UGA Police Department maintains the license to operate the radio station AM 1650 WQFL. It is used primarily during UGA football games to provide spectators with parking information and traffic alerts. Spectators are informed of the radio station and the availability of traffic and parking information via portable display boards which are placed on the main roadways around the campus. During larger campus emergencies, the display boards could be deployed around campus to alert students, faculty, staff, and visitors to tune in to the AM station for additional emergency information and instructions.

## ***Desktop Emergency Alerts:***

The desktop alerts are integrated with the UGA Alert system and are utilized as another method to send emergency alerts out to the campus community. The vendor for UGA Alert (Rave) has a solution that is integrated with the vendor for our desktop alert system (Alertus). The software will pop-up a message on screens connected to the UGA Alert desktop program. The message will post on top of any program being used at the time and can be quickly dismissed. This allows a message to be posted classroom and auditorium settings where computers have the UGA Alert desktop program installed. The text pop-up provides emergency alert information that will appear in the center of the desktop or laptop screen. If audio is turned on, the desktop alert will read the text of the alert. The UGA Alert message can be dismissed by hitting the dismiss button on the screen. The use of the desktop alerts follows the same activation procedures as the procedures in the UGA Alert system. Desktop alerts are a free voluntary download and are available to

all faculty, staff, and students at [https://eits.uga.edu/hardware\\_and\\_software/software/](https://eits.uga.edu/hardware_and_software/software/). The software is compatible with computers running windows and apple operating systems.

### ***Facebook/X:***

Messages from UGA Alert will be posted to the Facebook and X page of the Office of Emergency Preparedness. These messages are automatically placed on the Facebook and X page when an alert is issued. Additionally, the emergency message will be posted to the X feeds of UGA Marketing and Communication. The three X feeds used are: @UGAOEP, @UGAAlert, and @Universityofga.

### ***Digital Displays:***

Many departments and units on campus currently use digital displays or television stations to display current events, departmental announcements, and other updates that are pertinent to the college, department, or unit which controls the content on the digital stations. Generally, digital displays are mounted in high traffic areas within buildings and are often viewed by students, staff, and visitors daily. Currently on the UGA campus, there are many digital displays in various campus buildings that are not linked together, and the content may vary; therefore, a central mechanism to send an alert to all digital displays does not exist. Since digital screens are not managed centrally, OEP does not have the ability to link all of these systems together at this time in order to send out one message to all screens.

Places that have digital displays connected to UGA and able to post emergency messages include Student Affairs (Tate and Ramsey), UGA Housing, Terry College, and Facilities Management. The individual departments control which displays receive and display the alert. OEP assists by providing a link to the alert (RSS or CAP) as well as providing test feeds to diagnose any problems.

### ***Emergency Notification – Extended***

#### ***Campuses***

Emergency notice procedures are in place for the Griffin campus, the Gwinnett campus, the Skidaway Island Marine Research Center (Chatham

County), and the Tifton campus in addition to the main Athens campus. Other locations work with their local first responder agencies and campus building personnel to determine the best method to receive emergency notifications concerning severe weather, chemical spills, and other large incidents that could impact the campus or research site. Internal campus or site emergency notification procedures can then be developed to ensure that all buildings and personnel are in the notification chain to receive information concerning local emergencies. The Office of Emergency Preparedness staff also assists in establishing local communication protocols for the campus or research site.

On the Griffin, Gwinnett, Skidaway Island Marine Research Center, and Tifton campuses, several UGA campus initiators are trained to activate the UGA Alert system in accordance with the UGA Alert activation and use policies. Tornado warnings for all campuses are automatically issued 24/7 by the UGA Alert system based on either the FIPS county code for the appropriate county or based on a geographic boundary. Each campus has identified several campus initiators to issue emergency alerts via the UGA Alert system, and these individuals receive training several times during the year. Additionally, all campus initiators are responsible for activating the UGA Alert system, in coordination with the UGA Office of Emergency Preparedness, during two annual tests of the alert system.

## **XVI. Drills and Exercises**

Building evacuation and sheltering drills are encouraged, but not mandatory, for University of Georgia (UGA) campus buildings and external campus locations. If building occupants wish to have a drill, the Building Safety and Security Representative and/or Building Safety Team (BST) may coordinate the drill and document it. All buildings and departments are encouraged to participate in the Annual Statewide Severe Weather Drill (tornado drill) which occurs each February. OEP can assist in departmental planning, implementation, and evaluation of any drills that building personnel wish to undertake in their building. Certain types of drills (lock-down, shelter in place, unannounced drills other than fire drills, etc.) require advanced planning and technical assistance, and should only be developed with

assistance from, and consultation with, OEP personnel. Fire and severe weather drill evaluation forms are available for use on the OEP Website at [www.prepare.uga.edu](http://www.prepare.uga.edu). Although the use of the drill evaluation forms are not mandatory, the forms may be useful in tracking and improving building drills from year to year.

Several UGA departments (UGA Police, OEP, Biosafety, ESD, Fire Safety, etc.) regularly participate in tabletop exercises and emergency drills on campus, in the community, and with state and federal officials. Typically, a full-scale live simulation is held on campus during the year to test predetermined response objectives to better prepare campus and local responders for real emergencies. OEP regularly designs and orchestrates these full-scale simulations and recruits volunteers from the campus and local community to serve as role players during the exercise. All exercises are conducted utilizing standard NIMS and ICS principles. In addition, comprehensive after-action reviews are completed by OEP for each campus drill, tabletop exercise, and full-scale simulation.

Each year the University of Georgia participates in several drills and exercises. A list of yearly exercises and drills can be found below. In addition, UGA conducts and plans tabletop exercises with specific colleges and departments that are planned to meet their specific needs.

- Georgia Statewide Severe Weather Drill
- Emergency Notification drills conducted every Spring and Fall
- Athens-Clarke County Community exercises as coordinated by the Athens-Clarke County EMA
- Table top exercises with individual colleges/schools upon request

## **XVII. Mutual Aid Agreements**

Since UGA's main campus is located within the Athens-Clarke County (ACC) jurisdiction, the University is included in the Local Emergency Operations Plan (LEOP) and receives assistance without the need for a Memorandum of Understanding (MOU). The Athens-Clarke County Office of Emergency Management, and fire services are also provided to UGA as a service without a specific MOU. Discussions with the ACC Emergency Management Director regarding a

MOU have indicated that a MOU is not necessary between UGA and ACC to continue to receive emergency management services.

For special emergency response teams and circumstances that fall outside the typical emergency response to citizens of ACC, MOUs and Mutual Aid Agreements have been established. The University maintains mutual aid assistance agreements with appropriate law enforcement agencies, details of which can be obtained from the University Police.

Primary ambulance services are provided by National EMS Service and patients are taken to either St. Mary's Hospital or Piedmont Athens Regional Medical Center based on patient requests. Currently, there are no MOUs in place with National EMS.

Mutual aid agreements are retained by the participating department on campus and OEP maintains a copy on-file. Existing agreements with local emergency response partners include the following:

- Northeast Health District/UGA Closed Pod Agreement (Strategic National Stockpile Plan/SNS)
- Athens-Clarke County /UGA Police Department Service Agreement for NG911
- Athens-Clarke County HazMat Team Assistance Letter
- St. Mary's Hospital Letter of Understanding
- Piedmont Athens Regional Medical Center-UGA HazMat Facility Assistance Letter

### ***Emergency Response Database (Building Floor Plans)***

UGA Facilities Management Division maintains a secure online portal to allow campus and local emergency responders the ability to access all campus building floor plans. Access to the emergency response database is provided to the Athens-Clarke County Fire Department, the UGA Police Department, OEP, and UGA Fire Safety. Additional layers of information, including critical pre-fire planning information, location of fire hydrants, location of AEDs, and the location of emergency evacuation chairs, are constantly being updated and added to the database. The UGA Emergency Response Database can be accessed at <https://drawings.fmd.uga.edu/>.



## **XVIII. UGA Extended Campuses**

UGA has several other campuses (Griffin, Tifton, Buckhead, Skidaway Marine Research Center, and Gwinnett) and research sites around the State of Georgia. These campuses are not immune to potential disasters, both man-made and natural. Since each UGA location across the State of Georgia has different local hazards and vulnerabilities, OEP encourages and assists each off-campus location in developing a strong relationship with their local public safety agencies. Specifically, each off-site location should develop their local emergency notification and response procedure in close collaboration with their local emergency management agency.

OEP has created online campus planning templates for the extended campus locations and research sites to assist in the development of those plans. Other templates and specific policies tailored to meet the unique needs and vulnerabilities for each extended campus site have been developed to assist site administrators. Furthermore, OEP is available to assist each extended campus and/or research site with the same services offered to departments and units on the main campus.

### ***International Campuses/Study Abroad***

#### ***Programs***

UGA maintains two year-round residential centers for study abroad. These centers are in Oxford, England, and Cortona, Italy. Over 2,000 students (nearly 6 percent of the student body) study abroad each year in UGA's international residential sites and in over 100 other programs led by UGA faculty.

As a result, OEP maintains a strong partnership with the UGA Office of Global Engagement (OGE) to ensure that students, faculty, and staff are prepared for potential international hazards and threats. OEP serves on the OGE Risk Management Committee and the OGE New Proposals Committee. OEP also provides pre-departure safety briefings as requested by study abroad programs. Additionally, OGE maintains a registry of students traveling abroad through the education abroad portal at <https://studyaway.uga.edu/>. OGE uses the Alert Traveler cell phone app that is linked to the

education abroad portal to provide warning information to students while they are abroad.

## **XIX. UGA Hazard Assessment and Mitigation Activities**

### ***Pre-Disaster Mitigation Plan***

The Disaster Mitigation Act of 2000 was signed into law on October 10, 2000 and allowed for states and local governments to develop comprehensive and enhanced mitigation plans. These plans are intended to help reduce disaster losses and, if one occurs, streamline the recovery process. The plan's functional purpose is to reduce disruption of services, property damage, and loss of lives from hazardous events, mainly natural hazards and technological hazards.

The Disaster Resistant University (DRU) project is a planning initiative where universities develop a hazard mitigation plan like cities, counties, and states, with a mission to promote campus disaster planning, mitigation, response, and recovery. In the last decade, disasters have affected university and college campuses with disturbing frequency, sometimes causing death and injury, but always imposing monetary losses and disruption of the institution's teaching, research, and public service. Damage to buildings and infrastructure and interruption to the institutional mission can result in significant losses that can be measured by faculty and student departures, decreases in research funding, and increases in insurance premiums. These losses could have been substantially reduced or eliminated through comprehensive pre-disaster planning and mitigation actions. Hazard mitigation is accepted as good practice, and many government jurisdictions now require it. Higher education institutions have an interest on many levels to become more disaster resistant. Administrators, faculty, and staff are realizing that improving their campus' resistance to disaster will not only protect their own lives and those of their students, it will also safeguard the campus' instruction, research, and public service.

UGA is strongly committed to protecting its population of more than 45,000 faculty, staff, students, and visitors daily. With more than 380 buildings on the main campus nestled in the center of Athens, Georgia, UGA continually strives to maintain strong ties within the Athens-Clarke

County community. Furthermore, UGA is susceptible and vulnerable to many potential natural and technological hazards, which requires the need to mitigate these potential losses before they occur. The UGA Pre-Disaster Mitigation Plan, which is included in the Athens-Clarke County, Georgia Pre-Disaster Hazard Mitigation Plan (Athens-Clarke County PDM Plan) as Appendix F, follows many of the objectives and mirrors the mission of the Athens-Clarke County PDM Plan for continuity purposes. The UGA Pre-Disaster Mitigation Plan was reviewed by GEMA in 2019 and submitted as an appendix to the Athens-Clarke County plan. The plan is available on the OEP website at <https://prepare.uga.edu>.

### ***Hazard, Risk, and Vulnerability***

#### ***Assessment (HRVA)***

OEP researched local hazards, interviewed various long-term campus administrators, and coordinated with Athens-Clarke County Emergency Management to create a hazard, risk, and vulnerability assessment document specific to the UGA main campus. Hazards and threats included in the UGA HRVA are a listing of various hazards, man-made, technological, and weather-related, that have the potential to impact the UGA community. Although the list is comprehensive, it may not be all-inclusive of all the hazards and threats that could impact the UGA campus.

The UGA Assessment was updated in 2018 taking into considerations changes made to the Athens-Clarke County assessment. The risk of active shooters was moved from a low probability threat to a medium probability. In addition, drought and dam failure were included as threats under the severe weather category. The category of major structure fire was changed to major fire to include the possibility of wildfires and other fires. The threat of vehicle strike attacks was included under the heading of domestic terrorism.

In the 2020 update, the pandemic section of the UGA HRVA was updated with information from the ongoing COVID-19 pandemic that began in Wuhan, China in December 2019.

### ***Building Security and Risk Assessments***

One service that OEP provides to the University is a risk and security assessment that can be conducted for a department or for an entire facility. The surveys are conducted in conjunction with the University Police Department to provide expertise from both departments in reviewing physical security, emergency planning, and crime prevention through environmental design (CPTED) strategies. Written feedback is provided to departments who request security and risk assessments of their buildings.

### ***Building Laboratory Hazards Assessment***

#### ***Map***

The Environmental Safety Division, the Office of Research Safety, and the Facilities Management Division developed a hazard risk map of UGA campus buildings for pre-planning use by emergency responders and emergency event managers. The map identifies hazard risks on a building-by-building basis obtained from various inventory sources of radiological, chemical and biological materials used in research laboratories. Building hazards are grouped into high risk, moderate risk, low risk, or no risk categories. Map color banding rapidly identifies structures that contain high hazards without the need to list specific location and research group. Emergency Responder feedback on the building map is highly favorable and forms a valuable resource for pre-inspections and pre-planning activities. The building map has been distributed to appropriate planning and response organizations on campus as well as ACC Fire and Emergency Services.

## **XX. Building Safety and Security Representative (BSSR) Program**

The BSSR program is based on University policy and was formed as a campus-wide program in order to maintain responsible individuals in each occupied building on campus to coordinate emergency planning, safety, and security initiatives. BSSRs serve as the 24/7 emergency point of contact regarding safety and security issues affecting their building. A primary function is to develop, in conjunction with the Office of Emergency



Preparedness, an emergency plan for their building. In the case of an actual emergency in their building, BSSRs will activate the emergency plan and serve as the primary point of contact for emergency personnel throughout the incident. They also organize the building safety and security team; execute and evaluate emergency drills; receive and monitor emergency communication from campus safety units; and disseminate relevant information throughout the building. BSSRs conduct or coordinate training related to emergency preparedness and response for students, faculty, and staff in their building. They coordinate all building safety and security actions through established administrative channels, including issues related to safety and health concerns, information security, and laboratory and other safety issues.

Administrators (department heads, deans, or vice presidents) with authority over specific buildings designate BSSRs. When multiple departments occupy the same building, several administrators may collectively agree on the designation of the primary and backup BSSRs. Although it is possible to name multiple primary representatives for the same building, it is not recommended. There should be one lead person with multiple backups for each occupied campus building whenever possible.

The Office of Emergency Preparedness coordinates the BSSR program. This includes orientation, training, maintaining emergency contact information, and assisting with emergency plans, drills, and educational materials. In addition, OEP coordinates BSSR lunch and learn sessions where BSSRs can learn from campus, local, state and federal partners on a variety of emergency preparedness, homeland security, and public safety topics. Periodic newsletters, the *Prepared Dawgs*, are sent to the BSSRs to convey information on upcoming training sessions, reminders about emergency tests and drills, and to discuss contemporary emergency planning initiatives.

In 2024, OEP hired an emergency operations coordinator to oversee the BEAP and BSSR system and to provide better service to BSSRs as well as personalized reminders to update their building emergency action plans. Extended campus buildings and other sites were included in the new zone plan.

The UGA BSSR policy is included in the UGA CEMP as Appendix F. Building occupants can find out who their BSSR is for their building. A list of registered BSSRs will be reflected on OEP's Website at: <https://prepare.uga.edu/bssrs/>.

## **XXI. Building Emergency Action Plan (BEAP)**

Each occupied building must have a Building Emergency Action Plan (BEAP) that prepares the building occupants for possible emergency situations. Also, the BEAP provides a programmed and consistent response from units when conditions arise requiring an emergency response. Another goal of the BEAP is to minimize disruption to the department's academic mission during times of disaster. To meet this goal, building staff must be prepared, trained, available, and willing to respond to major emergency situations with the resources of the unit.

The BEAP will provide the basis for training people to respond appropriately in major emergency situations. It is impossible to cover every type of emergency. An "all hazards" approach is utilized based on historical references regarding past emergencies. The BEAP outlines the process and lists the resources available so that a person who is familiar with the plan may react properly. Building occupants, in collaboration with their BSSR, should familiarize themselves with their specific BEAP prior to an emergency occurring in their building.

BSSRs are responsible for developing the BEAP for their building(s). The building emergency action plan is designed for any major emergency that may arise within the building. There may be some campus emergencies that are directed under other authorities that have limited impact on the building, but for which the building may need to be prepared to implement this plan. Based on the realization that every campus building has unique and different operational functions, OEP utilizes an online building emergency plan generator system, called the MyBEAP, to facilitate the development of a BEAP. BSSRs can access the system for buildings under their purview through a UGA MyID credentialing process. As a part of the entire emergency planning process, BSSRs are encouraged to coordinate a Building Safety Team (BST), comprised of multiple BSSRs and other

individuals representing various departments and units within their building(s). Furthermore, to complete a comprehensive BEAP using the MyBEAP system, critical emergency preparedness information for the building will need to be collected by BSSRs or other members of the BST prior to accessing the MyBEAP online system. Critical building information that is utilized to create a MyBEAP consists of the following:

- Building Safety Team members and contact information
- Emergency Floor Coordinator names, contact information, and floor locations
- Building Hazards/Areas of Special Concern
- Critical files, floor plans, photos or maps to upload (optional)
- Specific locations of individuals with disabilities in the building
- Names, contact information, and location of CPR/First Aid certified individuals in the building
- Location of any Automatic External Defibrillators (AEDs) in the building
- Location of any first aid kits in the building
- Location of fire evacuation assembly areas
- Location of bomb threat evacuation locations
- Specific location(s) of tornado shelter areas in the building
- NOAA weather radio locations and staff assignments

A sample Building Emergency Action Plan from the MyBEAP online generator system is included in Appendix G. You can also download a template for a one-page emergency plan summary at [www.prepare.uga.edu/campus-emergencies/departmental-planning](http://www.prepare.uga.edu/campus-emergencies/departmental-planning). The one-page summary is not intended to replace a BEAP but is an easy way to summarize emergency plans and share with other staff.

## **XXII. Campus Emergency Planning Resources**

### ***Posters and Podium Cards***

The Office of Emergency Preparedness developed a summary poster and podium card containing information about what to do in common emergency situations. The poster and

podium cards also list the nearest severe weather shelter location and fire evacuation location for the specific building where they reside. The poster is 12"x18" on heavy material and is designed to be placed on walls for easy viewing. The podium card is 8.5"x11" and is designed to be placed on classroom podiums, smart podiums or similar areas for the classroom instructor. Both the podium card and the poster are designed as quick reference guides for what to do in common emergencies including: severe weather, chemical spill, medical emergency, active shooter and fire. The podium card and poster are identical in design but differ in size and thickness. More information and a sample of the poster can be found at <https://prepare.uga.edu/emergency-poster/>.

### ***UGA Faculty/Staff Emergency Response***

#### ***Guidebook***

The Office of Emergency Preparedness developed a smaller, condensed version of building emergency response actions for Building Safety and Security Representatives (BSSRs) and other building occupants. This is not intended to replace the Building Emergency Action Plans that BSSRs create for their building. The guidebooks are merely an additional resource created to be portable, easily accessible and to make viewing the UGA building emergency response procedures easier during an emergency. Guidebooks may be requested by emailing OEP at [prepare@uga.edu](mailto:prepare@uga.edu). A digital version is available at [www.prepare.uga.edu/ERG](http://www.prepare.uga.edu/ERG).

### ***Emergency Preparedness in 10 Minutes***

#### ***Online Interactive Module***

Emergency preparedness is everyone's responsibility. UGA OEP certainly recognizes this fact and developed a brief online interactive learning module with a campus community sense of preparedness in mind. The module's intent is to assist in preparing students, faculty, staff, parents and visitors to be ready for a variety of emergencies that could occur on campus. OEP's online training module is perfect for this training need and even offers the option for users to receive a certificate of completion once a brief quiz is finalized. Additional information and access to the module may be found at [www.prepare.uga.edu](http://www.prepare.uga.edu).

## ***UGA Mobile Safety App – UGA Safe***

In 2022, UGA contracted with a new company, AppArmor for a mobile safety app. One advantage with the new vendor is the ability to have a custom name and look for the mobile safety app. While the app is created by the vendor, AppArmor, the name of the app is UGA Safe and the colors of the app are red and black (UGA school colors).

The UGA Safe mobile safety app is available for free from both the Apple iOS App Store and the Google Play Store. The UGA Safe app provides students, visitors, parents, and employees with access to UGA safety, emergency preparedness and crime prevention resources. The app allows users to share their location with the UGA Police in an emergency through the mobile blue light feature. It also allows users to share their location in real time with anyone they choose through the friend walk feature. The app provides useful emergency preparedness links and phone numbers. For more information on the UGA Save mobile safety app please go to <http://prepare.uga.edu/uga-safe/>.

## ***Publicity***

The UGA Office of Emergency Preparedness publicizes the emergency response resources in several ways. Many of these methods are mentioned in different parts of this plan. Some of the means of publicity are listed below, but this is not an exhaustive list:

- Speaking and tabling at new student, graduate student, and international student orientations
- Speaking at teaching assistant and faculty orientations
- Speaking at New Department Head orientation
- Participating in severe weather awareness week and National Preparedness Month
- Postings on social media including X, Facebook and Instagram
- Hosting seminars for Building Safety and Security Representatives (BSSR) and Automated Defibrillator Coordinators
- Testing the UGA Alert system twice annually
- Placing advertisements on UGA buses
- Conducting tabletop exercises for UGA units
- Giving hundreds of presentations each year on emergency preparedness topics

- Speaking to student groups
- Training volunteers via a Campus Emergency Response Team (CERT)
- Training volunteers via a campus Medical Reserve Corps (MRC)
- Running an ambassador program consisting of undergraduate students who spread the message of emergency preparedness in different ways as well as assist in our presentations and emergency preparedness programs
- Speaking to undergraduate and graduate classes at UGA
- Hosting student interns
- Placing emergency preparedness information in the UGA Safe app
- Having a link to emergency preparedness information in the UGA mobile app
- Teaching CPR and Stop the Bleed classes to the UGA community

## **XXIII. Pandemic Influenza Planning/Disease Outbreak Planning**

Since 2005, representatives from OEP, the University Health Center, and the UGA Police Department have been involved in pandemic influenza planning in conjunction with local, state, and federal emergency planning and response agencies. The community-wide planning efforts are ongoing. However, the overall ability of the University to respond appropriately to an influenza pandemic will also depend on the readiness of individuals and departments within the University of Georgia to respond. Therefore, to identify critical departments that will be needed to assist in the overall University response to a pandemic and to provide departments general guidance in their planning efforts, OEP created the UGA Pandemic Flu Response Plan. The UGA Pandemic Flu Response Plan and information pertaining to the ongoing efforts to create departmental business continuity planning tool resources are available at [www.prepare.uga.edu](http://www.prepare.uga.edu).

Due to the COVID-19 pandemic in 2020, the Pandemic Influenza Plan is being updated with new information and procedures based on changing guidance and lessons learned. The new plan will be broader and encompass more than influenza.

## **XXIV.Strategic National Stockpile Closed POD**

### ***Background***

Since 2003, the University of Georgia has partnered with the Northeast Health District (Public Health) to plan for public health emergencies. One plan focuses on how to dispense medication to the entire county in a short period of time in the event of a widespread disease outbreak. Medications would be provided by a federal program, the Strategic National Stockpile.

A Point of Dispensing (POD) is a location where people can pick up medications for themselves and their family members. In previous years, the University agreed to assist the Northeast Health District in this planning effort by serving as a Point of Dispensing. This included the use of the Ramsey Student Center for Physical Activities as a location for dispensing and UGA personnel to assist with the dispensing process.

### ***Current Status of the Plan***

The concept of how to efficiently dispense medications has varied since 2003. However, in recent years, the current model now includes large businesses, government agencies and universities serving as “closed PODs”; that is, each of these entities develops an internal plan to dispense medications to their employees and/or students. The Northeast Health District approached the University of Georgia and requested consideration of the University of Georgia being a closed POD.

The Office of Emergency Preparedness has been working with the University Health Center and the University of Georgia Police Department to develop this plan. The Ramsey Student Center has been identified as a suitable location to dispense medications to all students and to the essential staff that would be working at the dispensing site. To ensure that the staff who are working at the dispensing site feel motivated with an adequate level of protection to assist in the dispensing efforts, medications would be provided to immediate family members of the essential staff. This will relieve any pressure that staff may have to attend another dispensing site in order to receive medication for themselves and their family members. In total, the

number of students, essential staff, and the families of essential staff that the University closed POD may serve will be close to 40,000 individuals. This large number of individuals would be served effectively on campus while alleviating pressure at the public dispensing sites in Clarke County and the surrounding counties thus allowing better service to the community.

In 2003 and 2007, written agreements were exchanged between the Northeast Health District and the University. A letter of understanding was sent from UGA to the Northeast Health District in August 2014 notifying their director of our intentions to serve as a closed point of dispensing to serve our students, essential staff, and family members of essential staff. In January 2017, the official statewide Provider Enrollment Form was signed by the University Health Center, Office of Emergency Preparedness and the Vice President of Finance and Administration. This Provider Enrollment Form officially notifies the Georgia Department of Public Health of the University’s intentions of serving as a closed POD and thereby will receive life-saving medications and supplies in the event of a public health emergency. Planning for a UGA closed POD is on-going and will include regular training and exercises for staff serving in the closed POD.

In 2020, a closed pod drill was planned for March 2020; however, due to the response to the COVID-19 pandemic, the drill was postponed. A new Closed Pod Provider Enrollment Form was signed in July 2020 by the University Health Center, OEP and the Vice President for Finance and Administration due to changes in positions at the University Health Center. During the COVID-19 pandemic, the University Health Center and campus partners re-evaluated utilizing the Ramsey Center as a possible location for vaccination; however, due to a variety of factors, the primary vaccination location was the University Health Center. In 2022, a new Closed POD Provider Enrollment Form was completed the University Health Center and identified UHC as the primary POD location for campus. The Ramsey Center will serve as an alternate POD location.



## **XXV. Business Continuity Planning (BCP)**

Business Continuity Planning is the practice of planning on how to continue normal operations under adverse conditions such as a building fire, theft of information or critical equipment, natural disaster, or a pandemic event. In addition, any event that could impact departmental operations should be considered like a supply chain interruption and loss or damage to critical infrastructure or computer network resources.

As a result of the lessons learned during the Hurricane Katrina relief efforts, from information gained during the pandemic influenza planning process, and from experience gained during the COVID-19 pandemic, the Office of Emergency Preparedness recognizes the need to plan more thoroughly for disasters that may have long-term consequences. However, the overall ability of the University to respond appropriately to a large-scale or extended emergency will also depend on the readiness of individuals and departments within the University of Georgia to respond. As a result, to aid departments and buildings in their planning efforts, OEP has developed a comprehensive online Business Continuity Planning Generator. The intent of this system is to guide departmental discussions and planning efforts to address threats and emergencies that could have larger and long-term impacts in the community and on campus. Individual UGA departments will be able to request access to the system to create a BCP for their department via a secure website. The BCP Generator was developed to account for varying types of academic, research, and business continuity practices. More information regarding departmental BCP information may be found at [www.prepare.uga.edu](http://www.prepare.uga.edu).

Business continuity and disaster recovery (BC/DR) planning is an integral part of the University's comprehensive emergency planning efforts. The overall UGA BC/DR Plan is a shared responsibility by several UGA departments and units and is a fluid document. EITS is responsible for the major components of the University's BC/DR which highlights provisions should UGA's networking and data center operations are interrupted or damaged. Due to UGA's size and scope, BC/DR planning must also be done by each UGA department to ensure continuity of operations

at every level on the campus. The development of the University's Business Continuity Planning Generator by OEP, in collaboration with other UGA departments, will allow for a more consistent and efficient approach in creating basic departmental business continuity plans.

In addition, the University closes very infrequently, but there are occasions such as holidays and inclement weather that force University academic classes and normal business to temporarily cease operations. As a result, the UGA Finance and Administration Division developed a list of key University personnel, key staff emergency contact numbers, and basic procedures that should be followed to enact University business on days when the University is closed or not in normal operation. This emergency contact list and emergency procedures information is maintained by the Office of the Vice President for Finance and Administration and is updated twice a year.

## **XXVI. Flooding**

Floods are one of the most common disasters in the United States. Flash floods are normally caused by excessive rainfall and can develop in a few minutes or hours. Overland flooding typically occurs when waterways such as rivers overflow their banks and develop over a longer period. The University of Georgia Pre-Disaster Hazard Mitigation Plan discusses the areas mostly likely to be impacted by floods on the UGA campus. This plan can be located on the Office of Emergency Preparedness website at [www.prepare.uga.edu](http://www.prepare.uga.edu).

Departments are encouraged to have a Business Continuity Plan (see BCP section above) to allow for continued operations when the normal work area is unavailable. The MyBEAP (Building Emergency Action Plan) planning tool that is utilized in the Building Safety and Security Program (see BEAP and BSSR sections above) encourages departments to utilize NOAA weather radio and other weather notification systems for emergency notification of weather hazards including floods and flash floods.

## **XXVII. University System of Georgia Emergency Notification Plan**

In certain large-scale emergencies, UGA may need to contact the University System of Georgia (USG) for information on disaster services

contracts or to request additional resources, equipment, or personnel that may be necessary to assist in campus disaster recovery operations. As a result, the USG and UGA coordinate on a frequent basis regarding emergency planning updates and resources. The USG Emergency Notification Plan establishes emergency contact procedures and protocols on how to contact the appropriate department within the USG office (See Appendix I for the USG Emergency Notification Plan).

In addition, as a part of the overall system-wide emergency planning initiatives, the USG maintains a comprehensive list of resources, equipment, and personnel for all the colleges and universities under the USG umbrella. This resource list is maintained for internal use by the USG and for the Georgia Emergency Management Agency.

## **XXVIII. Automated External Defibrillator (AED) and Bleeding Control Kit Programs**

The University of Georgia is committed to providing a safe and healthy environment for all faculty, staff, students, and visitors to the University. To assist in promoting a safe and healthy environment, an AED program was established. The purpose of the program is to assist in the dissemination and oversight of AEDs on the UGA campus. The program promotes uniformity in the installation of AEDs allowing them to be easily spotted, used, and maintained.

OEP maintains a list of AED locations on campus and schedules a yearly meeting of the AED oversight committee. The program guidelines and a list of AED locations can be found at [prepare.uga.edu](https://prepare.uga.edu). A map of AED locations can also be found using the UGA Safe mobile safety app.

### ***Bleeding Control Kit Program***

In 2013, the White House introduced the “Stop the Bleed” campaign to encourage bystanders to assist with lifesaving bleeding control procedures in their communities. Specifically, the national campaign encourages an increased awareness of straightforward and easily taught first aid strategies, already in use by the military and many first responder agencies, and having bleeding control equipment readily accessible for the public.

To encourage more bystander intervention from the UGA campus community, OEP added bleeding control kits to each AED cabinet in the summer of 2016. Campus AED cabinets that contain a bleeding control kit are marked on the outside of the cabinet with a highly visible sticker that indicates a “Stop the Bleed” kit is located inside. Each bleeding control kit contains non-expiring items including a CAT tourniquet, an emergency trauma dressing, compressed gauze, two pairs of gloves, trauma shears, a marker and an instruction card. The bleeding control kits are intended for severe bleeding where traditional methods such as compression may have little impact. Although most bleeding control kits are intended for worst-case scenarios like active shooter events and potential explosions, OEP believes that the kits will likely be utilized for more common emergencies like glass cuts in campus lab environments, injuries to facilities and grounds personnel, car accidents or possible sports injuries. Two-hour Bleeding Control (B-Con) classes are coordinated on a frequent basis by OEP for volunteer participants.

All UGA police vehicles are equipped with bleeding control kits. Additional bleeding control kits are placed in the UGA’s Sanford Stadium prior to football season. The UGA Safe mobile safety app includes a map of all AED cabinets on the UGA campus and each cabinet contains a bleeding control kit.

## **XXIX. UGA Free Speech Policy**

The University of Georgia places a high priority on freedom of speech. It is important that the commitment to free speech, free assembly, and freedom of expression do not disrupt the operation of the University and are provided on an equal basis. To balance the priorities as well as the educational mission of the University, UGA has the responsibility to regulate the time, place, and manner of expression. This allows the University to assure equal opportunity for all persons, preserve order within the community, protect and preserve property, and provide a secure environment for all individuals.

The University of Georgia Policy on Freedom of Expression can be found at <https://freedomofexpression.uga.edu/>.

## **XXX. Emergency Procedures for People with Disabilities**

UGA is committed to providing equal access to emergency procedures (alerting, evacuation and sheltering) for students, faculty, staff and visitors with disabilities. The University recognizes that individuals with disabilities may require assistance with alerting, evacuating and sheltering in the event of an emergency. As a result, the University asks all individuals (students, faculty, staff and visitors) who may need assistance in an emergency to self-identify themselves to the University. Once an individual has self-identified, the University will work with the individual to develop a Personal Emergency Plan that includes specific emergency procedures pertaining to alerting, evacuation and sheltering in place in the event of an emergency.

To help encourage self-identification, the Office of Emergency Preparedness will send an email to the University community via ArchNews twice a year (in January and August) containing a link to the respective registration forms for students and faculty, staff and visitors. Additionally, Building Safety and Security Representatives (BSSRs), who serve as the 24/7 emergency point of contact regarding safety and security issues affecting their building, are encouraged to annually canvas their building's occupants to inquire if any occupants have disabilities that will necessitate additional assistance and, if so, give them the option to complete an Emergency Assistance Referral Form (EARF).

Completed EARFs are to be submitted to the Office of Emergency Preparedness which will review them and contact the individual requesting assistance to discuss developing a Personal Emergency Plan (PEP). The development of a PEP is optional. If the individual desires a PEP, the Office of Emergency Preparedness, in consultation with UGA's Disability Resource Center (if person with disability is a student) or UGA's Equal Opportunity Office (if person with disability is faculty, staff or a visitor), will work with the individual, using their completed EARF, to develop a practical and effective plan for emergency communication, evacuation and sheltering.

The EARF can be found at [www.prepare.uga.edu](http://www.prepare.uga.edu). This program was created in collaboration with the Equal Opportunity Office and Disability Resource Center at UGA.

## **XXXI. Emergency Evacuation Chair Program**

Emergency evacuation chairs are fold-up chairs, which are stored in stairwells or near emergency exits and allow for people with permanent or temporary mobility limitations to be moved downstairs during an emergency. The objective of the UGA Emergency Evacuation Chair Program, managed by the UGA Office of Emergency Preparedness, is to develop appropriate guidelines to ensure consistency in purchasing, placement, training, maintenance and testing, accountability and departmental oversight of emergency evacuation chairs on all UGA properties.

OEP maintains a list of emergency evacuation chair locations on campus and schedules a yearly meeting of the emergency evacuation chair oversight committee. The program guidelines and a list of campus emergency evacuation chair locations can be found at [www.prepare.uga.edu](http://www.prepare.uga.edu) or on the LiveSafe mobile safety app.

## **XXXII. Residence Hall Emergency Relocation Plan Overview**

A part of the Division of Student Affairs at the University of Georgia, University Housing is home to nearly 9,000 students living in residential communities comprised of residence halls, apartments, townhomes and houses – both on the main campus and Health Sciences Campus. Various emergencies could affect the operations of UGA's residential facilities, making a portion or the entire building uninhabitable for a period of time. University Housing maintains a flexible emergency relocation plan that employs specific strategies based on the circumstance of each potential situation. Emergency situations could include, but are not limited to, fire, flooding, contamination or loss of critical utilities.

### ***Emergency Notification***

The executive director, director of administrative services and communications, director of residential programs and services, and/or the director of facilities can activate an emergency response for University Housing. The UGA Police Communications and the Office of Emergency Preparedness both maintain an updated



list of emergency contact numbers for University Housing administrative personnel.

Additionally, many of the University Housing administrative personnel serve on the UGA's emergency operations center (EOC) team and can be notified via an emergency contact group for campus-wide emergency situations that warrant EOC activation.

### ***Short Term Evacuation (1-24 Hours)***

#### ***Options:***

- Students may be temporarily moved to vacant spaces in other residence halls.
- Students may be moved to lounge and other public area spaces that can be established as temporary living quarters in other residence halls.
- Students may be moved to the Georgia Center for Continuing Education & Hotel (space permitting) or other available, nearby hotels.
- Students may be moved to the UGA Ramsey Student Center or Wheeler Hall on the Health Sciences campus.
- Auxiliary support services (e.g., emergency food, showers, medical, counseling, disability services, transportation) will be arranged with other campus operations, as needed.

### ***Medium-Term Evacuation (1 – 10 Days)***

#### ***Options:***

- Students will be assigned to lounge and other public area spaces that can be established as temporary living quarters in other residence halls.
- Students will be assigned to vacant spaces in other residence halls.
- Students may be assigned to share other occupied spaces in residence halls.
- Students may be moved to the Georgia Center for Continuing Education & Hotel (space permitting) or other available, nearby hotels.
- Students may be assigned to resources in the local community secured by University Housing. Necessary support services would be arranged.
- Auxiliary support services (e.g., emergency food, showers, medical, counseling, disability services, transportation) will be arranged with other campus operations, as needed.

- In the event that cots are needed to temporarily house students, contact the UGA Office of Emergency Preparedness (OEP) for assistance. OEP maintains 50 cots for emergency sheltering purposes, but can obtain additional cots from community and/or state partners.

### ***Long Term Evacuation Options:***

- All items (1-7) noted in the Medium-Term Evacuation Options may be initiated.
- When deemed necessary, University Housing may coordinate with community resources to secure short-term leases for off-campus student housing.
- When deemed necessary, University Housing may release students from their housing contract.

## **XXXIII. Emergency Food Service Plan Overview**

UGA Dining Services maintains numerous residential and retail dining operations on campus, including five dining commons that serve thousands of meals each day. Additionally, Snelling Dining Commons offers late night weekday service to patrons. Various emergencies could necessitate the implementation of the emergency food service plan on the UGA campus. UGA Dining Services maintains a flexible emergency food service plan that employs specific strategies based on the circumstance of each potential situation.

Emergency situations that might impact the specific services of a facility or facilities could include, but are not limited to, fire, flooding, building damage, contamination issues, loss of critical utilities, or other scenarios. More likely, UGA Dining Services may be called upon to assist other campus personnel when critical personnel are activated to respond to an extended emergency.

### ***Emergency Notification***

When an emergency occurs where UGA Dining Services may need to implement the emergency food service plan, the following UGA Dining Service administrators should be notified for a response to be activated: Executive Director, Associate Director of Operations Support and the Manager of the specific retail or dining commons facility impacted.

The UGA Police Communications and the Office of Emergency Preparedness both maintain an updated list of emergency contact numbers for UGA Dining Services administrative personnel.

### ***Building Operations Impacted/Temporary***

#### ***Closure Options:***

- Students may be evacuated out of the building or area impacted by the temporary disruption or building closure. UGA Dining Services staff at the impacted building will implement their building emergency plan.
- Students will be provided instructions via the UGA Dining Services Meal Plan Listserv regarding other available/nearby dining commons options or temporary options that may be made available.
- Appropriate signage will be posted near the impacted dining commons to alert students and staff of the disruption and/or closure.

### ***Emergency Food Service to UGA Critical***

#### ***Employees:***

During some emergencies, previously identified UGA employees (facilities, police, IT support, etc.) may be required to report to campus when classes have been cancelled and normal operations are suspended. Critical employees may be required to remain at work if the closing of campus occurs during the workday. Typically, this situation occurs during winter weather events. Various departments have different methods of working with employees to aid in their efforts to report to work despite potentially hazardous road conditions.

UGA Dining Services dining commons remain open during campus closures to continue to provide meals for students who live on campus. UGA critical employees, who are working in a response capacity during the campus closure, are provided complimentary meals by UGA Dining Services when the employee displays his or her UGA identification card. UGA Dining Services also maintains a mobile food truck that can be utilized for more remote locations with a smaller population to be served.

Additionally, during a winter weather event, the UGA Hotel continues to operate even if the

University is closed. As rooms are available and approved by their supervisor, critical UGA employees are allowed to stay at the UGA Hotel to assist with campus operations when the University is closed due to winter weather. Most campus departments arrange for a direct bill for their critical employees' room charges. Additionally, some departments opt to arrange for food from the UGA Hotel and its associated restaurants (not affiliated with UGA Dining Services) to be included in the overall charges.

UGA Office of Emergency Preparedness (OEP) maintains a small stockpile of emergency supplies, housed in a mobile trailer, that can be requested by UGA departments who may need Meals Ready to Eat (MREs), folding sleeping cots, blankets, personal hygiene kits, etc. OEP personnel can be contacted via UGA Police Communications.

### ***Emergency Scene Food Service Assistance***

#### ***Options:***

On rare occasions, emergency responders could work an emergency event on campus that may require meals and drinks to be provided due to the nature of the emergency. UGA Dining Services may be able to provide a "sack lunch" option to an emergency scene on campus to feed emergency responders, as needed. Additionally, meals can be prepared at one of the dining commons and picked up by emergency responders. UGA Dining Services also maintains a mobile food truck that can be utilized for more remote locations with a smaller population to be served. Contact OEP personnel to coordinate on-scene food service assistance options.

## **XXXIV.UGA Resources – Equipment, Personnel and Services**

The University of Georgia has many resources that may be utilized during a local, regional, or statewide disaster. These resources, including specialized equipment, personnel, and services, will be very useful in the overall response and recovery operations associated with large-scale disasters.

In concert with a University System of Georgia emergency planning initiative, the Office of Emergency Preparedness has coordinated with the UGA Police Department, Facilities Management,

Transportation and Parking Services, the University Health Center, and the Environmental Safety Division to capture UGA equipment, personnel, and services resources that would likely be utilized during large-scale disaster operations. This UGA Resource List is updated annually and provided to the University System of Georgia Office. The UGA Resource List is a security-sensitive document and is not included in the public version of the UGA CEMP. See Appendix L for the UGA resource list.

## **XXXV.UGA Campus Map**

The UGA Office of the University Architects maintains an array of downloadable campus maps,

location maps, and interactive maps of the UGA campus. The maps can be found at <http://www.architects.uga.edu/maps/current>. (See Appendix J for the UGA campus map and building index.)

## **XXXVI.Acronyms and Definitions**

There are many acronyms utilized in the UGA CEMP and associated appendices. A comprehensive list of acronyms and definitions is included in the appendix to provide additional clarification and details regarding emergency planning terms. (See Appendix K for the Acronyms and Definitions list.)

## **APPENDICES**

APPENDIX A (UGA Campus Emergency Action Plan Revisions Table)

APPENDIX B (UGA Incident Command Post Organization Chart)

APPENDIX C (UGA EOC Activation Organization Chart)

APPENDIX D (Emergency Notification Activation Plan-Published)

APPENDIX E (Emergency Response Team List)

APPENDIX F (Building Safety & Security Representative [BSSR] Policy)

APPENDIX G (Building Emergency Action Plan [MyBEAP])

APPENDIX H (Building Emergency Poster)

APPENDIX I (USG Emergency Notification Plan 2023 version)

APPENDIX J (UGA Main Campus Map 2020)

APPENDIX K (Acronyms & Definitions)

APPENDIX L (UGA Resource List)

## **Functional Annexes**

1. UGA Pre-Disaster Hazard Mitigation Plan
2. UGA Emergency Notification Plan
3. Pandemic Influenza Response Plan
4. Wheeler Hall Temporary Emergency Shelter/Staging Area Plan
5. National Incident Management System (NIMS) Training Plan
6. UGA Strategic National Stockpile (SNS) Closed Pod Plan

***Appendix A - University of Georgia Campus Emergency Management Plan Revisions***

<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
Appendix C – Emergency Response Team List	Updated list	Published ERT list	June 26, 2010
Annex #4 – UGA Finance & Administration Key Personnel Contact Information	Updated list		August 19, 2010
Appendix H – Building Emergency Action Plan	Table of Contents added		August 16, 2010
Appendix J – UGA Main Campus Map 2010	Updated map & building listing	Updated map	September 3, 2010
Appendix E – NIMS Training Profile	Updated information		September 3, 2010
Annex #2 – NIMS Training Plan	Updated table		September 3, 2010
Annex # 7- Companion Animal Sheltering Plan	Updated Plan		September 3, 2010
Appendix I – Board of Regents Emergency Notification Plan	Updated list	BOR revised July 2010	September 3, 2010
Appendix F – UGA Alert Activation Protocols	Updated Protocols		September 20, 2010
Section XXI. – Emergency Action Plan Summary	Added new paragraph	Pocket-sized UGA Emergency Response Guidebook	September 22, 2010
Section XXIII. – Business Continuity Planning (BCP)	Added new paragraph	Regarding UGA contact information during holidays, weather closings, etc.	September 22, 2010
Section XII. – Roles and Responsibilities	UGA CERT section	Added bullet regarding Animal Shelter	September 22, 2010
Section XIII. – Emergency Notification	Extended Campuses section	Added information	September 22, 2010
Section I. – Introduction and Purpose	Added wording to paragraph	Added business continuity plan to the second paragraph	December 12, 2011
Section III. – Scope	Added wording to paragraph	Added Web-based to the first paragraph	December 12, 2011
Section V. – Plan Maintenance	Changed wording to paragraph	Changed yearly to annual in first paragraph	December 12, 2011
Section VI. – Emergency Contact Numbers	Reversed number order	University of Georgia Police Department	December 12, 2011
Section VI. – Emergency Contact Numbers	Changed UGA HART title	UGA Spill Response Team	December 12, 2011
Section VII. – Office of Emergency Preparedness Role	Updated list	Other departmental responsibilities list	December 12, 2011
Section VIII. – UGA Campus Emergency Operations Planning Team	Added wording/ updated wording in paragraph one		December 12, 2011

<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
Section VIII. – UGA Campus Emergency Operations Planning Team	Updated list	UGA Campus Emergency Operations Planning Committee	December 12, 2011
Section IX. – NIMS	Updated section	Paragraph two	December 12, 2011
Section X. – UGA EOC	Added wording	Paragraph one and two	December 12, 2011
Section XI. – UGA ERT	Changed wording (EOC)	Paragraph two	December 12, 2011
Section XI. – UGA ERT	Updated emergency support functions List	ESF 3, ESF 4, ESF 7, ESF 10	December 12, 2011
Section XII. – Roles and Responsibility	Updated Department List	Spill Response Team, University Housing, UGA CERT, Georgia Dept. of Agriculture	December 12, 2011
Section XIII. – Emergency Notification	Added paragraphs one two and three, updated UGA Alert System information		December 12, 2011
Section XIII. – Emergency Notification	Updated UGA System information		December 12, 2011
Section XIII. – Emergency Notification	Updated table	UGA Emergency Notification Methods Table – added UGA Alert Desktop	December 12, 2011
Section XIII. – Emergency Notification	Updated list	UGA campus emergency notification systems list	December 12, 2011
Section XIII. – Emergency Notification	Changed wording	Emergency Notification – Extended Campus: paragraph one	December 12, 2011
Section XV. – Drills and Exercises	Modified paragraph two	Changer HART to ESD	December 12, 2011
Section XVI. – Mutual Aid Agreements	Updated paragraph three	Changed second sentence	December 12, 2011
Section XVII. – Extended Campuses	Replaced work in paragraph one	Replaced “extended” with “other”	December 12, 2011
Section XVIII. – UGA Hazard Assessment and Mitigation Activities	Updated paragraph three		December 12, 2011
Section XIX. – BSSR Program	Moved BSSR Policy to Appendix E		December 12, 2011
Section XIX. – BSSR Program	Removed paragraph and reordered remaining paragraphs		December 12, 2011
Section XX. – BEAP	Modified entire section		December 12, 2011
Section XXI. – Other Building Emergency Planning Resources	Changed section heading and paragraph on the Emergency Action Plan Summary		December 12, 2011
Section XXI. – Other Building Emergency Planning Resources	Removed the Emergency Action Plan Summary sample		December 12, 2011
Section XXII. – Pandemic Influenza Planning	Condensed to one paragraph		December 12, 2011

<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
Section XXIII. – BCP	Added paragraph and modified remaining paragraphs		December 12, 2011
Appendix A – UGA Incident Command Post Org Chart	Updated Operations Coordination	Changed HART to ESD	December 12, 2011
Appendix B – UGA EOC Activation Org Chart	Updated Emergency Services Branch	Changed HART to ESD	December 12, 2011
Appendix C – UGA NIMS Plan	Replaced the UGA NIMS Policy with the UGA National Incident Management Systems Plan	Version: April 2010	December 12, 2011
Appendix D – ERT List	Updated list	Published ERT list	December 12, 2011
Appendix F – Sample MyBEAP	Replaced the UGA Alert Activation Protocol with a sample of the MyBEAP	Online plan generator of the Building Emergency Action Plan (MyBEAP)	December 12, 2011
Appendix G – Sample Emergency Action Plan Summary	Replaced the UGA Hazard, Risk and Vulnerability Assessment with a EAPS sample	Sample of the Emergency Action Plan Summary (EAPS)	December 12, 2011
Appendix H – USG Emergency Notification Plan	Moved the sample Building Emergency Action Plan to Appendix F	Updated the USG Emergency Notification Plan: Revised Aug. 2011	December 12, 2011
Appendix I – UGA Campus Map	Moved the USG Emergency Notification Plan to Appendix H	Updated the UGA Main Campus Map: Aug. 2011	December 12, 2011
Appendix J – Acronyms & Definitions	Moved the UGA Campus Map to Appendix I	Updated the Acronyms & Definitions	December 12, 2011
Annex #2 – UGA Emergency Notification Plan	Replaced the NIMS Training Plan with the UGA Emergency Notification Plan		December 12, 2011
Entire Document	Updated Office of Security & Emergency Preparedness to Office of Emergency Preparedness	Updated office name, email, and website	July 2, 2013
Entire Document	Updated Physical Plant to Facilities Management		July 2, 2013
III. Scope	Added to second paragraph		July 2, 2013
XIII. Emergency Notification	Inserted Jeanne Clery Act Guidelines	First two paragraphs	July 2, 2013
XIII. Emergency Notification	Updated UGA Emergency Website information		July 2, 2013
XIII. Emergency Notification	Desktop Emergency Alerts	Added that Desktop alerts are free to download	July 2, 2013
XVI. Mutual Aid Agreement	Added paragraphs on Monthly Safety & Security Lunch Meetings and Emergency Response Database		July 2, 2013
XVII. UGA Extended Campuses	Added information on International Campuses/Study Abroad Programs		July 2, 2013

<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
XVIII. UGA Hazard Assessment and Mitigation Activities	Updated UGA Pre-Disaster Mitigation Plan revision date		July 2, 2013
XXI. Campus Emergency Planning Resources	Changed section title from Other Building Emergency Planning Resources		July 2, 2013
XXI. Campus Emergency Planning Resources	Inserted paragraphs on Student Emergency Guidebooks and UGA Emergency App for Smart Phones		July 2, 2013
XXIII. Business Continuity Planning	Added to paragraphs two and three		July 2, 2013
Appendix D – Emergency Response Team	Updated	Updated names and information on the Emergency Response Team list	July 2, 2013
Appendix G – Emergency Action Plan Summary	Removed EAP Summary Handout	Updated Appendices labels	July 2, 2013
Appendix G – USG Emergency Notification Plan	Updated plan	Replaced with most recent plan	July 2, 2013
Appendix H – UGA Main Campus Map	Updated map		July 2, 2013
Annexes	Updated Annexes as needed		July 22, 2014
All Applicable Sections	Athens-Clarke County Office of Emergency Management Updated	Change Emergency Management Agency to Office of Emergency Management	July 22, 2014
IX. UGA Campus Emergency Operations Planning Team	Added Roswell Lawrence		July 22, 2014
XII. UGA Emergency Response Team	County Lead Department - changed to Clarke County Department of Family and Children Services	ESF 6 - Mass Care, Housing, and Human Services	July 22, 2014
XII. UGA Emergency Response Team	County Lead Department	ESF 7 - Logistics Management and Resource Support	July 22, 2014
XII. UGA Emergency Response Team	County Lead Department	ESF 8 - Public Health and Medical Services	July 22, 2014
XII. UGA Emergency Response Team	Added National EMA to Additional Support	ESF 8 - Public Health and Medical Services	July 22, 2014
XII. UGA Emergency Response Team	County Lead Department - Change to Cooperative Extension	ESF 11 - Agriculture and Natural Resources	July 22, 2014
XII. UGA Emergency Response Team	County Lead Department - Updated - ACC Public Works to Facilities Management	ESF - 12 Energy	July 22, 2014
XIII. Roles and Responsibilities	Updated first bullet point	Public Affairs	July 22, 2014
XIII. Roles and Responsibilities	Updated second bullet point	Environmental Safety Division	July 22, 2014
XIII. Roles and Responsibilities	Updated first bullet point	Fire Safety (under ESD)	July 22, 2014
XIII. Roles and Responsibilities	Updated second bullet point	Spill Response Team (under ESD)	July 22, 2014



<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
XIII. Roles and Responsibilities	Updated bullet point	Department of Recreational Sports (under Student Affairs)	July 22, 2014
XIII. Roles and Responsibilities	Added new Department	UGA Medical Reserve Corps (UGA MRC) - Added	July 22, 2014
XIII. Roles and Responsibilities	Updated bullet point	American Red Cross - East Georgia Chapter	July 22, 2014
XIV. Emergency Notification	Updated Administrator	Updated Outdoor Sirens under the UGA Emergency Notification Methods	July 22, 2014
XIV. Emergency Notification	Added last sentence	Added to Outdoor Tornado Warning Sirens	July 22, 2014
XIV. Emergency Notification	Added last two sentences of second paragraph – UGA Alert Desktop for Gwinnett.	Added to Emergency Notification - Extended Campuses	July 22, 2014
XVI. Mutual Aid Agreement	Added second paragraph	Added to Emergency Response Database (Building Floor Plans)	July 22, 2014
XXI. Campus Emergency Planning Resources	Replaced Emergency Action Plan Summary with Posters and Podium Cards		July 22, 2014
XXI. Campus Emergency Planning Resources	Added paragraph on Building Laboratory Hazards Assessment Map		July 22, 2014
XXIII. Strategic National Stockpile Close POD	Added entire section		July 22, 2014
XXV. Flood	Added to plan		July 22, 2014
XXVII. AED	Added to plan		July 22, 2014
XXVIII. Free Speech	Added to plan		July 22, 2014
XXIX. Emergency Procedures for People with Disabilities	Added to plan		July 22, 2014
XXX. Companion Animal Sheltering Plan	Updated entire section		July 22, 2014
XXXII. Emergency Trailer	Added to plan		July 22, 2014
XXXIII. UGA Campus Map	Added second paragraph		July 22, 2014
Appendix C (UGA National Incident Management System Plan)	Updated		July 22, 2014
Appendix D (Emergency Response Team List)	Updated		July 22, 2014
Appendix G (Building Emergency Poster)	Replaced Emergency Action Plan Summary with Building Emergency Poster		July 22, 2014
Appendix I (UGA Main Campus Map 2014)	Updated		July 22, 2014
All Applicable Sections	Updated UGA Public Affairs to UGA Marketing and Communications		August 31, 2015
All Applicable Sections	Updated Athens-Clarke County Emergency Management Administrator to Director		August 31, 2015
All Applicable Sections	Updated Athens-Clarke County Emergency Management Coordinator to Director		August 31, 2015
All Applicable Sections	Updated Table of Contents and Section Numbering		August 31, 2015

<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
IV. General Assumptions	Replaced Emergency Response Team with Emergency Operations Center		August 31, 2015
V. Plan Distribution and Authority	Added (electronic and/or hard copies) to Plan Distribution		August 31, 2015
V. Plan Distribution and Authority	Added Athens-Clarke County Fire Department and UGA Office of Vice President for Research (Research Safety and Biosafety) to Plan Distribution		August 31, 2015
VI. Plan Maintenance	Changed UGA Hazardous Materials Contingency Plan to UGA Hazardous Waste Generator Contingency Plan		August 31, 2015
VI. Plan Maintenance	added UGA Central Steam Plant Facility Response Plan – April 2015 – UGA Facilities Management		August 31, 2015
VI. Plan Maintenance	Updated plan revision dates		August 31, 2015
VII. Emergency Contact Numbers	Added UGA Dean of Students/BARC		August 31, 2015
VII. Emergency Contact Numbers	Updated the telephone number for Biosafety		August 31, 2015
VII. Emergency Contact Numbers	Removed Radiation Safety		August 31, 2015
VII. Emergency Contact Numbers	Added UGA Research Safety (Chemical and Radiation)		August 31, 2015
VIII. Office of Emergency Preparedness Role	Added Manages the campus emergency evacuation chair program		August 31, 2015
VIII. Office of Emergency Preparedness Role	Removed UGA Center for International Trade and Security from Academic and Professional Security Lecture Series		August 31, 2015
IX. UGA Campus Emergency Operations Planning Team	Updated Athens-Clarke County Emergency Management Agency to Athens-Clarke County Office of Emergency Management		August 31, 2015
IX. UGA Campus Emergency Operations Planning Team	Updated Lab Safety to Research Safety		August 31, 2015
X. National Incident Management System (NIMS)	Updated the UGA Emergency Response Team to the UGA Emergency Operations Center departmental designees		August 31, 2015
X. National Incident Management System (NIMS)	Updated Vice President for External Affairs, and the Vice President for Public Affairs with Executive Director of Legal Affairs, the Vice President for Student Affairs, and the President’s Chief of Staff		August 31, 2015
X. National Incident Management System (NIMS)	Updated Executive Policy Council to Executive Policy Group		August 31, 2015
X. National Incident Management System (NIMS)	Added in coordination with the Joint Information Center under the Public Information Officer		August 31, 2015
XI. UGA Emergency Operations Center	Added in paragraph three		August 31, 2015
XII. UGA Emergency Response Team	ESF5 – Updated Athens-Clarke County Fire and Emergency Services to Athens-Clarke County Office of Emergency Management		August 31, 2015
XII. UGA Emergency Response Team	ESF6 – Removed District 10 Public Health, replaced with Clark County Division of Family and Children Services		August 31, 2015
XII. UGA Emergency Response Team	ESF8 – Removed District 10 Public Health; added National EMS		August 31, 2015
XII. UGA Emergency Response Team	ESF11 – Updated Athens-Clarke County Fire and Emergency Services to Cooperative Extension		August 31, 2015
XII. UGA Emergency Response Team	ESF12 – Updated Athens-Clarke County Public Works to Athens-Clarke County Facilities Management		August 31, 2015
XIII. Roles and Responsibilities	Under Marketing & Communications – added in collaboration with Athens-Clarke County		August 31, 2015
XIII. Roles and Responsibilities	Updated Radiation Safety (under the OVPR Research Safety)		August 31, 2015

<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
XIII. Roles and Responsibilities	Updated the Spill Response Team (under ESD and Research Safety)		August 31, 2015
XIII. Roles and Responsibilities	University Housing - added Coordinates the Residence Hall Emergency Relocation Plan		August 31, 2015
XIII. Roles and Responsibilities	Department of Recreational Sports – change short-term community shelter to short-term UGA student shelter; change medications for UGA to medications for UGA students and critical emergency staff; removed and ACC community		August 31, 2015
XIII. Roles and Responsibilities	MRC - added Assist with marketing and promotional efforts for public health initiatives (Ex. Flu shots) EOC-added category and role		August 31, 2015
XIV. Emergency Notification	Under Outdoor Tornado Warning Sirens – Changed the third sentence to start “Currently, the sirens are tested...”		August 31, 2015
XIV. Emergency Notification	Under Outdoor Tornado Warning Sirens – added last sentence.		August 31, 2015
XIV. Emergency Notification	Under Desktop Emergency Alerts – updated the RSS feed from Blackboard Connect Ed System to Rave system		August 31, 2015
XVI. Mutual Aid Agreements	Updated the Monthly Safety and Security Lunch Meetings schedule for every month to every other month.		August 31, 2015
XXI. Campus Emergency Planning Resources	Posters and Podium Card – updated link		August 31, 2015
XXI. Campus Emergency Planning Resources	Student Emergency Guidebook – updated paragraph		August 31, 2015
XXI. Campus Emergency Planning Resources	Added Emergency Preparedness in 10 Minutes Online Interactive Module		August 31, 2015
XXI. Campus Emergency Planning Resources	Updated UGA App information		August 31, 2015
XXIX. Building Safety and Security Representatives	Updated EERFs to registration forms (paragraph 2)		August 31, 2015
XXX. Emergency Evacuation Chair Program	Added Emergency Evacuation Chair Program		August 31, 2015
XXXI. Residence Hall Emergency Relocation Plan Overview	Added Residence Hall Emergency Relocation Plan Overview		August 31, 2015
XXXII. Companion Animal Sheltering Plan	Removed Companion Animal Sheltering Plan Section – updated numbering		August 31, 2015
XXXIV. Emergency Trailer	Removed section		August 31, 2015
XXXV. UGA Campus Map	Updated url link		August 31, 2015
XXXVI. Annexes	Added Functional to Annexes		August 31, 2015
Appendix C – National Incident Management System Training Plan	Updated to April 2014 Version		August 31, 2015
X. NIMS	Updated Executive Policy Group and Incident Command Group section with additional information		August 31, 2015
VII. Emergency Contacts	Updated contact information		August 16, 2016
XII. Emergency Response	Removed Emergency Response Team list and Emergency Support Function lists		August 16, 2016
XII. Emergency Response	Added information on EOC emergency response and Administration Contact List		August 16, 2016
XIV. Emergency Notification	Updated information about new emergency website <a href="http://www.emergency.uga.edu">www.emergency.uga.edu</a>		August 16, 2016
XIV Emergency Notification	Updated digital signage and twitter information. Updated Griffin notification procedures		August 16, 2016
All Applicable Sections	Updated the plan name from Emergency Operation Plan (EOP) to Campus Emergency Management Plan (CEMP)		August 30, 2016

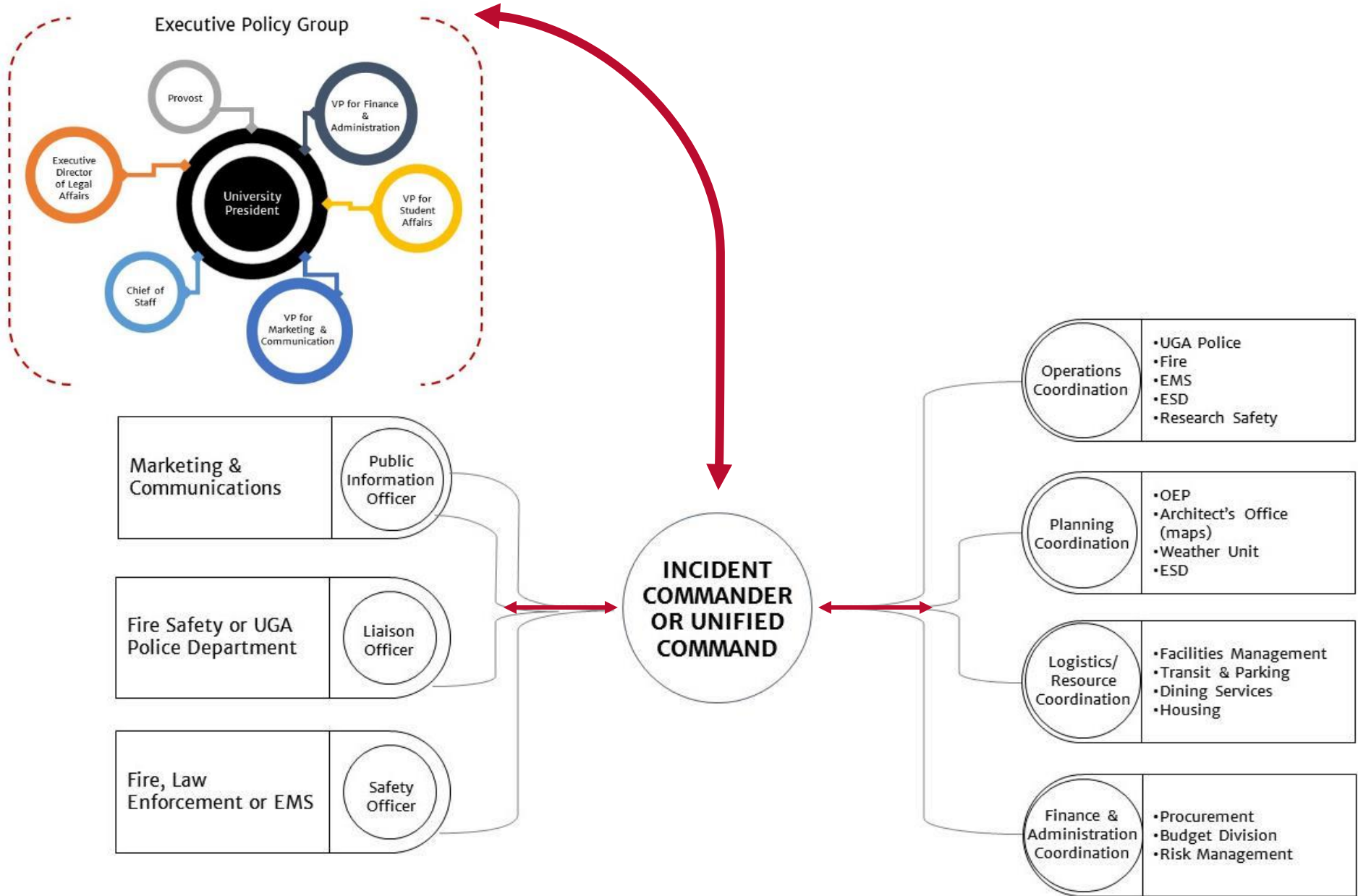
<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
XXVII. Automated External Defibrillator (AED) and Bleeding Control Kit Programs	Added Bleeding Control Kit information		August 30, 2016
APPENDIX F (Building Emergency Action Plan [MyBEAP])	Updated sample MyBEAP		August 30, 2016
APPENDIX I (UGA Main Campus Map 2016)	Updated UGA maps		August 30, 2016
XVIII. UGA Hazard Assessment and Mitigation Activities	Updated “Building Hazards and Laboratory Assessment” section content		August 30, 2016
Cover page	Update UGA Emergency Preparedness logo		July 26, 2017
VI. Plan Maintenance	Removed UGA Companion Animal Sheltering Plan		July 26, 2017
VI. Plan Maintenance	Added Wheeler Hall Temporary Emergency Shelter/Staging Area Plan		July 26, 2017
VI. Plan Maintenance	Added UGA Athletic Venue Emergency Operations Plans		July 26, 2017
VII. Emergency Contact Numbers	Updated phone numbers for UGA Biosafety & UGA Research Safety		July 26, 2017
IX. UGA Campus Emergency Management Planning Team	Removed Roswell Lawrence		July 26, 2017
XI. UGA Emergency Operations Center (EOC)	Added in UGA Police and Emergency Preparedness Training Building (paragraph 5)		July 26, 2017
XII. UGA Emergency Response	Updated paragraph 2, added paragraph 4 and updated list		July 26, 2017
XIII. Roles and Responsibilities	Added in Transportation and Parking Services. Changed Food Services to Dining Services		July 26, 2017
XIII. Roles and Responsibilities	Removed College of Veterinary Medicine		August 7, 2017
XIV. Emergency Notification	Added reference to Appendix C for UGA Alert Activation Policy.		July 26, 2017
XIV. Emergency Notification	Updated Emergency Notification – Extended Campuses information		July 26, 2017
XXI. Campus Emergency Planning Resources	Added in information on the UGA Mobile Safety App - LiveSafe		July 26, 2017
XXIII. Strategic National Stockpile Closed POD	Updated Current Status of Plan		August 2, 2017
XXXII. Emergency Food Service Plan	Updated Food Services to Dining Services. Added in mobile food truck		July 26, 2017
Appendix A & B– UGA Incident Command Post Organization Chart	Updated charts for both No EOC Activation and EOC Activation		July 26, 2017
Appendix C UGA National Incident Management System	Moved from appendices to functional annexes; updated appendices lettering		July 26, 2017
Appendix C – UGA Alert Activation Police	Added UGA Alert Activation Policy		August 1, 2017
Appendix D – The University of Georgia Emergency Response Team	Updated the Emergency Response Team list		August 1, 2017
Appendix H USG Emergency Notification Plan	Updated to 2017 version		July 26, 2017
Appendix I – UGA Campus Maps	Updated to 2017 versions		August 1, 2017
Functional Annexes	Removed Companion Animal Sheltering Plan; replaced with Wheeler Hall Temporary Emergency Shelter/Staging Area Plan. Added NIMS Training Plan; Added UGA SNS Closed Pod Plan		July 26, 2017
II. President’s Affirmation	Added new section – updated all section numbering		July 26, 2018
X. UGA Campus Emergency Management Planning Team	Updated team members and titles		July 12, 2018

<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
X. UGA Emergency Operations Center (EOC)	Updated UGA departments that participate in the EOC		July 12, 2018
XIII. UGA Emergency Response	Updated agency names and administrative contacts list		July 12, 2018
XIV. Roles and Responsibilities	Updated the name and roles for Radiation Safety, Spill and Response Team and Risk Management		July 12, 2018
XV. Emergency Notification	Updated section on Desktop Alerting		July 12, 2018
XVI. Drills and Exercises	Added information on specific drills		July 12, 2018
XVII. Mutual Aid Agreements	Update list of Memoranda's of Understanding		July 12, 2018
XVIII. UGA Extended Campuses	Added information on the Office of International Educations education abroad portal		July 12, 2018
XIX. UGA Hazard Assessment and Mitigation Activities	Updated status of UGA Pre-Disaster Mitigation Plan and Hazard, Risk, and Vulnerability Assessment (HRVA) and Building Laboratory Hazards Assessment Map		July 12, 2018
XX. Campus Emergency Planning Resources	Added new section on Publicity		July 12, 2018
XXVIII. Automated External Defibrillator (AED) and Bleeding Control Kit Programs	Added information about AED map being available via LiveSafe app - updated bleeding control kit information		July 12, 2018
XXXI. Emergency Evacuation Chair Program	Updated map information – available via the LiveSafe App		July 12, 2018
XXXII. Residence Hall Emergency Relocation Plan Overview	Updated entire section		July 12, 2018
Appendix D - The University of Georgia Emergency Response Team	Updated		July 12, 2018
Appendix K – UGA Resource List	Updated		July 12, 2018
Section X. UGA Campus Emergency Management Team	Updated		July 2019
Section XIII. UGA Emergency Response	Updated Contact List		July 2019
Section XV. Emergency Notification	Updated Twitter accounts, RSS feeds, software website, added Skidaway Island		July 2019
Section XXXIII. Emergency Food Service Plan	Updated emergency notification		July 2019
Section V.	Removed reference to the wireless priority service.		July 2019
Section XII.	Added the Georgia Center as an option for a back-up EOC		July 2019
Section XIX	Updated to show pre-disaster mitigation plan updated in 2019 and reviewed by GEMA		July 2019
Section IX	Removed reference to animal shelter as a role of the Office of Emergency Preparedness		June 2020
Section X	Updated Emergency Management Planning Team		June 2020
Section XVIII. UGA Extended Campus	Changed Office of International Education to Office of Global Engagement – Removed Costa Rica section		September 2020
Section XX. Building Safety & Security Representatives	Added information in reference to zones		September 2020
Section XXIII. Pandemic Influenza Planning	Added update at end of section		September 2020
Section XXXV. UGA Campus Map	Updated		September 2020
Appendix C – UGA Alert Emergency Notification Plan	Updated to include Gwinnett and Skidaway		September 2020
Appendix D - The University of Georgia Emergency Response Team	Updated		September 2020
Appendix D – renamed Emergency Contact List	Updated		August 2021

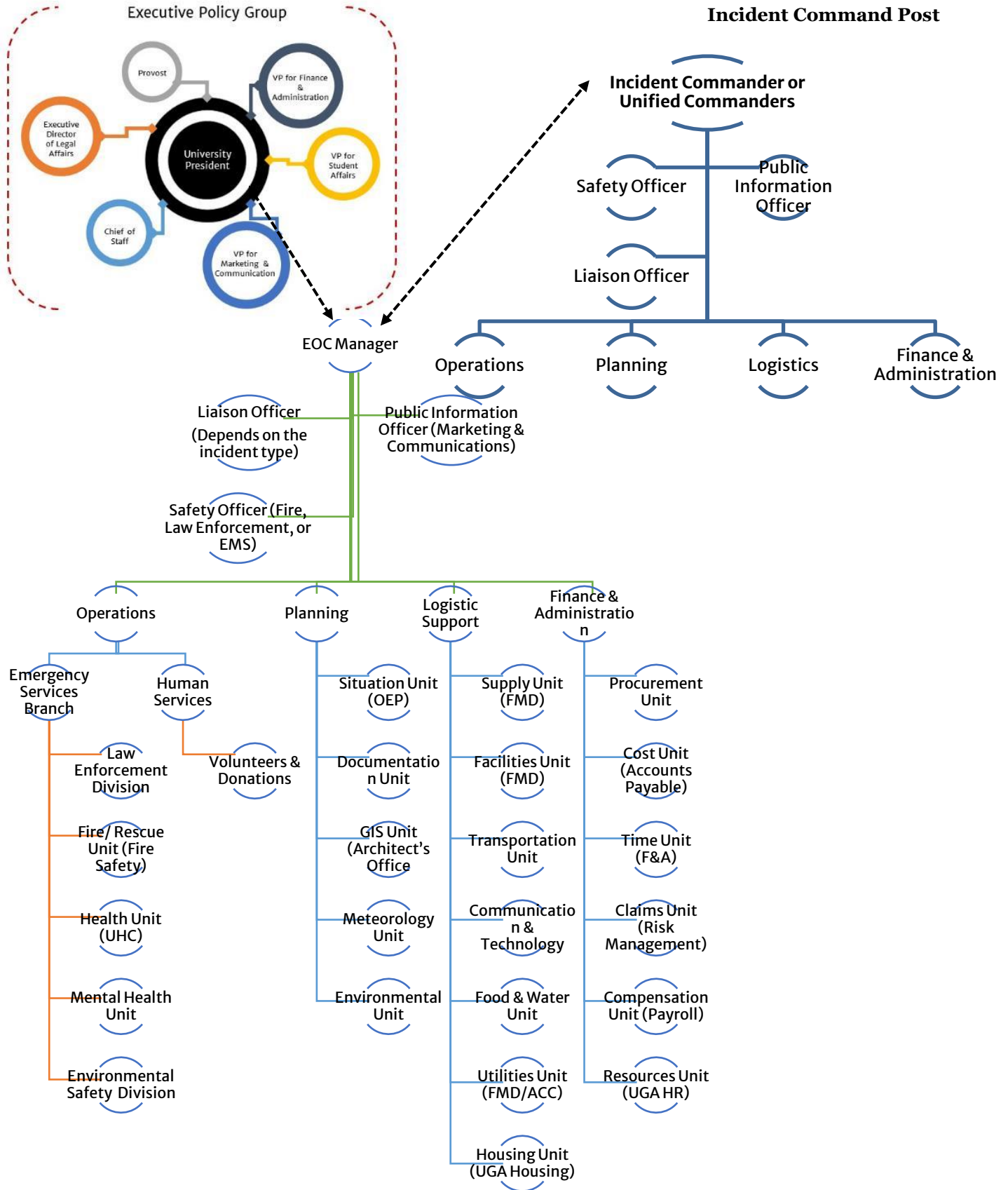
<b>Section</b>	<b>Updated Information</b>	<b>Subject</b>	<b>Change Date</b>
Section VIII – updated police contact phone numbers	Updated		August 2021
Section XIV: Removed CERT from assisting with Animal Shelter plan			August 2021
Section XIV	Removed Georgia Department of Agriculture and references to animal shelters		August 2021
Functional Annex 2	Emergency Notification Plan Updated		August 2021
Section XV – Emergency Notification	UGA Cablevision controlled by Spectrum and not UGA		August 2022
Section XV – Emergency Notification	Update digital signs to include FMD, Housing and Terry College post UGA Alert messages		August 2022
Section XXII – Campus Emergency Planning Resources	UGA Mobile Safety App – UGA Safe replaces LiveSafe		August 2022
II. President’s Affirmation	Update the President’s Letter		August 2023
Throughout	Change UGAAlert to UGA Alert throughout document		August 2023
Appendix E	Update contact list		August 2023
Section XIII	Removed contact list table		August 2023
XIX. UGA Hazard Assessment and Mitigation Activities	Updated Building Laboratory Hazards Assessment Map to include Office of Research Safety and Facilities Management Division		August 2023
XV. Emergency Notification	Updated Twitter to X		August 2023
Multiple Sections	Updated dates and maps		August 2024



*Appendix B - UGA Incident Command Post Organizational Chart – No EOC Activation*



# Appendix C - UGA EOC Activation Organizational Chart



## ***Appendix D – UGA Alert Emergency Notification System Activation Protocols***

### UGA Alert

- Will only be used when there is a severe threat to public safety and health of the entire campus that has not been contained or controlled and when immediate action is required on the part of the recipient group(s), (e.g. chemical spills impacting public health, tornado warnings, active shooters, etc.)
- Will not be used for non-emergency notifications such as lane closures, crime updates, inclement weather closings, localized building emergencies, situations that have been contained, situations where a threat does not exist, rumor control, situations where notification is merely a convenience or other situations when ArchNews is the most appropriate communication method
- Will not replace ArchNews for non-urgent messages
- Will be tested twice a year—during the February severe weather drill and again in the beginning of September for National Preparedness Month
- Additional information about emergency situations when UGA Alert is activated will be posted on the UGA Emergency Website at [www.emergency.uga.edu](http://www.emergency.uga.edu).

### UGA Alert activation - **Athens Campus**

- Can be authorized (and initiated) by the following individuals
  - UGA President and any Vice President
  - Chief, University of Georgia Police Department (UGPD) or the Acting Chief of Police when the UGA Police Chief is not available
  - Director, Office of Emergency Preparedness (OEP) or the Acting Director when the OEP Director is not available
- Can be initiated with AT&T Rave (UGA Alert vendor) by the following individuals following authorization by one of the individuals above
  - UGPD Dispatchers
- Does not require approval when the National Weather Service has issued a tornado warning

### UGA Alert Activation – **Griffin Campus**

- Appropriate UGA Griffin Campus Initiators will be authorized and responsible for activating emergency messages via UGA Alert in accordance with UGA Alert use and activation policies
- Tornado warnings for the Griffin campus will be automatically issued 24/7 by the UGA Alert system based on the FIPS county code for Spalding County
- UGA Griffin Campus Initiators will receive training each year on activating and using the UGA Alert system from UGA Office of Emergency Preparedness personnel
- UGA Griffin Campus Initiators will be responsible for activating the UGA Alert system, in coordination with the Office of Emergency Preparedness, during two annual tests of the alert system

### UGA Alert Activation – **Gwinnett Campus**

- Appropriate UGA Gwinnett Campus Initiators will be authorized and responsible for activating emergency messages via UGA Alert in accordance with UGA Alert use and activation policies
- Tornado warnings for the Gwinnett campus will be automatically issued 24/7 by the UGA Alert system based on the National Weather Service alerts for Gwinnett County using a specific polygon warning for a tornado warning that is located around the campus
- UGA Gwinnett Campus Initiators will receive training each year on activating and using the UGA

Alert system from UGA Office of Emergency Preparedness personnel

- UGA Gwinnett Campus Initiators will be responsible for activating the UGA Alert system, in coordination with the UGA Office of Emergency Preparedness, during two annual tests of the alert system

#### UGA Alert Activation – **Tifton Campus**

- Appropriate UGA Tifton Campus Initiators will be authorized and responsible for activating emergency messages via UGA Alert in accordance with UGA Alert use and activation policies
- Tornado warnings for the Tifton campus will be automatically issued 24/7 by the UGA Alert system based on the FIPS county code for Tift County
- UGA Tifton Campus Initiators will receive training each year on activating and using the UGA Alert system from UGA Office of Emergency Preparedness personnel
- UGA Tifton Campus Initiators will be responsible for activating the UGA Alert system, in coordination with the Office of Emergency Preparedness, during two annual tests of the alert system

#### UGA Alert Activation – **Skidaway Island (SKIO and MAREX)**

- Appropriate UGA Skidaway Island Initiators will be authorized and responsible for activating emergency messages via UGA Alert in accordance with UGA Alert use and activation policies (Includes UGA personnel from both SKIO and Marex)
- Tornado warnings for the Skidaway Island campus will be automatically issued 24/7 by the UGA Alert system based on the FIPS county code for Chatham County
- UGA Skidaway Island Initiators will receive training each year on activating and using the UGA Alert system from UGA Office of Emergency Preparedness personnel
- UGA Skidaway Island Initiators will be responsible for activating the UGA Alert system, in coordination with the Office of Emergency Preparedness, during two annual tests of the alert system

#### Changes to this activation protocol

- Must be approved by The University of Georgia Cabinet

*Appendix E - The University of Georgia Emergency Contact List*

IMAGE REDACTED

IMAGE REDACTED



## *Appendix F - BSSR Policy Statement*

The University of Georgia recognizes the importance of providing threat assessments, information, training, and resources to promote the safety of all students, faculty, staff, visitors, and security of campus facilities. In order for UGA to provide appropriate and timely safety and security information and response to its distributed campus, each organizational unit must designate a primary safety and security representative for each occupied University building.

When members of one organizational unit occupy several buildings, different representatives should be designated for each building whenever feasible since safety and security representatives must be able to respond quickly to emergency situations occurring in specific buildings. When one building is occupied by several different organizational units, affected administrators may agree to designate a single representative for all building occupants (even if they are not in the same organizational unit) or multiple representatives may be designed to act on behalf of each occupying department; however, coordination among building representatives will be crucial to ensure all building occupants are represented. Both on and off-campus units should designate safety and security representatives.

Each primary representative should have at least one designated backup. Departments may specify multiple backups as warranted to ensure emergency messages can be always received and acted upon. Ideally, safety and security representatives will have authority to approve emergency building maintenance and repair work orders for the buildings they represent.

The University of Georgia Office of Emergency Preparedness collects and maintains a list of safety and security representatives and their emergency contact information. This list can be accessed only by the UGA Police Department, Environmental Safety Division, Physical Plant Division, Office of Information Security, Biosafety Office, and Office of Emergency Preparedness to notify representatives of relevant safety and security alerts and emergency information. Requests for updating safety and security representative information should be handled without delay to ensure effective emergency responses.

Safety and security representatives are responsible for:

- Serving as the 24/7 emergency point of contact regarding safety and security issues affecting their building
- Developing emergency operations plans for their building (in conjunction with UGA's Emergency Operations Manager)
- Executing and evaluating emergency drills coordinated by the UGA's Emergency Operations Manager
- Receiving and monitoring emergency communications from campus safety units and disseminating relevant information throughout the building
- Providing appropriate training for students, faculty, and staff in their building using Train-the-Trainer materials provided by campus safety units
- Addressing and coordinating safety and security related actions through the appropriate administrative authority
- Ensuring building safety and health concerns are reported to the appropriate administrators as defined in the [Environmental Safety Division's Safety and Health Concerns policy](#)
- Coordinating with their departmental Information Security Liaison regarding information security issues
- Coordinating building activities and training with laboratory, radiation, and other safety personnel as appropriate
  - Serving on campus safety and security committees

*Appendix G – Sample MYBEAP*

**The University of Georgia**

**HODGSON OIL BUILDING 0019**

**Building Emergency Action Plan**

**Date Last Modified: 07/05/2016**

**OEP Date Reviewed: 07/06/2016**

**Table of Contents**

**NOTE:** Section 8 - Specific Locations of Individuals with Disabilities, Section 12 - Location of Automatic External Defibrillator (AED) and Section 13 - Location of First Aid Kit(s) will only appear in the Table of Contents if there was information entered for these sections.

**Section Heading**

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- 1 - BEAP Development Validation and Training**
  - 1.a - Training of Building Staff - Drills and Exercises**
- 2 - Emergency Contact Numbers**
- 3 - UGA Emergency Notification Methods**
- 4 - Building Safety Team (BST)**
- 5 - Emergency Floor Coordinator (EFC)**
- 6 - Building Hazards/Areas of Special Concern**
- 7 - Emergency Evacuation Instructions for People with Disabilities**
- 9 - Fire**
- 10 - Medical Emergencies**
- 11 - Location of CPR/First Aid Certified Personnel in the Building**
- 12 - Location of Automatic External Defibrillator (AED)**
- 13 - Location of First Aid Kit(s)**

- 14 - Tornado Watch and Warning**
- 15 - NOAA Weather Radio Locations and Staff Assignments**
- 16 - Student Crisis Response**
- 17 - Hazardous Materials Spill or Release**
- 18 - Suspicious Person/Unauthorized Person in the Building**
- 19 - Utilities Interruption**
  - Gas Leaks (Indoor)**
  - Gas Leaks (Outdoor)**
  - Power Outage**
  - Elevator Failure**
- 20 - Winter Storm**
- 21 - Suspicious Packages**
- 22 - Bomb Threats**
- 23 - Earthquake**
- 24 - Civil Unrest or Disorder**
- 25 - Active Shooter**

**BEAP Development Validation and Training - Section 1**

Each occupied University building must have a Building Emergency Action Plan (BEAP) that prepares the building occupants for possible emergency situations. The primary Building Safety and Security Representative (BSSR), designated by a Dean, Department Head or Director in the building, should coordinate the development of the BEAP with representatives from each department located in the building. The Building Safety Team (BST) should utilize the MyBEAP plan generator system located at [https://emer.prepare.uga.edu/OSEPFORMS/BEAP\\_overview.cfm](https://emer.prepare.uga.edu/OSEPFORMS/BEAP_overview.cfm) to develop their building plan(s).

Once the initial BEAP is completed by the BST, the BEAP will automatically be sent to the Office of Emergency Preparedness (OEP) for review. OEP personnel will review each BEAP and ensure that all sections have been completed in the MyBEAP generator system. OEP staff will contact the BSSRs directly with any questions or recommendations for their BEAP. Once the BSSRs receives notification from OEP that the BEAP is approved, building BSSRs and the BST should distribute the BEAP to all departments in the building through the appropriate departmental representatives on the BST. Building occupants (faculty, staff and students) should become familiar with the BEAP with a focus on specific building evacuation routes, shelter areas inside the building, outside evacuation assembly areas and identifying persons in the building with special needs who may need assistance during an emergency.

In addition, BSSRs can use customized emergency posters and/or podium cards as another resource to provide building occupants with a quick overview of the most common building emergency scenarios. The emergency posters and/or podium cards are most useful

when they are posted in classrooms, offices and other high-traffic areas within each building. Once a BEAP has been completed for a building, emergency posters and podium cards are available by request from the Office of Emergency Preparedness. <http://www.prepare.uga.edu/bssrs/mybeap-resource-page/>

**Training of Building Staff - Drills and Exercises - Section 1.a**

Training is an integral part of the safety, security and emergency preparedness program for your building. It is the responsibility of each department within each building to ensure all their employees are trained on the BEAP for the building(s) they occupy. Furthermore, it is the responsibility of the building occupant to become familiar with the BEAP, to know evacuation routes and assembly areas, and to attend emergency preparedness training classes provided by their department. OEP can provide assistance in training your building staff on your BEAP as well as other homeland security, emergency planning and public safety topics.

Each building should, at a minimum, conduct one fire drill per year to test the fire alarm system and the building occupants' emergency response. Fire drills should always be coordinated with the UGA Fire Safety Office (706-369-5706) and/or with OEP to ensure that the drill is conducted safely and properly evaluated. In addition, the UGA campus participates each year in February in the statewide tornado sheltering drill. OEP encourages each campus department to participate in the tornado sheltering drill every year.

**Emergency Contact Numbers - Section 2**

University of Georgia Police Department	911 or 706-542-2200
Off Campus Emergency	911
UGA Environmental Safety Division	706-542-5801
Office of Emergency Preparedness	706-542-5845
UGA Facilities Management Work Order Desk	706-542-7456
After hours, weekends or holidays	706-542-0090
UGA Fire Safety Office (nonemergency)	706-369-5706
UGA Biosafety Office	706-542-2697
UGA Research Safety (Chemical and Radiation)	706-542-5288
Athens-Clarke County Police Records (nonemergency)	706-613-3000
Athens-Clarke County Police 911 (nonemergency)	706-546-5900
Athens-Clarke Fire Dept. Administration	706-613-3360
St. Mary's Hospital	706-389-3000
Piedmont Athens Regional Medical Center	706-475-7000
University Health Center	706-542-1162

**UGA Emergency Notification Methods - Section 3**

The following methods may be used to notify the campus community of various emergencies that may impact students, staff and faculty on the University of Georgia campus.

- The UGA Alert system ([www.ugaalert.uga.edu](http://www.ugaalert.uga.edu)) is UGA's emergency mass notification system that is capable of sending thousands of messages within

minutes by emailing, SMS text messaging and phone calls. The system will only be used when there is a severe threat to public safety and health of the entire campus that has not been contained or controlled and when immediate action is required. The UGA Alert phone number reflected on your caller I.D. will be 706-542-0111.

- UGA Alert Desktop will scroll across computers connected to the UGA network whenever the UGA Alert system is activated. The text crawl will provide emergency information and then disappear after the message scrolls across the screen five times. The use of UGA Alert Desktop will follow the same activation procedures as utilized for the UGA Alert system.
- UGA Home page – The University of Georgia’s official Web site for weather closings and emergency event information ([www.uga.edu](http://www.uga.edu)).
- UGA has 4 outdoor warning sirens that are activated by Athens-Clarke County during tornado warnings for the county. The outdoor tornado sirens are only intended to be heard by persons who are located outdoors. The sirens are located at the State Botanical Garden, on top of the Chemistry Building, at the end of Rogers Road and on top of the East Campus Parking Deck.
- The UGA Cablevision emergency screen capture allows emergency messages to be flashed across all University controlled television stations.
- A campus-wide email notification system called Arch News can rapidly send email information to all faculty, staff and students on campus. It is normally utilized to provide campus-wide general announcements, lane closures, crime updates and inclement weather closings.
- Emergency messages will be posted to social media for the following X accounts @UGAOEP, @UGAAlert, @universityofga, and @UGAEvents. The messages will also post to the Office of Emergency Preparedness Facebook page [www.facebook.com/osepuga](http://www.facebook.com/osepuga).
- NOAA Weather Radio – Provides 24/7 all-hazard watches and warnings for incidents such as floods, tornadoes, thunderstorms, winter storms, train derailments, AMBER alerts and terrorist attacks.

**Building Safety Team (BST) - Section 4**  
**Date Last Update: 07/05/2016**

A **Building Safety Team (BST)** consists of representatives from each department in the building chosen by each departmental manager to participate in the development of the Building Emergency Action Plan (BEAP) for the building. Generally, the Primary Building Safety and Security Representative (BSSR) provides leadership for the BST in the development of the BEAP. Departments may have more than one representative on the BST and Backup BSSRs should serve on the BST.

<b>Name:</b>	<b>Floor:</b> Second
<b>Department:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Floor:</b> First
<b>Department:</b>	

<b>Email:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Floor:</b>
<b>Department:</b>	
<b>Email:</b>	<b>Phone:</b>

**Emergency Floor Coordinator (EFC) - Section 5**  
**Date Last Updated: 07/05/2016**

**Emergency Floor Coordinators (EFC)** are building personnel chosen by the Building Safety Team (BST) and/or the Building Safety and Security Representative (BSSR) to provide coordination for any type of emergency for each floor in the building. EFCs should be located on each floor and be able to quickly and safely evacuate, shelter or advise building occupants (faculty, staff and students) as to the appropriate emergency procedures during building emergencies. EFCs should have backups and should be able to quickly communicate and coordinate with one another during an emergency.

<b>Name:</b>	<b>Floor:</b> Second
<b>Department:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Floor:</b>
<b>Department:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Floor:</b> Second
<b>Department:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Floor:</b> First
<b>Department:</b>	
<b>Email:</b>	<b>Phone:</b>

**Building Hazards/Areas of Special Concern - Section 6**  
**Date Last Updated: 07/05/2016**

This section includes a listing of building hazards, areas of special concern, or unique areas that first responders may need to be aware of when responding to your building. This section may include other specific emergency response information and special instructions, as appropriate, for your building.

<b>There are hazards or areas of special concern in the building that should be known to first responders.</b>
--

**Specific location and type of hazards or special concerns**

**Special Instructions helpful to emergency responders**



## **Emergency Evacuation Instructions for People with Disabilities - Section 7**

UGA OEP encourages proactive planning by the entire University community for emergency situations. It is recommended that any person with a disability who needs assistance alerting, evacuation and sheltering in the event of emergency self-identify and complete an emergency assistance referral from (EARF). This will assist OEP and other appropriate UGA departments with the development of a personal emergency plan for the individual with a disability. EARF forms for students, faculty, staff and visitors may be found at <http://www.prepare.uga.edu/bssrs/emergency-procedures-for-students-faculty-staff-and-visitors-with-disabilities/>.

Many evacuation systems and programs are designed for non-disabled persons. Prior to an actual emergency, it is important to have a plan in place to address building occupants with special needs, such as mobility impairments, deaf or hard of hearing, blind or visually impaired or with speech or language impairments.

Always ask an individual with a disability how you can help before attempting any rescue technique or giving assistance.

If possible, identify areas where people with special needs might be located (i.e. those who would most likely need assistance during an emergency) and identify necessary arrangements for their safe relocation and/or evacuation during an emergency.

- Check to see if all exit routes are accessible as a means of egress in the event of an emergency
- Have a way to communicate an emergency to special needs occupants in your building
- Visually Impaired Persons - Announce the type of emergency, offer your arm for guidance, tell the person where you are going and ask if further help is needed once you reach safety.
- People with Hearing Limitations - Turn lights on/off to gain the person's attention, or indicate directions with gestures or write a note with evacuation directions, and assist to safety as needed.
- People Using Crutches, Canes or Walkers - Evacuate these individuals as injured persons, assist and accompany to the evacuation site if possible, or use a sturdy chair (or one with wheels) to move the person, or help carry the individual to safety.
- Wheelchair Users - Check with the individual on their preference, determine if an evacuation chair is available, remove any immediate dangers, immediately advise arriving first responders of special evacuation cases. Evacuation chair locations on the UGA Main Campus may be found at [www.prepare.uga.edu](http://www.prepare.uga.edu).

## **Fire - Section 9**

**Date Last Updated:** 07/05/2016

**Primary Fire Evacuation Assembly Sites:**

## Alternate Fire Evacuation Assembly Sites:

### If You Hear a Fire Alarm or Discover a Fire:

- Evacuate the building immediately – evacuation is mandatory
- Call the UGA Police at **911 IMMEDIATELY** to report the fire. Never assume 911 has already been contacted
- Do not use elevators
- If you are working in a laboratory environment with gas valves on a lab bench, turn off the gas valve before you leave, or hit the emergency kill switch on your way out of the laboratory
- Notify others as you leave
- Always use the stairs to exit upper floors and if smoke is present, stay low
- Take personal belongings (wallet, etc.) as long as these items do not hinder your ability to exit the building quickly
- Follow directions given by your building's emergency coordinator, fire department, or the police
- Assist individuals who may need assistance to move to a safe area
- Meet with students and staff at an established outside evacuation location
- Do not re-enter the building for any reason until the UGA Police or fire official inform you that it is safe to do so
- If you are trapped in a room where there is excessive fire and smoke in the hallway, let emergency responders know where you are by hanging a jacket or other article out the window to signal your location. Call the UGA Police and advise of your location
- Do not attempt to jump from windows above the ground level. This can cause serious injury or death

## Medical Emergencies - Section 10

### Response Actions:

In the event of a serious illness or injury on campus, immediately call the UGA Police at **911**.

- Provide the emergency dispatcher with your name, location, number of people injured and a description of the medical emergency.
- Stay on the phone for instructions of how you can assist
- Send a responsible person to meet first responders outside of the building on the street to lead the emergency responders back to the injured individual(s)
- Do not move the person until emergency personnel arrive unless there is immediate threat to the injured person
- Check for medical identification around the neck or wrist of the victim. Advise the dispatcher of any medical related information contained on the bracelet or necklace
- Give appropriate first aid according to your level of training until emergency responders arrive
- Be sure to wear personal protective equipment and avoid body fluids
- Report injuries or illnesses to your building supervisor and complete the appropriate reports. Supervisors should complete the appropriate injury reports

online at [https://busfin1.busfin.uga.edu/hr/injury\\_report\\_login.cfm](https://busfin1.busfin.uga.edu/hr/injury_report_login.cfm). Remediate any hazards at the scene once the UGA Police advise that they have completed their investigation

**Location of CPR/First Aid Certified Personnel in the Building - Section 11**  
**Date Last Updated: 07/05/2016**

First Aid/CPR trained staff located in the building may need to be contacted to assist with a medical emergency in the building until professional emergency responders arrive. Remember, 911 should be called first for any medical emergency.

<b>Name:</b>	<b>Phone:</b>
<b>Location:</b>	<b>Renewal Date:</b>
<b>Department:</b>	
<b>Name:</b>	<b>Phone:</b>
<b>Location:</b>	<b>Renewal Date:</b>
<b>Department:</b>	
<b>Name:</b>	<b>Phone:</b>
<b>Location:</b>	<b>Renewal Date:</b>
<b>Department:</b>	
<b>Name:</b>	<b>Phone:</b>
<b>Location:</b>	<b>Renewal Date:</b>
<b>Department:</b>	
<b>Name:</b>	<b>Phone:</b>
<b>Location:</b>	<b>Renewal Date:</b>
<b>Department:</b>	

**Location of Automatic External Defibrillator (AED) - Section 12**  
**Date Last Updated: 07/05/2016**

An Automatic External Defibrillator (AED) is a computerized medical device that analyzes heart rhythm to detect cardiac arrest and delivers an electric shock to the heart (defibrillation) if necessary. UGA has an AED program which provides guidelines pertaining to AED placement, maintenance, medical oversight/prescription, training and use. UGA has many campus buildings equipped with a number of AEDs. Visit [www.prepare.uga.edu](http://www.prepare.uga.edu) to find a map of the current locations.

<b>There are AED unit(s) located in this building.</b>
<b>Specific location(s) of the unit</b>

**Location of First Aid Kit(s) - Section 13**  
**Date Last Updated: 07/05/2016**

Some buildings are equipped with first aid kits purchased by departments who occupy the building.

**There are first aid kit(s) located in this building.**

**Specific location(s) of the kit(s)**

2nd Floor, Office of Security & Emergency Preparedness, in the back storage area near the small refrigerators. First aid kit in all patrol cars and one in the police department booking area.

**Tornado Watch and Warning - Section 14**

**Date Last Updated: 07/05/2016**

During a tornado warning, building occupants should seek shelter on the lowest level of the building in an area devoid of windows and high ceilings. If assistance is needed in locating shelter areas in the building, contact the UGA Office of Emergency Preparedness at 706-542-5845 or [prepare@uga.edu](mailto:prepare@uga.edu).

**Shelter areas in this building:**

1st floor bathrooms, area inside the police department near the locker rooms

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area
- A **tornado warning** is issued when a tornado has been sighted or indicated by weather radar in the area

When a **tornado watch** is issued:

- Monitor your NOAA severe weather radio for emergency broadcasts or severe weather updates
- Remind students, faculty and staff of the shelter locations within your building
- Listen to a local television news station or radio to obtain up-to-date weather information

When a **tornado warning** is issued:

- Activate the emergency notification system for your building (public announcements, telephone tree, etc.)
- Make sure messages are delivered to classrooms, labs, athletic facilities, meeting rooms, etc. in your facility
- If time permits, lock offices and place a sign to alert visitors of the building's shelter location
- Do not pull the fire alarm to alert others of a tornado warning
- Move to the sheltering areas in your building. If time permits, take a flashlight, first aid kit and your NOAA weather radio so you can hear the "all clear" announcement
- Avoid places with wide-span roofs such as auditoriums, theater style rooms, cafeterias, large hallways or gymnasiums
- Stay away from exterior windows and doors as well as display cases, shelving or wall mounted audio visual equipment that could collapse on top of you
- Move to an interior hallway or interior room for shelter
- Get under a piece of sturdy furniture (if available) such as a workbench, heavy table, or desk and hold on to it
- Use your arms to protect your head and neck
- Wait for an all clear notification prior to returning to your work area, classroom or living area

Sheltering during a storm if **outdoors, in a vehicle**

- Get inside a building if possible

- Follow the instructions of your bus driver if you are riding a transit bus
- Lie in a ditch, low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors
- Be aware for the potential for flash flooding
- Use your arms to protect your head and neck
- If in a car with no nearby shelter, buckle your seat belt and stay low

*Post storm suggestions:*

- Help injured, trapped or persons with disabilities or special needs
- Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury. Call the UGA Police at **911**

**NOAA Weather Radio Locations and Staff Assignments - Section 15**  
**Date Last Updated: 07/05/2016**

NOAA weather radio all hazards (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week. For assistance or questions regarding NOAA Weather Radios contact OEP at 706-542-5845 or prepare@uga.edu.

<b>Location:</b>	
<b>Department:</b>	<b>Room:</b>
<b>Staff assigned to monitor radio:</b>	
<b>Location:</b>	
<b>Department:</b>	<b>Room:</b>
<b>Staff assigned to monitor radio:</b>	
<b>Location:</b>	
<b>Department:</b>	<b>Room:</b>
<b>Staff assigned to monitor radio:</b>	

**Student Crisis Response - Section 16**

UGA maintains the Behavioral Assessment and Response Council (BARC) is a group of key administrators who assess and determine the appropriate response to students who exhibit threatening behavior to themselves and/or others. BARC policies, procedures and resource information assist faculty, staff and the University community when working with troubled students. <http://doas.uga.edu/barc/>.

**If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, please call 911.**

Crisis situations include:

- Stated intention to commit suicide or inflict serious harm to self
- Stated intention or obvious behavior that indicates an imminent threat to harm others

Non-emergency situations in which the student does not pose an immediate threat to self or others but exhibits behavior revealing a potential for harm may be referred to Counseling and Psychiatric Services (CAPS), the Office of the Dean of Students or the University Police. When contacting BARC about a student whom you believe has the potential to harm

themselves or others, please provide as much information as possible. Information is critical. The more information we have the better we can make a determination of whether the student poses a threat to himself/herself or others.

### **Emergency Phone Contacts**

UGA Police	911 or 706-542-2200
Counseling and Psychiatric Services (CAPS)	706-542-2273
Office of the Dean of Students	706-542-7774
Office for Violence Prevention	706-542-7233
Disability Resource Center	706-542-8719
Student Support Services	706-542-8220
Office of Judicial Programs	706-542-1131
University Health Center	706-542-1162
University Housing	706-542-1421

If you are working with students in distress:

- Be aware of your surroundings and know the location of the nearest phone (personal cell phone or building phone) If you believe the student is a threat to him/herself or to others, contact the UGA Police Department immediately and file a written complaint with the Office of Judicial Programs
- If the student is causing a classroom disruption, but does not appear to be a threat to him/herself or others, discuss the disruptive behavior with the student individually and file a written complaint with the Office of Judicial Programs

### **Chemical Spill or Release - Section 17**

- Evacuate the spill site, proceed to a safe location and alert others nearby to stay away
- Call the UGA Police at **911**
- Confine the hazard by closing any doors as you leave the room or area
- Use eyewash or safety showers as needed to wash off spilled chemicals. Report any personal contamination to emergency responders - seek medical attention as required
- Do not pull the fire alarm unless there is a fire or if instructed to do so by emergency responders
- Provide emergency responders with information about the spill, including type and location of the spill, time of the accident, container size and nature and extent of any injuries
- Re-enter the building only when an "all clear" is provided by emergency responders

### **Suspicious Person/Unauthorized Person in the Building - Section 18**

- Call the UGA Police at **911**
- Relay any descriptive information about the intruder to the
- Call **911** with physical description, clothing, last location and vehicle description, if known
- Make sure the hallways and common areas are clear of students, faculty and staff



- Put a safe distance or barrier between yourself and the perpetrator — be prepared to seek protection (concealment) in a nearby room or evacuate (if it is safe to do so), if the intruder/suspicious person approaches and is visibly armed with a weapon
- Monitor the location of the intruder/suspicious person, if monitoring can be done safely, and report his/her location to the UGA Police at **911**
- Inform other faculty/staff (staff should communicate to students) through your phone tree, intercom, handheld radio, cell phone or other methods to stay in their offices or classrooms and lock the door (as applicable)
- Notify all personnel to resume normal activities once the situation is resolved

### **Utilities Interruption - Section 19**

Utility interruptions include:

- Natural gas leaks
- Electrical power interruptions
- Water main breaks
- Sewer system leaks
- Telephone system problems
- Chill water system
- Steam pipe breaks

Response Actions:

Immediately report utility failures during regular work hours (**Monday - Friday 8:00 a.m. – 5:00 p.m.**) to the Facilities Management Work Order Desk at **706-542-7456**.

Immediately report utility failures **after regular work hours, on weekends and on holidays** to the UGA Police at **706-542-2200**.

#### **Gas Leaks (Indoor):**

- Evacuate the area immediately
- Do not attempt to shut off or manipulate valves
- Activate building emergency notification procedures to ensure that everyone in the building is notified about the emergency
- Call the Facilities Management Work Order Desk at 706-542-7456 and the UGA Police at **911** to report the problem
- Do not switch on lights or any other electrical equipment. Do not smoke in the area
- Account for all building personnel once outside and wait for further instructions from UGA Police and the fire department

#### **Gas Leaks (Outdoor):**

- Evacuate the area immediately
- Do not attempt to shut off gas or manipulate valves
- Call the Facilities Management Work Order Desk at 706-542-7456 and the UGA Police at **911** to report the problem
- Prevent vehicular traffic and pedestrians from entering the area until the UGA Police arrive to set up a perimeter
- Do not smoke in the area or move any vehicles that are parked near the broken gas line
- Follow the instructions of the UGA Police and fire department

**Power Outage:**

- Report the outage to the Facilities Management Work Order Desk at 706-542-7456 and the UGA Police at **706-542-2200**
- Help co-workers in darkened areas move to safer locations
- Secure current experimental work and keep refrigerators and freezers closed
- Unplug personal computers, appliances and non-essential electrical equipment
- Open windows for additional light and ventilation
- Follow the instructions given by the UGA Police, Facilities Management personnel and the fire department

**Elevator Failure:**

- Report the problem to the UGA Police through the elevator emergency phone or by calling **911**
- Do not attempt to exit the elevator or remove passengers if it is stuck between floors
- In most situations, UGA Police will send an officer and the elevator contractor to assist in restoring service to the elevator and safely removing passengers

**Winter Storm - Section 20**

The major dangers of winter storms are intense cold, power outages and breakdown of transportation due to poor visibility and road conditions. Be sure to monitor local media outlets for weather forecasts to allow for ample time to make winter weather preparations. The UGA Inclement Weather Operations Policy can be found at [http://www.uga.edu/weather\\_policy/](http://www.uga.edu/weather_policy/).

During periods of inclement winter weather, UGA follows a set procedure for announcing operational changes.

By policy the university makes one of three announcements: UGA is open and operating on a regular schedule; UGA is closed; or UGA will delay opening until a specific time.

An all-campus email through ArchNews is the primary means to distribute such announcements. The announcement also is posted to the UGA home page ([www.uga.edu](http://www.uga.edu)).

Announcements will also be posted to Twitter (@universityofga and @UGAEVENTS) and Facebook. (<https://www.facebook.com/uga/edu> and <https://www.facebook.com/UgaToday/>).

Up-to-date information is provided to Athens radio stations. Atlanta TV and radio stations that have requested to receive UGA weather announcements also are notified.

In Athens, inclement winter weather often develops overnight. In such cases and depending on conditions, attempts are made to post announcements and notify media by 6:30 a.m. for the start of the class day. If the inclement weather develops during morning rush hour or during daytime on a school/work day, the same notification procedures listed above are followed.

When weather conditions are such that closings occur two or more days in succession, the procedure is followed each day, with an announcement being made each day by 6:30 a.m. In that conditions can change unexpectedly overnight, an evening announcement usually will not be made for the next day except in the most extreme weather circumstances.

On days when UGA generally is scheduled to be closed (Saturdays, Sundays and holidays), the university does not usually make blanket closing announcements.

Departments and units that have normal operations on weekends and holidays, or units planning to host or present special programs on those days, should make their own prior arrangements with employees and participants, notifying them how to proceed in case of inclement weather.

When UGA officially is closed, it is closed for everyone: faculty, staff and students. Departments will designate in advance those expected to report to work during a weather emergency.

Announcements for weather closings at UGA campuses in Buckhead, Gwinnett, Griffin and Tifton are handled by those campus administrators separately from the main campus announcements.

### **Suspicious Packages - Section 21**

If you receive or observe a suspicious letter or package:

- Do not open the suspicious item. If you have opened it, remain calm
- If you are on campus, call the UGA Police at **911**
- Do not move the letter or package or examine it further
- Keep others out of the area. Close off the area if possible. Gently close all doors or windows in the area. Stay near the area until the police and emergency response units arrive
- Do not touch your eyes, nose, mouth or any part of your face
- Do not touch other people or objects, and do not let others touch you
- Wash your hands and arms from the elbow down with soap and hot water (Do not use bleach or disinfectants on your skin)
- Do not shake or disturb the contents of the letter or package
- Do not attempt to smell or closely examine the letter or package
- Do not attempt to clean or cover anything that might have spilled from a package
- Follow all instructions given by the UGA Police

There are several common characteristics associated with suspicious letters and packages. The common characteristics include, but are not limited to:

- Unexpected letter or package
- Excessive postage or from a foreign address
- Handwritten or poorly typed addresses
- Oily stains, powder, discolorations or strange odors
- No return address
- Excessive weight, lopsided or uneven envelope or package
- Ticking sound
- City or state in the postmark does not match return address
- Leaking substance
- Marked with restrictive endorsements such as “personal” or “confidential”
- Written threats on the outside of the letter or package
- Unusual amounts of tape attached to the letter or package
- Addressed to title only or incorrect title is listed

### **Bomb Threats - Section 22** **Date Last Updated: 07/05/2016**

<b>Primary Evacuation Location:</b>
-------------------------------------

### **Alternate Evacuation Location:**

Most bomb threats are received by telephone. If you receive such a call, remain calm and elicit as much information as possible from the caller.

Ask the following:

- Where is the bomb located? (Building, Floor, Room etc.)
- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb? Yes or No
- Who placed the bomb?
- Why did they place the bomb?
- What is your name?

- 
- **Call the UGA Police immediately at 911** to give the information you have obtained. It would be helpful to describe the caller's voice, any background noises you heard, and the exact wording of the message
  - If the bomb threat is received by a handwritten note, call the UGA Police and handle the note minimally as possible
  - Notify your supervisor or a building representative at the building where you are located
  - Do not touch suspicious packages – inform the proper authorities and let them decide what should be done
  - Follow the instructions of the UGA Police and the Building Safety and Security Representative in regards to evacuating the building
  - Take personal belongings with you if ordered to evacuate the building
  - When evacuating, do not turn light switches on or off or use elevators

### **Earthquake - Section 23**

#### **Earthquake:**

Response Actions:

- DROP/COVER/HOLD
- Direct others to get under a desk, chair or table for shelter and hold on
- Seek shelter between seating rows in a lecture hall or against a corridor wall if in a hallway
- Do not run outside during the shaking use the stairways or elevators
- If outside, move to an open area, away from buildings
- Report injuries and/or building damage to the UGA Police at **911**
- Be alert for aftershocks, do not use elevators and evacuate carefully
- Await instructions from first responders and do not re-enter buildings until they are examined and deemed safe for reentry

### **Civil Unrest or Disorder - Section 24**

- Call the UGA Police at **911**.

- Notify your supervisor, professor or building representative as appropriate
- Remain calm and wait for instructions from the UGA Police
- Do not attempt to negotiate with the crowd unless directed by the UGA Police
- Do not attempt to conduct crowd control measures or to intervene unless instructed to do so by the UGA Police
- Evacuate the building or other areas as directed by the UGA Police

### **Active Shooter - Section 25**

An active shooter is defined as an armed individual who has attacked with deadly force one or more persons, and who will continue to randomly seek out and kill as many people as possible.

#### **Perpetrator(s) Inside the Building:**

- Call the UGA Police at **911**
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life
- If it is possible to flee the area safely and avoid danger, do so. If flight is impossible, lock (or barricade) all doors and secure (or conceal) yourself in a safe area.
- Do not activate the fire alarm to alert others of an active shooter, as this may put others in danger
- In case of an immediate event, each individual should take whatever actions are necessary to protect his or her life
- If it is possible to flee the area safely and avoid danger, do so.
- If flight is possible, lock (or barricade) all doors and secure (or conceal) yourself in a safe area.
- Place heavy objects in front of the door to prevent the door from being opened and to block the shooter from being able to see inside the room
- Silence cell phones, radios, computers and other items that are in the room
- Discuss a plan of action if the shooter is able to enter the room and continues shooting
- Ignore any fire alarms while you are sheltering inside an office, classroom or other area
- Take physical action against the shooter as a last resort and only when your life is in imminent danger. Attempt to incapacitate the active shooter by either throwing items or with physical aggression.
- Depending on the shooters location, you may wish to consider exiting through any room windows if you are located on the ground floor
- If you encounter law enforcement officers if you exit the window, do not make any threatening movements and keep your hands visible or on top of your head

#### **Perpetrator(s) Outside the Building:**

- Call the UGA Police at **911**
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life.
- If it is possible to flee the area safely and avoid danger, do so. If flight is impossible, lock (or barricade) all doors and secure (or conceal) yourself in a safe area.
- Close and lock (or barricade) all doors and windows. If you can do so safely, get all students and staff on the floor and out of the line of fire

- Observe and make notes of the following if this can be done safely:
  - Descriptions of the people involved in the act
  - Vehicle(s) description
  - Types and number of weapons
  - Statements and other pertinent information
- Remain in place until an “all clear” is given by an authorized person or law enforcement official



Appendix H - Building Emergency Poster

EMERGENCY

IN CASE OF

## CALL 911

AND FOLLOW THESE INSTRUCTIONS

### TORNADO/ SEVERE WEATHER

SEEK SHELTER

- + Monitor local weather
- + Shelter on the lowest level of the building
- + Do not pull the fire alarm
- + Stay away from windows
- + Move to interior hallways
- + If outdoors, shelter in a ditch
- + Wait for an all-clear message

### CHEMICAL / HAZARDOUS SPILL

CALL 911

- + Provide the type of chemical, size, and possible exposures
- + Evacuate the area and/or building
- + Wait for an all clear indication from emergency personnel

### ACTIVE SHOOTER

CALL 911

- + Try to safely escape area
- + Hide and barricade if cannot escape
- + Protect yourself by locking doors, turn off lights, silence cell phones
- + Fight back as a last resort
- + Remain in place until authorities advise

### MEDICAL EMERGENCY

CALL 911

- + Provide name, location & type of emergency
- + Stay on the phone for instructions
- + Move victim only if danger is imminent
- + Have someone meet first responders outside building on the street

### FIRE / EVACUATION

EVACUATE IMMEDIATELY

- + Activate nearest fire alarm
- + Proceed to nearest exit
- + Call 911
- + Use stairs, not elevators
- + Assist persons with disabilities
- + Meet at designated assembly area
- + Account for individuals
- + Re-enter area only when authorized by emergency personnel

The Fire Evacuation location for this building is:

The Severe Weather Shelter location for this building is:

If you need more information on emergency procedures, go to [www.prepare.uga.edu](http://www.prepare.uga.edu).

Office of  
Emergency  
Preparedness  
UNIVERSITY OF GEORGIA

[www.prepare.uga.edu](http://www.prepare.uga.edu)  
706-542-5845

[www.police.uga.edu](http://www.police.uga.edu)  
706-542-2200  
(non-emergency)

BOARD OF REGENTS OF THE  
UNIVERSITY SYSTEM OF GEORGIA

**EMERGENCY NOTIFICATION PLAN**

*Revised August 2023*

## **Part I. Purpose, Scope & Authority**

### **A. Purpose**

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

### **B. Scope**

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

### **C. Authority**

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

### **D. Responsibility**

1. The USO Safety and Security office will be responsible for conducting an annual review of the Emergency Notification Plan, completing revisions as required.
2. USG Units are responsible for maintaining accurate, up-to-date contact information for core personnel and providing the information to the USG Chief of Police.
3. USG Chief of Police/Alternate, Chief of Staff/Vice Chancellor for External Affairs/designee, and Chief Operating Officer will coordinate notifications to the Board of Regents, and/or other agencies as required.

### **E. Distribution**

This plan will be disseminated to:

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

### **F. Requests for USG Resources**

1. Each institution will complete and submit a critical resource inventory when requested by the USG Chief of Police for inclusion in the USG Coordination Plan. NOTE: dependent upon specific situations or needs, the USG Chief of Police may request inventory updates or resource information apart from GEMA requests.

2. Requests received from, or in response to Georgia Emergency Management Agency requests:

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

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

The USG Unit will coordinate requests received by USG Unit(s) in response to local mutual aid response agreements. As soon as possible, notification to the USG Chief of Police will be made. USG units will direct requests for resources beyond their capability to the USG Chief of Police.

### **G. Notification Procedure**

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

1. **REDACTED**, USG Chief of Police

Cell **REDACTED**

Office **REDACTED**

Email **REDACTED**

In the event the Chief cannot be contacted:

2. **REDACTED**, Inspector

Cell **REDACTED**

Office **REDACTED**

Email **REDACTED**

- 3 **REDACTED**, Vice Chancellor for Real Estate & Facilities

Office **REDACTED**

Cell **REDACTED**

Email **REDACTED**

### **F. USO Notifications**

Dependent upon situation reported, the USG Chief of Police/alternate may notify:

1. Chancellor
2. Chief Operating Officer
3. Vice Chancellor for External Affairs
4. Others as required by situation/incident

## **Part II. Definitions**

- Situation Definitions

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

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

### **B. USG Unit Core Personnel**

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

### **C. USO Core Personnel**

1. Chancellor
2. Chief Operating Officer
3. Vice Chancellor for External Affairs
4. Vice Chancellor of Legal Affairs
5. Vice Chancellors – as required
6. USG Chief of Police

**Part III. General Responses/Notifications**

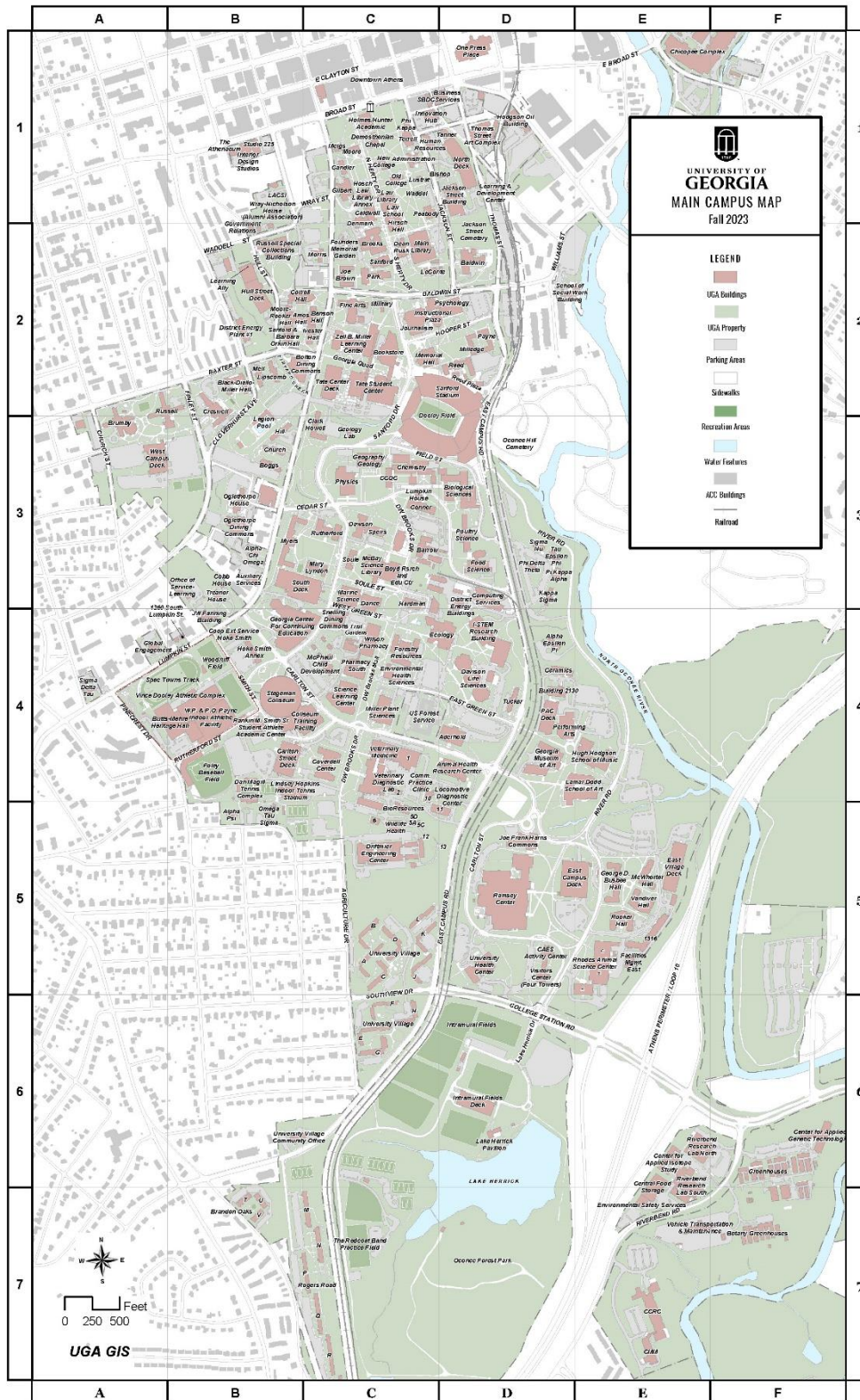
**USG Unit(s)**

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

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



# Appendix J- UGA Main Campus Map 2023





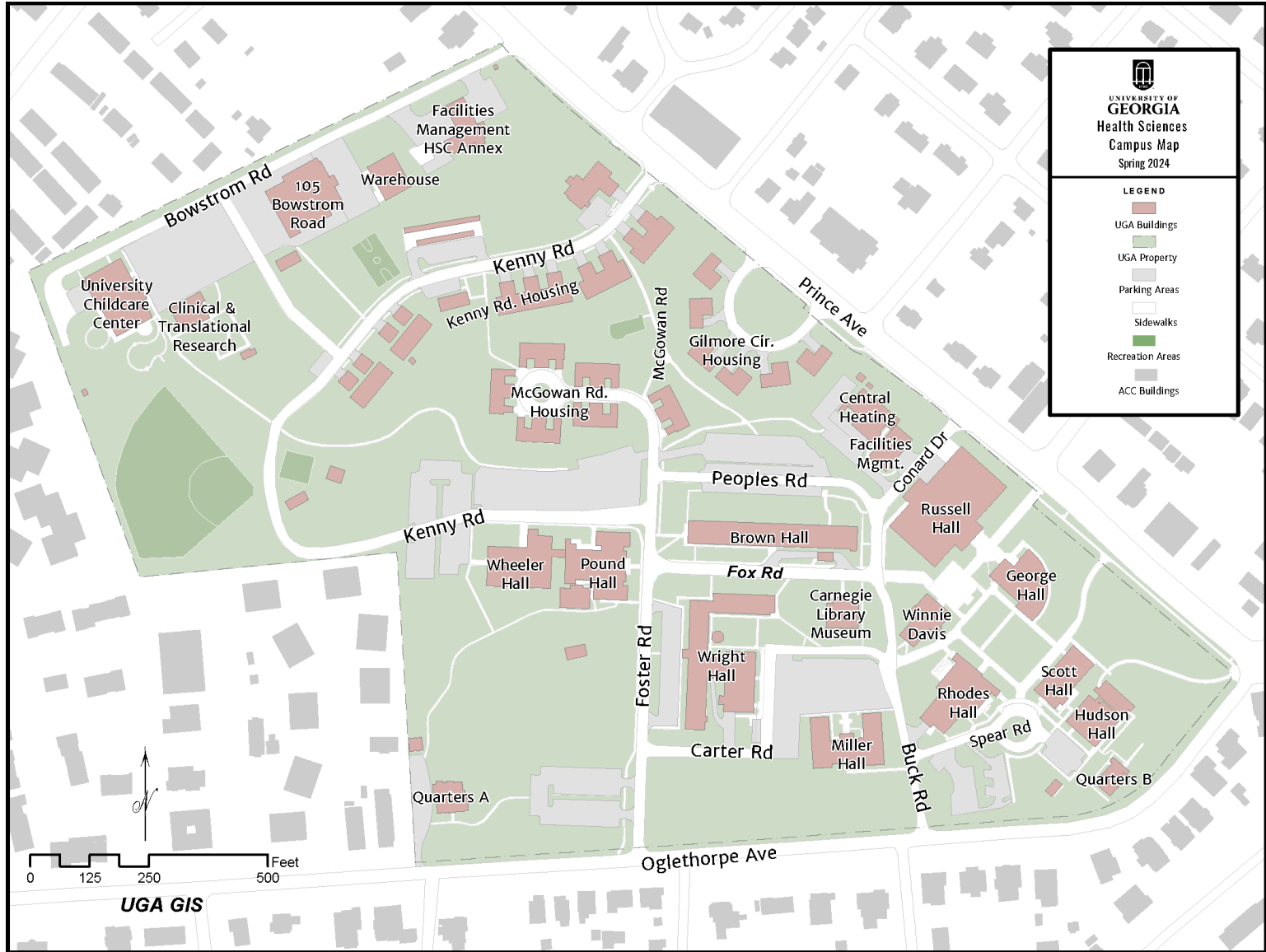
# UGA Main Campus Map Index 2023

## UGA BUILDING INDEX by NAME

August 2023

Name	Num.	Grid	Name	Num.	Grid	Name	Num.	Grid
<b>000</b>			<b>G</b>			<b>R</b>		
529 Baxter St	2029	A-2	Gilbert Hall	0640	C-1	Rhodes Animal Science Center - A	1501	D-5, E-5
1260 S. Lumpkin St.	2635	A-4	Global Engagement	2219	A-4	Rhodes Animal Science Center - B	1502	E-5
1324 S. Lumpkin St.	2219	A-4	Government Relations	0756	B-1	Rhodes Animal Science Center - C	1503	E-5
<b>A</b>			<b>H</b>			Riverbend Research Lab North	2125	E-6
Aderhold	1060	C-4, D-4	Hardman Hall	1031	C-3	Riverbend Research Lab South	2418	E-6
Administration Building	0631	C-1	Headhouse Horticulture	2410	F-6	Riverbend Solvent Storage Bldg	2124	E-6
Agronomy Seed Lab Agronomy	2426	F-6	Headhouse Plants Agronomy	2411	F-6	Rogers Road Apts M	2240	B-7
Soil Building	2408	F-6	Henry Feild Tennis Stadium	2622	B-4	Rogers Road Apts N	2241	B-7
Alpha Chi Omega Sorority	2218	B-3	Hill Hall	2214	B-2	Rogers Road Apts P	2242	B-7
Alpha Epsilon Pi Fraternity	2232	D-4	Hirsch Hall	0043	C-1	Rogers Road Apts Q	2243	B-7
Alpha Psi Vet. Fraternity	2255	B-4	Hodgson Oil Building	0019	D-1	Rogers Road Apts R	2244	C-7
Amos Hall	0736	B-2	Hoke Smith Annex	1042	B-4	Rogers Road Apts S	2245	C-8
Animal Health Research Center	1077	C-4, D-4	Holmes/Hunter Academic	0120	C-1	Rooker Hall	1513	E-5
Auxiliary Services	2119	B-3	Building Horticulture Greenhouse	1340	C-4	Russell Hall	2212	A-2
<b>B</b>			Horticulture Greenhouse 1	2423	F-6	Russell Special Collections Building	0740	B-2
Benson Hall	0735	B-2	Housing Research Center	1247	B-4, C-4	Rutherford Hall	1215	B-3, C-3
Baldwin Hall	0050	D-2	Hugh Hodgson School of Music	1691	D-4, E-4	<b>S</b>		
Barrow Hall	1021	C-3	Hull Street Deck	0082	B-2	Sanford Hall	0058	C-2
Baseball Maintenance & Storage Biological Sciences	1686	B-4	Human Resources	0620	C-1	Sanford Stadium	0678	C-2, C-3
Building Bishop House	1000	C-3, D-3	<b>I</b>			School of Social Work Building	0033	D-2
Black-Diallo-Miller Hall	0032	C-1	Indoor Athletic Facility Innovation	1671	B-4	Science Learning Center	1035	C-4
Bojgs Hall	2216	B-3	Hud	0121	C-1	Science Library	1621	C-3
Botton Dining Commons	2264	B-2	Instructional Plaza	0066	C-2	Sculpture Canopy	0124	D-1
Boyd Research and Education Center	2226	B-2	Interdisciplinary STEM Research Bldg	1131	D-4	Sigma Delta Tau Sorority	2220	A-4
Brandon Oaks T	1023	C-3	Interior Design Studios	0767	B-1	Sigma Nu Fraternity	2291	D-3
Brandon Oaks U	2260	B-6	Intramural Fields Deck	2972	D-6	Small Business Development Center	0113	C-1
Brandon Oaks V	2261	B-6	Intramural Fields Equipment Shed	2634	D-6	Snelling Dining Hall	1643	C-3
Brooks Hall	2262	B-6, B-7	Intramural Fields Restrooms	2632	D-6	Soil Building 2	2409	F-6
Brumby Hall	0055	C-1	Intramural Tennis Pavilion	2970	C-6	Soil Chemical & Equipment Bldg	2437	F-6
Building 1516	2213	A-2	Ivester Hall	0734	B-2	Soil Storage Building	2413	F-6
Business Services	1516	E-5	<b>J</b>			Soil Tillage Laboratory	1094	C-5
Butts-Mehre Building	0110	C-1	J.W. Fanning Building	1675	B-3	Soule Hall	1220	C-3
<b>C</b>			Jackson Street Building	0040	C-1, D-1	South Campus Deck	1139	B-3
CAGTECH	2438	F-6	Jewelry & Metalwork Art Studio	2680	D-1	Speirs Hall	1010	C-3
Caldwell Hall	0046	C-1	Joe Frank Harris Commons	1511	D-5	Statistics & Computer Services	1130	D-3
Campus Mail/Environmental Safety	2118	E-6	Joseph E. Brown Hall	0250	C-2	Stegeman Coliseum	1654	B-4
Campus Transit Facility	1637	D-8	Journalism Building	0062	C-2	Student Athlete Academic Center Studio 225	1673	B-4
Candler Hall	0031	C-1	<b>K</b>			0766	B-1	
Carlton Street Deck	1110	B-4	Kappa Sigma Fraternity	2233	D-3	<b>T</b>		
CCRC	2419	E-7	<b>L</b>			Tanner Building	0123	C-1
Center for Applied Isotope Study	2127	E-6	Lake Herrick Pavilion	2440	D-6	Tate Center Parking Deck	0669	C-2
Center for Molecular Medicine	2395	E-7	Lamar Dodd School of Art	1694	D-4, E-4	Tate Parking Deck Booths	0179	C-2
Central Campus Mech. Building	0178	C-2	Lath Greenhouse 3 Botony	2414	F-7	Tate Student Center	0672	C-2
Central Food Storage	2122	E-6	Law Library Annex	0043	C-1	Tau Epsilon Phi Fraternity	2292	D-3
Ceramics	2131	D-4	Law School Addition	0043	C-1	Tennis Hall of Fame	1670	B-4
Chapel	0022	C-1	LeConte Hall	0053	C-2	Terrell Hall	0023	C-1
Chemistry	1001	C-3	Learning & Development Center	2685	D-1	Thomas Street Art Studio	2606	D-1
Chemistry Annex	1004	C-3	Learning Aly	2614	B-2	Thomas Street Sculpture	2691	D-1
Chicopee Main Building No.1	0101	E-0, E-1	Legion Pool	2604	B-2	Thomas Street South	2600	D-1
Child Development Laboratory	1652	B-4, C-4	Lifespan Program in the Old Plant Stand.	1058	D-4	Treanor House	1657	B-3
Church Hall	2215	B-2, B-3	Lipscomb Hall	2208	B-2	Tucker Hall	1250	D-4
Clark Howell Hall	0290	B-2, C-2	Lumpkin House	1012	C-3	<b>U</b>		
Cobb House	1656	B-3	Lustrat House	0632	C-1	UGA Health Center	1701	D-5
Coliseum Training Facility	1687	B-4	<b>M</b>			UGA Real Estate Foundation	2636	A-4
College of Veterinary Medicine 1	1070	C-4	Main Library	0054	C-2	University Bookstore	0671	C-2
Conner Hall	1011	C-3	Marine Science	1030	C-3	University Village A	2221	C-5
Consumer Research Center	1248	B-4	Mary Lyndon Hall	1221	B-3, C-3	University Village B	2222	C-5
Coop. Ext. Serv. - Hoke Smith	1043	B-4	McWhorter Hall	1515	E-5	University Village C	2223	C-5
Cornell Hall	0739	B-2	Meigs Hall	0024	C-1	University Village D	2224	C-5
Creative Problem Solving Lab	2627	A-3	Mell Hall	2209	B-2	University Village E	2225	C-6
Creswell Hall	2211	B-2	Memorial Hall	0670	C-2	University Village F	2226	C-6
<b>D</b>			Men's Tennis Clubhouse	1679	B-4	University Village G	2227	C-6
Dance	1030	C-3	Military Building Army ROTC	0061	C-2	University Village H	2228	C-6
Davison Life Sciences Complex	1057	D-4	Milledge Hall	0271	D-2	University Village I	2229	C-5
Dawson Hall	1010	C-3	Miller Plant Science	1061	C-4	University Village J	2230	C-5
Dean Rusk Hall	0045	C-1	Moore Hall	0025	C-1	University Village K	2231	C-5
Demosthenian Hall	0021	C-1	Moore - Rooker Hall	0738	B-2	University Village L	2231	C-5
Denmark Hall	0044	C-1	Morris Hall	2204	B-2	University Village Community Office	2238	B-6
District Energy Plant #1	0741	B-2	Myers Hall	1222	B-3	<b>V</b>		
District Energy Plant #2	1617	C-3, D-3	<b>N</b>			Vandiver Hall	1514	E-5
The Athenaeum	0768	B-1	New College	0030	C-1	Vehicle Transportation & Maintenance	1634	E-7
Driftmier Engineering Center	1090	C-5	North Campus Deck	0122	C-1, D-1	Vet. Med BioResources	1094	C-4
<b>E</b>			<b>O</b>			Vet. Med Diagnostic Lab	1079	C-4
East Campus Deck	1698	D-5	Office of Service-Learning	2627	A-3	Vet. Med Locomotive Diag. Ctr.	1064	C-4
East Village Deck	1510	E-5	Oglethorpe Dining Commons	2257	B-3	Vet. Medicine Barn	2371	D-8
Ecology	1033	C-4	Oglethorpe House	0730	B-3	Vet. Medicine Pole Barn	2352	D-8
Electronics Shop	1632	C-3	Old College	2256	B-4	Vet. Medicine Shop	2368	D-8
Entomology Greenhouse/Headhouse	2425	F-6	Orkin Hall	0737	B-2	Vet. Medicine Storage	2369	D-8
Environmental Health Sciences	1050	C-4	<b>P</b>			Vet. Medicine 10	1066	C-4
<b>F</b>			Park Hall	0056	C-2	Vet. Medicine 11	1067	C-4
Family Science Center 1	1246	C-4	Paul D. Coverdell Center	1111	B-4, C-4	Vet. Medicine 12	1072	C-4
Family Science Center 2	1249	B-3, C-3	Payne Hall	0270	D-2	Vet. Medicine 2A	1680	C-4
Fine Arts Building	0060	C-2	Peabody Hall	0042	C-1	Vet. Medicine 2B	1682	C-4
Foley Baseball Stadium	1685	A-4, B-4	Performing Arts	1692	D-4	Vet. Medicine 2C	1683	C-4
Food Processing Lab	1022	C-3	Performing Arts Complex Deck	1699	D-4	Vet. Medicine 2D	1073	C-4
Food Science Building	1020	D-3	Pharmacy South	1038	C-4	Vet. Medicine 2E	1065	C-4
Forestry Resources 1	1040	C-4	Phi Delta Theta Fraternity	2296	D-3	Vet. Medicine Block Building	2370	D-8
Forestry Resources 2	1140	C-4	Phi Kappa Hall	0020	C-1	Vet. Medicine Fish Barn	2383	D-8
Forestry Resources 3	1044	C-4	Physical Plant Grounds	1642	D-4	Vet. Medicine 12	1068	C-5
Forestry Resources 4	1046	C-4	Physical Plant Utility	1641	D-4	Waddell Hall	0041	C-1
Founders House	0650	C-2	Physics Building	1003	C-3	West Campus Deck	2136	A-3
Four Towers	2835	D-5	Pi Kappa Alpha Fraternity	2294	D-3	Wildlife Health	1082	C-5
Franklin House	0005	C-1	Poultry Science	1013	D-3	Women's Tennis Clubhouse	1678	B-4
Future Bus Learning Community		B-2	Psychology Building	0064	C-2, D-2	Wray-Nicholson House	0751	B-1
<b>G</b>			<b>R</b>			Wray-Nicholson Prop 150	0754	B-1
Geography and Geology	1002	C-3	R. C. Wilson Pharmacy	1041	C-4	Wray-Nicholson Prop 154	0755	B-1
Geology Hydrothermal Lab	0090	C-2	Ramsay Center	1690	D-5	Wray-Nicholson Prop 290	0753	B-1
George D. Busbee Hall	1512	E-5	Reed Hall	0280	C-2, D-2	Wray-Nicholson Props 240	0752	B-1
Georgia Center for Cont Ed	1640	B-3, B-4	Rhizotron Building	2417	F-6	<b>Z</b>		
Georgia Museum of Art	1693	D-4				Zell B. Miller Learning Center	0081	C-2

# UGA Health Science Campus Map 2024



# UGA Health Science Campus Map Index 2021

## UGA HEALTH SCIENCES CAMPUS BUILDING INDEX

2021

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<b>Name</b>	<b>Number</b>
Brown Hall	1907
Carnegie Library Museum	1904
Central Heating Plant	1913
Clinical & Translational Research	1920
Community Center	1978
Deca Office Building	1925
Facilities Management HSC	1914
Facilities Management HSC Annex	1924
Field House	1976
George Hall	1910
Handball Court	1918
Hudson Hall	1911
Miller Hall	1902
Pound Hall	1906
Quarters A	1900
Quarters A Garage	1916
Quarters B	1901
Quarters B Garage	1917
Rhodes Hall	1905
Russell Hall HSC	1909
Scott Hall	1908
University Childcare Center	1921
Warehouse	1923
Wheeler Hall	1915
Winnie Davis	1903
Wright Hall	1912

## ***Appendix K - Acronyms and Definitions***

### **Commonly Used Acronyms**

ACC – Athens-Clarke County	EMS – Emergency Medical Services
AHRC – Animal Health Research Center	EOC – Emergency Operations Center
ALF – Animal Liberation Front	ERT – Emergency Response Team
ASSETS – Automated Security Self-Evaluation Tools	ESD – Environmental Safety Division
BC/DR – Business Continuity/Disaster Recovery	ESF – Emergency Support Function
BCP – Business Continuity Planning (or Plan)	F&A – Finance and Administration
BEAP – Building Emergency Action Plan	FEMA – Federal Emergency Management Agency
BOR- Board of Regents, University System of Georgia	FMD – Facilities Management Division
BSSR – Building Safety and Security Representative	FIRST Building – Facility for Incident Response and Safety Training (ESD)
BST – Building Safety Team	GEMHSA – Georgia Emergency Management and Homeland Security Agency
CAES – College of Agricultural and Environmental Sciences	GIS – Geographic Information Systems
CEMP – Campus Emergency Management Plan	GISAC – Georgia Information Sharing Analysis Center
CIO – Chief Information Officer	HRVA – Hazard, Risk and Vulnerability Assessment
CISO – Chief Information Security Officer	HSPD – Homeland Security Presidential Directive
COOP – Continuity of Operations Planning	IAP – Incident Action Plan
CPTED - Crime Prevention through Environmental Design	IBC – Institutional Biosafety Committee (or Coordinator)
CSOE – Campus State of Emergency	IC – Incident Commander
DRU – Disaster Resistant University	ICP – Incident Command Post
EAP Template – Emergency Action Plan Template	ICS – Incident Command System
EAPS – Emergency Action Plan Summary	JIC – Joint Information Center
EAS – Emergency Alert System	LEOP – Local Emergency Operations Plan
EEC – Emergency Evacuation Coordinator	LO – Logistics Officer
EFC – Emergency Floor Coordinator	MOU – Memorandum of Understanding
EITS – Enterprise Information Technology Services	NGO – Non-Governmental Organization
ELF – Earth Liberation Front	NIMS – National Incident Management System
EMA – Emergency Management Agency	NOAA – National Oceanic and Atmospheric Administration

NWS – National Weather Service  
OEP – Office of Emergency Preparedness  
OEM – Office of Emergency Management  
OVPR – Office of the Vice President for Research  
PARMC – Piedmont Athens Regional Medical Center  
PETA – People for the Ethical Treatment of Animals  
PIO – Public Information Officer  
PPD – Physical Plant Division  
SAP – Select Agent Program  
SNS – Strategic National Stockpile  
SO – Safety Officer

SONAT – School of Nursing at Athens  
SOP – Standard Operating Procedure  
UGA – University of Georgia  
UGA Alert – UGA emergency mass notification system  
UGA FMD – UGA Facilities Management Division  
UGPD – UGA Police Department  
UHC – University Health Center  
UHC CAPS – University Health Center Counseling & Psychiatric Services  
USG – University System of Georgia  
WPS – Wireless Priority Service

## **Definitions**

### **Athens-Clarke County (ACC)**

Athens-Clarke County, comprised of 125 square miles, is the smallest in land area of Georgia's 159 counties. It was the twenty-fifth county created in the State and is located approximately 65 miles NE of Atlanta. According to the 2000 census, Athens-Clarke County was the fourteenth most populous county in the State, with 101,489. (In 1990, the census showed 87,594 people.) The Athens-Clarke County Planning Department estimates the 2005 population at 108,222.

### **Business Continuity Plan (BCP)**

All-encompassing term covering both disaster recovery planning and business resumption planning. This umbrella term also refers to other aspects of disaster recovery, such as emergency management, human resources, media or press relations, etc. BCP identifies procedures for sustaining essential business operations while recovering from a significant disruption.

### **Building Emergency Action Plan (BEAP)**

The emergency action plan each building is required to complete utilizing the BEAP template, BEAP checklist and associated forms. (Also referred to as a BEAP Template until completed.)

### **Building Safety and Security Representative (BSSR)**

A representative selected by a Dean, Department Head or Director to serve as the building coordinator for emergency planning, safety and security activities. Each occupied UGA building should have one Primary BSSR and can have multiple Backup BSSR representatives. Backup BSSRs are often drawn from each department that occupies the building and may be a part of the Building Safety Team.

### **Building Safety Team (BST)**

Consists of representatives from each department or unit in the building chosen by each departmental manager to participate in the development of the BEAP for the building. Backup BSSRs should serve on the BST.

### **Campus Emergency Management Plan (CEMP)**

An CEMP is the “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

### **Campus State of Emergency (CSOE)**

An emergency or disaster that exceeds UGA’s ability to handle due to lack of resources, equipment and/or personnel.

### **Continuity of Operations Planning (COOP)**

A continuity of operations plan, also known as a business continuity plan, allows organizations to preserve, maintain, and/or reconstitute its capability to perform essential functions in the event of threat or occurrence of any disaster or emergency that could potentially disrupt operations and services.

### **Emergency Action Plan Template (EAP Template)**

The template from which BSSRs operate to develop their own building emergency action plan that is tailored to their building.

### **Emergency Action Plan Summary (EAPS)**

A one-page BEAP summary created to be a useful guide that can be posted in common areas, offices, hallways and classrooms within your building to provide visible instructions for the most common incidents that might occur on campus.

### **Emergency Evacuation Coordinator (EEC)**

Building personnel chosen by the BST and/or the BSSR to provide coordination for any type of emergency for each floor in the building. EECs should be located on each floor and be able to quickly and safely evacuate, shelter or guide building personnel as to appropriate emergency procedures during building emergencies. EECs should have backups and should be able to quickly communicate and coordinate with one another during an emergency.

### **Emergency Management Agency (EMA)**

Local agency responsible for preparing, responding to and mitigating disasters. Local agency works with the Georgia Emergency Management Agency (GEMA).

### **Emergency Medical Services (EMS)**

Service providing out-of-hospital [acute](#) care and transport to definitive care, to patients with illnesses and injuries which the patient believes constitutes a [medical emergency](#).

### **Emergency Operations Center (EOC)**

An EOC is the physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher

level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or some combination thereof.

### **Emergency Response Team (ERT)**

The UGA Emergency Response Team includes University of Georgia cabinet-level administrators, department heads and technicians from critical campus departments, a representative from the University System Office and representatives from the Athens-Clarke County Government. The UGA ERT is comprised of a Core Group Team who would likely be notified of all large-scale campus emergencies and an ERT Support Group Team, of which specific members would be activated based on their Emergency Support Function (ESF) relative to the specific emergency.

### **UGA Environmental Safety Division (ESD)**

A division on campus responsible for chemical safety and security, fire safety, chemical spill response, hazardous chemical removal and storage, radiation safety and other campus environmental issues.

### **Federal Emergency Management Agency (FEMA)**

Federal agency responsible for preparing for, responding to, and mitigating disasters, both natural and man-made.

### **Georgia Emergency Management and Homeland Security Agency (GEMHSA)**

The emergency management and homeland security agency for the State of [Georgia](#). Its function is similar to that of [FEMA](#) in preparing for and responding to disasters and mitigating potential hazards.

### **Incident Action Plan (IAP)**

An IAP is an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

### **Incident Commander (IC)**

The IC is the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

### **Incident Command Post (ICP)**

An ICP is the field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

### **Incident Command System (ICS)**

ICS is a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

### **Local Emergency Operations Plan (LEOP)**

An LEOP is an emergency operations plan for the local government that spells out roles and responsibilities of local government agencies and departments for emergency situations that occur within the local government's jurisdiction.

### **MyBEAP**

Developed by OEP, the MyBEAP is an easy and efficient web-based method to create a Building Emergency Action Plan (BEAP). After BSSRs complete eleven user friendly sections, the system will automatically generate a building specific BEAP.

### **Nongovernmental Organization (NGO)**

An NGO is an entity with an association that is based on interests of its members, individuals, or

institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

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

NIMS is a system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from, domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking and reporting of incident information and incident resources.

### **Office of Emergency Preparedness (OEP)**

The Office of Emergency Preparedness is responsible for homeland security initiatives and coordination of emergency management activities at UGA.

### **Piedmont Athens Regional Medical Center (PARMC)**

P-ARMC is a regional coordinating hospital which serves the Athens area and surrounding counties.

### **Public Information Officer (PIO)**

The PIO is a member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

### **Standard Operating Procedure (SOP)**

A SOP is a written organizational directive that establishes or prescribes specific operational or administrative methods to be followed routinely for the performance of a designated operation or actions (i.e., management processes that describe chronological steps to follow and decisions to make in carrying out a task or function).



## **UGA Alert System**

UGA Alert is the emergency mass notification system for UGA made available through the vendor, Blackboard-Connect-ED. UGA students, faculty, and staff with a valid MyID can register up to three telephone numbers and two email addresses to receive emergency alerts. The system can push out thousands of messages within minutes. UGA Alert Desktop is part of the UGA Alert System.

## **UGA Alert Desktop**

UGA Alert Desktop is an application for a computer that will show emergency messages from UGA Alert on the UGA owned computer. Messages will crawl across the bottom of the computer when a message from UGA Alert is issued.

## **UGA Campus Emergency Management Plan (UGA CEMP)**

The UGA CEMP is a comprehensive campus emergency plan which contains campus emergency procedures and protocols, resource lists, emergency

communication plans, the BEAP and other critical campus emergency planning and preparedness information.

## **UGA Police Department (UGPD)**

The UGPD serves the UGA campus with a full complement of law enforcement services. UGPD Communications ((706) 542-2200 or 911) should be the first call initiated during any campus or building emergency.

## **University System of Georgia (USG)**

The governing body that oversees the State of Georgia's 35 public colleges and universities.

## **Wireless Priority Service (WPS)**

A service offered by your individual cell carrier that places the individual in a specific category to make and receive emergency calls when phone systems are overwhelmed. Generally, the federal government receives the highest priority, then state government and then local government and public safety officials.

*Appendix L – UGA Resource List*

Equipment, Personnel, and Services

NOTE: *The “Available” column should indicate items, personnel, etc. which are regularly available over and /or beyond day operational use for your institution.*

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## Functional Annexes

1. *UGA Pre-Disaster Hazard Mitigation Plan*
2. *UGA Emergency Notification Plan*
3. *Pandemic Influenza Response Plan*
4. *Wheeler Hall Temporary Emergency Shelter/Staging Area Plan*
5. *National Incident Management System (NIMS) Training Plan*
6. *UGA Strategic National Stockpile Closed Pod Plan*