

CCG Emergency Management Plan
Section One

COLLEGE OF COASTAL GEORGIA

Emergency Management Plan



CONFIDENTIAL

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 College of Coastal Georgia. ¹

The disclosure of information in this plan could compromise the security of essential equipment, services, and systems of the College of Coastal Georgia or otherwise impair [insert institution name] ability to carry out essential emergency responsibilities. Distribution of this Emergency Action Plan in its entirety is limited to those [insert institution name] 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 [insert institution name] or to withhold information in this plan from a non-institution requester must be coordinated with the [insert person responsible for overseeing the plan].

Personnel must maintain the physical security of this plan whether in printed or electronic form. Dissemination is prohibited unless prior approval is received.

Preface

Communities have suffered loss of life, damage to property, and severe economic impacts as the result of natural disasters, accidents, fire, and terrorist attacks. Colleges are, and have been subject to the same incidents threatening local communities. Colleges are increasingly aware that proper planning and preparation can reduce the negative impacts of such events.¹

February 28, 2003, President Bush issued Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, directing the U.S. Department of Homeland Security to establish an incident management system template that would allow Federal, State, local, and tribal governments and private-sector organizations to work together collectively.² Based on existing practices proven in California when in the 1970's a series of fires resulted in the loss of life, innumerable injuries, and millions of dollars in property damage, the Federal Emergency Management Agency established the National Incident Management System (NIMS). NIMS incorporated these elements as the "...best-practices currently in use by incident managers at all levels."³

The College of Coastal Georgia Emergency Management Plan incorporates the Incident Management System concept in conformance with (HSPD)-5, *Management of Domestic Incidents*.

¹ Roth, S., Reed, R.A. & Donnelly, G. (2005) Building a Campus Crisis Team. *International Journal of Emergency Mental Health*, Vol. 7, No. 4, 307.

² *National Incident Management System*, 1 March 2004.

³ Tom Ridge, *National Incident Management System*, memorandum written as Director of the U.S. Department of Homeland Security, 1 March 2004.

Table of Contents

Chapter 1

Purpose, Scope and Authority

- 1.1 Purpose
- 1.2 Scope
- 1.3 Authority
- 1.4 Mutual Aid Agreements
- 1.5 Emergency Action Plan Dissemination
- 1.5.1 College Community Emergency Response Plan

Chapter 2

Notifications and Communications

- 2.0 General Information on Notifications and Communications
- 2.1 College Executive Notification
- 2.2 College State of Emergency Declaration
- 2.3 College Community Notification
- 2.4 Implementation
- 2.5 President / Cabinet; Duties and Responsibilities
- 2.6 College Community Notification Methods
- 2.7 Staff Duty to Act without Notification
- 2.8 Media Communications
- 2.8.1 Review by President / Cabinet

Chapter 3

College Emergency Procedures

- 3.0 College Emergency Response Procedures
- 3.1 College Community Training and Drills
- 3.1.1 Building Coordinators
- 3.2 Distribution
- 3.3 College Emergency Procedures in Hardcopy Format
- 3.4 Contact Numbers for Emergencies and Services
- 3.5 Campus Map
- A. Emergency Evacuation / Shelter Plans & Procedures
- B. Freedom of Expression Policy
- B-1 Civil Disturbance or Demonstration
- C. Explosion, Aircraft Crash on or Near Campus
- D. Hurricane
- E. Severe Weather Emergency, Tornado, Severe Lightning Preparedness
- F. Snow, Ice, Flooding
- F-1 Earthquake
- G. Chemical/Hazardous Material Release
- H. Suspicious Package
- H-1. Bomb Threat
- I. Fire
- J. Utility Failure
- K. Violent or Criminal Behavior
- K-1 Active Shooter / Active threat
- K-2 Outdoor Mass Notification System Description
- L. Hostage Situation
- L-1. Mental Health Crisis
- M. Flu Pandemic / Infectious Disease
- M-1. Medical Emergency
- N. National Security Advisory Alert System

Chapter 4

Overview of Incident Command System

- 4.1 Incident Command System
- 4.2 Incident Command System Activation
 - 4.2.1 Emergency Activation
 - 4.2.2 Non-Emergency Activation
- 4.3 ICS Organizational Structure

Chapter 5

Incident Command

- 5.0 Incident Command
- 5.1 Incident Commander: Responsibilities and Authorities
- 5.2 Incident Command Staff
 - 5.2.1 Public Information Officer
 - 5.2.2 Safety Officer
 - 5.2.3 Liaison Officer
- 5.3 General Staff
- 5.4 President / EEPRT
- 5.5 Incident Action Plan
- 5.6 Transfer of Command
 - 5.6.1 Transfer of Command: Briefing
 - 5.6.2 Transfer of Command: Notification of Incident Personnel
- 5.7 Pre-designated Incident Command
- 5.8 Pre-designated Section Chiefs
- 5.9. Incident Specific Plans

Chapter 6

Operations

- 6.0 Operations Section
- 6.1 Operations Section Chief: Responsibilities and Authorities
- 6.2 Branches, Groups
- 6.3 Records Management

Chapter 7

Planning Section

- 7.0 Planning Section
- 7.1 Planning Section Chief: Responsibilities and Authorities
- 7.2 Units
 - 7.2.1 Resources Unit
 - 7.2.2 Situation Unit
 - 7.2.3 Documentation Unit
 - 7.2.4 Demobilization Unit

Chapter 8

Logistics

- 8.0 Logistics
- 8.1 Section Chief: Responsibilities and Authorities
- 8.2 Units
 - 8.2.1 Supply Unit
 - 8.2.2 Communications Unit
 - 8.2.3 Facilities Unit
 - 8.2.4 Food Unit
 - 8.2.5 Medical Unit
 - 8.2.6 Ground Support Unit

Chapter 9

Finance Administration Section

9.0 Finance Administration Section

9.1 Section Chief

9.2 Units

9.2.1 Compensation and Claims Unit

9.2.2 Procurement Unit

9.2.3 Cost Unit

9.2.4 Time Unit

Chapter 10

Facilities and Services

10.0 Headquarters, Shelter Areas for Extended Emergency or Evacuees

10.1 Locations

10.2 Shelter Areas for Extended Emergency or Evacuees

10.3 Community Partners

Chapter 11

National Security Advisory System

11.0 National Security Advisory System

11.1 College Response

11.2 Emergency Management System, National Incident Management System Compliance

Appendix A: Campus Map

Appendix B: EEPRT Contact

Appendix C: USG Notifications Plan

Appendix D: Copies of MOU's

Updates and Revisions

EMERGENCY ACTION PLAN FORMAT

The College of Coastal Georgia emergency action plan format is divided in to four/five sections:

1. Emergency Management Plan – this section identifies the management method that will be employed during the response to an emergency situation. This section is the same that is utilized by all institutions to provide for a consistent response across the institutions.
2. Community Response Information – section provides information that is disseminated to the campus community and identifies responses to various situations that may be encountered while on campus.
3. Appendices – important reference and resource information is included in this section. Contact numbers, local resources, and specific response plans that have been developed.
4. Annexes – plans that support the emergency response effort to include; hazard mitigation plan as required by GEMA, Pandemic Response plan, other plans specific to the institution operation.

CHAPTER 1 - PURPOSE, SCOPE, AND AUTHORITY

1-1 PURPOSE

To safeguard the College community and facilities against potential threats from natural disaster, severe weather, domestic unrest, terrorist attacks, accidents, and other situations that threaten the safety/security of the college by the establishment of procedures for communication, command-and-control, effective coordination and use of institution and community resources, in response to a potentially hazardous event.

It is activated whenever an emergency affecting the campus cannot be managed through normal channels. Examples of the types of emergencies where the plan may be activated include:

- Severe Weather Emergencies
- Fires and Explosions
- Hazardous Material Incidents
- Extended Power Outages
- Floods
- Violent Criminal Acts

1-2 SCOPE

The *Emergency Management Plan* applies to all personnel, facilities, grounds and property owned, operated and/or controlled by the College of Coastal Georgia to include those properties leased by the college/university.

Also, under the authority vested in the President of the College by the Board of Regents of the University System of Georgia, all other individuals and groups who are on campus or are involved in college programs must adhere to the rules and regulations of the college regarding safety.

1-3 Authority

This plan is developed under the authority of the President of the College of Coastal Georgia and the Board of Regents. ⁱⁱ

1-4 Mutual Aid Agreements

The College of Coastal Georgia has the legal authority to enter in to reciprocal agreements with county or municipal authorities.ⁱⁱⁱ Officers of the College of Coastal Georgia responding to requests for assistance under the Mutual Aid Act, O.C.G.A. 36-69-0, shall have the same powers of arrest, duties, privileges and immunities as if they are on campus or a member of the political subdivision requesting such assistance. CCGA has current agreements with the Glynn and Camden County Sherriff's Offices, The City of Brunswick Police, City of Kingsland Police, and the Glynn County Police. (See appendix D)

1-5 Emergency Management Plan Dissemination

The Emergency Action Plan will be disseminated to the following in notebook form and in an Adobe PDF file format:

- Executive Emergency Preparedness and Response Team (EEPRT) members
- Assistant Vice President for Business & Operations/Comptroller
- Director of Physical Plant
- Director of Public Safety
- Chief Information Officer

Individuals will sign a receipt acknowledging they have received a copy of the plan and as required will enter updates in the log on Page 2 of this manual.

1-5-1 College Community Emergency Response Plan – Information contained in Chapter 3, College Emergency Procedures, will be distributed to the college community in hard copy format and available on the College of Coastal Georgia website under the Public Safety link for college and community access.

CHAPTER 2 - NOTIFICATIONS AND COMMUNICATIONS

2-0 General Information on Notifications/ Communications

Communications prior, during and after an incident or event are critical to protecting the community and property. As conditions require, communications will be clear, effective, and timely. Timely notification of key college personnel can be critical to response efforts and clear chain-of-communications/command must be established to ensure efficient notifications. Disruptions of power, telephone service, loss of cell towers, Internet and/or email services require that alternate communication methods are identified.

2-1 College Executive Notifications

The President will be notified as soon as reasonably possible when conditions exist, or potential is great for the conditions to develop that may threaten the safety/security of the campus community and facilities. The following **CHAIN OF COMMAND** will be followed:

- A. Initiation:** The President of the college will be responsible for initiating the operational plan to meet emergencies during periods of disaster. In the absence of the President, the following are authorized to initiate the operational plan in the order listed:
1. Kay Hampton – Interim Vice President for Academic Affairs
 2. Jeff Preston - Vice President for Business Affairs
 3. Dr. Jason Umfress- Vice President for Student Affairs
 4. Chief Bryan Sipe, Director of Campus Safety
 5. Gary Strickland, Director of Plant Operations

2-2 College State of Emergency Declaration

The President of the College of Coastal Georgia is the only individual authorized to declare a College State of Emergency.

2-3 College Community Notification

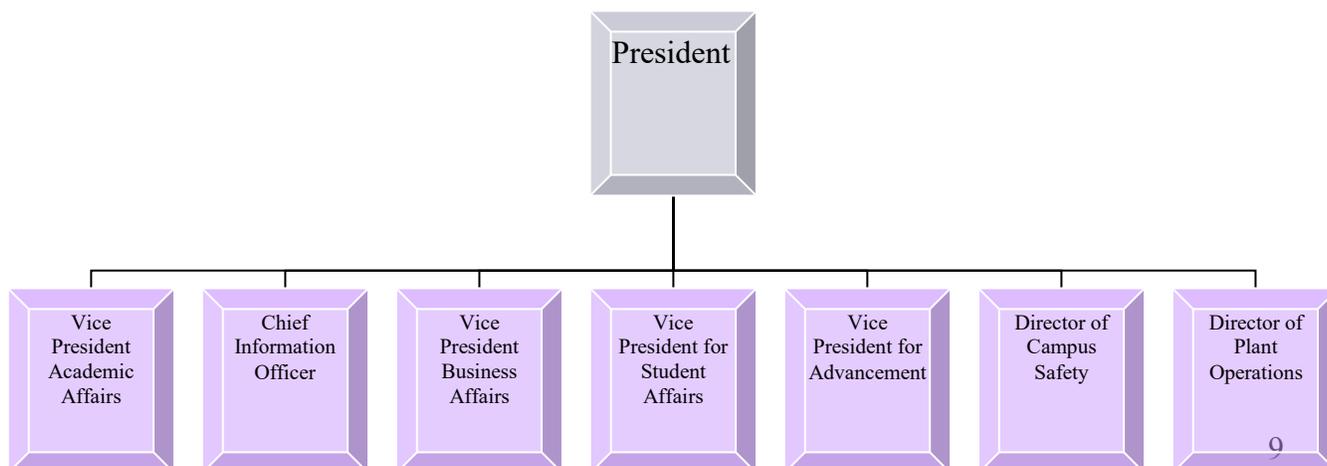
Immediate notification of the persons listed in the executive emergency response chain of command will be made by the person initiating the plan when an emergency has been declared. Each person listed below should have a copy of the plan at home and in their vehicle.

2- 4 Implementation

1. The total plan of operation will be supervised by Chief Bryan Sipe / Director of Campus Safety. In consultation with the President and Vice Presidents, the above coordinators will notify appropriate administrative staff members of the college of the emergency at hand. In the absence of either Director of Campus Safety or the highest ranking Campus Police Officer on duty, Gary Strickland, Director of Plant Operations will substitute as supervisor of the plan.
2. The administrative officers will initiate plans within their respective areas of responsibility to utilize facilities of the college to meet the emergency situation.
3. Other employees of the college will be called upon to provide services as required in the various operational departments.
4. This plan has been reviewed by the local emergency planning coordinators. Initiation of this plan will be coordinated with the efforts by the College of Coastal Georgia Campus Safety Department, local law enforcement agencies, and other local government agencies as appropriate.

2-5 Presidents Cabinet: Duties and Responsibilities

The Cabinet is led by the President of the College and members consist of the Vice Presidents, and other members as identified by the President. Depending upon the severity of the incident, the Cabinet will review existing policies, procedures and make amendments as the situations require. Policies/procedures may include but are not limited to; academic attendance, grading, suspension of testing, grade reporting, etc. Standard campus rules may be waived to ensure the safety of students and safety and integrity of the institution and its records. In addition; the Cabinet will initiate an Operations Continuity plan for all operations. The President of the College of Coastal Georgia will serve as the Chair for the Cabinet and may establish sub-cabinets/councils, etc., as required for specific policy/procedural needs.



2-6 College Community Notification Methods

None of the communication methods above are to be construed as to limit the ability of faculty/staff or Public Safety officials to notify the college and surrounding community of immediate, preventative actions to reduce potential injury or property damage such as; evacuation orders, take cover instructions or awareness information.

Any or all of the following communications methods may be employed:

- a. Text Messaging – Campus Police will send out emergency notifications via text messaging using the Nixle program. This free program is available for all Faculty, Staff and Students. Anyone can register by texting “ccga” to 888777. Standard messaging rates will apply.
- b. Email Alerts – will be sent via email to Division Chairs for potentially threatening conditions. Campus-wide email may be utilized to faculty/staff and students in immediately threatening conditions, i.e. weather warnings, etc. Building television monitors will also broadcast National Weather Service Advisory Warnings when appropriate.
- c. Telephone notification – Public Safety Officers may contact various offices or specific areas/persons to disseminate information.
- d. Guidebooks, Pamphlets, notices, etc. – Emergency Guidebooks and Pamphlets are distributed and available to increase college community awareness of emergency procedures.
- e. Public Address System – Public Safety Officers may utilize the CCG outdoor Emergency Mass Notification System, and public address systems on police vehicles or bullhorns to announce information to large crowds.

*The CCGA Campus Police and delegates in conjunction with the CIO and VPA will initiate emergency communications. In the event that time permits, the EEPRT will meet and discuss internal and external emergency / safety related communications.

2-7 Staff/Faculty Duty to Act w/o Notification

Power outages, downed telephone lines, which may occur during the rapid development of an emergency situation severely hinder or disrupt communications. Therefore; college employees must be prepared to act without a direct order in an emergency situation.

College employees must maintain an awareness of potentially hazardous conditions and react accordingly when a situation develops rapidly. Training on proper community responses will and will be conducted and policies distributed to faculty and staff (see 3-1 on next page).

2-8 Media Communications

For severe weather and other emergencies necessitating campus closings of one day or partial day, the Chief Advancement Officer will be responsible for contacting the media in local and

surrounding communities to relay this information. Local and surrounding community media contacts are attached as Appendix E.

During an ongoing emergency, the Chief Advancement Officer is responsible for any news media contacts to include; development and distribution of press releases, and initiate news broadcasts in reference to suspension of college operations with the approval of the President. In addition, the Chief Advancement Officer will assist in the development and/or distribution of information to faculty/staff. Faculty, staff and/or students will direct all requests for information from the news media to the Chief Advancement Officer. Staff and/or faculty are not authorized to communicate with the media without receiving prior approval from the Chief Advancement Officer or the President.

2-8-1 Review by Executive Emergency Preparedness and Response Team EEPRT

When possible, the Executive Emergency Preparedness and Response Team will be contacted to review all press releases and other information releases to the public. See Appendix B for a list of EEPRT Members.

CHAPTER 3 COLLEGE EMERGENCY PROCEDURES

3-0 College Emergency Response Procedures

The college community must be aware of actions to take in threatening situations. The College Emergency Response Procedures have been developed to provide important information for the college community.

3-1 College Community Training and Drills

The College of Coastal Georgia will conduct training and drills for all employees informing them of the emergency response procedures and location of critical items within their respective buildings. Training elements will include monthly tests of the outdoor emergency mass notification system. Employees will receive emergency preparedness training, as well as hard copies of emergency handbooks and guides.

3-1-1 Building Coordinators

An individual and alternate individual within each building will be designated as Building Coordinators and will receive training on preparedness, awareness, leading evacuations and essential communications in potentially threatening situations. Building Coordinators will be equipped with neon safety vests and flashlights and be prepared to lead evacuations and clear buildings in emergency situations. Building Coordinators will be identified in the emergency response training conducted by the College of Coastal Georgia.

Coordinators by Building:

Campus Center – Allison Lyon – 279.5812
Lakeside Village –Michael Woodbury – 279.4588
Mariner Village – Samantha Santee – 279-5826
Plant Operations Building – Gary Strickland – 279.5835

3-2 Distribution

The College Emergency Procedures are distributed in the following formats:

- College web site under the public safety link
- Hardcopy format (see 3.3)

3-3 College Emergency Procedures: Hardcopy Format

Hardcopies of the Emergency Management Plan will be maintained in Campus Police office, the and in the care of building coordinators. Hardcopies will be made available upon request to anyone.

3-4 Contact Numbers for Emergencies and Services

CCGA Campus Police

Brunswick	911 or (912) 258-3133
Camden	911 or (912) 552-5277

Glynn County

Police, Fire, Ambulance	911
Police Department	(912) 554-3645
Emergency Management Agency	(912) 267-5678
Sheriff's Department	(912) 554-7600

City of Brunswick

Police, Fire, Ambulance	911
Police Department	(912) 267-5559

Camden County

Police, Fire, Ambulance	911
Emergency Management Agency	(912) 729-5602
Sheriff's Department	(912) 510-5100

City of Kingsland

Police, Fire, Ambulance	911
Police Department	(912) 729-8254

College of Coastal Georgia

Counseling Services (912) 279-5803
Student Health Center (912) 279-5806

Other

National Spill Response Center (800) 424-8802
National Poison Control Center (800) 222-1222
Southeast Georgia Health System (912) 466-7000 (Brunswick)
Southeast Georgia Health System (912) 576-6200 (Camden)

3-5 Campus Map

<https://www.coga.edu/page.cfm?p=871>

A. Emergency Evacuation / Shelter Procedures

1. Preparation

Department heads are responsible for instructing their employees on the emergency evacuation routes for their areas. Evacuation routes should be posted in visible areas near exits, wherever possible. At the beginning of each quarter, faculty is encouraged to instruct students as to the location of the emergency evacuation route for their particular room or area and designate an assembly point outside of the building.

2. Building Evacuation / Shelter

- A. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security, Plant Operations staff or Building Representative.
- B. When the building evacuation alarm is activated during an emergency, leave by the emergency evacuation route for the area in which you are located. If the exit is blocked use the nearest marked exit and alert others to do the same.
- C. Assist the handicap in exiting the building. Do not use the elevators in case of fire and/or potential power loss.
- D. Once outside, proceed to a clear area that is at least 500 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Identify an assembly point to congregate once outside.
- E. DO NOT RETURN to an evacuated building unless instructed to do so by a College official.

IMPORTANT: After the evacuation, report to your designated assembly point. Stay there until all personnel are accounted for or if directed to return to the building.

CCGA BUILDING EVACUATION / SHELTER PLAN

The evacuation / shelter plan will be implemented upon notification from the College of Coastal Georgia Campus Police Department or the Administration in the following emergencies.

- Fire
- Tornado Warning / Severe Weather Incidents
- Bomb Threat
- Hazardous Materials Incidents
- Other Emergencies as notified

In the event of a building evacuation, all students, faculty, staff, and visitors are to proceed to the nearest exit (if not obstructed) and meet at the designated areas. Evacuated persons will then await further instructions from Campus Police or Administrative Staff.

In the event of a tornado warning or severe weather conditions all students, faculty, staff, and visitors are to proceed to the designated shelters within each facility on campus and remain until an “all clear” is given or conditions permit safe exit. Persons located on the 2nd floor of any campus building should attempt to shelter on the 1st floor if safe to do so. Persons outside should immediately seek shelter in the nearest building.

Building Evacuations / Shelter Plan by Facility

Brunswick Campus

Academic Commons South Building

Evacuation – Occupants of the Academic Building should proceed out of the facility and assemble in the open area of the quad (north of the building)

Shelter – Occupants of the Academic Building should proceed to the first floor main hallway, and stay away from the glass doors near the center and ends of the space.

Administration Building

Evacuation – Occupants of the Administration Building should proceed out of the facility and assemble in pedestrian mall area to the east of the building.

Shelter – Occupants of the Administration Building should assemble in the restrooms, interior offices, or the vault in the Human Resources Office.

Academic Commons North Building

Evacuation – Occupants of the Academic Commons North Building should proceed out of the facility and assemble in the open area of the quad (south of the building)

Shelter – Occupants of the Academic Commons North should assemble on the first floor in interior rooms or faculty / staff restrooms.

Andrews Center

Evacuation – Occupants of the Andrews Center should proceed out of the facility and assemble in the pedestrian mall area to the west of the building.

Shelter – Occupants of the Andrews Center should assemble on the first floor in the Financial Aid Office / Storage Room, Bursars Office, or lower level interior offices.

Campus Center

Evacuation- Occupants of the Campus Center should proceed out of the building and assemble at the south side of the building near the Pedestrian Mall.

Shelter – Occupants of the Campus Center Assemble on the first floor away from windows in the hallway or bathrooms. Occupants in the Dining Room should assemble in the kitchen and food service area away from windows.

Central Plant

Evacuation – Occupants of the Central Plant should proceed out of the facility and assemble in the open area of the quad (west of the building)

Shelter – Occupants of the Central Plant Building should assemble in the restrooms.

Coastal Place Apartments

Evacuation – Occupants of CPA should evacuate their individual rooms and assemble in the area of the basketball court.

Shelter – Occupants of CPA should take shelter in the bathroom of individual rooms on the ground floor or in the interior spaces in the lobby area as time permits.

Coffin Building

Evacuation – Occupants of the Coffin Building should proceed out of the facility and assemble in the rear of the building near the tennis courts.

Shelter – Occupants of the Coffin Building should assemble on the first floor in the restrooms, locker rooms, or fitness center hallway.

Correll Center

Evacuation – Occupants of the Correll Building should proceed out of the facility and assemble in the rear of the courtyard near the Jones Building.

Shelter – Occupants of the Correll Building should assemble on the first floor in the Room 111A/B, Restrooms, or Hallway.

SE GA Conference Center

Evacuation – Occupants of the SE GA Conference Center should proceed out of the facility and assemble in the grass parking lot west of the building.

Shelter – Occupants of the SE GA Conference Center should assemble in the restrooms, kitchen, or rear hallway.

Health Sciences Building

Evacuation – Occupants of the Health Sciences Building should assemble on the Pedestrian Mall area near the Library.

Shelter – Occupants of the Health Sciences Building Should proceed to the first floor and shelter in the end of the hallway nearest the Computer Lab and Radiological Tech Classrooms.

Lakeside Village

Evacuation – Occupants of Lakeside Village should proceed to the rear of the building and assemble near the picnic area at the lake.

Shelter- Occupants should assemble on the first floor in the center of the hallways and away from exterior doors.

Library / Information Commons

Evacuation – Occupants of the Library should proceed out of the facility and assemble in the pedestrian mall area to the west of the building.

Shelter – Occupants of the Library should assemble in the interior administrative offices, restrooms, or rear hallway.

Mariner Village

Evacuation – Occupants of Mariner Village should proceed to the east of the building and assemble in the field near the entrance way and dumpsters.

Shelter- Occupants should assemble on the first floor in the center of the hallways and away from exterior doors.

Plant Operations Building

Evacuation – Occupants of the Plant Operations Building should proceed out of the facility and assemble in the area of the softball field bleachers.

Shelter – Occupants of the Plant Operations Building should assemble in the restrooms, or rear hallway near the carpentry shop.

Jones Building

Evacuation – Occupants of the Science Building should proceed out of the facility and assemble in the open area of the quad (east of the building)

Shelter – Occupants of the Science Building should assemble on the first floor in the interior offices or any of the first floor restrooms.

Student Activity Center

Evacuation – Occupants of the Student Activity Center should proceed out of the facility and assemble in the open field at the rear of the building near the lake.

Shelter – Occupants of the Student Activity Center should assemble in the main interior hallway avoiding the center lobby glass doors.

Warehouse Building

Evacuation – Occupants of the Warehouse Building should proceed out of the facility and assemble in the area of the softball field bleachers.

Shelter – Occupants of the Warehouse Building should assemble in the rooms 3, 7, the archives room, or the restrooms.

Camden Campus

Camden Center

Evacuation – Occupants of the Camden Center should proceed out of the building to the end of the parking lot nearest to their location. If the occupants are in the north end of the building, they should proceed to north end of the parking lot in the direction of the high school. If the occupants are in the south end of the building, they should proceed to the south end of the parking lot in the direction of the middle school. And occupants that are located in the Administrative office and rotunda area should proceed to the front of the building to the grassy area near the roadway, Lakes Blvd.

Shelter – Occupants of the Camden Center on the 2nd floor should proceed to the nearest restroom. If the opportunity does not present itself, the occupants should remain in their classrooms and a Campus Police Officer, faculty, or staff member will lower the storm shutters.

If there are occupants in the library, they should proceed to the nearest restroom or classroom through the emergency exit door in the rear of the library closest to the elevator avoiding any windows in the process of doing so.

Occupants on the first floor should proceed to the nearest restroom. If the opportunity does not present itself, the occupants should remain in their classrooms and a Campus Police Officer, faculty, or staff member will lower the storm shutters.

If there are occupants in the Administrative office, they should proceed to the conference room located in the Administrative office.

If there are occupants in the rotunda area, they should proceed to the nearest restroom or to the Administrative office conference room.

***All CCGA evacuation / shelter procedures are general recommendations. Certain emergency situations may require deviation from original plans as appropriate.**

Campus Area Evacuation

- A. Evacuation of all or part of the campus grounds will be announced by Campus Police.
- B. All persons are to immediately vacate the area in question and move to another part of campus as directed. Building Coordinators are responsible for aiding handicap persons. **NOTE:** Stay in the area designated until permission to return to the building is given.

Disabled Persons

It is the responsibility of every employee to assist persons with disabilities out of the building in the event of an emergency. In addition, individuals with disabilities who may require assistance in an emergency should familiarize themselves with the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. They are also responsible for identifying their needs to faculty members or supervisors and for identifying someone willing to assist them in the event of an emergency. If they are unable to locate someone to assist them in case of any emergency, they should contact the Building Coordinator or the Director of Disability Services for assistance.

B. Freedom of Expression Policy

The rights guaranteed by the First Amendment, including the right to free speech, free expression, free exercise of religion, and the right to assemble peaceably are of the utmost importance, and the University System of Georgia (USG) is committed to protecting those rights.

As public institutions of higher education, USG institutions must promote open ideas and academic freedom on their campuses. While institutions may need to enact policies to promote campus safety, to ensure the proper functioning of the academic environment and institution activities, or to further other important institution objectives, those policies should not unduly burden the free expression rights of students, faculty, and staff. Any parameters placed on the time, place, and manner of expression must not be based on the content of the expression.

To facilitate the free exchange of ideas, institutions may designate accessible, high-traffic locations on campus as public forum areas. The designation of public forum areas may not be used to prohibit individual students, faculty, or staff from engaging in communication elsewhere on campus. Reservation and use of designated public forum areas may only be required in the following limited circumstances: (1) speakers who are not enrolled at or employed by the institution; and (2) students, faculty, or staff who engage in large group demonstrations. Institutions may not consider the content or viewpoint of expression when requiring or assigning use of public forum areas.

B-1. Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstrating should not be interrupted unless one or more of the following conditions exists as a result of the demonstration:

- a. Interference with the normal operation of the college.
- b. Prevention of access to offices, buildings or other college facilities.
- c. Threat of physical harm to persons or damage to college facilities.

If any of these conditions exists, the Campus Police/Safety Department should be notified and will be responsible for contacting and informing the President and Vice Presidents. Depending on the nature of the demonstration the appropriate procedures listed below should be followed:

1 Peaceful, Non-Obstructive Demonstration

- a. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct college business as normally as possible.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - Arrangements will be made by the college administration to monitor the situation during non-business hours, or
 - Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see section 2).

2 Non-violent, Disruptive Demonstrations

- a. In the event that a demonstration blocks access to college facilities or interferes with the operation of the college:
 - Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Affairs (VPSA) or his/her designee.
 - The VPSDS will consider having a photographer available. Key college personnel and student leaders will be asked by the VPSA to go to the area and persuade the demonstrators to desist. Alternatives to the protest should be offered, ie. by petition, meeting with college officials, etc.
 - The VPSA or his/her designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
 - If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in college disciplinary action, including suspension or expulsion, or possible intervention by police authorities (see Attachment A). Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
 - Efforts should be made to secure positive identification of demonstrators in violation, to facilitate later testimony, including photographs and videotape, if deemed advisable. After consultation with the President and the Campus Police/Campus Safety Director by the Vice President for Student Development Services, the need for an injunction and assistance of civil authorities will be determined.
 - If determination is made to seek the intervention of civil authorities, the demonstrators will be informed.
 - Upon arrival of Police personnel the remaining demonstrators will be warned of the intention to arrest (see Attachment B).

3 Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and VPSA will be notified:

a. During Business Hours

- In coordination with the VPSA, the Campus Police/Campus Safety Department will contact outside police assistance.
- If advisable, the VPSA, having consulted with the President, will call a photographer to report to an advantageous location for photographing the demonstration.
- The President, in consultation with the VPSA and the Campus Police/Campus Safety Director, will determine the possible need for an injunction.
- The Campus Police/Campus Safety Department will provide an officer with a radio for communication between the college, Brunswick Police and/or Glynn County Police/Sheriff personnel.

b. After Business Hours

- Campus Police/Campus Safety should be immediately notified of the disturbance.
- Campus Police/Campus Safety will investigate the disruption and report and notify the Campus Police Chief /Campus Safety Director and the VPSA.
- The VPSA will:
 1. Report the circumstance to the President
 2. Notify key administrators and if appropriate, the Director of Plant Operations.
 3. Notify the College Public Information Officer (Director of Institutional Advancement).
 4. Arrange for a photographer
 5. If necessary, the Campus Police Chief/Campus Safety Director will call for external police assistance after consultation with the President or his/her designee.

B1.3 - Attachment "A"

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self)

This assembly and the conduct of each participant are seriously disrupting the operations of the College and are in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the College. In no event will the Administration of this College accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Board of Regents, take whatever measures are necessary to restore order – including calling for Police assistance. Any student who continues to participate in this demonstration is subject to suspension.

B1.3 - Attachment "B"

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

(Identify Self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review.

The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

NOTE: The Chief of Campus Police or on-duty Police officer will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.

C. EXPLOSION, AIRCRAFT CRASH ON OR NEAR CAMPUS

Explosion/Downed Aircraft (crash)

- In the event a mishap occurs as an explosion or a downed aircraft (crash) on campus, take the following actions:
- Immediately take cover under tables, desks or other objects which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify the Campus Police/Campus Safety Department. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm. The emergency must be reported to the Campus Police/Campus Safety Department by phone or runner.
- When the building alarm is sounded or when directed to do so by an authorized official, walk quickly to the nearest EXIT.
- Once outside, move to a clear area that is at least 500 feet away from the affected building or area. Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to the affected area unless authorized by a college official.

D. HURRICANE

In a time of crisis you have a responsibility to yourself and to your family to take appropriate precautions to secure your property, make plans for evacuation if the order is given, determine in advance how you would treat pets, and generally have available a supply of food which does not require cooking, bottled water, gasoline in your vehicle, and batteries for your flashlight and your radio. Please read carefully the information regarding Hurricane Preparedness which can be found in the BellSouth telephone book. The key is that you need to think about these concerns **NOW** and not wait until a Hurricane Watch or Warning is issued for this region. Only if you begin to think through these issues will you be prepared when a storm arrives in this area.

The Glynn County Office of Emergency Management advises that an evacuation might include from 3-7 days away from your residence either at a local shelter or at a distant location. Reentry back to your area of residence will be strictly controlled by the Office of Emergency Management for Glynn County.

Your Responsibility to the College of Coastal Georgia

You will be responsible as the manager of your area to determine in advance what is to be secured and how it is to be secured in the event of a storm. Hurricane Readiness Operating Conditions (OPCONS) will determine how you should respond in answering these issues. These OPCONS are explained on the following page. You will note that there are specific actions to be taken on the campus which relate directly to OPCONS 4, 3, 2 and 1. Your actions will be guided accordingly.

Please be certain that you take care of the following in the event of a storm whose intensity is judged to be Category II or higher:

1. Prepare to back up the complete computer system in your area from the hard drives to disks or tapes which can be removed and secured.
2. Depending on the severity of the storm, prepare to pack up critical or highly expensive equipment/items in your area for evacuation to the second floor, or from the campus to a safe location.
3. Identify documents which cannot be replaced and which must be removed for safekeeping. You will want to identify those documents which would be nice to save, but which could be regenerated in the event of a major loss, in order to reduce the volume of records which you believe to be essential.
4. Identify those essential employees who must assist you in securing your area. Assure that those employees are identified and are acquainted with their responsibility in advance. Their campus duties should be completed and they should depart from the campus as soon as possible in advance of the storm.
5. Prepare a list of persons for your area who are to be given access to the campus after the storm and deliver this list to the Coordinator of Hurricane Preparedness. These are persons who will assist in the cleanup and security after the storm. The Office of Emergency Management for Glynn County will issue reentry passes to approved personnel. These passes will be dispensed to the "Critical Workers" prior to the evacuation, by the Emergency Coordinator. All those given passes must carry a picture identification that corresponds to the name on the reentry pass to be acceptable.

Decision to Close the Campus

Any decision to close the campus will be made and announced by the President. This would occur late in Hurricane Readiness Operating Condition 3 when estimated landfall by the storm is between 36 and 48 hours. By that time the campus should be prepared, depending on updated wind speeds and storm direction. All employees will be off the campus within twelve hours of the decision to close the campus, except those designated as part of the Command Post. Plant Operations may be asked to set up a livable area on the second floor of the Science Building, so that a more comfortable staging space may be available to those personnel who will remain

on Campus. These designated employees will ride out the storm from that location and will oversee with Glynn Emergency Management Authority the reopening of the campus after the storm.

Thank you for your cooperation in developing both mental and physical preparedness for the possibility of a severe storm coming into the Brunswick area and affecting the College very directly. We must have a strategy in place now, NOT wait to develop it when a Hurricane Watch is announced.

HURRICANE READINESS OPERATING CONDITIONS (OPCONS)

OPCON 5: Normal for hurricane season. Development of tropical disturbances monitored. Normal operations maintained. Encourage employees to be prepared early at home.

OPCON 4: Hurricane poses a threat to the Georgia coast – Begin tracking coordinates on tracking map. Review and check damage control and recovery plans for personnel and materials considerations.

OPCON 3: Hurricane MAY STRIKE a portion of the Georgia Coast within 36-48 hours. Prepare evening and night shift employees to report on day shift. Clear floors. Move custodial supplies and equipment to top floors. Assess information and be prepared to begin closing campus the next day or later this same day.

***NOTE: DECISION TO CLOSE CAMPUS WILL BE MADE IN OPCON 3 OR WHEN OPCON 2 IS INITIATED (related to day of week of estimated landfall).**

OPCON 2: Hurricane WILL PROBABLY impact an area of the Georgia Coast within 36 hours. Damage control measures should be underway. Degree of preparation depends on classification/wind speeds in hurricane. Err on the side of caution. College vehicles and materials may be moved to Waycross College or other inland locations early during initial phase of OPCON 2. All employees, except those designated to remain, should be off campus within 12 hours.

OPCON 1: A hurricane **WILL PROBABLY IMPACT A SPECIFIC AREA OF THE GEORGIA COAST WITHIN 12 HOURS.** Complete damage control preparations.

HURRICANE PREPARATIONS BETWEEN OPCON 3 (HURRICANE MAY STRIKE) AND OPCON 2 (HURRICANE WILL PROBABLY STRIKE)

1. Complete “backing up” of all computer files and drives.
2. Remove all items from floor, if reasonable
3. Unplug / disconnect all electrical equipment; i.e., computers, typewriters, telephones, fax machines. Copiers, coffee pots, microwave ovens and refrigerators.
4. Cover above items with plastic sheeting and secure to prevent being easily blown loose.(plastic sheeting is accessible through division offices or Plant Operations)

HURRICANE INTENSITY / WATER LEVEL CONSIDERATIONS

- A. A Category II (96-110 mph) will put water in the lower portion of the Conference Center auditorium.
- B. A Category III (111-130 mph) can force water in all buildings on campus, some up to 3.5 feet. Vital documents and computers at floor level should be moved to desk height or to a 2nd floor location and covered with plastic sheeting. Unplug all electrical devices at ground level on first floor.
- C. A Category IV (131-155 mph) – “Hugo” @ 138 mph) can force water from 6 feet high in the Library and Gym to almost 10 feet high in the Applied Technology building.

IF A CATEGORY IV HURRICANE IS FORECAST, VITAL DOCUMENTS AND EQUIPMENT SHOULD BE MOVED TO A 2ND FLOOR LOCATION

WATER HEIGHTS / WIND SPEEDS

	STORM SURGE	TIDAL WAVE EFFECT	TOTAL ACTION	HEIGHT
CATEGORY I (74-95 mph winds)	4' – 5'	3.5 – 4.5	2' – 3'9.5' – 12.5'	
CATEGORY II (96-110 mph winds)	6' – 8'	3.5 – 4.5	3' – 5'12.5' – 17.5'	
CATEGORY III (111-130 mph winds)	9' – 12'3.5 – 4.5	3' – 5'15.5' – 21.5'		
CATEGORY IV (131-155 mph winds)	13' – 18'	3.5 – 4.5	3' – 5'19.5' – 27.5'	
CATEGORY V (155+ mph winds)	18' +	3.5 – 4.5	3' – 5'24.5' – 27.5'	

ELEVATIONS OF FIRST FLOOR ABOVE MEAN SEA LEVEL

SE GA CONFERENCE CENTER	16.4' – 19.5'
STUDENT ACTIVITY CENTER	18.0'
PLANT OPERATIONS	18.8'
CENTRAL PLANT	19.0'
ACADEMIC COMMONS NORTH	20.0'
ACADEMIC COMMONS SOUTH	20.0'
JONES BUILDING	20.5'
ADMINISTRATION BUILDING	20.8'
ANDREWS CENTER	20.8'
COFFIN BUILDING (GYM)	21.0'
LIBRARY / INFORMATION COMMONS	21.17'
GROUNDS	14.0' TO 19

For additional information please reference the entire College of Coastal Georgia Hurricane Evacuation Plan. Copies are available upon request through the campus police department.

E. SEVERE WEATHER EMERGENCY TORNADO, SEVERE LIGHTNING PREPAREDNESS

The primary context of this plan is for severe weather catastrophes. However, the basic emergency procedure is adaptable to other isolated occurrences.

1. Execution:

Overall Operations: Campus Police will monitor the National Weather Service radio and other weather information outlets for notification of potential severe weather reports for the immediate area.

The Campus Police will notify the college community of localized national weather service weather watches / warnings by email alerts, and by use of the Nixle Text Messaging System and Outdoor Mass Notification System (for tornado warnings only). Lobby television monitors / Digital Signage located in campus buildings also display weather watches / warnings.

National Weather Service descriptions of Watches and Warnings

Tornado Watch:

NWS Meteorologists have determined that tornadoes are possible in your area. Remain alert for approaching storms. Know what counties or cities are in the watch area by listening to NOAA Weather Radio, visiting www.weather.gov or tuning into local radio and television broadcasts.

Severe Thunderstorm Watch:

NWS Meteorologists have determined that severe thunderstorms are likely to occur in your area. Watch the sky and stay tuned in for when warnings are issued.

Tornado Warning:

NWS Meteorologists have determined that a tornado is occurring or likely to occur.

Severe Thunderstorm Warning:

NWS Meteorologists have determined that a tornado is occurring or likely to occur. Warnings indicate imminent danger to life and property to those in the path of the storm.

Additional NWS weather safety / survival tips and educational information can be found at <http://www.nws.noaa.gov/om/severeweather/resources/ttl7-09.pdf>

Action(s)

Hazardous weather conditions can develop in seconds and will not allow for formal means of communication. In the event an employee feels that weather is immediately threatening they will initiate the following actions:

Take Cover – Instruct students, employees and others in the immediate area to move to the **designated severe weather shelter areas (see evacuation / shelter plan below)**, time permitting, or find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a ‘ball’ or fetal position near interior walls or in corner of room, and place their hands over their head and remain in the position until severe weather passes.

CCGA Building Evacuation and Severe Weather Shelter Plan

See Evacuation /Shelter Plan p.13 [Link](#)

F. Snow, Ice, and Flooding

Snow, ice or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:

1. Campus Police will monitor the National Weather Service broadcasts, local reports; contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous, the on duty Campus Police Officer will notify the Chief of Campus Police.
2. The Chief will contact the President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs and Director of Plant Operations as directed.
3. The President, as the Emergency Director, will determine if the College operations are to be suspended. If they are to be suspended the remainder of the Cabinet will be notified.
4. The Office of Institutional Advancement will initiate College notifications, press releases, modify the College information line recording, etc.
5. The Campus Police will initiate steps to secure the College facilities and grounds, preventing entry to the campus under hazardous conditions. College Campus Safety Officers will continue to monitor the weather conditions as well as conditions on campus and maintain contact with the Cabinet members as required.

NOTE: College employees should monitor their local media stations for information as to the suspension of College operations. Information will be provided to local news media as soon as it is determined that the College operations will be suspended.

F-1. Earthquake

- **DROP/COVER/HOLD**
- Take cover immediately under a desk, chair or table for shelter.
- 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 or use the stairways or elevators.
- If outside, move to an open area, away from buildings.
- **Report injuries and/or building damage to the CCGA Police at 912- 258-3133 (Brunswick), 912-552-5277, or dial 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 deemed safe for reentry.

G. Chemical/Hazardous Material Release

Hazardous chemicals are utilized on campus in various locations. Also, trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus. The following steps will be followed in the event of a chemical or radiation spill:

- Any spillage/release of a hazardous chemical must be reported immediately to the Campus Police / Campus Safety Department (extension 9-258-3133 from on-campus phones, 258-3133 from public or off-campus phones).
- When reporting, be specific about the nature of the involved material, exact location and if any injuries exist. The Campus Police/Campus Safety Department will notify authorities for containment/cleanup and if needed, medical personnel. The procedures specified under NIMS/ICS will be followed (with the possibility of a Unified Command being established involving affected jurisdictions as needed).
- If containment is reasonable (considering the safety of those attempting containment), do so. The key person on site should vacate the affected area at once and seal it off to prevent further contamination. The Campus Police/Campus Safety Department should be called immediately.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, and should remain in the vicinity (outside of danger zone) and give their names to the Campus Police/Campus Safety Department. Required First Aid and containment should be started at once.
- If in a building and an emergency exists, one should activate the building alarm. The building alarm sounds only in that building. Contact should be made with the Campus Police/Campus Safety Department by phone or in person.
- When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest EXIT.
- Assist the disabled. Do not use elevators in case of fire.
- Once outside, move to a clear area at least 500 feet away from the affected building.
- Do not return to an evacuated building or area unless directed to do so by an authorized official.

See Evacuation /Shelter Plan p.13 [Link](#)

H. Suspicious Package

- Do not open the suspicious item. If you have opened it, remain calm.
- **Notify the CCGA Police immediately at 912- 258-3133 (Brunswick), 912-552-5277 (Camden)**
- Do not move the letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you came in contact with the substance, keep your hands away from your eyes, nose, mouth or any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by the CCGA Police.

H-1. Bomb / Bomb Threat

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call the Campus Police/Campus Safety Department at extension 9-258-3133 from on campus phones or 258-3133 from public or off-campus phones.

College Personnel will conduct a detailed bomb search. Employees are requested to make a cursory search of their area for suspicious objects and if found, to report the location to the Incident Command Post which will be located in Quad area or other as appropriate. **DO NOT TOUCH THE OBJECT**. Do not open drawers, cabinets or turn on/off lights.

Instructors and office personnel should instruct students and visitors to take all personal items with them during evacuations.

Upon notice of bomb threat, bomb sweepers will meet at the Incident Command Post to receive instructions and updates.

Any person receiving a phone call concerning a bomb threat should ask the caller:

- a. When is the bomb going to explode?
- b. Where is the bomb located?
- c. What kind of bomb is it?
- d. What does the bomb look like?
- e. Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- a. Time of call (exact time if possible).
- b. Age and gender of caller.
- c. Speech pattern, accent, possible nationality.
- d. Emotional state of the caller.
- e. Any background noise.
- f. Phone number of receiving site and caller number if ID is possible.

BOMB THREAT REPORT FORM LINK

Then immediately notify the Campus Police/Campus Safety Department duty officer at 9-258-3133 from on campus phones or 258-3133 from public or off-campus phones.

If an emergency exists, do not activate the building alarm. Walk quickly to the nearest EXIT and alert others to do the same.

Assist the disabled.

Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated area/building until instructed to do so by authorized personnel.

If a suspicious object is found, well trained personnel from the GBI, Kings Bay Naval Base or Ft. Stewart will be summoned to extricate the object and dispose of it.

I. Fire

All incidents of unintentional/non control burn fires will be reported to the Campus Police immediately whether Fire Department response is required or not. All department heads, supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work areas. All employees shall be made aware of emergency evacuation routes for their work area, the location of fire exit windows, etc.. Also, do not use elevators in the event of fire. In addition, the following procedures should be reviewed with employees.

In the event of Fire:

1. If a fire is reported and confirmed activate the building fire alarm and contact Campus Police as soon as possible at 9-258-3133 and call 911.
 - a. If a minor fire appears controllable, IMMEDIATELY, contact, or direct someone in the area to contact the Campus Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame and sweep the extinguisher around the burning area.
 - b. On large fires that do not appear controllable, IMMEDIATELY, activate the building alarm and contact, or direct someone to contact Campus Police and 911. Close all doors while exiting the building to reduce oxygen to the flames and slow the spread of fire. DO NOT LOCK DOORS!
2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
3. If trapped on a second story or higher, hang an article of clothing out of the window to attract the attention of by-standers or emergency personnel. Anyone trapped in the room should remain close to the floor to avoid smoke.
4. During the evacuation, direct crowds away from fire hydrants, roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside. DO NOT ATTEMPT TO RESCUE, NOTIFY EMERGENCY SERVICES PERSONNEL ON THE SCENE.

In the event of Fire Alarm activation:

All College personnel will immediately evacuate the building in the event the fire alarm activates, unless otherwise directed by authorized personnel. The absence of smoke, odors or other signs of fire DO NOT have to be present.

Campus Police

Campus Police may order Officers to enter and search the building dependent upon, but not limited to the following factors:

1. Response time and availability of properly trained fire department personnel, or,
2. extent of fire engagement to the building, or,
3. to assist fire fighters in locating/operating elevators, etc..

Upon arrival of fire department personnel, the Chief of Campus Police will contact the Fire Commander and provide assistance as required. Control of the fire scene will become the responsibility of the Fire Commander upon arrival. Campus Police will be responsible for crowd control and assist fire department personnel as required.

*Campus Police are required to document all fire incidents (major & minor) in campus fire log. The fire log is available to the public upon request.

J. Utility Failure

In the event of a major utility failure occurring during regular work hours (8:00 a.m. - 4:30 p.m., Monday - Friday), immediately notify Plant Operations at 279-5830.

If there is a potential danger to building occupants, or if the utility failure occurs after hours or on weekends, notify the Campus Police/Campus Safety Department at 9-258-3133.

If directed to evacuate the building by those of authority, stay calm, and walk carefully to the nearest exit (exit signs will remain operational during power outages). Those with lighting devices should assist others. Take special care when exiting by way of stairs. Assist the disabled.

Emergency lighting will provide only minimal illumination; therefore, more care must be taken to exit buildings. Do not remain in exits as this may impede others and cause unnecessary barriers for others seeking to exit the building.

NOTE: The duration of a power outage may be minutes, or hours. The Instructor or supervisor of an area will necessarily have to make a decision, based on the available information, as to staying in place or exiting the affected area.

K. Violent or Criminal Behavior

The Campus Police/Campus Safety Office is located in the Central Plant building on the northwest corner of the building. An officer is on duty at all times, although he/she may be on patrol and not in the office. To summon an officer, dial 9-258-3133 from on campus phones. Dial 258-3133 from off campus phones. The emergency call boxes in the Main and Coffin parking lots allow direct communication with the on duty Police Officer (follow directions listed on the call box) If unable to summon the Officer using the previous methods, dial 9-911 or 911 and the county emergency dispatch will summon the officer.

- Everyone is asked to assist in making the campus a safe place by being alert to suspicious persons/situations and promptly reporting them.
- If you are the victim of a criminal act or are a witness, please report the incident to the Campus Police/Campus Safety Department immediately.
- Assist the officer(s) when he/she arrives by supplying all relative information and ask others on the scene to cooperate.
- Should gunfire or discharged explosives endanger the campus, you should take cover immediately, including barricading doors and other measures that may limit access to ones vicinity. After the disturbance is concluded, please give the information to the Campus Police/Campus Safety Department if you are a witness or victim.

K-1. Active Shooter / Active threat

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911/ Campus Police when you are safe

Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911 / Campus Police, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment• Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to CCGA Police or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s• Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

K-2. Description of Indoor / Outdoor Mass Notification System

A Federal Signal Outdoor Emergency Mass Notification System covers the outdoor areas of the campus. This system is also connected to compatible voice fire alarm speakers in the following Buildings,

Health and Sciences Building
Lakeside Village
Mariner Village
Campus Center
Library
Coffin Gym Arena
Academic Commons North
Jones Building
Correll Center

L. Hostage Situation

If taken hostage, or you witness another person being taken hostage or contained in a specific area:

1. Do your best to appear as calm as possible. Avoid drastic action.
2. The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally disturbed and it is difficult to predict their response to a given situation.
3. Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
4. Avoid appearing hostile.
5. Maintain eye contact with the captor at all times if possible, but do not stare.
6. Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
7. Be observant and try to remember as many details about your captors as possible. In the event you are released or escape, the personal safety of others may depend on what you remember about the situation.
8. Displaying some fear may work to your advantage.
9. Be prepared for evasive action in the event entry by police is made. Often they will shout instructions. Follow them immediately.

L-1. Mental Health Crisis

Behavioral Intervention Team

The mission of the College's Behavioral Intervention Team is to provide a proactive and supportive multi-disciplinary team approach to prevention, assessment and intervention with situations or individuals that may pose a threat to the safety and well-being of the College community.

If you are concerned that an individual is an imminent threat to any person's personal safety, including their own, call the College of Coastal Georgia Police Department at 912.258.3133 (Brunswick) or 912.552.5277 (Camden).

Students/Faculty/Staff may make referrals in one of three ways:

1. Referrals can be made by calling the Chairperson of the BIT at 912.279.5970.
2. Through the referral form available online for faculty/staff
3. Students wishing to report may do so through the Chairperson of the BIT or through a faculty/staff member who has access to submit a report through the intranet.

All referrals and any supporting documentation will be forwarded to the Chair of the BIT at: Vice President for Student Affairs

For more information on the Behavioral Intervention Team, please visit the College's website: <http://www.ccg.edu/SDServices/Policies.asp>

M. Flu Pandemic / Infectious Disease Response Plan

In the event of an influenza or infectious disease pandemic, colleges and universities will play an integral role in protecting the health and safety of students, employees and their families. The College of Coastal Georgia response plan follows the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) framework specifically designed to assist colleges and universities to develop and/or improve plans to prepare for and respond to an influenza pandemic.

1. Planning and Coordination: A pandemic / infectious disease coordinator and response team (including trained campus personnel and mental health staff, campus police, plant operations staff, academic staff and student representatives) have been identified. Training will be conducted to define the roles and responsibilities for preparedness, response, and recovery planning. Measures will be in place to ensure that key staff involved in the response will be accountable and responsible and financial resources will be dedicated for key stakeholders engaged in planning and executing specific components of the operational plan. The response plan will include timelines, deliverables, and performance measures.

The plan will include scenarios that address college functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community. The College of Coastal Georgia does not currently have housing facilities, but if necessary, temporary housing for quarantine of exposed and/or ill students could be set up in our gymnasium. The College is stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic. The President and Cabinet will make administrative decisions concerning the cancellation of classes, sporting events and/or other public events; closure of campus, and assessment of the suitability of student per guidelines set for the in the Health and Humans Services Flu Pandemic Plan.

The College will work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college. The College will consult the following authorities: Southeast Georgia Health System, Glynn County Health Department, Centers for Disease Control, and University System of Georgia's for guidance in executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare, if possible, on campus. The College's Pandemic and Infectious Disease plan will be consistent with the College of Coastal Georgia Emergency Action Plan and coordinate with the pandemic plan of the community and of the University System of Georgia. The Plan will include determination of the surge capacity for healthcare and other mental health and social services to meet the needs of the college and community during and after a pandemic.

The College of Coastal Georgia has an Emergency Action Plan and revises it regularly. This plan includes identification of key contacts with local and state public health officials as well as the University System of Georgia (including back-ups) and the chain of communications, including alternate mechanisms. The College of Coastal Georgia will test the linkages between the college Incident Command System and the Incident Command Systems of the local and/or state health department and the University System of Georgia. Exercises and drills are planned to test our response plan, and revise as needed. The College of Coastal Georgia will participate in exercises of the community's pandemic plan.

A recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, and financial and operational disruption) is included in the Business Continuity Plans of the various departments on campus.

2. Continuity of Student Learning and Operations

Alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of college/ closures will be considered.

A continuity of operations plan for maintaining the essential operations of the college including payroll; ongoing communication with employees, students and families; security; and maintenance currently exists within the Business Continuity Plans for each department within the College.

3. Infection Control Policies and Procedures:

The College of Coastal Georgia will implement infection control policies and procedures that help limit the spread of influenza on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette) as recommended by the Centers for Disease Control at www.cdc.gov/flu/pandemic/healthprofessional.htm). The College will strive to make good hygiene a habit now in order to help protect employees and students from many infectious diseases such as influenza. Encourage students and staff to get annual influenza vaccine. The College will procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hygiene products, tissues and receptacles for their disposal).

The College will establish policies for employee and student sick leave absences unique to pandemic influenza (e.g., non-punitive, liberal leave), consistent with the University System of Georgia's policies and the Centers for Disease Control's recommendations. Additionally, policies will be established which address sick leave or employees and students suspected to be ill or who become ill on campus.

Employees and students with known or suspected pandemic influenza should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.

The College of Coastal Georgia does not currently have a healthcare facility on campus, but can offer the use of the gymnasium for temporary housing, quarantine, and storage of critical supplies. The College will coordinate with local and state authorities and share supplies to support a surge in demand.

The College will adopt CDC travel recommendations (www.cdc.gov/travel/) during an influenza pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

4. Communications Plan

The College will assess readiness to meet communications needs in preparation for an influenza pandemic, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders (See www.hhs.gov/pandemicflu/plan/sup10.html).

The dissemination plan for communication with employees, students, and families, including lead spokespersons and links to other communication networks will follow the Notification system as outlined in the College of Coastal Georgia Emergency Action Plan. The College will assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information as outlined in the College of Coastal Georgia Emergency Action Plan.

The College will test platforms (e.g., hotlines, telephone trees, dedicated websites, local radio or television) for communicating college response and actions to employees, students, and families as outlined in the College of Coastal Georgia Emergency Action Plan. The College will advise employees and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources.

The College will disseminate information about the college's pandemic preparedness and response plan to the students and college community. The College will disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing /sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (including the HHS Pandemic Influenza Planning Guide for Individuals and Families at www.pandemicflu.gov/plan/tab3.html), and the at-home care of ill students or employees and their family members.

The College will anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.

M-1. Medical Emergency

- **Dial 911 immediately. Contact CCGA Police at 912.258.3133 (Brunswick) or 912.552.5277 (Camden).**
- 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 unless there is an immediate threat to the injured person in that location.
- Be sure to wear personal protective equipment and avoid body fluids.
- Report the medical injury to your supervisor once the victim receives professional medical attention.
- CCGA has all campus buildings equipped with at least one Automated External Defibrillators (AED). AED's are centrally located in or near the main lobby of each building. Cabinets and signage are clearly visible.

N. National Security Advisory System

The National Security Advisory System was created to provide guidance for state and local agencies to share information and provide guidance for protective measures to be implemented. In the event that the alert has been issued, the College of Coastal Georgia Emergency Action Plan is implemented and a review Homeland Security Advisories and information from other sources is evaluated. NOTE: Alert status may be elevated for a specific industry or geographical area, such as; transportation or the northeastern states. Based on the specific information regarding an alert a decision will be made for the College to continue to operate as normal, close College operations for a specified period of time, and or institute protective and monitoring procedures (restricting access to parking, facilities, or redirecting traffic on campus),

This information will be disseminated to the College community via all possible methods of communication; Email, posting on the College web-site, news media, and the primary College phone number voice recording, 912-279-5700.

CHAPTER 4

OVERVIEW OF INCIDENT COMMAND SYSTEM

This plan contains the National Incident Management System (NIMS), a proven incident management system that is adaptable for local response and expandable to accommodate multi-agency/multi-jurisdictional responses. Central to the demonstrated success of NIMS are the concepts of Unity of Command and Unified Command.

Unity of Command – Concept by which each person within an organization reports to one and only designated person. The purpose is to ensure unity of effort under one commander.

Unified Command – responding agencies and/or jurisdictions are accountable to one designated supervisor to whom they report at the scene of the incident.

These concepts become critical when more than one college department, jurisdiction, agency or organizations are required to respond. Unified command provides for effective assignment and use of resources and reduces confusion, duplication and conflicting resource response.

4-1 Incident Command System

Incident management requires the establishment of methods and processes for communication, command and control, planning and recovery that are functional within the College environment, but is also applicable in situations requiring multiple agency responses. Through the establishment of an organizational structure that incorporates the Incident Command System (ICS), the College is able to adequately respond to a variety of situations.

4-2 Incident Command System Activation

The decision to activate the Incident Command System (ICS) is predicated on three primary factors; impact on College operations; projected duration of event/incident and/or recovery; and level of response required. The following chart provides an overview of situations and when ICS is activated.

Event/Incident				
Dept. Level Response	ICS Activated if required	ICS Activated		
Event	Emergency Conditions	Emergency Incident	Disaster	
College Operations	Minor disruption	Minor temporary disruption	Medium to severe interruption	Full interruption of operations
Duration	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
Response	Limited to standard department response(s)	Enact preventative measures whenever possible	Low to high response required from institutional and/or off-campus personnel.	Significant response from off-campus agencies, as well as institutional personnel.

Table 4-1: Incident Command System Activation

When the Incident Command System is activated, the Incident Commander will immediately notify the President or Cabinet and provide, at a minimum, the following information:

- Name & Title of the Incident Commander
- Nature of Incident and current status
- Location of the Command Post and contact information

4-2-1 Emergency Activation - When conditions exist that could threaten, or have occurred the Incident Command System will be activated.

4-2-2 Non-Emergency Activation - The Incident Command System may be activated for large events, public gatherings, or special events conducted by the College. In such situations the same format as for emergency activation will be followed to include notification of the Cabinet.

4-3 ICS Organizational Structure

The ICS organizational structure can be expanded or reduced as required for specific situations. Often, the Incident Commander will serve as section head for all sections and direct Branch Directors, Supervisors, or Unit Leaders.

The organizational structure is sub-divided as to; Incident Commander; Command Staff; Senior Staff Council; Sections; Branches; Divisions or Groups; Units (See *Chart 4.1*). Each of these will be covered in detail in the remainder of the Emergency Operations Plan.

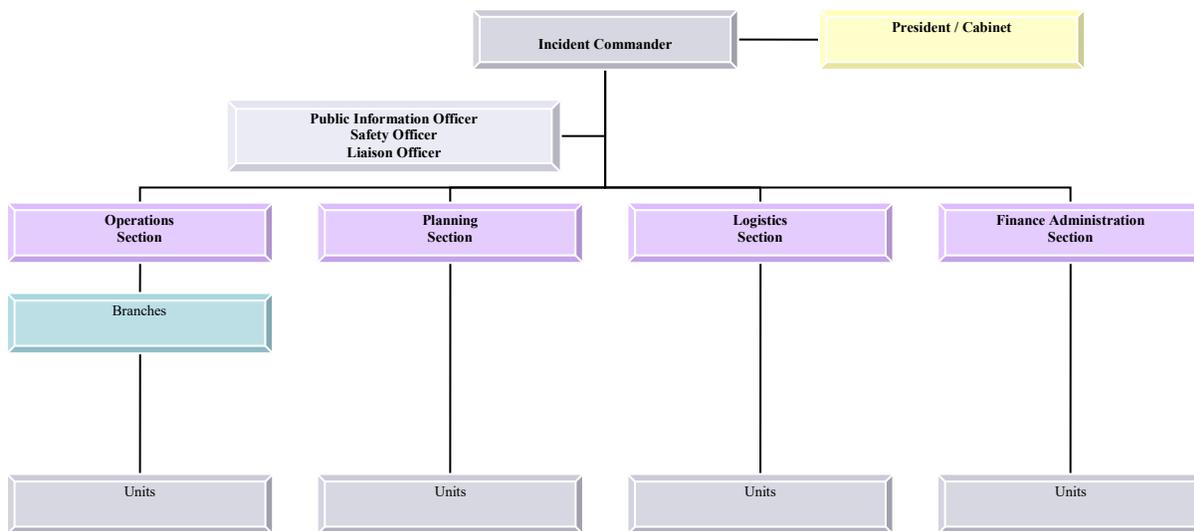


Chart 4-1

Table 4-2 identifies Leadership positions and roles.

ICS Organization		
Organizational Element	Leadership Position	Primary Responsibilities/Assignments
Incident Command	Incident Commander	Overall responsibility for incident response
President	President's Cabinet	Identifies policy modifications, establishes directives, for the College operations and communicates situation reports to the University System Offices.
Command Staff	Officer	Public Information Officer (PIO); Safety Officer (SO); Liaison Officer (LO) supporting IC.
Section	Section Chief	Oversee section assigned, (Operations, Planning, Logistics, Finance/Administration)
Branch	Branch Director	Reports to Section Chief
Divisions & Groups	Supervisors (Operations Only)	Provides supervision of assigned divisions
Unit	Unit Leader	(Applies to subunits of Planning, Logistics, and Finance/Administration Divisions)

CHAPTER 5

INCIDENT COMMAND

5-0 Incident Command

Incident Command (IC) is established as soon as possible, even in potential, threatening situations. The Incident Commander 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 and the Georgia Emergency Management Agency.

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 recovery, or as otherwise necessitated, command is then transferred to a more appropriate Incident Commander to continue the response/recovery efforts.

5-1 Incident Commander: Responsibilities & Authorities

The Incident Commander (IC) is the leader, manager of the incident response system and is an individual that "...is always a highly qualified individual trained to lead the incident response."⁴ The Incident Commander has overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics.⁵ The Incident Commander has primary responsibility for:

- Ensuring incident safety,
- Providing information services to internal and external stakeholders,
- Establishing and maintaining liaison w/other agencies participating in the incident.

The Incident Commander also assigns personnel to additional IC support roles as required. Those assigned by the IC have the "...authority of their assigned positions, regardless of the rank they hold within their respective agencies."⁶

5-2 ICS Command Staff

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

5-2-1 Public Information Officer – responsible for sharing information with College constituencies and the media in reference to the incident. This position will would primarily be controlled by the Office of Institutional Advancement, and maintain information activities with the President / Cabinet.

5-2-2 Safety Officer – ensures the safety of responding personnel.

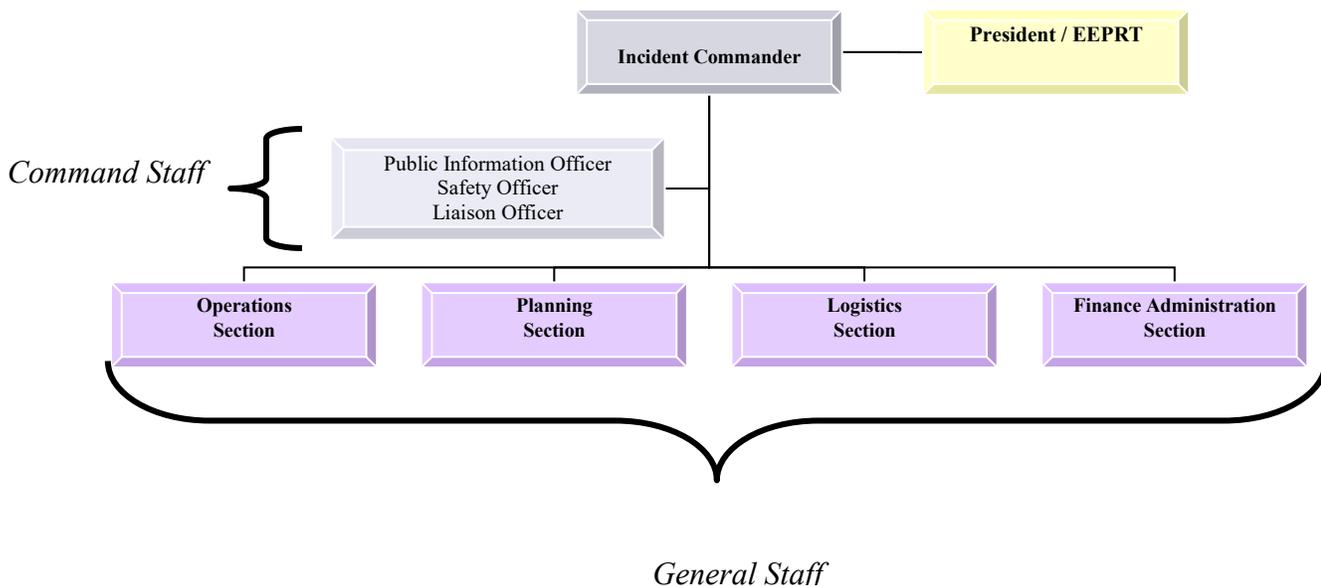
5-2-3 Liaison Officer – primary contact for supporting agencies and is generally only required when a multi-agency, multi-jurisdictional response is required.

<p>Incident Command Staff <i>Table 5.2</i></p>

⁴ IS-100- Incident Command System, Training; Federal Emergency Management Agency (FEMA); retrieved 11/2005; National Incident Management System, FEMA, March 1, 2004.

⁵ IS-100 Training, FEMA, retrieved 11/2005.

⁶ IS-100 Training, FEMA, retrieved 11/2005.



Incident Commander or Liaison Officer will ensure that Senior Staff Council is notified of the following: nature of incident, location of Incident Command Post, name and titles of command staff.

5-3 General Staff

General Staff report to the IC. Section Chiefs oversee their assigned area and have the ability to expand their section as required. These positions are; Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance Administration Section Chief and are covered in more detail in the following chapters.

5-4 President / EEPRT

If the incident may severely disrupt College operations then the President will determine if the Chancellor's Office and/or state and local government officials are to be contacted. The President / EEPRT is responsible for all communications, coordination, and policy development with the Chancellor's office with the approval of the President.

In long-term disruptions of College operations, in excess of 2-3 days, the President / Cabinet will review, revise or develop policies/procedures for; academic procedures for students, Acceptance / solicitation of financial assistance, identify alternative methods for delivery of College operations, and make budget decisions for the allocation of fiscal resources for response and recovery efforts. (President / EEPRT is covered more in-depth in Chapter 2.)

5-5 Incident Action Plan

The Incident Commander is responsible for developing and disseminating an Incident Action Plan (IAP). Depending upon the severity of the incident, the Planning Section Chief may be responsible for drafting the IAP. The planning process, at a minimum, shall include the following:

- Accurate & current description of incident situation and resources,
- Predictions of probable course of events,
- Alternative strategies to achieve critical incident objectives, and,
- Accurate Incident Action Plan for the next operational period.

Planning is an important component for a successful incident response. Through proper planning, establishment of objectives, and properly communicating across the IC organization, responders are able to effectively direct their resources and responses. The Incident Commander will document the IAP on forms ICS 201-202 or others as required. (See *Appendix A*).

Five Phase Planning Process		
Phase	Purpose	Primary Responsibilities/Assignments
Situation Report	Understand the incident or situation.	Gather information, record, analyze and display information in a manner that will ensure full understanding of the magnitude, complexity, and provide the necessary information for the creation of the IAP.
Establish Objectives & Strategy	Clearly developed objectives & alternate strategies to direct efforts.	The objectives provide foundational methods for developing response strategies, development evaluation criteria, and provide common understanding among all personnel.
Develop Plan	IC develops IAP to communicate objectives & situation information.	Based on the information available, the IC determines the tactical direction and resource assignments for a pre-determined period of time (operational time).
Prepare & Disseminate	Initial response: Oral presentation Ongoing: Written IAP	IAP is the primary form of communication for incident briefings.
Evaluate & Revise	Ongoing Evaluation & Revision	Progress is continually monitored and information collected. Based on the information, the IAP will be revised as necessary.

Table 5-1

5-6 Transfer of Command

As the situation requires, command of the incident will be transferred to the individual with the necessary expertise and training to properly respond to the incident change.

Example – “Transfer of Command”

The Fire Chief is the Incident Commander for a structure fire. Once the fire is extinguished, investigation completed, the Plant Operations Director may assume the position of Incident Commander for repair and recovery efforts.

Prior to the transfer of command, the following will be accomplished:

5-6-1 Transfer of Command - Briefing

The current Incident Commander will fully brief the new Incident Commander prior to the completion of transfer.

5-6-2 Transfer of Command - Notification of Incident Personnel

All personnel will be notified of the transfer of command and when possible participate in the Incident Commander briefing process as required.

5-7 Pre-designated Incident Commanders

In incidents relegated to College resources and facilities pre-designated Incident Commanders are designated for specific situations. Incident Commanders are responsible for completing required training as identified by the Federal Emergency Management Agency and participating in College designated training programs.

Pre-Designated Incident Commanders by Incident Type

<i>Incident Type</i>	<i>Incident Commander</i>	<i>Command Center Location</i>	<i>Alternate Location*</i>	<i>Additional Incident Description/Assignments</i>
Facility damage, Recovery operations	Director of Plant Operations	Maintenance Building	Campus Police Office	Due to natural disaster, extensive repairs, or other facility related damage.
Security Threats, Severe Weather, unruly crowd situations,	Chief of Campus Police	Campus Police Office	Administration Building	Immediate security threats as a result of domestic unrest, criminal action(s), threatening weather and/or immediate response

large events				situations.
Fire, Hazardous Materials Incident	Brunswick or Glynn County Fire Chief or Designee	To be determined by Incident Commander	Campus Police Office	Situations involving fire to grounds or facilities, hazardous materials spills, CBRNE incidents.
Local Emergency Conditions	Chief of Campus Police	Campus Police Office	Administration Building	Situations immediately surrounding the College that threaten the safety of the College community.
Community Health issues	Patricia Kraft RN,EDD	Nursing and Health Sciences	Academic Commons North	Threats of pandemic, airborne pathogens, or diseases that threaten the community.
College community domestic unrest/protest	Vice President for Student Affairs	Campus Police Office	Vice President of Student Affairs Office	Student protests that have the potential for violent acts, etc.

Table 5-2

5-8 Pre-Designated Section Chiefs

<i>Incident Type</i>	<i>Section Chief</i>	<i>Section</i>	<i>Description/Assignments</i>
Facility damage	Plant Operations Director	Operations	Due to natural disaster, extensive repairs, or other facility related damage.
Security Threats, Severe Weather, unruly crowd situations, large events	Supervisor/Senior Officer	Operations	Immediate security threats as a result of domestic unrest, criminal action(s), threatening weather and/or immediate response situations.
Fire, Hazardous Materials Incident	Brunswick or Glynn County Fire Chief or Designee	To be determined by Incident Commander	Situations involving fire to grounds or facilities, hazardous materials spills, CBRNE incidents.
Local Emergency Conditions	Supervisor/Senior Officer	Logistics	Gather intelligence, identify existing resources.
Community Health issues	Chair, Nursing and Health	Logistics	Identify resources, supply personnel, maintain records

	Sciences		
College community domestic unrest/protest	VP of Student Affairs	Operations	Student protests that have the potential for violent acts, etc.

5-9 Incident Specific Plans

Specific plans have been developed for potential and/or actual incidents and are included in Appendix G of this plan. Incident Commanders, where required, may modify/revise plans as required for a specific incident. Plans will be maintained for the following type of incidents:

- Threatening Weather
- Airborne Pathogens/Pandemic
- Severe Building Failure/Damage
- Suspension of College Operations
- Civil Disturbance or Demonstration
- Bomb Threat

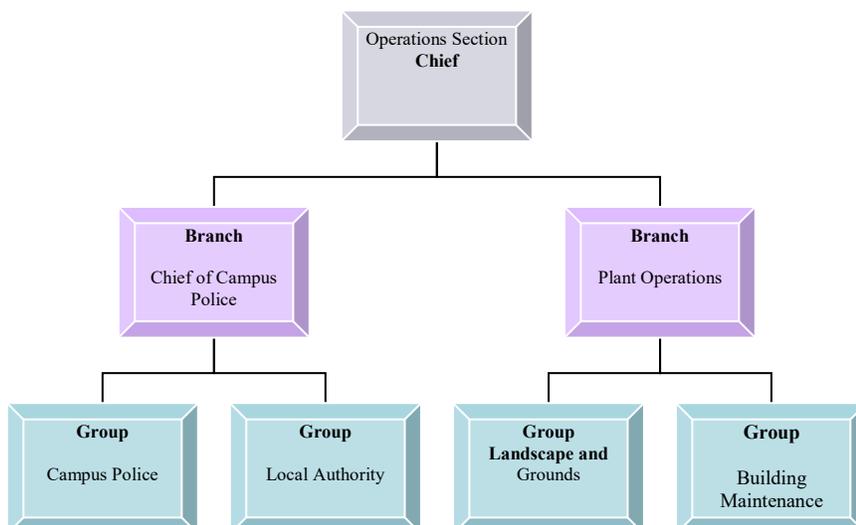
CHAPTER 6

OPERATIONS SECTION

6-0 Operations Section

This section is responsible for the field/tactical operations to accomplish the incident objectives. Most physical resources, hazardous activities, and personnel resources are assigned to the Operations Section. Led by a Section Chief, the Operations Section will expanded or reduced as required for the specific incident. In multi-discipline responses, this section may be subdivided into Branches for Medical, Police, and Fire branches.

Most often branches are required when a large geographical area is impacted by the incident. The College of Coastal Georgia may be assigned to a Branch when an incident occurs that impacts a large geographical area in the surrounding community.



Example Organizational Chart for Operations.

6-1 Operations Section Chief - Responsibilities & Authorities

The Operations Section conducts all tactical operations on site to reduce immediate hazards for the protection of life, property and establishing control. Operations Section may be fire fighters engaged in responding to a hazardous materials spill, police officers responding to a domestic unrest situation or large gathering, or medical services personnel responding to pandemic or infectious disease incident.

Under the direction of the Incident Commander, the Section Chief for Operations is responsible for managing all tactical activities through the implementation of the Incident Action Plan (IAP). Further, the Section Chief will have direct involvement in the planning phases and drafting of the IAP.

The Operations Section Chief is responsible for coordinating with other Section Chiefs in planning, finance administration, logistics, personnel reporting/tracking, and with Command Staff as required.

6-2 Branches, Groups – Operations Section

The Operations Section is built from the bottom-up depending on the incident. To maintain an adequate span-of-control, the Section Chief may establish Branches that are geographical or based on specialized disciplines.⁷ Groups are created where functional areas of operations are similar. I.e. facility repair, police, or facility security.

6-3 Operations Section – Records Management

The Operations Section will maintain a record of all personnel assigned to include time records, Unit Logs (ICS-214) and other report forms as to activities as required (*See Appendix A for forms*). Radio communications log as created by the Incident Commander will be expanded upon for Operations Section personnel. This information, as well as completed Unit logs will be forwarded to the IC or Planning Section.

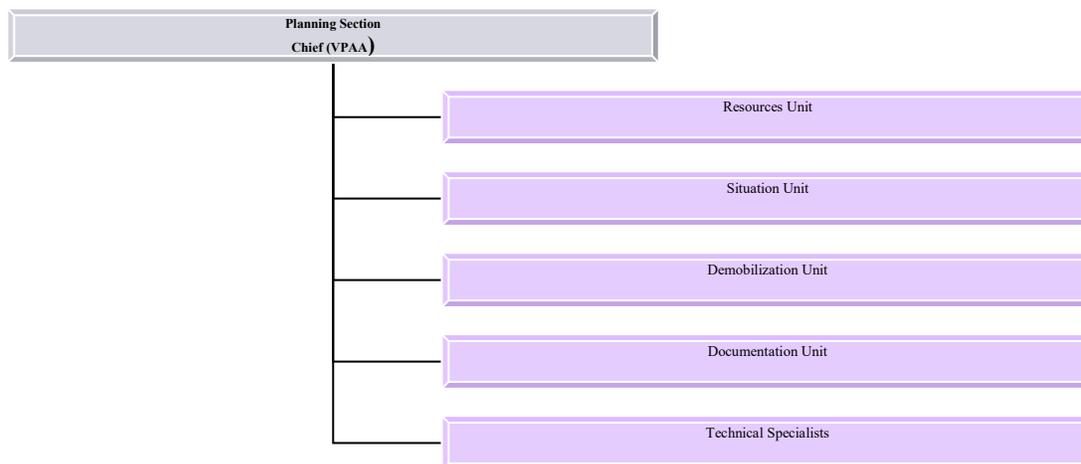
² The geographical size of East Georgia College would not conceivably require separation of branches although recovery efforts may require divisions based on buildings. NIMS uses “Divisions” for geographical separation whereas East Georgia College will use “Branches”.

CHAPTER 7

PLANNING SECTION

7-0 Planning Section

The Planning Section is responsible for planning, evaluating, collecting information, and disseminating information pertinent to the incident. Further the planning section monitors and reports on resources, situation reporting, and prepares documents of the incident and response. Further, the Planning Section collects and maintains all incident related documentation, provides duplication services, and assists in the demobilization of personnel.



7-1 Planning Section Chief - Responsibilities & Authorities

Under the direction of the Incident Commander, the Planning Section Chief manages all data related to the incident, gathering information, identifies alternatives for tactical operations, conducts planning meetings, and assists in the preparation of the Incident Action Plan (IAP).

7-2 Planning Section: Units

If the incident requires, the Planning Section chief may designate Units for the following duties:

7-2-1 Resources Unit- Check-in activities for all resources to include personnel and physical assets.

7-2-2 Situation Unit – collects and evaluates all information related to the incident and prepares situation reports, creates incident maps, etc.

7-2-3 Documentation Unit – provides copying services for the distribution of the IAP, blank forms and other documentation, serves as the central repository for all incident documentation and may provide some clerical services to other sections.

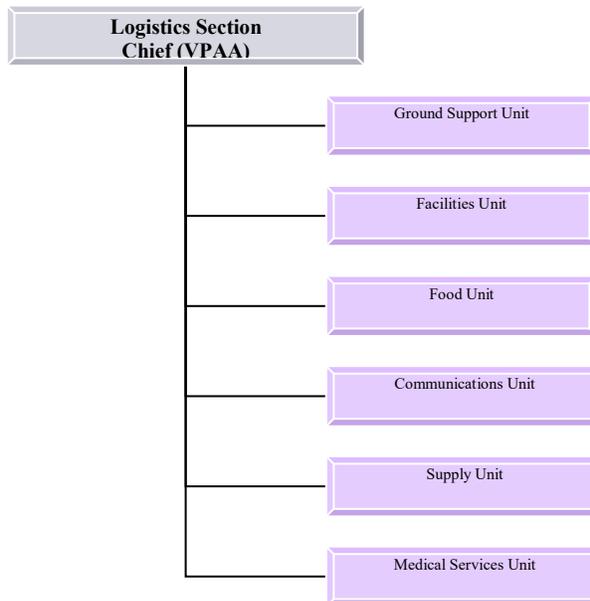
7-2-4 Demobilization Unit – oversees the release of personnel and/or physical resources from the incident scene in a safe, effective and efficient manner.

CHAPTER 8

LOGISTICS SECTION

8-0 Logistics Section

The Logistics Section provides all support needs for the incident including the ordering of resources through the Finance Administration Section Procurement Unit, food, supplies, transportation, medical services for incident personnel, facilities identification/maintenance, equipment maintenance, fueling, and other support needs.



8-1 Logistics Section Chief - Responsibilities & Authority

The Logistics Section Chief is responsible for providing all of the supporting needs for the Incident Command sections that include communications, food, facilities, transportation, or incident personnel services such as; medical, personal hygiene/comfort. The Logistics Section Chief will assign a Deputy Chief when more than 1-2 Units are required to respond to an incident.

8-2 Units – Logistics Section

If the incident expands, the Logistics Section Chief may require various units to properly respond to logistical needs. Further, College of Coastal Georgia personnel may be requested to serve in one of these units in the event of a community incident response. The units are:

8-2-1 Supply Unit – Determines orders, distributes, stores, and maintains accountability of all supplies required by all sections.

8-2-2 Communications Unit – prepares and implements the communication plan (ICS-205), maintaining equipment, and providing adequate communications across the sections.

8-2-3 Facilities Unit – locates, establishes, and maintains required facilities for all sections.

8.2.4 Food Unit – in long-term response incidents, food supplies to include water are maintained by this unit to include distribution to various locations.

8-2-5 Medical Unit – provides medical services to response personnel and develops the Medical Plan (ICS-206) **for personnel assigned to the incident only.**

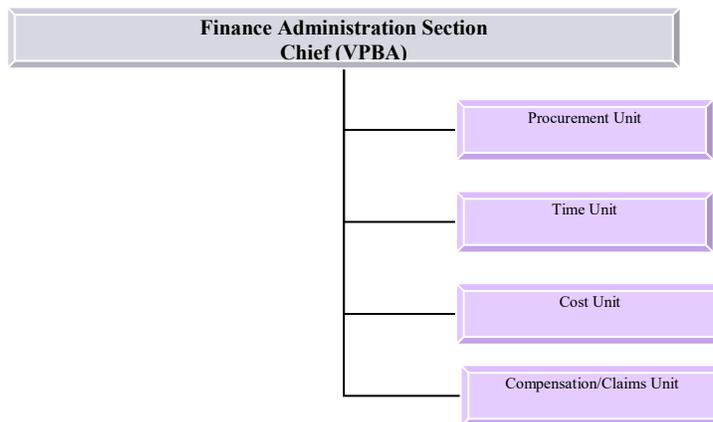
8-2-6 Ground Support Unit – Prepares transportation plans, provides for fueling, maintenance, repair and storage of resources and provides transportation for personnel, food, and supplies.

CHAPTER 9

FINANCE ADMINISTRATION SECTION

9-0 Finance Administration Section

The Finance Administration Section is responsible for all fiscal resources associated with an incident. These responsibilities include; contractual agreements, emergency purchases, reimbursements, workers' compensation claims, purchases, and/or personnel time records/payments.



9-1 Finance Administration Section Chief; Responsibilities & Authorities

The Finance Administration Section Chief manages and oversees all financial costs, expenditures for the incident to include the maintenance of all associated records. This includes; Compensation & Claims, Procurement, Cost Unit, and Time Unit.

9-2 Units – Finance Administration Section

9-2-1 Compensation & Claims Unit handles all injuries and compensation claims and may require Human Resources representative to serve as the Unit Leader reporting to the Finance Administration Chief.

9-2-2 Procurement Unit - responsibilities include all purchases, rentals and contractual agreements that may or incur a fiscal expenditure.

9-2-3 Cost Unit is responsible for verifying all payment records, collecting and recording all cost data, estimates, and solicits input from the Resources Unit in the Planning Section for future expenditures.

9-2-4 Time Unit is responsible for ensuring the accurate collection, recording and tracking of personnel costs associated with the incident and ensures that other agency personnel are paid according to respective department policies/agreements.

CHAPTER 10

FACILITIES AND SERVICES

10-0 Headquarters, Shelter Areas for Extended Emergency or Evacuees

In response to any incident, specific facilities will be required to house the Headquarters consisting of communication operations, and/or stage personnel responding to the incident. Identification of these locations is critical for responding personnel and to provide assisting agencies/organizations with specific locations for each.

10-1 Headquarters & Shelter Locations

See Evacuation /Shelter Plan p.13 [Link](#)

Campus Map [Link](#)

Headquarters will be located in Conference Room of the Health and Sciences Building. In the event this facility is unavailable, the following locations will act as alternates, in the order listed:

1. Plant Operations Conference Room in the Warehouse Building;
2. Campus Police Office
3. Such other locations on campus currently designated as a "severe weather shelter."

Headquarters will serve as the Command Post and primary communications center. Campus Police, Plant Operations, Public Information functions will also be organized within the headquarters. Telephone, fax, radio, and/or electronic communications will disseminate from this office, when possible. This location within the Health and Sciences Building will be serviced by a generator to provide back-up electrical power in the event of a power outage.

- a) Mobile Communications Preparedness – In the event of damage to the existing offices or conditions make the above designated headquarters uninhabitable, the Chief of Campus Police and Chief Information Officer will establish a mobile communications center. The secondary communications system will have telephone, fax, radio, and/or electronic communications and equipment will be maintained to allow easy transfer of services.
- b) Mobile Communication Equipment – The College of Coastal Georgia is equipped with two way radios for intra-campus communications, HAM Radio, mobile phones, outdoor mass notification system, bullhorn, weather radios, flashlights and flame orange vests. Director of Plant Operations and Chief of Campus Police have inventory and possession of the above items.

10-2 Shelter Areas for Extended Emergency or Evacuees

The location of the college and types of facilities available for occupancy during emergencies on campus is as follows:

- A. Location:
 - a. Main Campus - One College Drive Brunswick, GA. The college is accessible from Altama Ave, or 4th Street.
 - b. Camden Campus - 8001 Lakes Blvd. Kingsland , GA 31548
- B. Land: Approximately 200 acres.
- C. Shelter: Several buildings can be used for this purpose depending on type of emergency and the length of time that shelter might be required.
 - 1. General shelter and/or temporary sleeping accommodations:
 - a. Coffin Building.
 - b. Academic/Classroom Buildings - Lower Level
 - c. Student Activity Center
 - d. Southeast Georgia Conference Center
 - e. Camden Center
- D. Food Service: The College of Coastal Georgia in collaboration with Aladdin Dining and local vendors will coordinate food service.
- E. First Aid: First aid available in the Student Health Center; located in the campus Center.
- F. Transportation: The College owns several vehicles, including passenger vans, automobiles, pick-up trucks, tractors and one small bus.
- G. Communications: Telephone service for the college is provided by Polycom and Microsoft Lync. Each office has a direct line and may receive or place calls.

Campus Police maintain four (12) portable two-way radios in a system that is available with four (4) on-campus frequencies, nine (9) local police frequencies, and two (2) local fire frequencies. Plant Operations maintain approximately ten (10) radios that have (3) on-campus frequencies.

All faculty and staff have the telephone number to call when Plant Operations or Campus Police personnel are needed. The emergency cell phone number is 9-258-3133.
- H. Administrative Space: Temporary office space can be set up in Academic/Classroom Buildings, and in various other buildings on campus as necessary.
- I. Service Space: Space in the Coffin Building, the Academic/Classroom Buildings, and the Southeast Georgia Conference Center can be used on a flexible basis for various purposes. Although space in these buildings is suitable for general shelter, temporary offices, or sleeping accommodations for a large number of the population, the space can be allocated to accommodate

storage of emergency supplies, for a hospital if necessary, for a temporary feeding area, or other similar uses that might be required in an emergency.

- J. Administrative and Security Personnel: The college administrative staff includes at least one person for each major area of responsibility in the operations of the college. A security force of five is available, but only one will normally be on duty at any one time. Any or all of these staff members could be made available to supervise and assist during emergencies.
- K. Utilities: Electricity is provided by Georgia Power. All campus buildings are heated and cooled by electricity and a chill water system is operated from the central power plant located in the center of campus. The Conference Center and Warehouse have similar individual systems.

Water and sewer is provided by the City of Brunswick or City of Kingsland (Camden Campus), and well water is available for irrigation.

- L. Building Construction: Buildings are concrete, steel, and brick and are well constructed. They are air-conditioned, and the Southeast Georgia Conference Center, Lakeside Village, Campus Center, Correll, and Health and Sciences Building have a sprinkler system. Lakeside Village, Campus Center, and Health and Sciences Building have high impact glass to protect occupants from flying debris.

10-3 Community Partners

The College of Coastal Georgia has many community partners that will provide additional assistance and support. Classroom space is available from Coastal Pines Technical College, Glynn County School System; Medical assistance from Southeast Georgia Health System and Glynn County Health Department.

CHAPTER 11

NATIONAL SECURITY ADVISORY SYSTEM

11-0 National Security Advisory System

The National Security Advisory System was created to provide guidance for state and local agencies to share information and provide guidance for protective measures to be implemented.

11-1 College Response

When information is received that the Alert Level has been elevated the Department of Public Safety will evaluate the following information:

- Homeland Security Bulletins, Threat Advisories
- Information received from the Georgia Information Sharing and Analysis Center (GISAC)
- Georgia and National Crime Information Center.

Table 13-1

Threat	Possible Action(s) <i>(depending on the specific information received)</i>
High	<ul style="list-style-type: none">• President / EEPRT to determine if operations are to be suspended• Facilities evacuated and secured
High	<ul style="list-style-type: none">• Access to campus controlled (identification required)• Community events suspended• Building Access controlled
Med	<ul style="list-style-type: none">• Interior roadways and curb areas will be blocked with barricades and closely monitored (vehicles may be towed from campus)• Close monitoring of campus ingress/egress• Community events evaluated prior to authorization to continue
Low	<ul style="list-style-type: none">• Community made aware• Extra patrols
None	<ul style="list-style-type: none">• Operations continue as normal

Emergency Management System, National Incident Management System Compliance

Federal Homeland Security Presidential Directive (HSPD) 5 established the National Incident Management System (NIMS). NIMS provides a single, comprehensive approach to domestic incident management to ensure that all levels of government across the nation have the capacity to work efficiently and effectively together using a national approach to domestic incident management. The NIMS concept is a consistent nationwide approach for federal, state and local governments to work together to prepare for, respond to and recover from domestic incidents, regardless of the cause, size or complexity. The NIMS approach establishes interoperability and compatibility among federal, state, and local capabilities and includes a set of concepts, principles, terminology and technologies covering the Incident Command System (ICS), Unified Command, training, management of resources and reporting.

The presidential directive requires all Federal departments and agencies shall make adoption of the NIMS a requirement for providing federal preparedness assistance through grants, contracts or other activities to local governments. The state of Georgia has enacted law (O.C.G.A. 38-3-57) that all local public safety and emergency response organizations, including emergency management agencies, law enforcement agencies, fire departments, and emergency medical services, shall implement the standardized unified incident command system and that those agencies that do not establish such a system shall not be eligible for state reimbursement for any response or recovery related expenses.

Therefore, [insert institution name] adopts the National Incident Management System (NIMS) as established under HSPD 5 and the Unified Command System as established under O.C.G.A. 38-5-57 as its system for preparing for and responding to disaster incidents and directs all incident managers and response activities at the College of Coastal Georgia to train and exercise using the NIMS principals in their response operations.

Appendix “A”

Campus Maps (Brunswick and Camden)

[College of Coastal Georgia: Directions & Campus Maps](#)

Appendix “B”

The emergency management team is composed of two separate groups:

1. **Executive Emergency Preparedness and Response Team (EEPRT)**: The EEPRT is chaired by the President and is responsible for external communications, coordination, and policy review and development. Specifically, they will review, modify, or develop policies & procedures related to course attendance, grading, course completion requirements, student activities, residence life, financial aid, fiscal expenditures, and other fiscal disbursements. In addition, the EEPRT will initiate continuity and recovery efforts to resume normal operations. The EEPRT regularly meets to discuss planning and response. The team establishes goals and objectives based on the needs of the institution, the USG, and best practices.

2. Emergency Preparedness and Response Team (3 Deep): This is the group or team that is organized under the Incident Command System (ICS) and focuses on the response and stabilization efforts. This group 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.

To ensure that all members of the emergency management team understand how to effectively and safely exercise their designated roles during an emergency, members should review the *Campus Emergency Management Plan* (upon appointment and annually thereafter) and receive training on NIMS, and ICS, as appropriate to their emergency role.

Appendix “C”

USG notifications Plan available internally and upon request

Appendix “D”

Copies of 2018 Mutual Aid Agreements available internally and upon request

CCGA and GCSO
CCGA and GCPD
CCGA and BPD
CCGA and KPD
CCGA and CCSO

Emergency Action Plan Manual Updates and revisions

Updates / Revisions will be recorded in the chart below.

Update Title/Page #'s	Date Received	Update Title/Page #'s	Date Received
Entire Document Review Chapters 1,2,3,4,10,11	09/17/12	Emergency Procedures 3-5 p.13	07/18/17
Shelter / Evac Plans	02/22/14	Building Coordinator p.12	06/19/18
EEPRT p, 11,40,53,54,55	09/01/15	Freedom of Expression Policy p.17	06/19/18
Chapter 3 Emergency Procedures	07/01/16	Food service contractor p.57	06/19/18
3.4 Contact Numbers for Emergencies and Services p.12-13	07/01/16	Mutual Aid Agreements 1-4	07/12/18
3.5 Campus Map p.13	07/01/16	Appendix B EPPRT updated	07/12/18
		Community notification methods 2-6	07/12/18
3A. Emergency Evacuation / Shelter Plans & Procedures p.14-18	07/01/16	Training and Drills 3-1 p.11	07/12/18
3F-1 Earthquake p. 28	07/01/16	Appendix D updated	07/17/18
3H. Suspicious Package p.29	07/01/16	Links to Campus Maps updated (appendix A)	07/17/18
3K-1 Active Shooter / Active threat p.33-35	07/01/16	3-5 Campus map updated link	07/17/08
3L-1. Mental Health Crisis p.36-37	07/01/16	3-4 Contact numbers p.12	07/17/18
M-1. Medical Emergency p.40	07/01/16	K-2 Mass Notification System	07/19/18
Appendix A: Campus Map p.60	07/01/16		
Appendix B: EEPRT Contact p.60	07/01/16		
College Executive Notifications p.8	07/01/16		
Communications 2-1 p.8	07/18/17		
Emergency Procedures 3-3-1 p.12	07/18/17		

ⁱ O.C.G.A. 50-18-72; “(15)(A) 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, which shall be limited to the following:

(i) Security plans and vulnerability assessments for any public utility, technology infrastructure, building, facility, function, or activity in effect at the time of the request for disclosure or pertaining to a plan or assessment in effect at such time;

(ii) Any plan for protection against terrorist or other attacks, which plan depends for its effectiveness in whole or in part upon a lack of general public knowledge of its details;

(iii) Any document relating to the existence, nature, location, or function of security devices designed to protect against terrorist or other attacks, which devices depend for their effectiveness in whole or in part upon a lack of general public knowledge; and

(iv) Any plan, blueprint, or other material which if made public could compromise security against sabotage, criminal, or terroristic acts.”

ⁱⁱ Board of Regents Policy Manual, Section 204; “The president of each institution in the University System shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution.”

ⁱⁱⁱ Board of Regents Policy Manual, Section 204 C. “Reciprocal emergency law enforcement agreements between institutions of the University System of Georgia and county and municipal authorities, as authorized by the Georgia Mutual Aid Act, as amended (BR Minutes, 1993-94, pp. 63-64)”; O.C.G.A. 36-69-1, Mutual Aid Act.