Technical College
System of Georgia

Nathan Deal
Governor

Matt Arthur
Commissioner

October 16, 2019

President Newcomb
Chattahoochee Technical College
980 South Cobb Drive
Marietta, GA 30060

Dear President Newcomb:

Enclosed is the approved and signed copy of the 2019-2020 Emergency Operations Plan for your college. Your EOP has been approved without need for revisions. We appreciate the hard work and dedication you and your staff have shown.

Please contact me directly at lbeck@tcsg.edu or 404-679-1666 if I can be of service to you or your college in any way with concerns you may have in these areas. We wish you a safe and secure academic year.

Sincerely,

Lisa Anne Beck
Emergency Manager

(Please send a copy to your College Emergency Operations Coordinator, Chief Tim Hilley for college distribution.)

Emergency Operations Plan

CHATTAHOOCHEE TECHNICAL COLLEGE 2019-2020

REVIEWED: _(signature)_   DATE: 10/03/2019

EMERGENCY OPERATIONS COORDINATOR CHATTAHOOCHEE TECHNICAL COLLEGE

APPROVED: _Ron Newcomb (signature)_   DATE: 10/14/2019

PRESIDENT
CHATTAHOOCHEE TECHNICAL COLLEGE

REVIEWED: _(signature)_   DATE: 10/16/19

EMERGENCY MANAGER
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED: _(signature)_   DATE: 10/16/2019

DIRECTOR OF CAMPUS SAFETY
TECHNICAL COLLEGE SYSTEM OF GEORGIA

Chattahoochee Technical College

EMERGENCY OPERATIONS PLAN SIGNATURE PAGE

PROMULGATION STATEMENT FROM THE PRESIDENT

The Chattahoochee Technical College Emergency Operations Plan (EOP) ensures consistency with current policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of Chattahoochee Technical College and with the authority vested in me as the President of Chattahoochee Teckmical College, I hereby promulgate the Chattahoochee Technical College Emergency Operations Plan.

Ron Newcomb   _10-14-_
                                                          19

President   Date

Chattahoochee Technical College

APPROVAL AND IMPLEMENTATION

This plan supersedes the Chattahoochee Technical College Emergency Operations Plan dated May 1 , 2018.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Chattahoochee Technical College Emergency Operations Plan delegates the authority to specific individuals in the event that the College President is unavailable. The chain of succession in a major emergency is as follows:

1. Dr. Ron Newcomb, President
2. Catrice Hufstetler, Vice President Finance and Administration
3. Jennifer Nelson, Vice President Student Affairs
4. Jason Tanner, Vice President Academic Affairs

The Chattahoochee Technical College, Director of Public Safety/Chief of Police, Charles A. Spann, shall serve as the Incident Commander during an emergency situation. The College Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation.

Ron Newcomb   10-14-19

President   Date

Chattahoochee Technical College

RECORD OF CHANGES

All updates to this document will be tracked. This section includes the format in which states date of change, page or section of change, name and title of person making the change.

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
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RECORD OF DISTRIBUTION

Group	Agency/Department	Title of Recipient	How Distributed (electronic or hard-copy)

CHATTAHOOCHEE TECHNICAL COLLEGE EMERGENCY OPERATIONS PLAN

1. OVERVIEW

1.1 PURPOSE

The purpose of the Chattahoochee Technical College Emergency Operations Plan is to outline preparedness and response activities with regard to the various hazards that exist in the Chattahoochee Technical College service area. It is designed to clarify expectations for an effective response and to seamlessly integrate the processes and procedures described in the National Response Framework and local emergency operation plans or procedures.

1.2 SCOPE

This Emergency Operations Plan applies to all participating operating units and agencies of the Jurisdictions contained within the geographical boundaries of the Chattahoochee Technical College.

1.3 SITUATIONAL OVERVIEW

Characteristics

Chattahoochee Technical College includes Campuses in Cobb County, Bartow County, Paulding County, Pickens County and Cherokee County. Chattahoochee Technical College covers a five-county service area in the North Georgia region.

Hazard Vulnerability Assessment

Chattahoochee Technical College completed the latest hazard vulnerability assessment on May 1, 2017 in consultation with administration, faculty staff and external stakeholders of the Chattahoochee Technical College. This hazard vulnerability assessment rated potential hazards on their frequency of occurrence. Each hazard is then rated as to potential impacts to life, property and environment, as well as to potential impacts on operations. A summary of the hazard vulnerability assessment for all Chattahoochee Technical College Campuses is as follows:

The result of the Hazard Vulnerability Assessment is listed on the Hazard Vulnerability Assessment Form. The Hazard Vulnerability Assessment Form is attached and may be viewed on page 20.

1.4 PLANNING ASSUMPTIONS

This Emergency Operations Plan serves as a practical guide with modifications made to meet the demand of each emergency; because no plan can anticipate or predict every scenario, emergency management personnel must quickly adapt to events as they unfold. To this end it is assumed:

- Emergency situations individually, or in combination, may cause grave impacts on Chattahoochee Technical College. These situations can vary in scope and intensity, from isolated areas of minimal impact to wide-ranging devastation.
- Planning is universal, based on the "all-hazards" approach.
- Planning recognizes and supports the principles of the National Incident Management, the Incident Command System, the National Response Framework and Presidential Policy Directive 8.
- Planning includes all constituencies, including, but not limited to: employees, students, volunteers, visitors, vendors and contractors.
- Planning incorporates all physical locations and settings for which the technical college has responsibility.
- Close professional working relationships are established among key college members prior to an emergency situation.
- Close professional working relationships are established with appropriate external agencies prior to an emergency situation, i.e., local, state, and federal law enforcement; fire departments; emergency management services; public health agencies; as well as medical facilities and volunteer organizations such as the American Red Cross.
- Public information is of vital importance and, as all emergencies are newsworthy and may receive media coverage including social media, the technical college will monitor and respond appropriately.
- Individual technical college operating units must design additional cooperative college response plans for situations that may develop under their purview.
- During response and recovery phases, officials under this EOP have the responsibility to save lives, protect property, relieve human suffering, sustain survivors, support constituencies, restore services, repair essential facilities and protect the environment.

1.5 DEFINITIONS

All Hazards: Any incident or event, natural or human caused, that requires an organized response by a public, private, and/or governmental entity in order to protect life, public health and safety, values to be protected, and to minimize any disruption of governmental, social, and economic services.

Assessment (Threat or Hazard): The method for determining risk and the resources and issues to be addressed in the EOP. Assessments include but are not limited to: site assessments, culture and climate assessments, behavioral threat assessments, and capacity assessments.

Drill: A drill is a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency.

Exercise: An exercise is designed to test, whether in a functional design or full scale, to evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Mitigation: The capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency.

National Incident Management System (NIMS): A systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): The NRF is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation.

Presidential Policy Directive 8 (PPD-8): This directive orders the strengthening of the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.

Prevention: The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident.

Protection: The capabilities to secure against acts of terrorism and man-made or natural disasters.

Response: The capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery: The capabilities necessary to restore a setting affected by an event or emergency.

Train: Training may consist of briefings, to disseminate information about policy and/or procedures or hands-on training, to provide performance-based skills.

Vulnerabilities: The characteristics which make a setting or individual more susceptible to identified threats or hazards.

2. CONCEPT OF OPERATIONS

2.1 GENERAL

This Emergency Operations Plan is supported by the local, state and federal organization levels of emergency management. Preparedness, prevention, response, recovery and mitigation are general responsibilities of all levels of government working together to provide a delivery system to meet the needs of the response community. Emergency operations will be initiated at the lowest level of government able to respond effectively and efficiently.

2.2 PLAN ACTIVATION

This Emergency Operations Plan is activated in response to actual or potential emergencies which occur or are likely to occur on or within the immediate area of the technical college locations. However, Chattahoochee Technical College maintains an active approach to prevention, preparedness, response, recovery and mitigation at all times.

This Emergency Operations Plan is brought into action by declaration of an emergency by the College President, designee, or by the highest-ranking executive-level senior administrator who is currently available. Once an emergency has been declared, the members of the Policy Group, whose responsibilities are described below, and other support personnel are, to the extent possible, relieved of routine duties, to more fully concentrate on the tasks at hand. The College President, or designee, will notify the Commissioner of the Technical College System of Georgia of such an emergency.

The College President maintains executive control of the Emergency Operations Plan. Chattahoochee Technical College personnel and equipment will be utilized to provide priority protection of life, preservation of property, and restoration services to the college. The members of the Policy Group will determine the manner in which resources are utilized.

There have been no emergency operation incidents for the past year.

There have been no Emergency Operations Center activations for the past year.

3. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This portion of the Emergency Operations Plan (EOP) defines the roles and responsibilities of members of the Policy Group involved in the emergency management process. This EOP describes the responsibilities during the activation of the EOP. The following is a generalized accounting; individual technical college organization and assignment of responsibilities will dictate the specific organizational structure.

The Chattahoochee Technical College Policy Group is comprised of the College President and the senior management staff of the College.

> **3.1** Policy Group Membership, may include, but is not limited to:
> College President
> Vice President Academic Affairs
> Vice President Student Affairs
> Vice President Administrative Services
> Vice President Information Technology
> Vice President Economic Development
> Chief of Police

> **3.2** The Policy Group responsibilities may include, but are not limited to:
> 1. Strategic
>   a. Makes major policy, strategic or resource decisions when critical functions of the college are interrupted.
>   b. Provides leadership and motivation.
>   c. Provides direction and vision for recovery and post-emergency restoration.
> 2. Resource Allocation
>   a. Ensures adequate resources provided to meet needs.
>   b. Empowers staff to implement response plans.
>   c. Establishes and authorizes emergency budgetary parameters.
>   d. Coordinates recovery with individual operating units.
>   e. Authorizes contingency contractual agreements.
> 3. Operations
>   a. Orders suspension or interruption of operations.
>   b. Approves extension of or waiving of deadlines.
>   c. Pursues means to resume normal operations as quickly as possible.
> 4. Communications
>   a. Notifies, informs and updates all constituencies and stakeholders.

b. Ensures applicable policy decisions are communicated.
c. Serves as interface with counterparts at local, state and federal levels as appropriate.
d. Authority over public information releases.
5. Incident Specific
a. Declares college emergency.
b. Establishes incident response level.
c. Determines overall college status and identifies needs/responsibilities.
d. Conducts post-emergency briefing.
6. Planning
a. Ensures organizational readiness through appropriate planning processes.
b. Authorizes overall college response strategies and plans.
c. Supports and participates in training, exercises and outreach.

4. DIRECTION, CONTROL, AND COORDINATION

To provide for the effective direction, control, and coordination of an incident, the technical college EOP will be activated including the implementation of the Incident Command System (ICS). The Incident Commander is delegated the authority to direct strategic on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources. The Chief of Police shall serve as the Chattahoochee Technical College Incident Commander.

The ICS is organized into the following functional areas:

A. **Incident Command:** Directs the incident management activities using strategic guidance provided by the Policy Group. Responsibilities and duties include, but are not limited to:
   - Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
   - Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including all constituencies and responders).
   - Coordinate media relations and information dissemination with Policy Group.
   - Develop working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident; and assist in accessing services when the need arises.
   - Document all activities.

B. **Operations Section:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security,

damage assessment, evacuations, and the release of students. Specific responsibilities include but are not limited to:

- Implement an incident action plan.
- Assist in securing facility.
- Monitor utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off if danger exists or directed by Incident Commander.
- Establish medical triage and request additional supplies from the Logistics Section.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Analyze technical college staffing to develop plans for reunification.
- Document all activities.

C. **Planning Section:** Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities. Duties include but are not limited to:
- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

D. **Logistics Section:** Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. Additional responsibilities include but are not limited to:
- Establish and oversee communications center and activities during an incident.
- Document all activities.

E. **Finance/Administration Section:** Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties include but are not limited to:
- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

F. Coordination with First Responders

Chattahoochee Technical College has excellent working relationships with external agencies. These relationships aid in the coordination of services between the agencies and Chattahoochee Technical College and include, but are not limited to municipal and county entities such as mental health, law enforcement, and fire departments. Written agreements specify the type of communication and services provided by one agency to another. If an incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The technical college's Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

Chattahoochee Technical College currently has Memorandums of Agreements or Memorandums of Understandings with other agencies.

5. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

During the course of normal daily operations, local conditions are monitored via internet websites, NOAA, NWS, weather radios, law enforcement alerts, and local crime reports.

Sources include, but are not limited to the following:
- National Oceanic and Atmospheric Administration: http://www.noaa.gov/
- National Weather Service: http://www.weather.gov/
- Georgia Emergency Management Agency/Homeland Security: http://www.gema.ga.gov/
- Local law enforcement agencies Cobb, Bartow, Paulding, Pickens, and Cherokee Counties Police and Sherriff's, City of Woodstock, Dallas and Jasper Police; Local fire service agencies: Cobb, Bartow, Paulding, Pickens, and Cherokee Counties, City of Woodstock, Dallas and Jasper Fire Dept.
- Local EMA director/agency:
- Local hazardous materials: Cobb, Bartow, Paulding, Pickens, and Cherokee Counties Fire, Police and Sherriff's, Cities of Woodstock, Dallas and Jasper and local media sources:

One important emergency function is to collect, analyze and properly disseminate situational information to the faculty/staff and personnel to make operational decisions for current and future operational periods. In order to obtain true and accurate situational information, all organizational units within the campus community and personnel must provide updates, damage assessments and resource status reports to the College President or designee.

Prior to the public release of data, information must be vetted; particularly in the event of criminal activity. Information regarding an incident is to be released only on a need to know basis.

6. TRAINING, DRILLS AND EXERCISES

Seek Shelter (Tornado) drills: Chattahoochee Technical College participates in the annual Statewide Tornado Drills. CTC also conduct campus wide drills through the year.

Evacuation (Fire) drills: Chattahoochee Technical College conducts campus wide evacuation drills in conjunction with each tornado drill listed above.

Armed Intruder Exercise: The technical college recognizes the imperative requirement from the TCSG System Office with regard to participating in an Armed Intruder Exercise. The Armed Intruder exercise will be held in conjunction with local law enforcement agencies, as well as other emergency services. Chattahoochee Technical College has conducted full scale multi-dimensional Armed Intruder Exercises on the Jasper Campus on August 9, 2017. We also have plans for another drill during the summer break. The Chattahoochee Technical Police Department will conduct active shooter training for all students in all classes throughout the year on a continuous basis every semester. The same will be done for small staff groups on each campus.

The Chattahoochee Technical College Police Department will provide free active shooter training for the public when requested. This practice will continue through the year.

NIMS & ICS: The technical college will identify key college personnel, and others who may have a need to become involved in emergency response operations, and provide training for Incident Command Structure (ICS) and/or National Incident Management System (NIMS) training.

The Chief of Police shall maintain training records and after action reports for three years.

7. ADMINISTRATION, FINANCE, AND LOGISTICS

- Ensure preservation and safekeeping of all records.
- Arrange for temporary workspace and relocate essential services.
- Initiate a record-keeping system for all expenditures associated with emergency operations.
- Coordinate with Purchasing on procedures for handling emergency expenditures.

8. PLAN DEVELOPMENT AND MAINTENANCE

This EOP is developed with input from across technical college constituencies and in collaboration

with external stakeholders and evaluated at minimum once each year or more frequently should emergencies or organizational structure dictate changes. Training, drills and exercises will be conducted periodically to ensure that all members of the college community understand how to carry out the provisions of the plan.

The Chief of Police shall review the EOP annually and submit the update EOP to TCSG by May First of each year. The Chief of Police shall maintain the EOP's for the three previous years.

9. AUTHORITIES AND REFERENCES

2015 Georgia Emergency Operations Plan (GEOP); Georgia Emergency Management Agency (GEMA). Available at http://www.gema.ga.gov/Plan%20Library/GEOP%20-%20Base%20Plan%20(2015).pdf

Federal Emergency Management Agency (FEMA) Emergency Management Institute training. Available at http://training.fema.gov/IS/NIMS.aspx

Georgia Pandemic Influenza Planning advisement document. Available at http://health.state.ga.us/pandemicflu/doc/Georgia%20Pandemic%20Influenza%20Standard%20Operating%20Guide%206-7-06.pdf

Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education. June 2013. U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, Federal Emergency Management Agency. Available at http://rems.ed.gov/docs/REMS_IHE_Guide_508.pdf.

National Incident Management System (NIMS) Implementation for Schools and Institutions of Higher Education (IHEs) Webpage. Available at http://rems.ed.gov/display.aspx?page=resources_NIMS.

National Response Framework (NRF) http://www.fema.gov/national-response-framework

Presidential Policy Directive 8 (PPD-8) http://www.dhs.gov/presidential-policy-directive-8-national-preparedness

10. COLLEGE RISK ASSESSMENT INSTRUMENT

HAZARD VULNERABILITY ASSESSMENT INSTRUMENT EXEMPLAR

HAZARD	PROBABILITY			BUSINESS CONTINUITY IMPACT			FINANCIAL IMPACT		
	High	Med	Low	High	Med	Low	High	Med	Low
Natural									
Tornado/Winds/Thunderstorm		X			X			X	
Winter Weather		X			X			X	
Floods/Dam Failure			X			X			X
Wildfires			X			X			X
Lightning		X			X			X	
Drought			X			X			X
Hurricane			X			X			X
Earthquake		X				X			X
Technological									
Structural Collapse			X	X			X		
Utility Failure		X			X				X
Power Failure		X		X				X	
Network Failure/Cyber Attacks			X	X			X		
Telecommunications Failure			X			X		X	
Major Structure Fire			X	X			X		
Vehicle/Air/Train Accident			X	X			X		
Biological									
Disease Outbreak			X	X			X		
Contaminated Food Outbreak			X			X			X
Adversarial, Incidental & Human-Caused									
Civil Disorder			X			X			X
Terroristic Threat			X			X			X
Hazardous Materials			X	X			X		
Armed Intruder			X		X		X		
Hostage Situation			X			X			X

CHATTAHOOCHEE TECHNICAL COLLEGE

EMERGENCY OPERATION PLAN

FUNCTIONAL ANNEX SECTION

FUNCTIONAL ANNEX 1: Evacuation

General Evacuation Procedures

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location.

In a major emergency, the decision to implement evacuation procedures generally rests with the College President, the Emergency Management Team (EMT), the Chief of Police or other designee of the President.

In situations requiring immediate action, public safety responders (Police, Fire, and Environmental Health & Safety) can also order an evacuation. When evaluating a possible evacuation consideration will be given to the specific threat (bomb, fire, storm, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of first responders and the Chief of Police.

General Information Campus Evacuation

- A decision to evacuate, the methods utilized to accomplish the evacuation and the extent of the evacuation will be made by the College President, the Emergency Management Team (EMT), the Chief of Police or other designee of the College President in cooperation and coordination with county emergency responders.
- If the decision is made to evacuate, the EOC will utilize all available methods of public communication on campus to inform the college community
- If a decision is made to evacuate the entire campus, exit the college property in an orderly manner following the directions of the College Campus Police and do not abandon your vehicle or return to your place of work or study at the college.
- Do not put your vehicle in a position where it may block the exit of others or impede access to college roadways. If a roadway is impassable, park your vehicle off the roadway and evacuate by foot.

In the event of an emergency, the College President or her designee is responsible for making the decision to lockdown or evacuate a building. In the event of building lockdown or evacuation, responsibility for notifying individuals and clearing the building falls upon Building Marshals in each area. The **evacuation orders** will be **given over the Motorola Radios and the Mass Communications System**, and the Building Marshals listed below are responsible for notifying faculty, staff, and students in their buildings of the evacuation/lockdown orders. The evacuation order will be given by the Chief of Police, VP of Student Affairs or other designee of the College President. If a Building Marshals listed below does not acknowledge receipt of the evacuation order via the Motorola Radio, he or she will be contacted by telephone. Building Marshals should radio or telephone back to the Chief of Police once their areas are secure. Building Marshals should maintain control of their evacuees and should not allow re-entry to the building until notified by the Chief of Police or the

Administrator in Charge.
BUILDING MARSHALS – BUSINESS HOURS

Appalachian Campus Bldg. Marshals

Sergeant Marc Phipps 770-529-2311

Officer Ender Isin 770-529-2311

Officer Matthew Henson 770-529-2311

Officer Adrienne Scott   770-529-2311

Individuals Responsible for Building Evacuation

Building	Building Marshal	Phone	Assist & Alternate	Phone
100	Mechelle Ballew	706-889-2424	Shannon Wood Krystal Ranney	706-253-4507 706-253-4870
200 Near Student Center	Nicole Camp	706-253-4546	N/A	N/A
200 Near Library	Alycia Shirley	706-253-4571	Paul Avery	706-253-4571
300 Front Near Banquet Halls	Cynthia Holland	706-253-4586	Randy Crowe	770-894-1684
300 Auto & Welding	Jordan Hunter	706-273-6577	N/A	N/A
300 Health Science	Sonja Caspari	770-975-4006	N/A	N/A
400	Keith Brooks	706-253-4547	Julie Neighbors	706-253-4573
600 Auto Body	Daniel Bell	706-273-0573	N/A	N/A

Austell Campus Bldg. Marshals

Officer Mark Kincade   770-529-2311

Officer Lynn Warhurst 770-529-2311

Individuals Responsible for Building Evacuation

Building	Building Marshal	Phone	Assist & Alternate	Phone
A	Lakesha Dudley	404-997-9159	N/A	N/A
B	Kathy Lovelace	404-661-1810	N/A	N/A

Canton Campus Bldg. Marshals

Officer Richard Whitaker 770-529-2311

Officer Dione Turner   770-529-2311

Officer Jim Pearson   770-529-2311

Building	Building Marshal	Phone	Assist & Alternate	Phone
A	Mike Codey	678-901-5893	Sarah Belzer	1-515-689-6958
(Night)	Tommy Grizzle	770-361-2062	N/A	N/A

Marietta Campus Bldg. Marshals

Officer Charles Cline 770-529-2311

Officer Vanessa Newsome 770-529-2311

Officer Greg Sbaldigi 770-529-2311

Officer Anthony Vaccarelli 770-529-2311

Officer John Carter 770-529-2311

Individuals Responsible for Building Evacuation

Campus/Building MARIETTA	Building Marshal	Phone	Assist & Alternate	Phone
Building A	Shevelyn Toliver	770-528-4489	Miracle Gaines	770-528-4468
Building B	Willie Wyatt	404-482-8967	Christine Yarbrough	770-528-3975
Building C	David Twining	770-528-3546	N/A	N/A
Building D	David Twining	770-528-3546	Tonya Harrison	770-528-4441
Building E	Sheri Long	770-528-2341	N/A	N/A
Building F	Marshall Armstrong	770-528-4042	Jennifer Combs	770-528-3539
Building F	Trevena Williams	770-528-4471	N/A	N/A

Mountain View Campus Bldg. Marshals

Officer Barry DiMaria 770-529-2311

Officer Perry Arnold   770-529-2311

Individuals Responsible for Building Evacuation

Campus/Building	Building Marshal	Phone	Assist & Alternate	Phone
Mtn View	Lawrence Heath	770-509 6312	Fred Goosman	770-509-6312
Mtn View	Chelsee Dickson	770-509-	N/A	N/A

		6320		
Mtn View	Adam Hart	770-509-6341	**N/A**	**N/A**
Mtn View	Katherine Hollyday	770-509-6333	**N/A**	**N/A**

North Metro Campus Bldg. Marshals

Officer Sean Lamb   770-529-2311
Officer Walter Harrell 770-529-2311
Officer Allan Hoffman 770-529-2311
Officer Phillip Paul   770-529-2311

Individuals Responsible for Building Evacuation

Building	Building Marshal	Phone	Assist & Alternate	Phone
A	Stephen Helmley	770-356-0608	Cathy Weeks	770-548-4198 770-975-4086
B	Kim Mullins	757-784-1157	Craig Cass	770-529-4103
C	Mark Andrews	770-680-1812	Evan Dover	770-529-2308
D	Cynthia Holland	770-529-4586	Stephen Helmley	770-356-0608
E	John Hatfield	770-975-4137	Malcolm Boone	770-354-3986
F	Tammy Harbin	770-529-2382	Amanda Miller	770-975-4102
C.D.L	Ray Pucket	770-529-2357	N/A	N/A
G.E.D	Jackie Magee	678-591-8889	N/A	N/A

Paulding Campus Bldg. Marshals

Lieutenant Mary Forman 770-529-2311

Officer Jason Smith 770-529-2311

Officer BJ Grier 770-529-2311

Officer Jeff Youngkin 770-529-2311

Individuals Responsible for Building Evacuation

Building	Building Marshal	Phone	Assist & Alternate	Phone
A	Tina Lancaster	770-443-7973		
B	Jeremy Spurgeon	770-509-6312	Janice Levine	770-443-360
B	Carol Cangemi	770-443-3623	Angela Gomez	770-443-3630
C	Steven Spurgeon	770-443-7948	Dion Lovello	404-765-7065

Woodstock Campus Bldg. Marshals

Officer Horace Ayers 770-529-2311

Officer John Barrows 770-529-2311

Officer Ken Willard   770-529-2311

Individuals Responsible for Building Evacuation

Campus/Building	Building Marshal	Phone	Assist & Alternate	Phone
Woodstock				
Building A First Floor	Lauren Barnes	770-720-6687	Kim Proulx	770-720-6685
Building A Second Floor	Jared Lynn	770-529-2309	Frank Castardi	770-720-6689
BuildingB	Frank Castardi	770-720-6689	Kathleen Alden	770-720-3501
	Woodstock DPS Officers	404-695-1086	N/A	N/A

DUTIES OF BUILDING MARSHALS

Evacuation:

1. Conduct the actual evacuation of the building.
2. Advise everyone in the building of the evacuation.
3. If possible be the last one out of building and be able to advise incident commander that the building is clear. (Do not put yourself in harm's way.)
4. Assist or assign someone to help students with disabilities.
5. Don't hesitate to call for assistance from the Incident Commander if needed.

Fire:

1. Conduct the actual evacuation of the building.
2. Advise everyone in the building of the evacuation.
3. If possible be the last one out of building and be able to advise incident commander that the building is clear. (Do not put yourself in harm's way.)
4. Assist or assign someone to help students with disabilities.
5. Report smoke or fire to Incident Commander immediately.
6. If the fire is small you should attempt to extinguish with a fire extinguisher.
7. Don't hesitate to call for assistance from the Incident Commander if needed.

Tornado:

1. Conduct the actual evacuation to the safety point if the building.
2. Advise everyone in the building of the tornado evacuation.
3. Always be familiar with the individual building Safety Plan.
4. If possible check each classroom to ensure compliance with evacuation and be able to advise incident commander that the building is secure. (Do not put yourself in harm's way.)
5. Assist or assign someone to help students with disabilities.
6. Don't hesitate to call for assistance from the Incident Commander if needed.

Lockdown- Deny Entry – Shelter in Place:

1. Proceed to each entry/exit and use ALLEN WRENCHES or KEYS to lock all doors under your responsibility.
2. Once doors are locked do not open them for anyone unless approved by the Incident Commander.
3. Do not put yourself in harm's way.
4. Instruct others to shelter in place and remain in classroom or offices.
5. Don't hesitate to call for assistance from the Incident Commander if needed.

Accept any other assignment from the Incident Commander.

EMERGENCY EVACUATION ALERTS

TORNADO WARNING

This is an emergency call. There has been a tornado warning issued for _____ County. Please proceed immediately to the area designated on your Emergency Evacuation chart. If you are the Building Marshal for your area, make sure everyone in your building knows the location of the designated safe area. Please reply that you have received this notice and again once your area is secure.

BUILDING EVACUATION

This is an emergency call. We are evacuating the building due to _____. If you are the Building Marshal for your area, make sure everyone in your building knows the location of the designated safe area. Please reply that you have received this notice and again once your area is secure.

FIRE

This is an emergency call. A fire alarm has sounded in _____ building(s). If you are the Building Marshal for your area, make sure everyone in your building knows the location of the designated assembly area. Please reply that you have received this notice and reply once your area is secure.

BOMB THREAT

We are evacuating the building. If you are the Building Marshal for your area, make sure everyone in your building knows the location of the designated safe area.

In the event of a bomb threat, Motorola Radios, cell phones and cordless phones should not be used – use land line phones only.

EVACUATION PROCEDURES

An evacuation will be called by a fire alarm or by notification on the Motorola Radios.
The following basic steps will be followed when evacuating the school building:

1. Refer to the maps on the Emergency Action Plan indicating primary and secondary evacuation routes posted in your classroom, office, or lab area.

2. Evacuate students and staff to designated safe areas quickly and orderly. **Instructors should bring their class rosters with them.**

3. Instructors should close the doors or instruct the last student to close the door after exiting their classroom.

4. Instructors should ensure that all students are out of their classrooms and adjoining restrooms and workrooms.

5. The first student in line should be instructed to hold the exit door until all persons in the class have evacuated. (This procedure should be continued until the building is cleared).

6. During evacuation, there should be no running, pushing, or loud talking. Move as quickly and orderly as possible. Remember that the instructor sets the tone for the students. DO NOT PANIC. Remain calm.

7. Assembly areas should not be in parking lots, as to allow unrestricted access for rescue personnel.

8. At the assembly area, roll should be taken to determine if anyone is missing.

9. Instructors should remain with their class until the Incident Commander gives and "all clear" signal.

ALTERNATE EMERGENCY PROCEDURES FOR THOSE INDIVIDUALS WITH A DISABILITY OR MEDICAL CONDITION

Employees or students who require assistance in the event of an evacuation should be identified prior to an incident. Instructors should assess their classes at the beginning of each quarter and supervisors should be aware of their employee's limitations so that safe evacuation can be made of all individuals. People with disabilities and limitations are generally in the best position to assess their particular needs. Any medical information shared should be kept confidential and shared only with medical personnel.

The following assistance options are available (not limited to):

1. Buddy system (two (2) or more buddies per person). Use of the "Buddy System" will help assure the prompt evacuation of any person with disability.

2. Horizontal (same floor) evacuation: Move away from the area of imminent danger to a safe distance (i.e. an adjoining building, opposite end of a corridor, or outside if on the ground level, through at least one set of fire doors).

3. Vertical (Stairway) evacuation: Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who use crutches or other devices as walking aids will need to use their own judgment, especially where several flights of stairs are concerned.

> 2. Stay in Place: Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call 911 and give your name, location, and exact

reason you are calling. The operator will relay the information to emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

Evacuation of Campus, of Faculty, Staff and Campus Visitors

- In the event of an authorized evacuation, all faculty, staff and campus visitors should leave campus and return to their homes or other safe areas off campus unless told otherwise.

Evacuation Students
- In the event of an evacuation, all students who can provide their own transportation should leave campus and return to their home or other safe location unless otherwise directed.
- Students who cannot go home will be transported to a designated shelter by all available means of transportation and shall be notified of such by the Department of Student Affairs.

When evacuating your building or work area:
- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so.
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do <u>not</u> use the elevator.
- Wait for any instructions from College Staff or emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the Emergency Responders, the Chief of Police, or a College Administrator.

Building occupants are required by law to evacuate the building when the fire alarm sounds.

Fire Evacuation Procedures

Follow General Evacuation Procedures as soon as you hear the fire alarm.

A building occupant is required <u>by law</u> to evacuate the building when the fire alarm sounds.

If there is a fire in your work area:

- First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 to provide details of the situation.

- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and report to College Staff /College Campus Police Department (see "General Evacuation Procedures" above).
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors before opening them. If they are hot DO NOT OPEN. Seek other exits.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated Immediate Assembly Area 500 feet from building.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Pre-designated Safe Areas to gather for Weather and Evacuation
Pre-designated Areas Inside a Building

When a tornado warning has been issued, stay away from windows, doors and outside walls. Protect your head from falling objects or flying debris. Take cover immediately, wherever you are: (closets, interior hallways).

One basic rule to follow wherever you are is AVOID WINDOWS. An exploding window can injure or kill. Don't take the *time to open windows; get to shelter immediately.*

Get into the restroom, if possible. In larger buildings, the restrooms are usually made from concrete blocks. Besides having the four walls and plumbing holding things together, the metal partitions help support any falling debris.

Pre-designated Areas Outside a Building

If you have to evacuate the Premises:
- **DO** exit quickly and calmly
- **DO** go directly to open air
- **DO** close the door behind you
- **DO** follow directions of administrators are emergency personnel
- **DO NOT** enter an adjacent building
- **DO NOT** stop to collect bags or books
- **DO NOT** use the elevators

Lecturers are responsible for their students when in class and must be aware of the fire procedures for

the buildings in which they lecture. Please review the Emergency Action Plan posted in each room.

On hearing the evacuation signal, a continuous sounding of the fire alarm, the lecturer must ensure that students under his or her supervision are made aware of the assembly point and that they leave the building by the nearest available exit route in a calm and orderly manner.

Once at the pre-arranged safe area, the group should stay there until an all clear signal is given. Neither the group nor any individual should get within 500 feet of the evacuated building at any time until the situation has been declared safe.

FUNCTIONAL ANNEX 2: Lockdown (DENY ENTRY OR CLOSING)

Lockdown Procedures (Deny Entry or Closing)

Chattahoochee Technical College realizes that a total campus lockdown is a monumental task due to the size of the campus. However, a crisis on or near campus may require the College to implement emergency lockdown of specific areas of the campus or the entire campus. Lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from possible looming danger. This action might be necessary when evacuation would not be appropriate. The following procedures have been developed to effectuate a campus lockdown. Chattahoochee Technical College understands that it cannot force its students to remain on campus during a lockdown.

A. Type of Events Triggering Lockdown

The types of events that could require lockdown include situations such as the following:

- Active Shooter/Mass Shooting
- Hostage Situation
- Barricaded Subject
- Riot/Large Uprising
- Spill Over Event From Community
- Request from Law Enforcement

Other emergency situation where evacuation may pose greater risk than sheltering in place

B. What to Do

When an announcement is made to initiate an emergency lockdown, the following steps should be

followed:

1. Leave the area, or the campus, if it is possible to do so safely. When running, use a zigzag pattern, instead of running in a straight line.
2. If unable to leave, proceed to an area that can be secured.
3. Lock all doors into the area. If it is not possible to lock the doors, place furniture and equipment in front of them to barricade them. Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
4. Move to the point in the room that is most distant from a door entering the room from the outside or from a corridor/hallway. Do not huddle, but spread out.
5. Close blinds and drapes for concealment.
6. Turn off lights. Put cell phones on vibrate, silent or do not disturb and if communication is needed, use text messaging only.
7. Remain under lockdown until advised by Chattahoochee Technical College Police, College Administration, or Law Enforcement Personnel that the crisis has been resolved.
8. After the lockdown order has been lifted, faculty and staff should then attempt to restore normalcy and comfort/assist the room occupants.
9. If an assailant enters the room and you are not able to flee, you must defend yourself; consider throwing items at the person to inhibit progress.
10. Remember that every emergency situation is different and you always should use your best instincts.
11. After the emergency, use text messaging to notify your friends and family about your situation. Please try to keep cell phone lines open for emergency personnel.

C. How you Will be Alerted

One or more of the following methods may be used to alert the campus community of a lockdown. The use of any particular method will depend on the circumstances presented.

Motorola Radio: The College will use mobile radios to make the initial call for a lockdown.

EAGLE ALERT SYSTEM: The College can send emails and emergency alerts to cell phones that are equipped with a text-messaging feature. If you have not already signed up for this important safety warning feature, details on how to do so are available at https://www.getrave.com/login/Chattahoocheetech

Word of Mouth: If the situation safely permits, Public Safety or other staff may provide word of mouth notification to individual present on campus that a lockdown has been initiated and to take shelter.

Mass Email: The College may send emergency alerts via email.

Individuals Responsible for Building Lockdown

In the event of a need to lockdown, the College President or his/her designee is responsible for making the decision to lockdown Chattahoochee Technical College. In the event of building lockdown, responsibility for notifying individuals and locking the building falls upon Building Marshals in each area. The **Lockdown Orders** will be **given over the Motorola Radios and the Mass Notification System**, and the Building Marshals listed below are responsible for Locking Down their respective buildings. Building Marshals should radio back to the Chief of Police once their Building is Locked Down. Building Marshals should maintain full control of their building until an "All Clear Alert" is given. Building Marshals on the list below should have a practiced individual plan for locking down their building.

DUTIES OF BUILDING MARSHALS

Evacuation:

1. Conduct the actual evacuation of the building.
2. Advise everyone in the building of the evacuation.
3. If possible be the last one out of building and be able to advise incident commander that the building is clear. (Do not put yourself in harm's way.)
4. Take Motorola Radio with you and monitor radio for instructions.
5. Assist or assign someone to help students with disabilities.
6. Don't hesitate to call for assistance from the Incident Commander if needed.

Fire:

1. Conduct the actual evacuation of the building.
2. Advise everyone in the building of the evacuation.
3. If possible be the last one out of building and be able to advise incident commander that the building is clear. (Do not put yourself in harm's way.)
4. Take Motorola Radio with you and monitor radio for instructions.
5. Assist or assign someone to help students with disabilities.
6. Report smoke or fire to Incident Commander immediately.
7. If the fire is small you should attempt to extinguish with a fire extinguisher.
8. Don't hesitate to call for assistance from the Incident Commander if needed.

Tornado:

1. Conduct the actual evacuation to the safety point if the building.
2. Advise everyone in the building of the tornado evacuation.
3. Always be familiar with the individual building Safety Plan.
4. If possible check each classroom to ensure compliance with evacuation and be able to advise incident commander that the building is secure. (Do not put yourself in harm's way.)
5. Take Motorola Radio with you and monitor radio for instructions.
6. Assist or assign someone to help students with disabilities.
7. Don't hesitate to call for assistance from the Incident Commander if needed.

Lockdown- Deny Entry – Shelter in Place:

1. Proceed to each entry/exit and use ALLEN WRENCHES to lock all doors under your responsibility.
2. Once doors are locked do not open them for anyone unless approved by the Incident Commander.
3. Take Motorola Radio with you and monitor radio for instructions.
4. Do not put yourself in harm's way.
5. Instruct others to shelter in place and remain in classroom or offices.
6. Don't hesitate to call for assistance from the Incident Commander if needed.

Accept any other assignment from the Incident Commander.

FUNCTIONAL ANNEX 3: SHELTER OR SECURE IN PLACE

Shelter in Place:
One of the instructions you may be given in an emergency where hazardous materials may have been released into atmosphere or when there is a threat of criminal violence is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire building.

Why You Might Need to Shelter-in-Place:
Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by college administration, Campus Police, and local authorities on how to protect yourself and others. The important thing is for you to follow instructions of college administrators, Campus Police, local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

On Campus:
• The campus will be closed and our emergency operations plan will be activated. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.

• If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.

• Announcements and directions will be distributed via mobile radios and the Eagle Alert system.

• If individuals have cell phones, allow them to use them to call to call their emergency contact to let them know where they are and that they are safe.

• Directions will be provided to close and lock all windows, exterior doors, and any other openings to the outside.

• If you are told that there is danger of explosion, direct that window shades, blinds, or curtains be closed and stay away from the windows.

• Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.

• If possible and/or prudent, gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.

• Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.

• It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

• Bring everyone into the room. Shut and lock the door.

• Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) windows and any vents into the room.

• Write down the names of everyone in the room, and call your designated emergency contact to report who is in the room with you, and their affiliation with your business (students, faculty, staff and visitors).

• Secure-in-place until you are told all is safe or you are told to evacuate.

General Information:
Follow the directions of law enforcement officials. Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice. Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

Threats of or Acts of Violence:

Another emergency that may require shelter-in-place is a threat of criminal violence or actual acts. This is a precaution aimed to keep you safe while remaining in your facility. Shelter-in-place in this case means securing your current location by use of locks, barricades, or means to restrict access to your location. Follow these instructions when notified of such an incident.

• When an alert is made secure your room by locking the door, barricades, or other means to restrict access to your area. You should avoid using methods involving using your person to restrict access.

• Avoid windows.
• Stay low to the floor.
• Listen to the radio, check text messages, or email for specific details.
• If you are outside, take cover where you are until it is safe to enter a facility.
• Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured.
• Campus Police and Police will respond with rapid deployment of officers to address the incident.
• If confronted by a violent offender you must take necessary action to protect yourself and others. Be prepared to defend yourself.

FUNCTIONAL ANNEX 4: Accounting For All Persons

General Procedure for Accounting for All Persons

During an Emergency that requires an Evacuation it will be necessary for each Building Safety Officer to Account for All Persons.

Initial Evacuation

During an evacuation each person responsible for students or staff must direct and lead the evacuation of their area. They should be responsible to be the last person to evacuate the individual area. When possible and safe to do so they should make a quick inspection of their area to insure everyone has exited the area. They should call out and ask if there is anyone in the area. They should then quickly and safely exit the building.

On the way out they should assist any in need of assistance in evacuating the building.

Reunification Process

Once outside they should began the reunification process by assembling the people they are responsible for in the designated reunification area. A written roster should be made when practical.

We must understand that adult students may decide to leave the campus during an emergency. This is their right and we can suggest they report to the reunification area but we cannot force them to do so. This is the reason that the above procedure is very important. We must make sure everyone is evacuated.

Reporting Evacuation Efforts

Once the reunification process has occurred you will report your evacuation efforts to the Building Safety Manager. It will be most important that you relay that all the people you were responsible for were evacuated safely and to also report who reported to the reunification area and who left campus.

The Building Safety Manager will then report that Evacuation Findings to the Incident Commander or Chief of Police.

Emergency Reporting of Individuals Unable to Evacuate

In the event someone is unable to evacuate for any reason the Building Safety Manager shall report this immediately to the Incident Commander or the Chief of Police by radio or cell phone. The Incident Commander or the Chief of Police will respond and dispatch the appropriate response for the rescue of the individual.

Functional Annex 5: COMMUNICATIONS AND NOTIFICATIONS

COMMUNICATIONS AND NOTIFICATIONS

During an emergency communication and notifications are crucial. Below you will find the names and numbers of the campus administrators responsible for the Emergency Action Plan of Chattahoochee Technical College.

CAMPUS ADMINISTRATION

Title	Name	Number
College President	Ronald C Newcomb EdD	770-975-4125
Special Assistant to the President for Strategic Initiatives Office of the President	Trina Boteler PhD	770-528-3550
Vice President for Administrative Services	Catrice Hufstetler	770-975-4031
Vice President for Human Resources and Professional Development	Ronnie Price	770-528-3988
Vice President for Student Affairs	Jennifer Nelson	770-528-3554
Vice President for Academic Affairs	Jason Tanner	770-528-3758
Vice President for Facilities	David Simmons	706-253-4504
Director of Public Safety/Chief of Police	Tim Hilley	770-443-3636

FUNCTIONAL ANNEX 6 & 7: BUSINESS CONTINUITY, RECOVERY,

Business Continuity & Recovery Plan

Chattahoochee Technical College Business Continuity & Recovery Plan ensures that the College is able to carry out essential functions during a disaster and continue essential functions during the response and recovery efforts. The plans identify the essential functions of departments and entities associated with the campus and provide guidance for continuing the functions until full recovery.

The plans follow a typical format for continuity plans and include an introduction, roles and responsibilities, concept of operations as well as plan maintenance and various appendices.

The Disaster Recovery Plan is covered in the Business Continuity Plan.

The Business Continuity Plan may be found on the College Intranet and with the Chief of Police.

Functional Annex 8: PUBLIC HEALTH, MEDICAL AND MENTAL HEALTH ANNEX

Public Health, Medical and Mental Health Annex

PURPOSE

The purpose of this annex is to coordinate the health and medical resources needed to respond to public health and medical care needs of Chattahoochee Technical College prior to, during and following a significant natural disaster or manmade event. Assistance provided under this annex is coordinated between the Public Health Authority or designee and the Chattahoochee Technical College.

Chattahoochee Technical College does not have a physician on staff to provide medical services to students, employees or guests. Health and medical services are limited to first aid and CPR support as offered by volunteers. Chattahoochee Technical College relies upon the local public health authority for leadership and guidance for public health and medical care needs at all Chattahoochee Technical College facilities in support of an emergency event or disaster.

Coordination of assistance is provided by the Chattahoochee Technical College Police Department in partnership with the Athens-Clarke County Police and Fire Departments for significant events. For all other health and medical needs the Chattahoochee Technical College Police Department will coordinate directly with the public health authority within the jurisdiction of the affected facility.

This annex outlines the organization, operational concepts, responsibilities and procedures of Chattahoochee Technical College and other responsible entities during public health and medical emergencies. Bioterrorism, infectious diseases and other public health emergencies are complex health threats the Chattahoochee Technical College community must prepare for. It is the responsibility of

the responding public health authority and the appropriate Chattahoochee Technical College Officials to detect, investigate, respond to, and implement measures to prevent illnesses.

The responsibilities of the public health authority include the establishment of a health and medical command and control; situational awareness for illness and injury, environmental public health, veterinary public health and emergency public health risk communications; coordinating all-hazards prevention and response activities for illness and injury, environmental public health, veterinary public health and emergency public health and risk communications.

Chattahoochee Technical College, Athens-Clarke County Hospitals and the Local Ambulance Service will assist in a coordinated health and medical response by serving as the lead agency for emergency department trauma and inpatient medical and services during emergency events with significant health and medical impact in the Chattahoochee Technical College service area.

The State of Georgia and Athens-Clarke County's Mental Health Departments will assist in a coordinated health and medical response by serving as the lead agency for ensuring the delivery of disaster mental health services during an emergency for the Chattahoochee Technical College service area.

FUNCTIONAL ANNEX 9: SAFETY & SECURITY

Security Annex

The Chattahoochee Technical College Police Department (CTCPD) has the primary responsibility for enforcing laws and protecting lives and property during emergencies at all Chattahoochee Technical College property, whether owned, leased or managed. Local law enforcement resources that will augment Chattahoochee Technical College Police Department during emergencies include:

    a. The Cobb County Police Department
    b. The Dallas Police Department
    c. The Woodstock Police Department
    d. Jasper Police Department
    e. The Georgia State Patrol
    f. The Georgia Bureau of Investigation
    g. The Sheriff's Offices of Cobb, Bartow, Paulding, Pickens and Cherokee Counties.

Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. During severe emergencies, the scope and priorities of police service may shift, drawing upon less vital components in an effort to supplement the primary mission of protection of life and property. Such emergencies may require law enforcement to undertake a number of tasks not typically performed on a daily basis, including protection of Chattahoochee Technical College facilities, enforcing campus closures or other restrictions controlling access to Chattahoochee Technical College facilities or damaged areas.

The Chattahoochee Technical College Police Department has the lead role in consequence management and will coordinate its' effort with other local, state, and federal agencies, as appropriate. The Office of the President, Vice President of Student Affairs will typically play a significant supporting role in the conduct of consequence management activities.

Chattahoochee Technical College Police Department will share information with law enforcement officers or other responders (keeping in mind any requirements or limitations of applicable privacy laws, including FERPA, HIPAA, and other civil rights laws.)

The Chattahoochee Technical College Security Officers also under the command of the Chief of Police and shall be utilized as necessary in the event of emergency. Security Officer will be utilized in a manner that frees up Police Officers for more critical duties.

During Emergencies the Chief of Police also serves as the Chattahoochee Technical College Incident Commander.

Functional Annex 10: **Rapid Assessment**

National Incident Management System (NIMS)

PURPOSE

NIMS, is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communications operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of the NIMS at the College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

As a management system, NIMS helps to mitigate the incident risks by providing accurate information, strict accountability, planning and cost-effective operations and logistical support for any incident. NIMS can be used on any kind or size of an incident. It can also be used for planned non-emergency events. Some of the kinds of incidents and events that have been managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.

- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

KEY PRINCIPLES OF NIMS

A. Modular response model based on activation only those organizational elements required to meet current objectives.
B. Common terminology applied to organization elements, position titles, facility designations and resources.
C. Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
D. Comprehensive resource management for coordinating and inventorying resources for field responses.
E. Integrated communication so that information systems operate smoothly among all response agencies involved.
F. Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
G. Consolidated action plans that contain strategies to meet objectives at both the field response and Emergency Operations Center levels..

ADMINISTRATION, FINANCE, AND LOGISTICS

NIMS, is organized around five major management activities.

A. **Command.** Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy. In all incidents there is an identified Incident Commander or a unified command team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.

B. **Operations.** Develops the tactical organization and directs all resources to carry out the Incident Action Plan.

C. **Planning.** Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains status of assigned resources.

D. **Logistics.** Provides resources and all other services needed to support the organization.

E. **Finance/Administration.** Monitors costs related to the incident, provides
   accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

On small incidents, the five major activities may be managed by a single individual.   Large incidents usually require each of these activities to be established as a separate section within the organization.

Not all sections need to be established within NIMS organization.   The Incident Commander will make this decision based on the demands of the incident.   Each of the primary Incident Command System sections may be further subdivided as reflected in the organization chart.

All ICS staff shall have the level of training in National Incident Management Systems that is appropriate to their position and responsibilities. Initial training should occur as soon as possible after appointment is made to the ICS position. Follow-up and refresher training is to be at the level and frequency as prescribed by federal and state guidelines. Key stakeholders in the CTC Emergency Operation Plan assigned to Command Staff will complete NIMS Training Courses; IS-100, IS-200, IS-700, IS-800.

HAZARD SPECIFIC ANNEX SECTION

CHATTAHOOCHEE TECHNICAL COLLEGE EMERGENCY OPERATION PLAN

HAZARD SPECIFIC ANNEX 1: TORNADO
Tornadoes

If the National Weather Service issues a tornado warning the following guidelines should be followed:

- Notification of the Tornado Warning should be made by Eagle alert and by Motorola Radio.

- If instructed, move students and staff to area directed on the Emergency Action Plan in your classroom or office. Direct students and personnel to take a protective seated position with hands/arms or coats/jackets covering the head, neck and face. Remain in the designated area until you receive notification to return to your lab/classroom/office.

- If possible, secure and store articles that may become missiles indoors.

- Individuals should be prepared for alarm and sprinkler systems to activate (this is common when facility damage occurs).

- Individuals should be prepared for debris caused by furniture, equipment, and other heavy objects, as they may block evacuation routes.

- Take roll while moving students to shelter areas to determine if anyone is missing.

- If safe buildings or structures cannot be reached, escort students and personnel to a ditch or hollow. Have them lie down with hands over their heads. Avoid utility poles and overhead wires. Keep students sufficient distance from structures and vehicles that could be turned over on them.

- If outdoors and unable to get to shelter, seek cover in a ditch or depression in the ground and lie flat face down on the ground. Avoid being near utility poles and lines as they may be energized.

- If in an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground and lie flat face down on the ground. Avoid being near utility poles and lines as they maybe be energized.

- Remain in the safe area until the warning has passed or conditions permit.

- When exiting a building or shelter area, be aware of the possibility of downed power lines and other hazardous conditions such as structural damage to buildings.

Notify 911 or College Campus Police 770-529-2311 if there are injuries or damage associated with the weather event.

Let first responders know if someone in your group cannot be accounted for.

HAZARD SPECIFIC ANNEX 2: WINTER WEATHER /STORM WARNINGS

Winter Storm Warning

Severe weather warnings are issued by the National Weather Service. When threat of severe weather exists, you should monitor radio, television, weather monitor, Emergency Broadcast System, etc. The major dangers of winter storms are intense cold, poor visibility, slippery conditions, power/utility failures and breakdown/stalled transportation. Normal climatic conditions have not encouraged most Georgians to be overly concerned about severe weather conditions in overall acquisition of emergency equipment and design of roadways and buildings. A light snow or ice storm may incapacitate an area, disrupting utilities and making transportation extremely difficult.

The college will contact the following radio and television stations as early as possible to announce college closings due to hazardous weather conditions:

Station	City
WAGA — Channel 5	Atlanta
WGCL — Channel 46	Atlanta
WSB — Channel 2	Atlanta
WXIA — Channel 11	Atlanta

HAZARD SPECIFIC ANNEX 3: FLOOD

Flood Response

Floods are our nation's most common natural disaster, resulting in more deaths than any other type of severe weather.

Flood watch – flooding is possible

Flood warning – flooding is occurring or will occur soon. If advised by official to evacuate do so immediately.

Flash flood warning- unexpected flooding is imminent. Seek higher ground immediately. There are two key elements which contribute to flash floods:

- Rainfall intensity or the rate of rainfall

- Duration or the length of time that it has been raining

Most flash flooding occurs when thunderstorms stay in a region for a period of time or when there are heavy rains resulting from hurricanes or tropical storms.

Broadcasts will be made via weather radios, television and emails whenever our area is prone to flood. In the event of flooding in the College service area please follow the guidelines listed below:

- Contact College Campus Police at **770-529-2311 or 911** should you become trapped in flood waters.
- Move to higher ground (if you are in low lying areas) to arrive no later than the projected flood arrival.
- Reasonable actions within the projected time frame should be taken, but do not endanger your life by attempting to save furniture, etc. that could keep you in the potential flood area past projected flood arrival.
- Keep valuable papers at home in an easy carry case so you can grab as you evacuate.
- Follow directions from College Police, your CTC staff and local government authorities.
- Prepare to render volunteer aid to evacuees coming to the College seeking higher ground.

After flood waters recede:

Boil or chlorinate all drinking water. Do not use contaminated food. Destroy fresh or frozen foods that have come into contact with flood waters.

- Dispose of animal carcasses promptly or report them to authorities.
- Clean buildings as soon as flood waters recede. Remove stuck doors. Clean and dry residence areas before trying to live in them. In entering buildings, use flashlights, not matches: do not

turn on electric lights, furnaces, or fixtures until tested by an electrician or other competent person.   Remove sediment from heater, flues, and machines before trying to use them.
- Drain or pump water from basements. Get stoves or heating plant to work as soon as possible to hasten drying.
- Take all furniture and rugs outdoors and spread to dry and air.
- Clean bedding and clothing as soon as possible.
- Delay permanent repairs until buildings are thoroughly dry.
- Use insecticides where needed. Kill rodents.
- Avoid overexertion and strain in lifting and moving heavy objects.
- Have the gas and electricity turned on only after service technicians have checked for malfunctions.

HAZARD SPECIFIC ANNEX 4: WILDFIRES

Wildfire is an uncontrolled fire spreading through vegetative fuels, posing danger and destruction to property. Wildfires can occur in undeveloped areas and spread to urban areas where structures and other human development are more concentrated.

While some wildfires start by natural causes, humans are responsible for four out of every five which are usually the result of debris burns, arson or carelessness. As a natural hazard, a wildfire is often the direct result of a lightning strike that may destroy personal property and public land areas, especially on state and national forest lands. The predominant dangers from wildfires are:

• The destruction of vegetation, property, wildlife, and

• Injury or loss of life to people living in the affected area or using the area for recreational facilities.

The combination of available fuels, weather, and topography found in a large majority of the areas both surrounding and on the outlying areas of the campus results in the College being confronted with a low wildfire risk.

There is little to no threat of a major conflagration occurring to the structures on the campus. Well-constructed, properly maintained, abundant fire detection and automatic fire suppression systems, a good water supply and adequate access and egress all combine to reduce the threat to a very minimal level.
Fire suppression is the responsibility of the local fire department and the Georgia Forestry Service.

HAZARD SPECIFIC ANNEX 5: LIGHTNING

Protect yourself from lightning strikes

You can protect yourself from risk even if you are caught outdoors when lightning is close by.

Safety precautions outdoors

- If the weather forecast calls for thunderstorms, postpone your trip or activity.
- Remember: When thunder roars, go indoors. Find a safe, enclosed shelter.
- The main lightning safety guide is the 30-30 rule. After you see lightning, start counting to 30. If you hear thunder before you reach 30, go indoors. Suspend activities for at least 30 minutes after the last clap of thunder.
- If no shelter is available, crouch low, with as little of your body touching the ground as possible. Lightning causes electric currents along the top of the ground that can be deadly over 100 feet away.
- Stay away from concrete floors or walls. Lightning can travel through any metal wires or bars in concrete walls or flooring.

Although you should move into a non-concrete structure if possible, being indoors does not automatically protect you from lightning. In fact, about one-third of lightning-strike injuries occur indoors.

Safety precautions indoors

- Avoid water during a thunderstorm. Lightning can travel through plumbing.
- Avoid electronic equipment of all types. Lightning can travel through electrical systems and radio and television reception systems.
- Avoid corded phones. However, cordless or cellular phones are safe to use during a storm.
- Avoid concrete floors and walls.

Lightning strikes may be rare, but they still happen and the risk of serious injury or death is severe. So take thunderstorms seriously. Learn and follow these safety rules to keep yourself safe from lightning.

HAZARD SPECIFIC ANNEX 6: DROUGHT

The purpose of the Drought and Extreme Heat response guidance is to provide an effective and systematic means for the College to assess and respond to drought and extreme heat conditions.

Drought occurs during a period of abnormally dry weather and can cause increased likeliness of fire. Droughts are often associated with conditions that lead to extreme heat. Extreme heat may lead to heat stress in the Chattahoochee Technical College community.

HAZARD SPECIFIC ANNEX 7: HURRICANE OR SEVERE STORM

The National Weather Service ranks the size and intensity according to the Saffir-Simpson scale:

- Category One   – winds of 74-95 mph, minimal damage
- Category Two   – winds of 96-110 mph, moderate damage
- Category Three – winds of 111-130 mph, extensive damage
- Category Four – winds of 131-155 mph, extreme damage
- Category Five – winds over 155 mph, catastrophic

Hurricane Season	May 15-November 30
Hurricane Watch	The first notification by the National Weather Service that a hurricane is a definite threat to a geographic region of the United States. Landfall is uncertain and broad geographic areas are alerted. It is normally given 36 hours before the storm is expected to strike.
Hurricane Warning	Notification by the National Weather Service, normally 24 hours before the storm is expected to strike; more accurate landfall is predicted, with narrower geographic boundaries.
Hurricane Alert	Notification by the National Weather Service issued when Hurricane Force winds are imminent.
Hurricane Shelters	Areas of refuge to be used in the event of a hurricane should be a substantial building with limited glass.

Campus buildings may be used as shelters during hurricanes, tornadoes or other high winds

Hurricane Preparedness

Chattahoochee Technical College has established emergency plans including an overall EOP for building evacuation and shelter-in place, and other area specific plans to prepare for and respond to emergencies. This Hurricane Preparedness Plan has been developed to work in conjunction with the EOP with specific procedures that are necessary when the National Weather Service has declared a Hurricane Watch.

Suspension of Services
All instructions such as canceling classes, closing of buildings, releasing of employees, special instructions and the relocation of students will be done via email, on the CTC website, with notifications to local media and, if necessary, through automated systems that call your cell phones.

72 hours before Hurricane Landfall
- College Emergency Management Team may be activated to review current conditions and discuss general plans and readiness.

- Review Hurricane Preparedness Plan and Emergency Operations Plan, as needed.

- Begin frequent monitoring of weather related media sources including but not limited to the National Weather Service, NOAA, and FEMA.

- Consider available supplies of food, water and fuel.

- Check grounds and remove dead limbs, clean up loose debris and begin moving all loose equipment and materials.

- Make sure Facilities Management and others have current telephone numbers for support responders such as water suppliers, emergency generator suppliers, fuel suppliers, food suppliers and others as needed. Ensure emergency generators and all vehicles are fueled and serviced.

- Identify alternate space to move critical equipment, chemicals and supplies that could be damaged from possible storm surge flooding. Consider boarding of windows depending on conditions and the directional approach of the storm. Consult Facilities Management for assistance.

- Make sure cellular telephones are fully charged. Install a new battery if needed.

- Make sure all storm drains are clear.

- Verify stock of sandbags and sand.

- Verify stock of plastic sheeting.

- Verify battery stock.

48 Hours before Hurricane Landfall

- College Emergency Management Team reviews current conditions and recommends actions to the College President.

- Libraries and the conference centers begin preparation for priority collections and exhibits.

- Backup of student records, library catalogs, alumni records and other relevant data should occur at this stage.

- Ensure that outdoor research equipment, trash and recyclable receptacles, benches and all other loose items that may become projectiles in high winds are appropriately secured.

- Ensure that contractors working on campus secure all equipment and materials from their site which may become projectiles in high winds.

- Make sure all essential vehicles are fully fueled, stocked and inspected. These include but are not limited to Facilities Management, Public Safety and EMS.

- Turn off unnecessary lighting and appliances, secure windows, doors and shutters, locking when appropriate.

- Make sure all storm response equipment is inspected and ready for operation. This includes but is not limited to chainsaws, blowers, water pumps, tractors and portable generators.

36 Hours before Hurricane Landfall or 750 miles noted on Hurricane tracking map

- Based on the category classification of the hurricane the College Emergency Management Team will make the decision for the evacuation of all students, faculty and non-essential staff and prepare to initiate Shelter-in-Place procedures.

- All College related functions are to be cancelled including classes, lectures, and other functions if warranted (given conditions and warnings).

- College departments initiate any specific departmental shut down procedures and begin evacuation of faculty and staff.

- Departments should back up computer data at this time by following College guidelines.

- Unplug all office equipment including computers and store off the flood.

- Protect books, valuables and equipment by covering with plastic sheeting.

- Close windows, lower all blinds/shades, close slats and draw curtains.

- Remove personal items that may become damaged since they are not covered by College Insurance.

- Research staff shall begin preparations of laboratory facilities by completing experiments, backing up computer date, storing materials and securing rooms.

- Research staff will begin to secure hazardous materials, including chemicals, biological agents and radioactive material.

- Close non-essential offices and departments at this time.

- College Officials initiate evacuation procedures.

- All essential personnel report to supervisors for team assignments.

Facilities Management Hurricane Procedures;

- All essential personnel report to supervisors for team assignments.

- Make final checks of roofs for loose debris. Clear roof drains.

- Open air vents leading to roofs to equalize pressure during storm.

- Consider taping windows adjacent to Shelter-In Place locations to prevent personal injury from shattered glass. Consider boarding of windows for more vulnerable buildings depending on conditions such as the directional approach of the storm.

- Issue plastic sheeting and other protective materials as requested and deemed appropriate.

Chattahoochee Technical College Campus Police Hurricane Procedures:

- CTC Campus Police personnel report to the Chief of Police or designee for assignments.

- Begin inspection of campus and help with evacuation of non-essential personnel.

- Help secure unoccupied buildings if building evacuation occurs.

24 Hours before Hurricane Landfall or 500 miles noted on Hurricane tracking map
- Evacuate buildings and consider shut down of utilities in these buildings.

- Refuel all vehicles and continue securing equipment, assessing buildings and protecting properties from storm conditions.

- CTC Campus Police help verify that all non-essential personnel have evacuated the campus and unoccupied buildings have been secured.

During Hurricane Landfall

- It is essential that all remaining persons stay indoors throughout the entire hurricane. During the storm, for maximum protection, persons should remain in the hallways. If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes through, the storm begins again, but from the opposite direction. STAY INDOORS.

- Persons should follow the instructions of College Officials, including CTC Campus Police.

- In the event of power failure during the height of a hurricane, there will be no elevator service. Do not attempt to travel between floors using elevators, First Aid and/or food service will be made available whenever the storm passes or when power is restored. Do not use candles during power outages due to the increased fire hazard.

- Do not attempt to open windows or doors to see what is happening outside.

- Report all accidents, injuries, broken windows or excessive water to the CTC Campus Police at 770-529-2311.

- Telephone calls should be made only in case of emergency since non-emergency calls can overload the phone system.

Resumption of Service

Following the lifting of the HURRICANE WARNING status, essential staff and CTC Campus Police will assess and advise the College Emergency Team which buildings and facilities can be used safely for classes and other purposes. Recommendations for repair work or building closings will also be made.

The College President will issue necessary directives and instructions concerning the resumption of classes and the use of College buildings and facilities.

HAZARD SPECIFIC ANNEX 8: EARTHQUAKE

Earthquake

Georgia resides in two (2) earthquake zones. The Southern part of the state is designated a number (1) or minor expected damage zone. The northern part of the state is designated a number two (2) or moderate expected damage zone. Individuals who have experienced earthquakes can testify that mild tremors can be frightening if precautions for self-protection are unknown.

During an earthquake, remain calm and quickly follow the steps outlined below:

1. Do not rush outdoors, since most injuries occur from falling glass, plaster, loose balconies, debris, and electrical lines as people are leaving buildings.

2. If indoors sit or stand against an inside wall or doorway or take cover under a desk, table or bench (in case a wall or ceiling collapse or loose objects fall).

3. If you are outdoors, remain there. Do not stand under overhangs on the outside of buildings. Move away from power lines and stay in open areas, away from all structures.

4. Do not attempt to restrain falling objects unless your life is endangered by them.

5. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

6. After the initial shock, evaluate the situation and if emergency help is necessary call **911**. Protect yourself at all times and be prepared for aftershocks.

7. Damaged facilities should be reported to College Campus Police 770-529-2311. **NOTE: Gas leaks and power failures create special hazards. Please refer to the section on utility failures.**

8. If the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.

9. Assist the disabled in exiting the building!!! Remember elevators are reserved for the disabled persons use. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**

10. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

11. If requested, assist emergency crew as necessary.

12. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

13. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College Official.

HAZARD SPECIFIC ANNEX 9: MASS CASUALTY

Mass Casualty

Mass Casualty Incident Defined - A Mass Casualty Incident (MCI) can be defined as an incident that has produced more casualties than a customary response assignment can handle. Types of incidents that can produce mass casualties include, but are not limited to:

- Multiple Vehicle Collisions
- Building Collapse
- Mass Transit Accidents
- HAZMAT Incidents
- WMD
- Chemical Exposure
- Multiple Shooting Victims

Some of the above incidents can occur accidentally. Any of them can be intentionally caused.

A Mass Casualty Incident would be handled by local emergency responders and would consist of Triage, Treatment, and Transportation. Chattahoochee Technical College personnel will be prepared to assist emergency responders in any way possible.

The following are recommended courses of action to take after an illness/injury/death:

1. In non-critical situations:

   o Administer first aid, to the extent possible.

   o Notify Campus Police and requesting assistance.

2. In a critical situation:

   a. Administer first aid, to the extent possible.

   b. Call 911 and request assistance.

   c. Limit activity in the vicinity of the affected student or staff member.

3. If violence was involved, keep the incident scene secure, and do not disturb or allow anyone else to disturb possible evidence. Identify witnesses and keep them separated.

4. If evacuation or lockdown is necessary, the decision will be made by the College President or their designee.

HAZARD SPECIFIC ANNEX 10: CHEMICAL EXPLOSION

Any explosion of a hazardous chemical is to be reported immediately to the Campus Police at **770-529-2311 or 911.** They shall in turn contact the hazardous material number of the emergency response team.

1. When reporting, be specific about the nature of the involved material and exact location.

2. The key person on the site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of College police personnel.

3. If an emergency exists in your building, activate the building fire alarm.

4. When the building fire alarm is sounded, walk quickly to the nearest marked exit, an alert others to do the same.

5. Assist disabled persons in exiting the building. Remember that elevators are reserved for disabled persons use only. Do not use elevators in case of fire. Do not panic.

6. Once outside, move to a clear area at least 500 ft. away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

7. If requested, assist emergency crews as necessary.

8. A campus emergency command post may be set up near the emergency site. Keep clear of the site unless you have official business.

9. Do not return to an evacuated building unless told to do so by a College Official.

HAZARD SPECIFIC ANNEX 11: CHEMICAL OR RADIATION SPILL

Chemical or Radiation Spill

1. Report serious spillage of a chemical or radioactive material immediately to 770-529-2311 or 911. Do not return the affected area.

2. Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything.

3. When reporting, be specific about the nature and location of spilled material. The College Police will activate the emergency response units.

4. Persons not trained in spill techniques should immediately evacuate the area.

5. Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.

6. Do not use elevators in case of fire.

7. Once outside, move to a distance at least 500 ft. from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. Do not return to evacuated building unless directed to do so by a College Official.

HAZARD SPECIFIC ANNEX 12: SEVERE WEATHER PRECAUTIONS

Severe weather watches and warnings come from the National Weather Service. Monitor local television and radio stations for the most current conditions. The County Emergency Management Agency will activate the severe weather siren system should conditions warrant.

Preparedness planning is an individual's responsibility. To protect yourself and your family, you should have a safety plan in action now, before danger hits. The National Weather Service advises that a severe weather preparedness plan should include:

- A thorough knowledge of the hazard and the proper safety rules to be followed.
- Selection and designation of the best shelter you have.
- A battery operated flashlight, radio and cell phone should be kept handy.
- Instructions in the proper procedures to follow when a watch or warning is issued-or if threatening weather should develop with no advance warning.

Drills should be done to test and practice the plan. Included in the plan should be considerations and assistance to individuals with special needs.

Severe Weather Watches

A watch is announced when the National Weather Service has determined that conditions are favorable for the formation of severe weather. You should stay tuned to local radio and or television stations to be updated on current conditions.

Severe Weather Warnings

A warning is issued when severe weather has been sighted. You should take shelter immediately to protect yourself from high winds, flying or falling debris, lightning and heavy amounts of rain and sometimes hail.

Thunderstorms

Typically thunderstorms may include high winds, rain, hail and lightning. The most dangerous aspect of thunderstorms is lightning.

Lightning

Every thunderstorm contains the possibility of lightning. You do not have to be standing under a cloud to be struck.

- If you are outdoors and cannot seek shelter in building or house lay flat on the ground

- Stay away from open water, metal vehicles such as golf carts bicycles, motorcycles, metal lawn furniture and metal sheds
- Do not stand underneath tall isolated trees or poles
- Avoid hilltops and open areas
- Stay away from wire fences, clotheslines, metal pipes and railings.

HAZARD SPECIFIC ANNEX 13: DECLARATION OF SCHOOL CLOSING

Declaration of School Closing

The President of the College will make the final decision relative to early dismissal or cancellation of classes due to severe weather conditions based upon existing conditions, weather reports and input from the College Police Chief and the Vice President for Student Affairs.

Once the decision is made to close the college an announcement will be sent via the Colleges Mass Notification System (Eagle alert), by email distribution, the College website, and social media.

Trips or other events at or away from the College may have to be cancelled or postponed to a later date. Emergency shelters may have to be provided on campus for stranded groups, transients, staff, off-campus students, etc.

Closing Operations

As the President of the College directs, implement the emergency closing procedure. The following should be coordinated through the Vice President of Student Affairs and the Chief of Police:

Additional security may be considered, and on-duty officers may have to stay beyond their tours of duty as it is imperative that sufficient staff be maintained at all times. Unoccupied academic buildings may be patrolled as frozen/broken water pipes and loss of heat can result in extensive damage. On-call maintenance personnel can assist College Police and Security with this task.

Roadways and sidewalks should be cleared by Landscape/Grounds personnel at the earliest possible time. If there is a decision to open campus at a certain hour, the Landscape/Grounds personnel should report at least 2 hours prior to this time or when it is safe to travel. In slow moving traffic, certain vehicles can be iced over, blocking visibility. These vehicles should be curbed pending corrections.

HAZARD SPECIFIC ANNEX 14: MEDICAL / FIRST AID

Medical/First Aid

(Epidemic/Poisoning)

Call the College Security if you need assistance, the emergency telephone number is 770-529-2311 or 911; Poison Control 1-800-282-584

1. If the serious injury or illness occurs on campus, immediately dial 770-529-2311.

2. In case of minor injury or illness, provide first-air care and dial 770-529-2311. **ONLY TRAINED PERSONNEL SHOULD PROVIDE FIRST AID SUCH AS CPR.**

3. In case of serious injury or illness, (AFTER CONTACTING College Campus Police) the following are desirable steps to be taken:

   - Keep victim still and comfortable. DO NOT MOVE VICTIM.

   - Ask the victim, "Are you ok?" and "What is wrong?"

   - Check breathing and administer artificial respiration if necessary, **ONLY IF YOU ARE TRAINED TO DO SO!**

   - Control serious bleeding by applying pressure on the wound.

   - Continue to assist the victim until help arrives.

   - Look for emergency medical I.D., question victim and witnesses, and give all information to College Police and/or the paramedics.

   - Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross. Many of the CTC College Campus Police Officers have been trained in first aid and CPR. College Campus Police SHOULD BE CONTACTED IN ALL EMERGENCIES. They are able to secure the proper assistance quicker than individuals. Also, they are able to coordinate with emergency personnel on the logistics of the emergency.

Medical (Psychological Crisis)

A psychological crisis exists when an individual is threatening to harm his/herself or others, or is out of touch with reality due to severe drug reactions or a psychotic break.

A psychotic break may be manifested by hallucinations or uncontrollable behavior. A psychotic episode may also involve a person from a neighborhood hospital or a halfway house walk-away. If a Psychological Crisis Occurs:

1. Never try to handle a situation you feel is dangerous.

2. Notify the College Police Department at 770-529-2311 or 911 of the situation. Clearly state that you need immediate assistance. Give your name, your location and the area involved.

3. Remain calm.

4. Provide information about the status of the crime scene and/or perpetrator(s).

5. Listen to what the student is and/or individual is saying, and unusual behaviors(s).

6. Listen for further instructions from police dispatch.

7. DO NOT HANG UP THE PHONE until told to do so.

HAZARD SPECIFIC ANNEX 15: TERRORISM AND ACTS OF MASS DESTRUCTION

Terrorism and Acts of Mass Destruction

Terrorism and Acts of Mass Destruction situations are always unpredictable, but there are things that should be immediately done to protect oneself. Be prepared, have a personal plan.

Remember; Avoid, Deny, Defend.

If it is possible to do so safely, exit the building immediately when you become aware of an incident, flee and move away from the immediate path of danger, and take the following steps.

1. Notify anyone you may encounter of the incident and encourage them to exit the building immediately.

2. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.

3. Call the Police Department by dialing 911and Campus Police at, providing each dispatcher

with the following information:

    a.   Your name
    b.   Location of the incident (be as specific as possible)
    c.   Number of shooters (if known)
    d.   Identification or description of shooter(s)
    e.   Number of persons who may be involved
    f.   Your exact location
    g.   Injuries to anyone, if known

4. Notify Chattahoochee Technical College Campus Police at 770-529-2311. From a campus phone Extension 2311

5. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office and began to <u>fortify</u> the location.

2. Close and lock the door.

3. Use furniture to barricade and <u>fortify</u> the entrance.

4. Turn off the lights.

5. Seek protective cover.

6. Keep quiet and act as if no one is in the room.

7. Do not answer the door.

8. Notify the Police Department by dialing 911 if it is safe to do so, providing each dispatcher with the following information:

    a. Your name
    b. Your location (be as specific as possible)
    c. Number of shooters (if known)
    d. Identification or description of shooter
    e. Number of persons who may be involved
    f. Injuries if known

9. Wait for Campus Police to assist you out of the building. The Chattahoochee Technical College Campus Police (CTC), along with surrounding municipal departments, are trained and equipped to respond to an emergency incident of this nature.

As a last resort, if confronted be prepared to fight. Don't become a victim.

1. Fight back as a <u>last resort</u> when your life is in Imminent Danger

2. Act as aggressively as possible

3. Throw items at perpetrator

4. Make weapons from surrounding items

5. Commit to survive the attack

HAZARD SPECIFIC ANNEX 16; UTILITY FAILURE

Utility Failure

1. In the event of a major utility failure 24 hours, Monday through Saturday, immediately contact the College Police Department at 770-529-2311. College Police or Security will contact Facilities as needed.

2. If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify local authorities. Also, College Campus Police will be responsible for contacting the **FACILITIES DIRECTOR**.

3. If an emergency exist, activate the building fire alarm.

4. All building evacuations will occur when an alarm sounds continuously and or when an emergency exists.

5. Assist disabled persons in exiting the building: Remember that the elevators are reserved for disabled persons use. **DO NOT USE THE ELEVATORS IN CASE OF FIRE.**

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

7. If requested, assist the emergency crews as necessary.

8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

9. Electrical/Light Failures. Since sufficient lighting may not always be present in emergency situations, it is advisable to keep flashlights available in buildings occupied after dark.

10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

Elevator Failure
If you become trapped in an elevator, use the phone to call College Police. If the elevator does not have a phone, use the alarm on the front panel to signal for help.

Plumbing Failure/Flooding
Cease using all electrical equipment. Notify College Campus Police. If necessary, vacate the area

Serious Gas Leaks
Cease all operations! **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.**
Remember, electrical arcing can trigger an explosion! Immediately notify College Campus Police.
Wind direction should be monitored and all emergency vehicles and crews should be up-wind from
gas fumes.

HAZARD SPECIFIC ANNEX 17: VIOLENT OR CRIMINAL BEHAVIOR

Violent or Criminal Behavior

The College Police Department is located on all campuses. For the location on each campus, call

Emergency Number: **770-529-2311**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious
situations and promptly reporting them. See Something, Say Something.

If you are a victim or a witness to any on-campus offense, **AVOID RISKS**: be observant to
details for later reporting.

If you observe criminal behavior, suspicious persons or suspicious activities on campus,
promptly report this information to the Chattahoochee Technical College Campus Police
Department at **770-529-2311.**

Assist the officers when they arrive by supplying them with all additional information and ask
others to cooperate.
If you are faced with an armed intruder:

1. Don't panic. Consider having a code word or signal to alert colleagues of the danger. CTC
    staff should work this system out beforehand and refresh everyone's memory of the signal on
    a yearly basis.

2. Be observant, as the more information you can provide, the better the chance the criminal will
    be apprehended.

3. While a crime is being committed, you have three options:

    a. Submit to suspect.

    b. Passive resistance (talking or reasoning with suspect).

c. Active resistance (physical intervention). Remember, whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.

d. As soon as possible get to a safe place and notify College Campus Police at 770-529-2311 or 911. Advise the police of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved.

If you are the victim of a crime, observe a criminal act, or observe a suspicious person on campus:

Call College Campus Police at: 770-529-2311

1. Immediately notify College Campus Police and report the incident, including the following:

   a. Your name.

   b. Nature of the incident.

   c. Location, date, and time of the incident.

   d. Description of person(s) involved.

   e. Description of property involved.

2. Assist the officers when they arrive. Provide additional information upon request.

What to do if you are the victim of a property crime:

1. Go to a safe place and notify College Campus Police at 770-529-2311.

2. Do not touch anything.

3. Meet with the officer at the location the officer requests.

4. Explain to the officer everything you observed, including telling the officer if you touched or moved anything. Follow the officer's instructions.

What to do if you are the victim of a violent/personal crime:

Be observant, as the more information you can provide, the better the chance the criminal will be apprehended.

1. While a crime is being committed, you have three options:

   a. Submit to suspect.
   b. Passive resistance (talking or reasoning with suspect).
   c. Active resistance (physical intervention). Remember whatever you decide to do you must be mentally and physically prepared. Your safety is the most important thing to remember

during an attack.

2. As soon as possible, get to a safe place and notify College Campus Police 770-529-2311. Advise the police of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved. Meet with the officer, follow his/her instructions.

HAZARD SPECIFIC ANNEX 18: EMERGENCY NOTIFICATION
Emergency Notification and Timely Warning

In the realm of Emergency Management, mass notification is the dissemination of pertinent information to people within a specific geographic area. However, in the college setting it is important to also define and discuss 'emergency notification' and 'timely warning' as these have specific stipulations under the Clery Act.

For Chattahoochee Technical College mass notification is the dissemination of information to people within a specific geographic location through any means available. This may include, though not limited to, radio and television, reverse 911, loud speaker announcement, Eagle Alert, print media, e-mail, and websites. This could be information concerning an immediate threat such as a tornado or general information about an approaching hazard such as a winter storm. Emergency Management and the College Department of External Affairs typically coordinate non-Clery Act mass notifications.

For the Chattahoochee Technical College 'emergency notification' means immediate notification, upon confirmation, to students or employees of a significant emergency or dangerous situation on campus that threatens health or safety. Emergency notification may use the same methods of dissemination as mass notification. Eagle Alert provides for broad dissemination; verbal notification or a fire alarm may provide notification for more localized incidents, such as a fire or gas leak within a building. In coordination with the College Department of External Affairs, the College Campus Police or other responsible department issues emergency notifications.

For the Chattahoochee Technical College 'timely warning' is the issuance of a warning, to students and employees as soon as pertinent information is available about Clery Crimes that have occurred anywhere on the Clery geography and are considered by the institution to represent a serious or continuing threat. These crimes must have been reported to the police. Notification may be by any appropriate means and may include any or all of the methods used for mass notification. The College Campus Police Department, in coordination with External Affairs, issue timely warnings.

The Chattahoochee Technical College believes the safety and security of our students, employees and visitors is our top priority.

Therefore, the Chattahoochee Technical College encourages all students, parents and interested persons to register for the Eagle Alert. This can be done through the College website or the campus specific websites.

Scenario	Notification Level		
	IMMEDIATE	**URGENT**	**ALL CLEAR**
Person with Gun	Person w/gun reported near **(LOCATION)**. Stay inside. Secure doors. Police responding. Call 911 for help.	Person w/gun reported near **(LOCATION)**. Stay inside. Secure doors. Police responding. Call 911 for help.	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Active Shooter	Shots fired **(LOCATION)**. Secure doors. Take shelter. Be silent & still. Silence phones. Call 911 for help.	**(NATURE OF INCIDENT)--(LOCATION)**. Secure doors. Take shelter. Be silent & still. Silence phones. Call 911 for help. (114)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Hostage Situation	Hostage situation **(LOCATION)**. Take shelter. Follow official instructions. Call 911 for help. Avoid area. (104)	**(NATURE OF INCIDENT)--(LOCATION)**. Take shelter. Follow official instructions. Call 911 for help. Avoid area. (107)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Explosion	Explosion---evacuate **(LOCATION)** immediately. Follow official instructions. Call 911 for help. Avoid area. (103)	**(NATURE OF INCIDENT)-(LOCATION)**. Follow official instructions. Call 911 for help. Avoid area. (93)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Hazmat Spill or Leak	Hazardous spill in **(LOCATION)**. Evacuate immediately. Follow official instructions. Avoid area. (94)	Hazardous spill in **(LOCATION)**. Evacuate immediately. Follow official instructions. Avoid area. (94)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Bomb Threat	Bomb Threat---evacuate **(LOCATION)** immediately. Follow official instructions. Call 911 for help. Avoid area. (105)	Bomb Threat---evacuate **(LOCATION)** immediately. Follow official instructions. Call 911 for help. Avoid area. (105)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Structural Damage	**(NATURE OF INCIDENT)---**evacuate **(LOCATION)** immediately. Follow official instructions. Avoid area. (95)	**(NATURE OF INCIDENT)---**evacuate **(LOCATION)** immediately. Follow official instructions. Avoid area. (95)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Report of Shots Fired	Gun shots reported---**(LOCATION)**. Stay inside. Secure doors. Emergency personnel responding. Call 911 for help. (107)	**(NATURE OF INCIDENT)---(LOCATION)**. Stay inside. Secure doors. Police responding. Call 911 for help. (97)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Hostile Intruder	Hostile intruder---**(LOCATION)**. Secure doors. Take shelter. Be silent. Silence phones. Do not provoke. Call 911 for help. (118)	**(NATURE OF INCIDENT)---(LOCATION)**. Secure doors. Take shelter. Call 911 for help. Avoid area. (91)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.

Personal Threat/ Assault	**(NATURE OF INCIDENT)**--- **(LOCATION)**. Secure doors. Take shelter. Do not provoke. Call 911 for help. Avoid area. (107)	**(NATURE OF INCIDENT)**--- **(LOCATION)**. Secure doors. Take shelter. Do not provoke. Call 911 for help. Avoid area. (107)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Fire	Fire---evacuate **(LOCATION)** immediately. Follow official instructions. Avoid elevators. Call 911 for help. Avoid area. (115)	Fire at **(LOCATION)**. Follow official instructions. Call 911 for help. Avoid area. (80)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Bomb or Explosive Device	Suspected explosive at **(LOCATION)**. Evacuate immediately. Follow official instructions. Call 911 for help. Avoid area. (117)	Suspected explosive at **(LOCATION)**. Evacuate immediately. Follow official instructions. Call 911 for help. Avoid area. (117)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Health Threat	N/A	**(NATURE OF INCIDENT)**- -**(LOCATION---IF APPLICABLE)**- -**(INSTRUCTIONS)**	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Weather Emergency	**(NATURE OF ALERT)** issued for **(LOCATION)**. Seek shelter indoors. Avoid windows/doorways. (86)	**(NATURE OF ALERT)** issued for **(LOCATION)**. Seek shelter indoors. Avoid windows/doorways. (86)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Tornado Warning	Tornado Warning for **(LOCATION)**. Move indoors to a low level or interior space. Stay away from windows, glass walls. (115)	Tornado Warning for **(LOCATION)**. Move indoors to a low level or interior space. Stay away from windows, glass walls. (115)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Flooding	Flood at **(LOCATION)**. Seek higher ground. Follow official instructions. Do not try to drive. (91)	Flood at **(LOCATION)**. Seek higher ground. Follow official instructions. Do not try to drive. (91)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Utility Failure	N/A	**(NATURE OF INCIDENT)**--- **(LOCATION)**. Follow official instructions. Avoid area. (74)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Custom	**(NATURE OF INCIDENT)**--- **(LOCATION)**--- **(INSTRUCTIONS)**	**(NATURE OF INCIDENT)**--- **(LOCATION)**--- **(INSTRUCTIONS)**	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Suspicious package	N/A	Suspicious package at **(LOCATION)**. Evacuate immediately. Avoid area. Police responding. (86)	This is an all---clear notification. The emergency at **(LOCATION)** has ended.
Campus closing/delay	N/A	Classes canceled/delayed **(TWO HOURS)** due to inclement weather.	N/A
Test	TEST: This is a test of the EAGLE Alert system. No action needed. Thanks for participating.	N/A	N/A

CHATTAHOOCHEE TECHNICAL COLLEGE
EMERGENCY OPERATION PLAN

TECHNOLOGICAL HAZARDS

TECHNOLOGICAL HAZARDS 1: STRUCTURAL COLLAPSE

Response - Structural Collapse

If a roof, ceiling, or wall collapses, students, faculty and staff should immediately do the following:

- Evacuate the building as soon as it is safe to do so.
- DROP, COVER, and HOLD
- Seek shelter under sturdy desks and tables
- Move away from windows or glass.

Call 911 from a campus telephone and do the following:

- Identify the name and exact location of the campus building
- State the emergency and any known injuries
- Describe response actions taken
- Remain on the telephone line to provide updates

Do not allow reentry to the building until declared safe by DPS.

Chattahoochee Technical College personnel familiar with the campus buildings should provide technical support to emergency responders.

A trained structures specialist from urban search-and-rescue may be required on scene. This person would be responsible for:

- Evaluating the immediate structural condition of the area to be entered during rescue operations.
- Determining the appropriate type and amount of structural hazard mitigation in order to minimize risks on site to rescue personnel.

The safety officer is responsible for monitoring and assessing the safety aspects of the responders during the collapsed structure event.

Remain calm and listen to authorities (Police, Fire, and Facilities Management)

Use extreme caution during and after a structure collapse to avoid any unnecessary accidents.

Activate your building floor marshal system and evacuation procedures to ensure all persons in the building are evacuated and in a safe location.

TECHNOLOGICAL HAZARDS 2: UTILITY FAILURE

Utility Failure

1. In the event of a major utility failure 24 hours, Monday through Saturday, immediately contact the College Campus Police or Police Department at 770-529-2311. College Police or Security will contact Facilities as needed.

2. If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify College Campus Police. Also, College Campus Police will be responsible for contacting the **FACILITIES DIRECTOR**.

3. If an emergency exist, activate the building fire alarm.

4. All building evacuations will occur when an alarm sounds continuously and or when an emergency exists.

5. Assist disabled persons in exiting the building: Remember that the elevators are reserved for disabled persons use. **DO NOT USE THE ELEVATORS IN CASE OF FIRE.**

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

7. If requested, assist the emergency crews as necessary.

8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

9. Electrical/Light Failures. Since sufficient lighting may not always be present in emergency situations, it is advisable to keep flashlights available in buildings occupied after dark.

10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

Elevator Failure

If you become trapped in an elevator, use the phone to call College Police. If the elevator does not have a phone, use the alarm on the front panel to signal for help.

Plumbing Failure/Flooding

Cease using all electrical equipment. Notify College Campus Police. If necessary, vacate the area.

Serious Gas Leaks

<u>Cease all operations!</u> **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT**. Remember, electrical arcing can trigger an explosion! Immediately notify College Campus Police. Wind direction should be monitored and all emergency vehicles and crews should be up-wind from gas fumes.

TECHNOLOGICAL HAZARDS 3: POWER FAILURE

Response to a power outage will depend on the circumstances. If possible, information should be obtained from Facilities Management Services on the extent and likely duration of the outage. However, in many cases, the likely duration cannot be determined.

Chattahoochee Technical College emergency power is provided only for emergency systems, and does not provide power for equipment or normal electrical outlets, unless special arrangements have been made in advance.

1. Assess the extent of the outage in your area and report status to the Facilities manager and Chief of Police.

2. Report the outage to Police at 770-529-2311.

3. Help persons in darkened work areas move to safety.

4. Check elevators to determine if anyone is trapped inside. If so, immediately call for help; do not attempt to force open doors and rescue them. Wait for a qualified elevator mechanic.

5. Unplug desktop computers, equipment, and appliances during the outage, especially if not connected to a surge protector.

6. Shutdown any equipment or process that could be hazardous if the power suddenly returns.

7. If practical, secure current experimental work, then move it to a safe location. Get assistance – hazardous spills are a significant risk during transport of chemicals on carts.

8. Keep lab refrigerators and ultra-low freezers closed during the outage. Take any steps possible to protect materials dependent on power.

9. Check to ensure appropriate personnel have been notified if there are critical areas that need power, such as animal areas or other special needs.

10. Request direction from the Chief of police regarding whether to evacuate or stay in place.

TECHNOLOGICAL HAZARDS 4: NETWORK FAILURE/CYBER ATTACKS

An effective disaster plan includes procedures for both pre-disaster protection and post-disaster recovery. Because no plan is fool-proof, protection is really about reducing risks, rather than eliminating them, by adhering to documented procedures on an ongoing basis; recovery is about getting back in business by initiating documented procedures immediately following a disaster.

Physical Security
- Unique cyber or electronic locks are installed on the server room doors on each campus to prevent unauthorized access; these doors will remain locked at all times when the room is unoccupied.
- Doors to all telecommunication rooms (any room primarily containing voice and data equipment racks) have locks and will remain locked at all times.
- Appropriate signs are posted on server room doors at each campus, and no unauthorized personnel will be allowed into these rooms unattended.
- A web based access camera system is located in the Chattahoochee Police Dispatch located on the Marietta and North Metro Campuses.

Fire
- Fire suppression systems (sprinkler systems) are installed in each server room. Sprinkler heads are rated for use in computer server rooms.

Firewall and Virus Protection
Firewall devices are installed to filter all undesired and potentially harmful incoming and outgoing network packets. All CTC computers and servers use a standard anti-virus product which periodically downloads and installs virus definitions automatically. A network intrusion appliance is also installed to scan each incoming packet for potentially dangerous payloads.

TECHNOLOGICAL HAZARDS 5: TELECOMMUNICATION PLAN

Crisis Communication Plan

Crisis can happen any time, without warning, obviously. When something does happen, that is not the time to figure out how to communicate effectively. It's most useful to have a plan in place ahead of time.

Whenever a crisis arises, there are many issues that will need to be addressed and center to most of them is communication. Additionally, the way we communicate to all constituents during a crisis could have short and long-term effects on Chattahoochee Technical College.

The longer a crisis lasts, the more potential effects on public support, employee and student morale, enrollment and fund raising. Therefore, it is necessary to handle crisis in a swift and organized manner.

This plan deals specifically with crisis communication and has been prepared in conjunction with the College's emergency response plans.

Since communication is so vital in any emergency situation, anyone who believes a crisis is imminent at CTC is encouraged to contact the Chief of Police or Vice President of Student Affairs.

Preparing to handle a crisis:

Through the development of a comprehensive emergency management plan, the CTC Campus Police Chief has established an Emergency operations Team. At CTC, this team will also serve as the Crisis Communication Team. The Chief of Police or the Vice President of Student Affairs is responsible—either personally or by delegation—for notifying the CTC President and Vice Presidents of any crisis.

Each member of the team should have up-to-date list of phone, cell phone and e-mail addresses for key officials, on campus and off.

Consider where the crisis communication team will meet if a crisis strikes. The Emergency Operations Team's default meeting space is the College President's conference room.

If media are on campus covering an ongoing crisis, the College may offer reporters a work space or a place where they can attend press briefings or receive updates. The library has rooms for briefings, smaller rooms for meeting and plenty of parking nearby.

Prepare checklists for the college community:

Students and faculty from out-of-state may not be familiar with some of the usual crises that occur in Georgia. All departments should refer to the multi-colored Emergency Action Plan to be aware of proper responses to a variety of emergencies. The College's full Emergency Action Plan is online on the CTC Campus Police website.

Communicate this plan in advance:

This plan should be communicated to the media and to the College community before a crisis strikes. If the media and the College's stakeholders know it exists, and how/where to refer to it, they will know what to expect from the College when a crisis occurs. This will allow the crisis communication process to move more smoothly. More importantly, faculty, staff and students should know ahead of time where to go to learn what message has been communicated.

This plan should be reviewed frequently with External Affairs and College Campus Police to ensure College officials know of all possible backup methods of communication and the locations of all generators in case power goes out.

Identifying a Crisis:

Different types of crises call for different responses. It is important to identify a crisis while it is

still in its early stages. Some may be minor, others severe. The College's response will depend upon the circumstances.

Types of crises:
- Sudden an immediate, unforeseen crisis.
    - Massive Lives at Risk/Lost, (examples: plane crash, fire) or
    - Individual Lives at Risk/Lost (examples: murder, mono outbreak)
    - This type of crisis occurs unexpectedly and requires immediate action. If lives are at risk, the first action will be to move swiftly to save lives and prevent injury.
- Smoldering an ongoing, festering crisis that begins small and grows larger as more information becomes known.
    - This type of crisis can drag out and result in bad press for weeks, months or even years. These crises should be resolved as quickly as possible. Officials should try to anticipate future developments and mitigate them. (Examples: An NCAA investigation, an unsolved sexual assault or other major felony).
- Bizarre—an unusual, unexpected crisis that does not fit into the above categories.

Handling a Crisis:

When crisis strikes, it is essential that the College take immediate action. The key to success is to obtain information, confirm its accuracy, disseminate information as quickly as possible and prepare to address the situation as it unfolds. The following steps should be taken as soon as the crisis is identified:

- Gather the facts. If a crisis occurs, College officials must immediately gather all available facts. Having accurate information will enable College officials to respond to the crisis properly.
- Convene the crisis communication team. The core team members should immediately convene and decide the first course of action. Since this must be done swiftly, the core members should take the lead, and then bring in the rest of the team if the crisis warrants such action. The default location for the team meeting is the College Police meeting room.
- Decide on a spokesperson. Speaking with one voice and from one page will be very important in restoring calm and trying to make sure information isn't coming from different areas.
- Activate all relevant campus safety plans. The crisis communication team members should make sure that all applicable safety plans and safety measures are carried out immediately. It's important to know (and convey) what steps were initiated to handle the crisis.
- Examples include grief counseling, mental health services, support groups, memorial services, safety seminars, posters and brochures that offer safety tips, hotline numbers that provide information to family members, etc.
- Decide if a command center and/or media center needs to be established. This will depend on the type of crisis and anticipated media demands.
- Prepare a statement and background information. Tailor the standby statement to the events that are unfolding, and prepare background information for the media. In all

documents, stick to the facts and don't speculate.
- Meet with city, state officials, if necessary.

Communicating during a crisis:

- Identify key audiences. Determine which of the College's stakeholders need to be informed of the situation, and in what order. Don't forget trustees, alumni and parents.
- Prepare your spokesperson. The College President or the Vice President for External Affairs will likely serve in this role, unless the event is in another area (such as athletics) where it would be more appropriate for someone closer to the situation to speak. However, if the situation is such that the crisis team is assembled, it's now a "college issue" requiring a College response.
- Give as many answers and direction as you can. Students, faculty, staff and friends of the College will want to know what's going on, what they need to do and how they can help.
- Develop key messages and stay on message, reiterating them at every opportunity.
- Anticipate questions that will be asked by the media and information your stakeholders will want to know.
- Pass along facts only. Don't speculate. If there is bad news to pass along, do that first, so that you try to frame the story yourself and it doesn't look like anything is hidden.
- Compile a list of questions that still need to be answered. Assign people to find answers, as needed.
- If needed, set up a room for news conferences. Be aware of its surroundings and capabilities for parking, electrical needs and space. Make sure the room is a fitting environment for the messages to be delivered.
- Notify internal audiences first.
- Ensure a flow of information – If updated information needs to be passed along, continue to use the steps outlined above, especially the CTC website. If needed, a regular schedule of media briefings should be established.
- All External Affairs employees who work with the media should be briefed on the situation and informed as to what details they can release. Other College employees who answer phones should be informed of where/how to direct media calls. Typically, all media calls should go to the Vice President of External Affairs.
- Keep track of media calls, requests – The spokesperson should keep a list of all the reporters to whom he/she talks. This will enable the College to look for news clippings and to later evaluate how the crisis was handled.
- Respond to the media quickly and fairly. The media provide a way for the College to get its message to the public. The media will also shape public opinion about how the College is responding to the crisis. Therefore, it is important to cooperate with the media, to be sensitive to media deadlines and to provide all reporters with the same information – no exclusive stories.
- Dispel rumors. During times of crisis, rumors run rampant. If false rumors become prevalent, the spokesperson will need to dispel them publicly. Also, do not release – or even share internally – the names of anyone who is injured or killed until their parents/families have been notified.

- Issue joint press releases with city and state officials, if necessary. When the crisis is citywide or statewide, stay in contact with city and state officials, and possibly issue joint or complementary press releases with those officials.
- Do the right thing. Being ethical and doing what right for those involved in a crisis will automatically lead to good public relations. External Affairs cannot (and should not) hide information.
- Choose words and phrases carefully – Don't unnecessarily panic constituents by being overly dramatic. If possible, use language that will ease the public's concern while still being truthful.

After the crisis:

After the crisis is over, evaluate how the College handled it. Knowing what was done well and what could have been done better will only help refine the crisis communication plan and make it more effective in the future.

The best way to evaluate the College's dealings with the media is to watch and read media coverage of the crisis. Seeing how each of the College's actions was covered can help form future media strategies.

The crisis communication team should convene after the crisis ends to evaluate every action taken and the crisis communication plan itself. It is important to learn from successes and from mistakes.

TECHNOLOGICAL HAZARDS 6: MAJOR STRUCTURE FIRE
Fire

If a fire condition is discovered within a Chattahoochee Technical College building you should take the following action:

- Know the locations of the fire extinguishers, fire exits, and alarm systems in your area and how to use them. Training and information is available from the College Campus Police 770-529-2311.

- **CAUTION!! NEVER USE A WATER FIRE EXTINGUISHER ON AN ELECTRICAL FIRE.**

- Fire Alarm System – All academic/administration buildings have fire alarm systems consisting of pull stations and bells and/or claxons and strobes. You should always dial 911 to report a sounding building fire alarm. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

- When a building alarm sounds walk, do not run, to the nearest exit and feel the door before opening. If it is hot, do not open the door. Call 770-529-2311 or 911 to report your location and hang a sheet or some sort of clothing out a window to attract attention.

- Immediately evacuate the building and keep low to the floor if smoke is present. As you leave notify other occupants. Activate a fire alarm pull station.

- Close room and /or hallway and stairwell doors as you evacuate.

- If the door is cool, exit and proceed to the nearest emergency exit or emergency exit stairwell. **DO NOT USE THE ELEVATORS** unless directed by the police or fire personnel.

- If you are unable to get to an emergency exit stairwell safely get into a room with a window, close the door behind you, get to the window, wave something to gain the attention of someone below and call 911, to inform them of your location and what is happening.

- Evacuation of persons with disabilities will be given the highest priority. They will be evacuated by the most expeditious and safe means available. If you are aware of persons with a disability in your building that may require assistance, please notify a College Campus Police Officer.

- Once outside, move away from the building to your designated building assembly area and wait for instructions from College Police or College official, this will allow fire equipment and emergency personnel to reach the building. Keep at least 500 feet away from the affected building.

- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College Official.

TECHNOLOGICAL HAZARDS 7: VEHICLE/AIRCRAFT/TRAIN CRASH ON CAMPUS

Aircraft Down, Aircraft Crash, Explosion (Crash) on Campus

In the event that a violent accident (such as an explosion or aircraft crash) occurs, the possibility exists that a building or area is unsafe, take the following action:

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.

2. Immediately after the effects of the explosion and /or fire have subsided, notify CTC Campus Police at **770-529-2311, and call 911**. Give your name and describe the location and nature of the emergency.

3. When the building fire alarm is sounded, or when you are told to leave by College Officials, walk to the nearest marked exit and ask other to do the same.

4. Assist disabled persons in exiting the building. Persons with disabilities will need assistance. **DO NOT USE ELEVATORS IN CASE OF FIRE.** Do not panic. Remain calm.

5. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.

6. If requested, assist emergency crews as necessary.

7. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless permitted to do so by CTC Campus Police.

CHATTAHOOCHEE TECHNICAL COLLEGE
EMERGENCY OPERATION PLAN

BIOLOGICAL HAZARDS

BIOLOGICAL HAZARD 1: DISEASE OUTBREAK

Chattahoochee Technical College (CTC) has developed a Pandemic Influenza Emergency Response Plan, which is intended to help guide the College's response to any pandemic situation.

The plan includes background information on pandemic flu, an overview of the College's goals and objectives in responding to a pandemic, and the specific roles and responsibilities of individuals and operating units within the College.

BIOLOGICAL HAZARD 2: CONTAMINATED FOOD OUTBREAK

Chattahoochee Technical College (CTC) has no food services on campus. Chattahoochee Technical College also has no residential housing.

In the event of a localized contaminated food outbreak Chattahoochee Technical College would follow the protocols recommended by the FDA and GEMA.

CHATTAHOOCHEE TECHNICAL COLLEGE
EMERGENCY OPERATION PLAN

ADVERSARIAL, INCIDENTAL & HUMAN CAUSED HAZARDS

Adversarial, Incidental, & Human Caused Hazards 1: CIVIL DISTURBANCE OR DEMONSTRATIONS

A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

1. Interference with the normal operations for the College.

2. Prevention of access to offices, buildings or other College facilities.

3. Threat of physical harm to persons or damage to College facilities.

If any of these conditions exist, College Police & Public Safety should be notified and will be responsible for contacting and informing appropriate College officials. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

Peaceful, Non-Obstructive Demonstrations

1. Generally, demonstrations of this kind should not be interrupted.

2. If demonstrators are asked to leave but refuse to leave by regular facility closing time: (1) Arrangements will be made by the Chief of College Police to monitor the situation during non-business hours: or (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

Non-Violent, Disruptive Demonstrations

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College.

1. Demonstrators will be asked to terminate the disruptive activity by the Chief of Police or other designated officials.

2. Key College personnel and student leaders will be asked to go to the area and ask the demonstrators to desist.

3. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue may result in disciplinary action or possible intervention by civil authorities.

4. After Consultation with the College President and other officials, the need for an injunction and intervention of civil authorities will be determined.

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the College President and other appropriate College officials will be notified.

Everyone on campus is asked to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to College Campus Police at 770-529-2311.

ADVERSARIAL, INCIDENTAL, & HUMAN CAUSED HAZARDS 2:

TERRORISTIC THREATS AND BOMB THREATS

Terroristic Threats and Bomb Threats

A bomb threat may be received in many different ways, such as telephone, mail, email, or in person. Any information received by a Chattahoochee Technical College faculty or staff member should be immediately reported to the lead administrator. It is crucial that the administrator collect as much factual information as possible during the limited amount of time available before he/she has to make a decision to evacuate or not. The lead administrator or his/her designee should report the threat to local law enforcement. Local law enforcement agencies may be aware of other threats that may be related to this incident.

Persons who operate switchboards or who receive incoming calls should become familiar with the details of, and logic underlying, the telephone technique for handling bomb threats. The faculty or staff member receiving a telephone call should make notes if a bomb threat is received by phone on the Bomb Threat Report Form located on the following page as well as in the Forms section of this manual.
If a decision to evacuate the school is made, emergency responders (law enforcement and fire) should be notified so that they may respond appropriately and efficiently.

1. The College President or administrator in charge should be immediately informed of the bomb threat.

2. A decision should be made to evacuate or operated as normal.

3. All staff and students should be alerted that cell phones, Motorola Radios, and portable landline phones SHOULD NOT be used during a bomb threat.

3. Students and staff should take only those personal belongings in their immediate possession when the evacuation is ordered.

4. During an evacuation, students and staff should not be routed by cars and dumpsters due to the possibility of secondary devices.

5. If a suspected explosive device is discovered, or if an explosion actually occurs, and structural damages indicates the need, maintenance personnel should turn off gas and electricity at the main valve or switch to minimize the possibility of fire or another explosion.

6. Instructors should take roll at evacuation to ensure that all students are accounted for.

The college may receive suspicious packages in the mail or via hand delivery. CTC personnel may also find packages on school grounds. Upon receipt of a suspicious package, CTC personnel should not handle the package and should isolate everyone from the immediate area. The Chief of Police (or lead administrator at a center) should be notified immediately. See also the Suspicious Mail Procedures.

The following are indicators that a package may contain an explosive device:
1. Lumps, bulges, or protrusions.

2. Lopsided or heavy-sided appearance.

3. Handwritten addresses or labels from companies with incorrect information or address components. Check to see if the company exists, and if they sent a package or letter to your facility.

4. Excess postage on a small postage or other indicators that the object was not weighed by the Post office.

5. Handwritten notes, such as "To be opened in the privacy of…"

6. No postage or non-canceled postage.

7. Improper spelling of common names, places, or titles.

8. Leaks, stains, or protruding wires, string, tape, etc.

There are only two reasonable explanations for a call reporting that there is a bomb in a particular location: (1) The caller has knowledge or believes that an explosive device has been placed in the location and he/she wants to minimize personal injury or property damage. (2) The caller wants to create an atmosphere of anxiety and panic to disrupt normal activities.

The vast majority of bomb threats turn out to be a hoax; however, it is practically impossible to determine immediately whether the threat is real or a hoax. Therefore, for the safety of people,

buildings should be evacuated when a bomb threat is received.

When a bomb threat is called in:

- Keep the caller on the line as long as possible. Ask him to repeat the message. Record every word spoken by the person.

- If the caller does not indicate the location of the bomb or the time of possible detonation, you should ask him for this information.

- Inform the caller that the building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.

- Pay particular attention to peculiar background noises such as motors running, background music, and any other noise which may give a clue as to the location of the caller.

- Listen closely to the voice (male/female), voice quality (calm, excited), accents and speech impediments.

- Report this information immediately to the College President and the Chief of Police 770-529-2311. For off-campus threats call 911. The person receiving the call should complete the Bomb Threat Report Form (see next page).

- College Police Officers and other authorities will conduct a detailed bomb search.

- Employees will be requested to make a cursory inspection of their area for suspicious objects and if any are found to report their location to Campus Police. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.

- If possible contact the nearest Explosive Detection K-9 Unit for assistance.

CHATTAHOOCHEE TECHNICAL COLLEGE CAMPUS POLICE
BOMB THREAT REPORT FORM

THREATENING PHONE CALL

Date: _____ Time _____

Exact words of person placing call: _____

_____

Questions to ask caller:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____

DESCRIPTION OF CALLER'S VOICE

Male: _____ Female: _____

Age: _____ Young: _____ Middle Age: _____ Old _____

Tone of voice: _____ Accent _____

Is voice familiar? _____ If yes, who did it sound like? _____

Background noises: _____

Remarks: _____

PERSON RECEIVING/MONITORING CALL: _____

Department: _____ Telephone Number: _____

Authorities notified of threat: _____ Time: _____

Suspicious Packages

The information in this guide provides assistance with identifying suspicious packages, devices and responding to bomb threat telephone calls. If you have identified a situation that you believe requires police intervention, please call 911 (if there is an immediate threat or if the call is received off campus.) The dispatcher will ask you a series of questions to understand the concern and relay it to the appropriate responders. Please be assured that all calls are prioritized based on the available information and the perceived threat to the public.

Handling Suspicious Packages & Letters

What is a suspicious package or letter?

- Unexpected package or letter from an unknown source
- Possible foreign source, i.e. different country
- Excessive postage
- Misspelled or misused words on envelope
- Name and title do not match
- Ridged or bulky-possible oil stained or unusual odor
- Poor handwriting
- Restrictive delivery markings
- No return address
- Strange shape or protruding items
- Substance leaking from the package.

Dangerous Items That Can Be Mailed or Shipped-Examples

1. Biological Agents
   - Anthrax
   - Botulism
   - Other Bacteria

2. Other Agents
   - Explosives – –letter bombs
   - Chemical Agents, etc.
   - Illegal Drugs

Handling a Suspicious Package or Letter

- After you identify the package or letter as being suspicious, **LEAVE IT ALONE!**
- All people who had contact with the package/letter or who were in the immediate area stay until contacted by College Campus Police.
- Upon arrival of Police, do as directed by the Officer.
- The GBI will be contacted.
- Once CTC Campus Police or County Fire/Hazardous materials Unit is at scene cooperate with them as requested.

ADVERSARIAL, INCIDENTAL, & HUMAN CAUSED HAZARDS 3: HAZARDOUS MATERIAL INCIDENT

Chemical or Radiation Spill

1. Report serious spillage of a chemical or radioactive material immediately to 770-529-2311 or 911. Do not return the affected area.

2. Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything.

3. When reporting, be specific about the nature and location of spilled material. The College Police will activate the emergency response units.

4. Persons not trained in spill techniques should immediately evacuate the area.

5. Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.

6. Do not use elevators in case of fire.

7. Once outside, move to a distance at least 500 ft. from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. Do not return to evacuated building unless directed to do so by a College Official.

ADVERSARIAL, INCIDENTAL, & HUMAN CAUSED HAZARDS 4: ARMED INTRUDER – ACTIVE SHOOTER

Active Shooter

Active shooter situations are always unpredictable, but there are things that should be immediately done to protect oneself. Be prepared, have a personal plan.

Remember; Flee, Fortify, Fight.

If it is possible to do so safely, exit the building immediately when you become aware of an incident, <u>flee</u> and move away from the immediate path of danger, and take the following steps.

5. Notify anyone you may encounter of the incident and encourage them to exit the building immediately.

6. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.

7. Call the Police Department by dialing 911, providing each dispatcher with the following information:

   a. Your name
   b. Location of the incident (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification or description of shooter(s)
   e. Number of persons who may be involved
   f. Your exact location
   g. Injuries to anyone, if known

8. Notify Chattahoochee Technical College Campus Police at 770-529-2311.

5. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

10. Go to the nearest room or office and began to <u>fortify</u> the location.

11. Close and lock the door.

12. Use furniture to barricade and <u>fortify</u> the entrance.

13. Turn off the lights.

14. Seek protective cover.

15. Keep quiet and act as if no one is in the room.

16. Do not answer the door.

17. Notify the Police Department by dialing 911 if it is safe to do so, providing each dispatcher with the following information:

   a. Your name
   b. Your location (be as specific as possible)
   c. Number of shooters (if known)
   d. Identification or description of shooter
   e. Number of persons who may be involved
   f. Injuries if known

18. Wait for Campus Police to assist you out of the building. The Chattahoochee Technical College Campus Police, along with surrounding municipal departments, are trained and equipped to respond to an emergency incident of this nature.

As a last resort, if confronted be prepared to fight. Don't become a victim.

6. Fight back as a <u>last resort</u> when your life is in Imminent Danger

7. Act as aggressively as possible

8. Throw items at perpetrator

9. Make weapons from surrounding items

10. Commit to survive the attack

ADVERSARIAL, INCIDENTAL, & HUMAN CAUSED HAZARDS 5: HOSTAGE SITUATION

HOSTAGE SITUATION

If You Hear Or See A Hostage Situation:

1. Immediately remove yourself from any danger.

2. Immediately notify the Police Department and Campus Police at **911 and 770-529-2311.**

3. Be prepared to give Police Dispatch the following information:

   b. Locations and room number of incident
   c. Number of possible hostage takers
   d. Physical description and names of hostage takers, if possible.
   e. Number of possible hostages
   f. Any weapons the hostage takers may have
   g. Your name
   h. Your location and phone number

If You Are Taken Hostage:

1. Remain calm, be polite and cooperate with your captor(s).

2. DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captor(s).

3. Speak normally. DO NOT complain, avoid being belligerent and comply with all orders and instructions.

4. DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.

5. Observe the captors and try to memorize their physical traits, voice patterns, clothing or other details that can help provide a description later.

6. Avoid getting into political or ideological discussions with the captor(s).

7. Try to establish a relationship with your captor(s) and get to know them. Captors are less likely to harm you if they respect you.

8. If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captor(s). Avoid making a plea on your own behalf.

9. Try to stay low to the ground or behind a cover from windows or doors, if possible.

In A Rescue Situation:

1. DO NOT RUN. Drop to the floor and remain still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.

2. Wait for instructions and obey all instructions you are given.

3. Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.

4. Expect to be handcuffed and searched, DO NOT resist. Just wait for further instructions.

5. You will be taken to a safe area, where proper identification and status will be determined.

Functional Annexes

EVACUATION

This annex focuses on procedures executed to evacuate all constituencies from buildings, facilities and grounds associated with the technical college.

Exhibit plans that meet each of these goals:

1. Account for individuals located in various locations at different points in the day/week.

2. Safely move individuals from unsafe areas to designated assembly areas including but not limited to classrooms, student housing facilities, campus grounds, dining halls, stadiums, conference centers and other locations.

3. Establish alternate routes when primary evacuation routes are unusable.

4. Evacuate individuals with disabilities (along with service animals and assistive devices, e.g., wheelchairs) and others with access and functional needs, including language, transportation and medical needs.

5. Reunify individuals in a safe and efficient manner.
   - Building Evacuation Plans
   - Campus Evacuation Plans
   - Building Emergency Posters
   - CTC DPS Basic Duties Manuel
   - Emergency Response and Evacuation Procedure (ASR) • Building Marshals

DENY ENTRY/CIOSING/LOCKDOWN ANNEX

This annex focuses on procedures required to secure buildings, facilities, and grounds during incidents that pose an immediate threat or hazard including, but not limited to, crime, bomb threat or the event of a chemical or biological hazard in or around the technical college. In the event of a chemical or biological hazard, all constituencies may be required to move to areas that can be sealed. The primary objective of secure-inplace is to quickly ensure all constituencies are secured in areas away from immediate danger.

Exhibit plans to meet each of these goals:

1. Account for individuals located in various locations at different points in the day/week.

2. Secure exterior accesses to buildings and facilities when it may or may not be safe to do so.

3.   Identify building characteristics (i.e., windows, doors) which may impact possible deny entry/closing/lockdown procedures.

4.   Employ variations of deny entry/closure/lockdown procedures (when outside activities are curtailed, doors are locked, and visitors closely monitored but all other activities continue as normal).

- Building/Classroom Emergency Posters

- Emergency Response and Evacuation Procedure (ASR)

- Classroom/Building Evacuation Plans

- Building Marshals

SHELTER-IN-PLACE/SECURE-IN-PLACE ANNEX

This annex focuses on procedures needed when all constituencies are required to remain indoors, potentially for an extended period of time, because it is safer inside a building or a room than outside. Depending on the hazard, all constituencies may be required to move to locations without windows, or to a designated weather shelter (as in the event of severe weather).

Exhibit plans to meet each of these goals:

1 . Determine supplies needed to seal the room and to provide for the needs of all constituencies (e.g., water).

2. Identify how a shelter-in-place directive can affect individuals with disabilities and others with access and functional needs who require durable medical equipment and personal assistance services.

3. Identify alternate shelter locations when the primary shelter location is unusable.

4. Determine how to locate and shelter all constituencies.

5. Determine the need for and integration of "safe rooms" for protection against extreme wind hazards (such as a tornado or hurricane) in order to provide immediate life-safety protection when evacuation is not an option.

- Building/Classroom Emergency Posters

- Emergency Response and Evacuation Procedure (ASR)

- Classroom/Building Evacuation Plans
- Building Marshals

ACCOUNTING FOR ALL PERSONS ANNEX

This annex focuses on procedures for accounting for the whereabouts and well-being of all constituents and identifying those who may be missing.

Exhibit plans to meet each of these goals:

1. Determine who should be in attendance at the assembly area.

2. Determine what to do when an individual cannot be located.

3. Determine how personnel will report to the assembly supervisor.

4. Determine how and when individuals will be permitted to resume their activities.

, CTC DPS Basic Duties Manuel
- Emergency Response and Evacuation Procedure (ASR)
- Building Marshals

COMMUNICATIONS AND NOTIFICATIONS ANNEX

This annex focuses on procedures related to communication and coordination during emergencies. Included are procedures for internal communication with all constituencies as well as families; and communication with external stakeholders both before and after an emergency.

Exhibit plans to meet each of these goals:

1. Integrate communications systems into the local emergency response communications network (e.g., fire department, law enforcement agencies).

2. Communicate with community partners in accordance with pre-established agreements (e.g., memoranda of understanding).

3. Ensure relevant individuals can operate communications equipment/systems.

4. Communicate with all constituencies, families and the broader community before, during, and after an emergency, including using alert and notification systems.

5. Account for technology barriers and language access barriers faced by individuals.

6. Communicate to the broader community, including off-campus student activities or events on technical college grounds sponsored by third-parties.

7. Ensure effective communication with individuals with disabilities and others with access and functional needs.

8. Obtain and update emergency contact information for all constituencies.

9. Interact with emergency contacts, including international contacts, during or following an emergency.

10. Track individuals transported to other locations for care or shelter.

1 1 . Coordinate information sharing among hospitals, families, and the technical college.

12. Verify consistency with the requirements in the Clery Act, the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and civil rights laws.

13. Communicate with individuals including members of the public who refuse to comply with safety instructions.

- Annual Security Report
- Eagle Alert System
- DPS Policy and Procedure Manuel
- Facility and Public Safety Emergency Contacts
- Mutual Aid and CJIS Agreements

BUSINESS CONTINUITY ANNEX

This annex focuses on procedures to ensure essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (e.g., payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

Exhibit plans to meet each of these goals:

EMERGENCY OPERATIONS PLAN

2019 - 2020

TABLE OF CONTENTS