



# GEORGIA INSTITUTE OF TECHNOLOGY EMERGENCY ACTION PLAN

GEORGIA TECH POLICE DEPARTMENT  
Office of Emergency Preparedness

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## I. Introduction

The purpose of the Georgia Institute of Technology (GA Tech) Emergency Action Plan (EAP) is to establish policies, procedures and an organizational structure for response to emergencies. The EAP incorporates operating procedures from the National Incident Management System (NIMS) for handling emergencies resulting from fires, floods, storms, hazardous material incidents, terrorism and other potential disasters. The EAP is a basic guide that will be used for responding to emergencies and disasters that may occur on our campus. All personnel assigned responsibilities under this plan are expected to know and understand the policies and procedures outlined in the plan. The emergency response to any major disaster should be conducted within the framework of this plan.

The EAP is divided into two parts. The first part is designed to introduce the plan in a more strategic and operational manner with an All Hazards approach. The second part is more tactical in response to specific emergencies that may occur on campus. It is imperative for people to understand that the annexes are not exact, but serve as guidelines to what processes and procedures need to occur during each situation. The annexes section must also coincide with departmental procedures, police protocols and common sense approach.

Georgia Tech also published, and makes available online, a much shorter Emergency Response Guidebook primarily for faculty, staff and students to reference on “what to do” in various emergencies.

The EAP serves as a tool used by planners to mitigate threat and risk, for first responders to assist with response efforts and by all Institute personnel to recover from disasters in a coordinated effort. This plan is a working document and will be reviewed annually. Send suggested changes to Andy Altizer at [andy.altizer@police.gatech.edu](mailto:andy.altizer@police.gatech.edu).

## II. Purpose

The Emergency Action Plan is designed to effectively coordinate the use of resources to protect life and campus facilities immediately following a major disaster. The plan clearly defines the emergency management command structure as well as the priorities and responsibilities for each position within the structure. It is activated whenever an emergency affecting the campus cannot be managed through normal channels. Examples of the types of emergencies where the plan may be activated include:

- Severe Weather Emergencies
- Fires and Explosions
- Hazardous Material Incidents
- Extended Power Outages

This plan has been structured so that it is consistent with the State of Georgia’s “Unified Command System,” and therefore complies with regulations outlined in the Annotated Code of Georgia 35-3-57. The plan is also consistent with the National Incident Management System (NIMS).

### **III. National Incident Management System (NIMS) Policy**

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

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

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

### **IV. Authority**

This Plan is promulgated under the authority of the President and Executive Vice President of Administration & Finance. Primary responsibility for the EAP rests with the Office of Emergency Preparedness within the Georgia Tech Police Department, in its creation, updates, distribution and implementation.

### **V. Mission**

The mission is to respond to emergency situations in a safe, efficient, and timely manner. Institute personnel and equipment will be utilized to accomplish the following priorities:

1. Protect the health of the students and Institute personnel.
2. Protect Institute property.
3. Communicate clearly too internal and external constituencies.
4. Follow up with any subsequent counseling or other necessary steps to restore well being on campus.

5. Protect and maintain the Institute image.
6. Resume business as usual.

## VI. Organization

### A. Incident Command

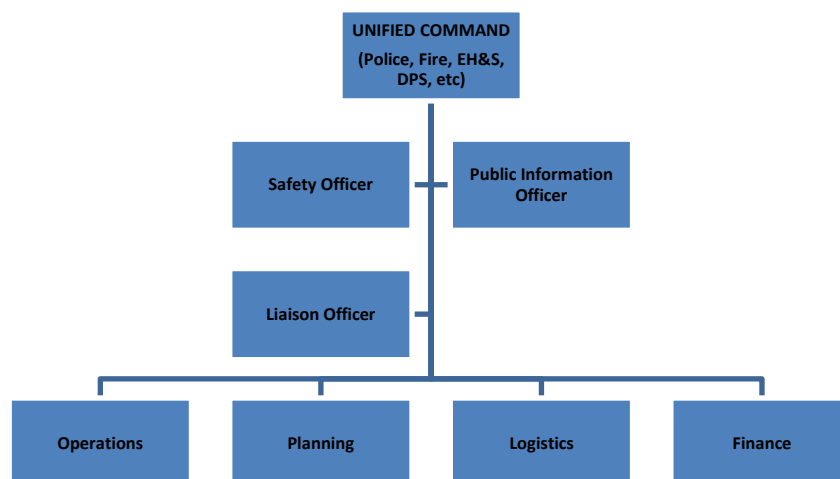
Using the Incident Command System, the Incident Commander has overall responsibility for the management of all emergency activities, including development, implementation and review of strategic decisions, and post event assessment. Typically, the incident will be managed near the scene in an Incident Command Post (ICP) (See Appendix R). The Incident Commander should direct the Seven Critical Tasks in Response:

1. Assess the Situation and Establish Communications & Control
2. Identify the “Hot Zone
3. Establish Inner Perimeter
4. Establish Outer Perimeter
5. Establish Scene Command Post
6. Establish Staging Area
7. Identify and Request Additional Resources

The Incident Commander should utilize the GTPD Incident Response Worksheet (Appendix N) to manage the incident.

The organizational structure of our response is consistent with the Unified Command System required by O.C.G.A. 38-3-57 and the National Incident Management System (NIMS). The use of Unified Command/NIMS is required and is intended to facilitate establishing priorities, interagency cooperation, and the efficient flow of resources and information during an emergency. NIMS utilize the Incident Command System (ICS) which groups the emergency management team into four sections. All four sections report to the Emergency Operations Director.

- **Operations:** implements priorities established by management.
- **Planning/Intelligence:** gathers and assesses information.
- **Logistics:** obtains the resources to support the operations.
- **Finance:** tracks all costs related to the operations.



**B. EOC Operations**

If the event requires a sustained response or recovery effort, the Emergency Operation Center (EOC) should be activated. The EOC at GA Tech should follow the basic incident command structure. The EOC located in 811 Marietta Street Building, Room 201 provides an area for campus leaders and relevant outside agency support to come together to provide resources and recovery efforts. The small conference room adjacent to the EOC provides executive leadership a private area to work on strategic issues. Although the EOC directly interfaces with the ICS concept, campus personnel required to participate in EOC activation will depend on the emergency or disaster. The example below outlines staff that may be needed during activation:

**EXECUTIVE EMERGENCY OPERATION CENTER ASSIGNMENTS**

<u>Assignment/Function</u>	<u>Designee</u>
<b>Emergency Policy Executive</b>	President Executive Vice President of Business and Finance Chief of Police Vice President for Academic Affairs Vice President for Student Affairs Chief Information Officer Executive Assistant to the President Other college administrators/staff as needed

**EMERGENCY OPERATIONS CENTER (EOC) SECTION ASSIGNMENTS**

<u>Assignment/Function</u>	<u>Designee</u>
<b>Emergency Operations Center Chief</b>	Emergency Preparedness Director Director of Operations Emergency Preparedness Program Manager Emergency Preparedness Coordinator
<b>Public Information Officer Safety Officer Liaison</b>	Director of Communications and Marketing AVP Environmental Health & Safety
<b>Operations Section</b>	Associate Director of Plant Operations Emergency Preparedness Coordinator Relevant Building Manager Dean of Students Deputy Chief of Police Patrol Commander AVP Environmental Health & Safety EH&S Fire Marshall Hazardous Materials Coordinator Police Communications Supervisor Director Facility Operations and Maintenance Director of Parking and Transportation
<b>Planning/Intelligence Section Manager</b>	Emergency Preparedness Coordinator Space Planning Director Associate Director of Information Technology Criminal Investigations Captain

**Logistics Section Managers**

Transportation Associate Director

Director, Contracts & Procurement Services  
Procurement Manager  
Director, Campus Dining

**Finance Section Manager**

Director, Fiscal Services  
Director, Human Resources

Again, these are only possible staff members that will respond to EOC activation. Actual response depends on the emergency. Outside agencies such as Atlanta Police, Atlanta Fire and Rescue, Atlanta Public Works, Atlanta Fulton County Emergency Management, etc. may also participate.

## Active Shooter Incident Action Plan

### 1.0 General Information

**Active Shooter** – One or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. The overriding objective of the active shooter appears to be that of mass murder, rather than other criminal conduct, such as robbery, hostage taking, etc. For the purpose of the Procedure, the term “active shooter” will also include anyone who uses any other deadly weapon to systematically or randomly inflict death or serious bodily injury on the others over a continuous or extended period of time.

The campus community should understand that:

- There is not a “profile” of a school shooter.
- School shootings are rarely impulsive acts.
- They are typically thought out and planned in advance.
- Prior to most school shootings others students knew the shooting was to occur but failed to notify anyone.
- Very few of the attackers ever directed threats to their targets before the attack.
- The most common goal was retribution
- In many cases, other students were involved in the attack in some capacity.

Most importantly, if someone believes that there is a threat on campus, immediately call Georgia Tech Police at 9-1-1 from a campus phone or 404-894-2500 from a cellular phone. **If someone has concerns that a student is a possible future threat, they should notify the Deans of Students;** if someone has concerns that a faculty or staff member is a possible future threat, they should notify the Office of Human Resources.

If you hear shots on campus, take the threat seriously!

### 2.0 Emergency Response Procedures

#### 2.1 Students/Faculty/Staff

##### 2.1.1 In a classroom or office:

- **STAY THERE, Secure the door – Call GTPD at 404-894-2500**
- If the door doesn't have a lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can, otherwise look for heavy furniture to barricade the door.
- **Turn off lights and close blinds.**
- **Turn off televisions, radios, and computer screens.**
- **Attempt to calm, quiet and account for students and employees.**
- If the door has a window, cover it if you can.

- Depending on the shooters location, consideration may also be made to exit through window openings. Have someone watch as you get as many students out of the windows (ground floor) as calmly and quietly as possible.
- If police units are not yet on scene, move well away from the incident and find safe cover positions (not the parking lots) and wait for the police to arrive.
- When officers arrive on scene, move toward any Police vehicle when safe to do so while keeping hands on top of your head and following exact directions of the officers.
- Don't leave the area entirely, you may have information that responding Police Officers will need. Once in a safe place, stay put.
- If the windows don't open, or you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.
- Ignore any fire alarm bells; it may be a trick to draw people into the open.
- **The shooter may bang on the door and yell for help to entice you to open the door.**

### 2.1.2 In hallways or corridors:

- Get in a room that is not already secured and secure it.
- Unless you are very close to an exit, don't run through a long hall to get to one, you may encounter the gunmen or hostage taker. Don't hide in restrooms!

### 2.1.3 If trapped with a gunman:

- Don't do anything to provoke them. If they are not shooting, do what they say and don't move suddenly. Only you can draw the line on what you will or will not do to preserve your life or the lives of others.
- If they do start shooting people, you need to make a choice, (at this point it is your choice) stay still and hope they don't shoot you, run for an exit while zigzagging, or even attack the shooters. This is very dangerous, but certainly no more than doing nothing and dying in place. A moving target is much harder to hit than a stationary one and the last thing that the shooter will expect is to be attacked by an unarmed person. Any option you choose may still result in a negative response.

When calling GTPD, provide them with as much information as possible, including:

- **Assailant(s)**
  - Specific location
  - Number of assailant(s)
  - Race and Gender
  - Clothing color and style
  - Type of weapons
- **You specific location**

- Building name
- Office/classroom number
- **Number of people at your specific location**
- **Injuries**
  - Number of people injured
  - Types of injuries

## **2.2 Police Response**

Officers are authorized to protect life by any legal means necessary. Officers responding to active shooter incidents will accomplish this goal through any legal means at their disposal in order to swiftly find the active shooter(s) and stop them. Those means may include arrest, containment, or the application of deadly physical force. This policy recognizes that the active shooter must be stopped before taking any more innocent lives. The active shooter is engaged in a continuing criminal episode. The time frame for the use of deadly physical force against the active shooter continues until the suspect(s) discard their weapons and surrender or are incapacitated. The prioritization of activities in order of importance is:

- Locate, isolate, and stop the shooter
- Treat and evacuate the injured
- Establish containment with inner and outer perimeters
- Safety sweep for unknown hazards and other possible suspects
- Complete evacuation
- Preserve the crime scene

While it is important to provide first aid to the wounded, it is our public safety duty to first protect lives by stopping the actions of the active shooter(s) engaged in a continuing criminal episode.

### **2.2.1 Immediate response to the area:**

- Goal is to locate and neutralize the threat
- Officers may move past locked rooms
- Officers will pass injured
- Officers will quickly glean information from environment (sound of gunfire, movement of people, etc) to direct their response.

### **2.2.2 Additional responders will attempt to:**

- Extract and treat injured
- Establish perimeters

NOTE: The specific Standard Operating Procedure (SOP) for Active Shooter is located in the Georgia Tech Police Department, and due to sensitive information is not included in EAP.

## Bomb Threat/Suspicious Package Incident Action Plan

### 1.0 General

Few things cause more fear and panic than a bomb threat. Fortunately, most threats are just that: *threats*. Prior planning and training are essential to resolving this type of situation with minimal injury or loss of life. Many of the following procedures are based upon “tried and true” principles of crisis response, but each situation is unique and often presents factors that cannot be adequately delineated in a written plan. Familiarity with the response principles and related procedures will allow Georgia Tech personnel to respond in the most appropriate manner.

Georgia Tech cannot simply close its doors and cease operations every time someone phones in a bomb threat, although that is almost certainly the goal of the person placing the call. Rather than giving into fear it is the job of responders first, to determine the validity of the threat and then take appropriate action to safeguard lives and property if the threat appears credible. Proper threat analysis is critical. Although they may not receive the actual threat, Communication Center personnel must be familiar with the characteristics of both genuine threats and harassment calls. Bomb threats may be received by third parties such as Secretaries, Deans and Professors. **Although life safety is always a priority, seldom will an evacuation be ordered without sufficient cause. Also, building managers must take a proactive role in the response as it relates to truly knowing their building, and then actively participating in building searches.**

### 2.0 Response Guidelines

#### 2.1 Response Procedures – Students/Faculty/Staff

##### **If you receive a bomb threat (via the telephone):**

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
  1. When will it explode?
  2. Where is it right now?
  3. What does it look like?
  4. What kind of bomb is it?
  5. Where did you leave it?
  6. Did you place the bomb?
  7. Who is the target?
  8. Why did you plant it?
  9. What is your address?
  10. What is your name?
  11. Are there secondary devices?
- Observe the caller's:

1. Speech patterns (accent, tone)
  2. Emotional state (angry, agitated, calm, etc.)
  3. Background noise (traffic, people talking and accents, music and type, etc.)
  4. Age and gender
- Write down other data:
    1. Date and time of call
    2. How threat was received (letter, note, telephone)
  - Call GTPD and submit your notes from the telephone call or the bomb threat (letter or note) to GTPD. Call 9-1-1 from a campus phone or 404-894-2500 from a cellular phone. If at all possible, use a campus phone and avoid using the cell phone during a bomb threat.
  - Follow Police instructions. Do not be surprised if they ask you to assist with a search!

**If you are told by emergency responders to evacuate the building (see General Evacuation Procedures):**

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

**If there is an explosion:**

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches or lighters.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 9-1-1 from a campus phone or 404-894-2500 from a cellular phone if no one has called. If at all possible use a campus phone and avoid using a cell phone. If there are other explosive devices at the scene it is possible, though unlikely, that it could be detonated by the RF from the cell phone. Follow Emergency Notification Procedures.

**2.2 Response Guidelines taken by first responders:**

**2.2.1 Personnel Safety is Paramount**

To maximize personnel safety, supervisors shall consider the following when deploying response units:

a. Communications Discipline

- The use of radio, cell phone, Mobile Video Recording System (MVRS) greater than 3 watts or other transmitter devices is forbidden within 1,000 feet of a suspected explosive device. Radio Magnetic Frequency (RMF) can trigger a blasting cap under certain conditions. The device may also be radio controlled.
- Officers should turn off their portable radios and/or cellular phones that have more than 3 watts (Note: GTPD Handheld radios operate at 3 watts). Wireless communications devices may only be used outside the 1,000 foot danger area. Use a hard-wired telephone to communicate with the Communications Center.

b. Possibility of Secondary Devices

Arriving personnel must remain vigilant for secondary explosive devices aimed at injuring or killing responding emergency personnel. The safe distance from any suspect device is 1,000 feet – minimum. Be alert for this new threat and use shielding as much as possible while within 1,000 feet of the area. Georgia Tech Police K-9 teams can be used to check the Incident Command Post area and other areas utilized by evacuated personnel or first responders.

c. Use of Shielding

Officers must use shielding (cover) as much as possible. Shielding is anything that would provide some degree of protection against heat, pressure and missiles (fragmentation and shrapnel) moving outward from an exploding bomb. Stay away from glass or objects that would not withstand an explosion.

*Important: Officers should never touch or move a suspected explosive device.*

d. K-9 Response

The dispatcher will call the K-9 handler on duty to respond to the scene. If no one is on duty, the on call K-9 handler should be called immediately and informed of the incident.

e. Direction of Call

The on scene commander will direct the call to outside agencies such as the Atlanta Police Department and Atlanta Fire/Rescue.

### **2.2.2 Incident Command**

- a. The first arriving police officer will set up incident command. Establish and advise dispatch of location of on-scene command post. Establish perimeter and shelter in case a search reveals a suspicious object/device.
- b. Arriving K9s will report to the incident commander, and depending on the size of the response, may fall under the direction of the operations section chief.
- c. The patrol supervisor will ensure that the following personnel are notified of the threat:
  1. Patrol Captain
  2. Chief of Police
  3. Deputy Chief of Police
  4. Emergency Preparedness Director
  5. Special Operations Captain

### **2.2.3 Threat Analysis**

Look for indicators that increase the credibility of the threat. These are some possible indicators of a valid threat, but they are not inclusive:

- Suspect package present (to include obvious explosive device).
- Suspicious person(s) in your facility.
- Signs of forced entry on windows or doors (indicating that someone may have made an unauthorized entry).
- A note or message inside the facility indicating that the suspect may currently be or may have been inside the facility.
- Identification of disgruntled individuals who may have a motive to disrupt the facility and the opportunity to place a bomb.
- Previous threats or actual explosive devices at the facility.
- Detailed information from caller about device and/or location.

### **2.2.4 Building Managers**

- a. As soon as practical, the building manager should be notified of the threat.
- b. The building manager should be asked to provide information regarding activities in the building, potential hazards and the advisability of evacuating if needed.
- c. Determine if high profile speakers and guests are in the building, or scheduled to arrive, which would increase the threat.
- d. War-game (brainstorm) on why someone would want to disrupt the normal activities associated with the affected building (final exams, controversial activities, etc).
- e. Mail bombs normally have certain characteristics. They include, but are not limited to:
  - Excessive Postage
  - Oily stains seeping through the package
  - Protruding wires, screws, unexplained holes, or battery shaped object inside
  - Strange odor, if it causes headache suspect Nitroglycerine
  - No return address or unexpected package from overseas

- Name of addressee misspelled
- Ticking sound

**The decision to evacuate will be determined by the on scene incident command in conjunction with other campus officials.**

*Note: If a package has some or all of these characteristics, treat it as a possible explosive device. Do not touch it. Evacuate the area and call for a Bomb Technician. Your common sense and judgment are crucial. When in doubt, get out!*

### **3.0 Bomb Searches**

The following guidelines should be followed in conducting a bomb search in a building or an automobile. Start outside and work inside and when searching start at lowest level. The following areas should be searched:

- A. Exterior – The exterior search begins at the ground level. Close attention should be given to piles of leaves and refuse, fresh dirt or disturbed mulch, shrubbery, trees, flower boxes, trashcans manholes, sewers, building ledges, and parked vehicles (described below).
- B. Public Area Search – Extended outward from the building to some natural divider (curb or wall, usually 25 to 50 feet); and
- C. Interior Room Search (described below).

Whenever possible, building managers or other campus staff members familiar with a particular area to be searched should perform building searches under the supervision of a Georgia Tech Police Officer. At GA Tech, this person could be the building manager, lab technician or even a faculty member closely associated with the building. This is because individuals searching their own work areas will have a much better idea of what belongs there and what does not. If workspace occupants are unavailable, police officers familiar with an area are the next best alternatives. Those assisting in search activities must be instructed not to touch a suspicious package under any circumstances. At least two officers should search a given area.

A canine trained to detect explosives should always be considered when performing searches. Available K9 teams should report to the incident command, and depending on the size of the response, will work directly for the incident commander or operations chief. Canines are best for use in searching for bombs and explosives in the following areas:

- Locked containers, including lockers
- Hidden compartments
- Concealed bombs and explosives
- Large open areas
- Vehicles
- Storage rooms / mail rooms

*Canine should not be used to evaluate packages already deemed suspicious.*

The following search technique is recommended:

### **3.1 Listen**

Upon entering an area to be searched, officers should move to various parts of the room, stand quietly and listen for a clockwork device. Frequently, a clockwork mechanism can be detected without the use of special equipment. Even if no clockwork mechanism is detected, the officers are now aware of the background noise level within the room. If a ticking sound is heard, but a device is not located, one might become unnerved. The ticking sound may come from an air conditioner, dripping water or many other things. Notice any strange odors. Explosives containing Nitroglycerin often give off vapors that cause headaches. Ammonium Nitrate is fertilizer and may be mixed with some fuel, such as diesel or kerosene. The smell of sulfur may indicate a gunpowder mixture or simply a natural gas leak.

### **3.2 Plan the Search**

First, look for any obvious sign of a suspicious package or device. After entering and listening, the officer should look around the room and determine how the search is to be conducted. The officer should divide the room into virtually two equal parts. This division should be based on number and types of objects in the room (e.g., the edge of the window on the north wall to the floor lamp on the south wall). The officer should look at objects in the room and determine the average height of the majority of items resting on the floor. **The first search usually covers the items in the room up to this height (about your hip height).**

### **3.3 First Sweep (Floor to hip height)**

Both individuals go to one end of the room division line and start from a back-to-back position. This is the “search start point” and shall be used on each successive searching sweep. Each person now starts searching his/her way around the perimeter of the room, working toward the other person checking all items around the walls of the room. When they meet, searchers will have completed a “wall sweep.” They should then check the middle of the room up to the hip height. This first sweep should include under rugs, items mounted on or in the walls, such as ventilation ducts and built in wall cupboards, if these fixtures are below hip height.

### **3.4 Second Sweep (Hip to the chin or top of the head)**

The officer again looks at the furniture and objects in the room and determines the height of the second search. This usually works from the hip to the chin or top of the head. The officers return to the starting point and repeat the search technique at the selected height

level. The officer now determines the next height level, which goes from either the chin or top of the head up to the ceiling using the same technique as before.

### **3.5 Third Sweep (Chin or top of the head up to the ceiling)**

The third search usually works from the chin or top of the head up to the ceiling. The officers return to the starting point and repeat the search technique at the selected height level.

### **3.6 Subsequent and Final Sweeps (False or suspended ceiling area)**

The final search would include any false or suspended ceiling area. Check flush or ceiling mounted light fixtures, ventilation ducts, sound or speaker systems, electrical wiring and structural framework. Upon completion of the search, place colored tape across the door and jam to prevent other officers from re-searching the room. Do not rely on random or spot-checking of the logical places such as the lectern area if a guest speaker has been threatened. Always use this technique. The bomber may not be logical in his/her placement of the device or may count on your poor search technique to prevent locating the device. Once a device or suspicious object is found, all searches must cease until the item has been cleared.

### **3.7 Vehicle Searches**

When possible, suspicious vehicles should be searched by an Explosive Detection K-9 Team or a Bomb Technician. Vehicles may pose as much challenge in searching as any building. Suspicious vehicles present at high-visibility events may necessitate inspection. The methodology is essentially the same.

### **3.8 Exterior Search**

Start the search on the exterior of the vehicle at about waist level. Make a complete circle back to your starting point. Continue this method until you reach the top of the vehicle. Tall vehicles may require a ladder. Next, using a mirror on a pole preferably illuminated, look at the undercarriage beginning at the front of the vehicle and working to the rear. Look for wires which appear clean as opposed to dirty, small pieces of wire or insulation, areas that appear to have been wiped clean, or wires hanging down, especially those coming from the engine compartment or fuel tank. The fuel tank is another common place for a vehicle bomb. Here the bomb may be located on top or at the rear of the tank. Again, look for areas where the dirt has been disturbed or clean wires lead toward the engine compartment. It is rare, but a device may be implanted into the nozzle of the tank.

### 3.9 Interior Search

Inspect the interior from the outside of the vehicle beginning in the front floorboard, especially under the seats and working your way to the rear of the passenger area. Before opening any vehicle, attempt to get the assistance of a bomb canine. The switch mechanism may be tied to the opening of a door. **If the threat is at all credible, officers should turn the search over to trained bomb technicians at this point, and then resume normal law enforcement responsibilities (establish/secure perimeter, access control, etc).**

In an emergency, the door may be opened remotely from a safe distance. Door keys and handles can be operated remotely by pulling a cord attached to a set of locking pliers to provide leverage. Even if no detonation occurs during this operation, response personnel must wait at least fifteen (15) minutes before approaching the vehicle. This will reduce exposure should there be a timer mechanism in place. This procedure should not be used on a large truck type vehicle, such as the one used at Oklahoma City. If a vehicle of this type is suspected, a canine is the best option. This vehicle may contain a very large amount of explosive and even remote opening may cost you your life and along with the lives of everyone for two city blocks.

As you approach, listen for a clock sound. Do not place any weight or pressure on any of the seats, as the trigger may be pressure sensitive. Use your mirror pole at maximum extension to look under the seats and dashboard of the vehicle. Be sure to look up under the padding of the seats where the springs are located. This is an excellent hiding place. Again, all enclosed spaces such as consoles, glove boxes, and other containers within the vehicle must be opened remotely.

### **Civil Disturbance/Demonstration Incident Action Plan**

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the Georgia Tech Security and Police at 9-1-1 from a campus phone or 404-894-2500 from a cellular phone.

If a disturbance seems to threaten the occupants of the building, report it immediately to the GTPD and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.

If necessary, your department may decide to cease work operations.

If necessary to evacuate, follow directions from police or your Building Manager or other person of authority.

If evacuation occurs, meet at the location designated as your facility's (Redbook) Emergency Assembly Area (EAA) and wait for additional instructions and information (see General Evacuation Procedures).

### **Criminal, Suspicious or Violent Behavior Incident Action Plan**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk.

Notify Georgia Tech Security and Police at 9-1-1 from a campus phone or 404-894-2500 from a cellular phone as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify GTPD at 9-1-1 from a campus phone or 404-894-2500 from a cellular phone.

Suspicious Activity may also mean:

- Person or persons sitting in vehicles for extended periods of time, possibly taking notes relative to activities or people in the area.
- Large vans or trucks, parked in unauthorized areas for extended periods of time. May have emergency flashers activated or no one in the vehicle.
- Persons wearing heavy coats or other outer garment wear in the warm months. Out of place for the time period.
- Back packs or other containers left unattended for periods of time or just out of place.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

### **Elevator Failure Incident Action Plan**

If you are trapped in an elevator, use the emergency telephone to call for assistance.

If the elevator does not have an emergency telephone, push the emergency alarm (located on the control panel) to signal your need for help.

If you discover someone trapped in an elevator, call the Georgia Tech Police at 9-1-1 from a campus phone or 404-894-2500 from a cellular phone.

#### **GTPD Response:**

1. Call elevator contractor and ask them to respond to the emergency.
2. Police sends an email along with the phone call to [elevator.repair@lists.gatech.edu](mailto:elevator.repair@lists.gatech.edu)
3. Do NOT take the passenger out of the elevator

Elevator contractor will respond and get the passenger out of the elevator.

Facilities is responsible for notifying GTPD when elevator contractor is changed.

## Emergency Notification Incident Action Plan

### Purpose

The Emergency Notification Standing Operating Procedure (SOP) will provide efficient and effective emergency notification to personnel on campus. The Office of Emergency Preparedness will prepare and maintain the Emergency Action Plan, including the emergency notification procedures plans. All Institute employees should become knowledgeable of the Institute's emergency notification policy and procedures to ensure that their personal information remains updated within the plan, and to participate in any activation of the plan when notified.

In the past, Georgia Tech Police Dispatch was responsible for notifying the campus about an emergency situation on campus. Due the hectic nature and volume of calls that Dispatch deals with during an emergency situation, much of the actual notification will be handled by the Office of Information Technology Network Operations Center (NOC). This SOP will help prioritize efforts to maximize overall notification to the campus community.

### Notification Guidelines

#### 1. Decision to Alert Campus in an Emergency

The decision to send out an emergency alert should be based on the need for the receiver of the message to take immediate action. The authority to send an emergency notification depends on the message includes:

- Executive Vice President, Chief of Police, Emergency Preparedness Project Manager, or GTPD Captains has the authority to alert campus (during "after hours" this decision will often be made at the command post and after approval from the Patrol Captain).
- GTENS Tornado Warnings are automatically processed by Accuweather
- Active Shooter alerts can be sent out under the Watch Commander's authority.

#### 2. Dispatch should use the Emergency Notification Checklist (Annex K) to ensure all emergency notification means are utilized.

#### 3. Responsibility of Emergency Notification for a Campus Emergency

- The Network Operations Center (NOC) will process many of the critical emergency notification procedures in the event of a campus emergency event. There are other means that may be utilized by other departments that will briefly be covered at the end of this document.

#### 4. Dispatch should contact Communications and Marketing after the decision to send out an emergency alert.

#### 5. At times the senior staff may call the unpublished emergency call in number upon receiving the emergency alert to get additional information and to assist with the crisis at hand.

6. Depending on the incident that prompted the emergency notification, a follow up “all clear” may be sent when the emergency situation has been resolved. Blackboard advises that time in between messages is about seven minutes.

**a. Notification Exceptions**

The slight exception to the approval process for alerting campus is when there is a Tornado Warning or Active Shooter since time is critical and most often there will not be time to seek additional authority from others.

**1. Tornado Warnings**

Upon receiving a tornado warning through Skyguard –

- Accuweather automatically sends out a GTENS tornado warning;
- Dispatch contact OIT Network Operations Center and request that they send out a SCREAM and cable television message.
- Dispatch should activate the audio Siren Warning System
- Campus officials may provide updates through the Georgia Tech Office of Emergency Preparedness Twitter page ([www.alerts.gatech.edu](http://www.alerts.gatech.edu)).
- If the GTENS alert has not been received by Dispatch by the time the SWS have been activated, Dispatch will call Accuweather for a status report. If for some reason Accuweather cannot process the GTENS alert, Dispatch will contact the NOC to send out the GTENS alert.

**2. Active Shooter on Campus**

Although time is critical, the Watch Commander must verify that there are shots on campus prior to an alert being sent.

- Upon verification, the Watch Commander should notify Dispatch who will contact the NOC and request that they send out a GTENS alert (Armed Gunman or General Shelter in Place message in Annex F) and a SCREAM message.
- Dispatch should activate the audio Siren Warning System (See Annex F)
- Camus officials may provide updates through the Georgia Tech Office of Emergency Preparedness Twitter page ([www.alerts.gatech.edu](http://www.alerts.gatech.edu)).

**Prioritized Notification Mechanisms**

Once a decision has been made to notify the campus community about an emergency situation, the Network Operation Center (NOC) will begin the notification procedures in a prioritized manner aimed at notifying the maximum number of people in the shortest amount of time. There

may not be time to go through the entire list, and there may even be times when the notification is halted due to the need of a new message that needs to go out.

The following notification mechanisms include:

- GT Emergency Notification System (text, email and phone message) – Annex A (NOC)
- Campus Siren Warning System – Annex B (GTPD DISPATCH)
- SCREAM message – Annex D (NOC)
- Campus Cable TV Alert – Annex C
- Social Media-Twitter and Facebook
- Other Notification Means

## Escaped Animals Incident Action Plan

### 1.0 Response Summary

Discovery	
Initial assessment (do not spend undue time assessing)	<ol style="list-style-type: none"> <li>1. Note injuries.</li> <li>2. Note species and appearance (e.g., coloration).</li> <li>3. Estimate number of escaped animals.</li> <li>4. Identify special concerns, if known, such as infectious diseases, aggressive disposition, genetic alterations, etc.</li> </ol>
Notification	<ol style="list-style-type: none"> <li>1. <b>GTPD (911 from campus phone or 404-894-2500 from cell phone)</b></li> <li>2. Animal and Rabies Control (404) 794-0358 (Fulton County Government)</li> <li>3. Ambulance services (if necessary) 911 (on-campus extension...9-911)</li> <li>4. Vivarium in IBB building (404) 385-1547 (on-campus extension...5-1547)</li> <li>5. Lead researcher and/or PI</li> </ol>
Source control	Close cages, pens, etc. if other animals remain (beware of aggressive animals).
Mitigation and removal	Aid Animal Control personnel with any special knowledge or personal rapport with escaped animal.
Critique and follow-up	<ol style="list-style-type: none"> <li>1. Account for injuries and property damage.</li> <li>2. Modify procedures</li> </ol>
Available on-site equipment	

### 2.0 Escaped Animals—Response Detail

Wear gloves (use thick gloves as appropriate), eye protection, and/or a respirator for handling diseased animals. Use a thick towel to wrap small animals to trap their legs and cover their eyes and mouth.

If an animal injures a person, he/she should wash the wound with soap and water. Leave the wound open to bleed and seek immediate medical care. Animals that have bitten persons must be captured and quarantined for rabies. Animal Control determines the need for testing the animal for rabies. Be aware that in addition to infectious disease from bites (e.g., rabies), there could be allergic (possibly severe) reactions to bites, scratches, or casual contact with specific animals or insects. Other concerns could include genetically altered insects. Consult a pest control professional and the lead researcher to determine the best strategy for mitigating associated risks with such creatures

## Evacuation Incident Action Plan

### 1.0 General Building Evacuation Procedures

It is highly unlikely that there will ever be a need to completely evacuate campus. If the City of Atlanta requires a city-wide evacuation, then GA Tech must also comply. Such an evacuation would be slow, congested and frustrating. The more likely scenario would be an area evacuation, or simply a single building evacuation. In general:

- Stay calm, do not rush, and do not panic.
- Safely stop your work.
- Use the nearest safe stairs and proceed to the nearest exit. **Do not use the elevator.**
- Proceed to your designated Evacuation Staging Area and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by emergency responders.

### 2.0 Evacuation, Shelter-in-place and Relocation

Due to incidents or emergencies, Georgia Tech or city, county, state or Federal agencies may require partial or complete evacuation or shelter-in-place procedures.

- a. **Evacuation** is the time-critical movement of personnel away from danger or contaminated areas.
- b. **Shelter-in-place** involves taking shelter in secure areas of buildings or other infrastructure until hazardous material dissipates or the danger passes. Shelter-in-place may be ordered for those unable to evacuate or if it is decided that this is the optimum procedure for reducing exposure to hazardous materials.
- c. **Relocation** refers to the movement of personnel to temporary housing due to damage or contamination of such infrastructure.

### 3.0 General and Complete Campus Evacuation Plans

Because the release of hazardous materials may involve a dangerous plume that moves according to environmental conditions especially wind currents, it is necessary to have a flexible plan for evacuation. The objective is to avoid evacuation of personnel into the anticipated plume areas. The plan will depend on environmental conditions and can utilize multiple scenarios. The plan must have one or more rally points where personnel report that they have successfully evacuated and may receive further instructions.

During an emergency situation that may warrant an evacuation, a person should distance themselves from where the emergency is taking place.

#### 4.0 Transportation

If available, multiple means of transportation should be used in evacuation to include:

1. Walk/Bicycle
2. Personal Vehicle
3. Stinger Buses
4. Other GT Vehicles (Vans)
5. Commercial Transportation (Buses, Trains and Airlines)

#### 5.0 Campus-Wide Emergency Evacuation Guidelines

The character and immediacy of the emergency directly affects the means by which people will leave their building or area of campus. There are two phases of evacuation:

- **Building Managers** should ensure that all members of their responsible department/unit (and any related students or visitors) will proceed to the **Evacuation Staging Area** for their particular building. The BM should ensure that the building is appropriately secured and that all known personnel are accounted for, utilizing available resources and information.
- In a campus-wide emergency, **Building Managers** or their designees should ensure that all personnel have assembled and are awaiting transportation to another location via the Institutes Emergency Transportation plan developed by the Parking and Transportation Department and coordinated through the GA Tech Office of Emergency Preparedness.

**In a major emergency**, the decision to implement evacuation procedures generally rests with the President and his Advisory Group. In situations requiring immediate action, public safety responders (Police, Fire, EH&S) can also order an evacuation. When evaluating the possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, explosion, hazardous materials release, etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials.

## **Evacuation – Disabilities Incident Action Plan**

The following guidelines have been adopted by the Georgia Tech campus to assist in planning for the evacuation of people with physical disabilities.

### **1.0 IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:**

- Evacuate people with disabilities if possible.
- Use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or a major earthquake. Do not use elevators if there is a fire or the fire alarm is sounding.
- If the situation is life threatening, call 9-1-1 from a campus phone or 404-894-2500 from a cellular phone.
- Check on people with special needs during an evacuation. A “buddy system”, where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

### **2.0 RESPONSES TO EMERGENCIES:**

#### **BLIND OR VISUALLY IMPAIRED**

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

#### **DEAF OR HEARING IMPAIRED**

Bomb Threat Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

### **3.0 MOBILITY IMPAIRMENT**

Some buildings have “Areas of Refuge” or “Areas of Rescue Assistance” in designated areas. Check with the Emergency Preparedness Coordinator for location of these areas.

#### **Bomb Threat Earthquake, Fire, and Hazardous Materials Releases:**

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit they should move to a safer area, e.g., most enclosed stairwells or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes). If you do not know the safer areas in your building, call the Fire Marshal at EH&S 404-894-2990 for a building survey.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

#### **4.0 Challenges during Power Outages:**

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Building Coordinators should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call 9-1-1 from a campus phone or 404-894-2500 from a cellular phone to request evacuation assistance from the Fire Department.

### **5.0 Mobility Impaired Resident Student Evacuation**

1. GTPD will program into the “silent night” alarm system mobility impaired student’s locations by building and room.
2. When alarm sounds into GTPD, the responding officer will be notified by the alarm system of the room(s) where any such students live.
3. Responding officer will notify the incident commander (usually fire personnel) of the location(s) of these students.
4. Incident commander will ensure these students are located and assisted.

Residence Life will update list at the beginning of each semester and send it to GTPD. Residence Life will also work to program the room assignment system to “flag” the students as a reminder to update the list if any of them are room changed during the course of the semester.

## **6.0 Summary**

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Every person needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare.

## Fire Incident Action Plan

### 1.0 Fire in a Building

When fire occurs in a building, occupants should immediately proceed to the nearest exit and pull the fire alarm before proceeding through the exit door to evacuate the building. Once they are safely evacuated, the person who identifies the fire should immediately call Georgia Tech police at 911 from any GT landline or (404) 894-2500 from a cellular phone to report the fire.

All personnel occupying Georgia Tech buildings should be aware of the location of the fire extinguisher(s) and fire alarm pull stations. Fire extinguisher locations are usually indicated by signage on the walls above the units. Fire alarm pull stations are located near the exits.

### 2.0 Evacuation of a Building Due to Fire

- Activate fire alarm pull station or use other emergency alerting procedures and proceed to the nearest exit and evacuate the building immediately.
- Call Georgia Tech Police at 911 from any GT campus landline or at (404) 894-2500 from a cellular phone. Note: Attempt to extinguish the fire only if you are trained and comfortable with using a fire extinguisher. Always remember to keep your back to the door, if attempting to extinguish the fire.
- Do Not attempt to extinguish a fire if the following condition exist:
  - Not trained in extinguishing fires
  - Not able to identify what is burning
  - Fire is spreading
  - Fire extinguisher is unavailable
  - Back is not toward the exit
  - Might inhale smoke
  - Doubt or insecurities develop

**Note:** If the first attempt to put out the fire with a fire extinguisher is unsuccessful, evacuate immediately through the nearest exit.

- Call Georgia Tech Police from a safe location once evacuated to report all fires.
- Report to the designated predetermined “meeting place” for the building, and do not leave. Remain in the “meeting place” until further instructions from the Emergency Responders.
- Be prepared to provide the information below:
  - Name, address and location of the emergency
  - The type of emergency
  - Number calling from
- Never use an elevator during a fire; always use the stairs. Most elevators are programmed to automatically return to the ground floor or pre-designated floor when the fire alarm is activated.

- If smoke is encountered, stay close to the floor and crawl to the nearest exit. “Stay Low and Go”.
- Test doors with the back of your hand before opening. If the door is hot, do not open it. Instead, proceed to an alternate exit.
- Close doors behind you to contain the fire. Do not wedge or allow any doors to be held open unattended.
- Never re-enter a building once evacuated; unless authorized by the local authority having jurisdiction.
- If you are confronted with smoke in the corridor, get down on your hands and knees and crawl to the nearest exit and follow these steps:
  - Staying low under the smoke allows you to see the exits and minimize inhaling smoke during your evacuation.
  - If you are trapped in a room, place a blanket, towel or similar article along the bottom of the door to keep smoke out. If possible, wet the material.
  - If you are unable to reach the exit, go to a window and start knocking or making noise to let someone know that you are trapped in the room. Also, if possible hang a light colored material item out of the window to attract attention.
  - If the telephone is working in the room call Georgia Tech Police, by dialing 911 from a GT campus landline or (404)894-2500 from a cellular phone to report that you are trapped in an area where there is a fire.
- If your clothes are on fire: **STOP, DROP AND ROLL** on the ground to extinguish the flames.
- Special evacuation plans should be developed and discussed in advance for any occupants who are physically disabled.

For more information on Fire Safety, go to [www.ehs.gatech.edu/fire/](http://www.ehs.gatech.edu/fire/)

## Dangerous Gas Alarm Incident Action Plan

### A. Possible Causes of Alarms

- 1) Dangerous (toxic and/or flammable) gas in an occupied or potentially occupied room
- 2) Dangerous gas above acceptable levels in an exhaust duct
- 3) Dangerous gas leaking inside a gas cabinet
- 4) Hydrogen gas leaking from pipe outside of lab

### B. Occupant Response Procedure

- 1) Evacuate lab- no exceptions, close lab door, post a “DO NOT ENTER” sign.
- 2) Go to alarm monitor panel and determine the location of the problem.
- 3) Check History screen to determine if problem is ongoing or over.
- 4) Call Georgia Tech Police to explain the nature of the alarm and whether the problem is ongoing or over.
- 5) Meet GTPD at an arranged location.
- 6) If the problem is:
  - a) Dangerous gas in a room
    - (i) Do not re-enter unless:
      - (a) You know the source and cause of the gas release
      - (b) You can verify that the release has stopped
      - (c) The gas monitor indicates that the gas level inside the room has returned to below the alarm threshold level.
    - b) Dangerous gas above acceptable levels in exhaust duct
      - (i) Do not re-enter unless
        - (a) You know the source and cause of the gas release
        - (b) You can verify that the release has stopped
        - (c) Gas Monitor indicates that levels inside the duct have returned to below alarm threshold level **AND**
        - (d) GT Facilities Maintenance has verified that the exhaust fans are operating properly
    - c) Dangerous gas leaking in to a gas cabinet
      - (i) You may re-enter room
      - (ii) Do not open gas cabinet
      - (iii) Turn off gas (if there is an external valve)
      - (iv) Check monitor for gas levels inside cabinet
      - (v) If gas levels fail to recede, report to GT Police that EHS assistance is needed
    - d) Hydrogen gas leaking from a pipe run inside the building, in a hall or room other than a monitored lab.
      - (i) Bunker Henry only, alarms will sound in rooms 216 and 401
      - (ii) **Pull fire alarm to evacuate building,**
      - (iii) Call GT police from outside of building, tell them to call 911 for ATL Fire Department

### C. Unoccupied Lab/ Lab Staff Off Site

- 1) Specified lab staff will receive text messages from the MIDAS system

- 2) If possible, lab staff should:
  - a) log in remotely and check history screen to determine current gas levels in area of leak
  - b) contact GT Police to inform them of their findings
  - c) determine if a lab staff member needs to respond in person

#### D. Georgia Tech Police Response Actions In The Event of a Gas Alarm

- 1) Call GT EH&S 404-216-5237
- 2) GT EHS will log on remotely to DGMS and determine cause of alarm
- 3) Call the Facilities on-call person
- 4) Consult with GT EH&S and/or lab staff
  - a) To determine the source and cause of the gas release
  - b) To verify that the release has stopped
  - c) To determine if the gas monitor indicates that the gas levels have returned to below the alarm threshold level.
  - d) If you are unable to consult with GT EH&S, or a lab staff member, call ATL FD Hazmat (911)
  - e) If you have not heard from lab occupants, EHS will determine if you can enter the building to look inside the lab or if you should call ATL FR
  - f) EHS will determine what, if any, evacuations procedures are appropriate: lab, wing, building, or all buildings within 330 feet of the lab.
  - g) Do not enter the lab
  - h) Do not allow occupants to re-enter the lab
  - i) If the problem is:
    - (i) Dangerous gas in a room, do not enter unless:
      - (a) You know the source and cause of the gas release **AND**
      - (b) You can verify that the release has stopped **AND**
      - (c) The gas monitor indicates that the gas level inside the room has returned to below the alarm threshold level.
    - (ii) Dangerous gas above acceptable levels in exhaust duct, do not enter unless
      - (a) You know the source and cause of the gas release **AND**
      - (b) You can verify that the release has stopped **AND**
      - (c) Gas Monitor indicates that levels inside the duct have returned to below alarm threshold level **AND**
      - (d) GT Facilities Maintenance has verified that the exhaust fans are operating properly (facilities on-call person)
    - (iii) Dangerous gas leaking in to a gas cabinet, you may enter room
      - (a) Do not open gas cabinet
      - (b) Turn off gas (if there is an exterior valve)
      - (c) Check monitor for gas levels inside cabinet
      - (d) If gas levels fail to recede, call ATL FR HazMat and re-contact GT EH&S
  - j) Hydrogen gas leaking from pipe outside of a lab (in the hall)
    - (i) Bunker Henry Only- Alarms will sound in rooms 216 and 401
    - (ii) Pull fire alarm to evacuate building**
    - (iii) call 911 for ATL Fire

**E. GT EHS Response Procedures**

- 1) Call GT Police to report nature of the gas alarm
- 2) Log on to DGMS via GT Gas monitoring connection
- 3) Reset only if cause of problem is known and is over
- 4) If the Problem is:
  - a) Gas Release into a room -Do not allow re-entry into room until
    - (i) You know the source and cause of the gas release **AND**
    - (ii) You can verify that the release has stopped **AND**
    - (iii) The gas monitor indicates that the gas level inside the room has returned to below the alarm threshold level.
    - (iv) **IF** you cannot verify(1)-(3), above, inform GT Police that ATL FD Hazmat should be called **DO NOT PULL FIRE ALARM** as this will shut off the exhaust ventilation
  - b) Dangerous gas above acceptable levels in exhaust duct
    - (i) Call GT Area Maintenance- have them check their computers to verify that the exhaust ventilation system is working as it should
    - (ii) Do not allow re-entry into room unless
      - (a) You know the source and cause of the gas release **AND**
      - (b) You can verify that the release has stopped **AND**
      - (c) Gas levels in the duct are below alarm threshold levels **AND**
      - (d) GT Facilities Maintenance has verified that the exhaust fans are operating properly
      - (e) **IF** gas levels in the duct do not recede **AND** the gas is flammable, pull the fire alarm and evacuate the building until the gas levels in the duct drop below alarm threshold levels.
      - (f) **IF** gas levels in the duct do not recede **AND** the gas is toxic, **AND** Facilities Maintenance reports that the exhaust fans in the duct are not working: pull the fire alarm and evacuate the building until the gas levels in the duct drop below alarm threshold levels.
  - c) Dangerous gas leaking in to a gas cabinet
    - (i) You may enter the room/allow occupants to enter
    - (ii) Do not open gas cabinet
    - (iii) Turn off gas (if there is an external valve)
    - (iv) Check monitor for gas levels inside cabinet
    - (v) If gas levels fail to recede, request GT police contact ATL FD Hazmat
  - d) Hydrogen gas leaking from pipe outside of a lab (in the hall)
    - (i) Bunger Henry only, alarms will sound in rooms 216 and 401
    - (ii) Pull fire alarm to evacuate building**
    - (iii) Call GT police from outside of building, tell them to call 911 for ATL Fire Department
- 5) Determine if reportable quantities (RQ) have been released. If so, then contact :  
Georgia Environmental Protection Agency: 404-656-4863  
Atlanta/Fulton County Local Emergency Planning Group: 404-730-5600  
National Response Center 1-800-424-8802

**F. Need to determine if a reportable quantities has been released of:**

Gas	RQ in Pounds	RQ in Ft <sup>3</sup> unless otherwise noted
Ammonia	100	2090
Arsine	1*	4.6
Boron trichloride	1*	3.1
Chlorine	10	51
Hydrazine	1	1 lecture bottle or 500 mLs
Phosphine	100	104
Nitric oxide	10	119
Nitrogen dioxide	10	43
Silane	10	111
Silicon tetrachloride	1*	2.1
Sulfur dioxide	1*	5.6

\* Georgia Tech imposed RQ- please report to EPD and LEPC (courtesy call)

Note – a “standard” cylinder is approximately 250 cubic feet

## G. Building Evacuations

- 1) Institute of Paper Science and Technology (IPST) (Building 129), 500 Tenth St
  - a) Evacuate to a distance 330 feet including:
    - (i) Research Administration (155) 505 10<sup>th</sup> St
    - (ii) 490 10<sup>th</sup> St Building (128)
    - (iii) Eighth St Apts (130) 555 Eighth St.
    - (iv) Tech Plaza, 535 10<sup>th</sup> St
  - b) Stop Traffic on 10<sup>th</sup> St between Center and Curran Sts; On Hemphill between 8<sup>th</sup> St and Rosalyn Sts.; and on Michell St. At Lynch St. (coordinate with Atlanta Police)
  - c) Keep crowds upwind
  
- 2) Ford Environmental Science and Technology (EST) (Building 147), 311 Ferst Drive.
  - a) Evacuate to a distance 330 feet including:
    - (i) (MoSE) (167), 901 Atlantic Drive
    - (ii) BME (165) 313 Ferst
    - (iii) Nano (181), 345 Ferst Drive
    - (iv) IBB (146) 315 Ferst Dr.
    - (v) Russ Chandler Stadium (Baseball) (168) 255 Ferst Dr.
  - b) Be aware of L2 connectors to IBB and MoSE and L1 corridor to BME.
  - c) Stop vehicular and pedestrian traffic on Ferst Dr. between Cherry St. and Atlantic Dr.
  - d) Keep crowds upwind
  
- 3) Institute of Biology and Biotechnology (IBB) (Building 146) 315 Ferst Dr.
  - a) Evacuate to a distance 330 feet including:
    - (i) EST (147) 311 Ferst
    - (ii) (MoSE) (167), 901 Atlantic Drive
    - (iii) BME (165) 313 Ferst
    - (iv) Nano (181), 345 Ferst Drive
    - (v) Quad Grassy area
    - (vi)

- b) Be aware of basement connectors to EST, MoSE and 2nd floor walk over to BME
  - c) Stop vehicular and pedestrian traffic on Atlantic from Peachtree Pl. to Ferst and on Ferst from State to Plum St.
  - d) Keep crowds upwind
- 4) UA Whitaker Biomedical Engineering (BME) (Building 165), 313 Ferst Drive
- a) Evacuate to a distance 330 feet including:
    - (i) IBB (146), 791 Atlantic Dr.
    - (ii) EST (147) 311 Ferst
    - (iii) (MoSE) (167), 901 Atlantic Drive
    - (iv) Cherry Emerson, (66) 310 Ferst Dr.
    - (v) Klaus (153), 266 Ferst Dr.
    - (vi) Quad Grassy Area
  - b) Stop vehicular and pedestrian traffic on Ferst Dr. between Cherry St. and Atlantic Dr.
  - c) Be aware of 2<sup>nd</sup> floor walk over to IBB
  - d) Keep crowds upwind
- 5) Molecular Science and Engineering (MoSE) (Building 167), 901 Atlantic Drive
- a) Evacuate to a distance 330 feet including:
    - (i) IBB (146), 791 Atlantic Dr.
    - (ii) EST (147) 311 Ferst
    - (iii) BME (165) 313 Ferst
    - (iv) North Campus Parking Deck (148) 352 Peachtree Pl.
    - (v) Quad Grassy area
  - b) Be aware of ground floor connector to EST
  - c) Stop vehicular and pedestrian traffic on Atlantic Dr. between Peachtree Pl. and Ferst.
  - d) Keep crowds upwind
- 6) Marcus Nano Technology Building (Nano) (Building 181), 345 Ferst Drive
- a) Evacuate to a distance 330 feet including
    - (i) Neely (87), 800 Atlantic Dr.
    - (ii) IBB (146), 791 Atlantic Dr.
    - (iii) Cherry Emerson (66), 310 Ferst Dr.
    - (iv) Howey (81), 800 Atlantic Dr
  - b) Stop vehicular and pedestrian traffic on Atlantic Drive and State St. between Peachtree Place and Ferst Drive. Stop Vehicular and pedestrian traffic on Ferst Drive between Atlantic and State.
  - c) Keep crowds up wind
- 7) Joseph M Pettit Micro Electronics Research Center (MiRC) (Building 95), 791 Atlantic Drive
- a) Evacuate to a distance 330 feet including:
    - (i) College of Computing (50), 801 Atlantic Dr.
    - (ii) Architecture Annex (60A), 280 Ferst Dr
    - (iii) Architecture West (75), 247 4ht St.
    - (iv) Van Leer (85), 777 Atlantic Dr.

- (v) Bunger Henry (86), 778 Atlantic Dr.
  - (vi) Mason (111), 790 Atlantic Dr.
  - (vii) Howey (81), 800 Atlantic Dr
  - (viii) Klaus (153), 266 Ferst Dr.
  - b) Stop Traffic on Atlantic at Ferst and at Ferst and Plum (drive between Cherry Emerson and Klaus)
  - c) Keep crowds up wind
- 8) Baker (Building 99), 925 Dalney St.
- a) Evacuate to a distance 330 feet including:
    - (i) North Campus Parking Deck (148) 352 Peachtree Pl.
  - b) Stop vehicular and pedestrian traffic on Dalney and State Streets at Atlantic and on Ferst between Dalney and Atlantic.
  - c) Keep crowds up wind
- 9) Bunger Henry (Building 86), 778 Atlantic Drive
- a) Evacuate to a distance 500 feet including;
    - (i) Sustainable Education (145), 788 Atlantic Dr.
    - (ii) Mason (111) 790 Atlantic Dr.
    - (iii) Van Leer (85), 777 Atlantic Dr
    - (iv) MiRC (95), 791 Atlantic Dr
    - (v) Boggs (103), 770 State St.
    - (vi) Ferst Center (124), 349 Ferst Dr.
    - (vii) Student Center (104), 351 Ferst Dr.
    - (viii) College of Architecture Annex (60A), 280 Ferst Dr.
  - b) Block Atlantic Drive at 4<sup>th</sup> St, and at Ferst; block access to Parking W21 lots behind BH, Howey, and Mason
  - c) Keep crowds up wind

## **H. Declaring an All Clear**

- 1) Whole Building Evacuation:
  - a) Only the Atlanta Fire Department may declare an All Clear after a whole building evacuation
- 2) Lab Evacuation:
  - a) Lab Occupants and GT EHS May declare an ALL CLEAR if these conditions are met:
    - b) Gas Release into a room -Do not allow re-entry into room until
      - (i) You know the source and cause of the gas release
      - (ii) You can verify that the release has stopped
      - (iii) The gas monitor indicates that the gas level inside the room has returned to below the alarm threshold level.
      - (iv) IF you cannot verify(1)-(3), above, inform GT Police that ATL FD Hazmat should be called DO NOT PULL FIRE ALARM as this will shut off the exhaust ventilation
  - c) Dangerous gas above acceptable levels in exhaust duct

- (i) Call GT Area Maintenance- have them check their computers to verify that the exhaust ventilation system is working as it should
- (ii) Do not allow re-entry into room unless
  - (a) You know the source and cause of the gas release
  - (b) You can verify that the release has stopped
  - (c) Gas levels in the duct are below alarm threshold levels
  - (d) GT Facilities Maintenance has verified that the exhaust fans are operating properly

## **Hazardous Materials Incident Action Plan**

### **1.0 General**

Releases/spills/accidents involving hazardous materials will be dealt with expeditiously with maximum emphasis on safety of involved personnel.

If you witness a hazardous material spill that you cannot handle, evacuate the spill site and warn others to stay away. Call 9-1-1 from a campus phone or 404-894-2500 from a cellular phone. If you are a hazardous material user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If as a user you spill a hazardous material or materials:

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
- Isolate the spill area to keep everyone away, and post signs as necessary.

If you require assistance to clean up the spill:

- If you require immediate assistance, call the Georgia Tech Police Department at 9-1-1 from a campus phone or 404-894-2500 from a cellular phone. Campus Police will call EH&S.
- If you need advice and/or non-emergency assistance contact EH&S at 404-216-5237.

### **2.0 Concept of Operations**

#### **2.1 Priorities**

Because of the wide variety of materials and potential situations, no one specific set of procedures will apply to every situation. General priorities are:

- Prevention of harm to individuals.
- Treatment of casualties
- Stabilization of the situation (extinguish fires, contain spill, etc.)
- Decontamination of any residual chemical hazard.
- Return of facility to normal operations.
- Follow-up examination of the incident for lessons learned.

### 3.0 Minor Spills

Each operating unit (PI/Lab/etc.) is expected to be familiar with and handle minor spills (usually 1 liter or less) of the chemicals they routinely deal with.

### 4.0 Major Spills

Spills which the operating unit cannot deal with. A spill automatically becomes "major" in the following instances:

- There is a fire, or the threat of a fire, outside of controlled space (fume hood).
- There is a personnel injury or exposure likely to require medical assistance.
- The spill involves unknown or reactive material.
- There is a release of a toxic or flammable gas outside of a controlled space.
- The operating unit is not capable of handling the spill due to size, time of day, resources, etc.

Major Spills, depending on the incident, may be handled by GT EH&S, the Atlanta City Fire Department, and/or outside contractors.

### 5.0 Preplanning Responsibilities (Lab Personnel/Directors of Operating Units)

- Review Material Safety Data Sheets (MSDSs) or other references for hazards and recommended spill cleanup methods and material for material used within the unit.
- Acquire sufficient quantities and types of appropriate spill control materials to handle any spills that can be reasonably anticipated.
- Acquire recommended personnel protective equipment and training in its proper use.
- Place spill control materials and protective equipment in a readily accessible location within or immediately adjacent to the laboratory/operating location.
- Develop a spill response plan that includes:
  - Names and telephone numbers of individuals to be contacted in the event of a spill.
  - Evacuation plans for the room or building.
  - Instructions for containing the spilled material, including potential releases to the environment.
  - Inventory of spill control materials and personal protective equipment.
  - Means for proper disposal of cleanup materials, including contaminated tools and clothing.
  - Decontamination of the area following the cleanup.
- Discuss and rehearse spill response plans with all employees in the area.

**NOTE: A template for an individualized spill response plan and a recommended list of contents for a spill kit are at the EHS web site ([www/ehs.gatech.edu](http://www/ehs.gatech.edu)).**

## 6.0 Minor Spill Procedures

In the event of a chemical spill, the individual(s) who caused or is most closely associated with the spill bear(s) primary responsibility for spill control and cleanup.

**NOTES: Take care of people first - safety shower, eyewash, first aid, etc. Never enter a suspected contaminated space without protection.**

- Notify occupants in the immediate area, appropriate supervisory personnel, and the building manager of the nature and extent of the spill (this is especially important where, odors, even if not dangerous, may extend to other spaces.)
- Use personal protective equipment, if necessary, following specific procedures required for its safe use.
- If the situation is potentially volatile/flammable, evacuate the area of potential risk, close fume hoods and shut off sources of ignition, if possible - SEE MAJOR SPILL PROCEDURES.
- Protect floor drains or other potential avenues of environmental release as much as possible. Spill socks or adsorbent material may be placed around drains as needed.
- Limit the spread of material by encirclement or diking.
- Adsorb or neutralize the material. Distribute adsorption/neutralizing material over the spill area, working from the outside, circling to the inside. This reduces the chance of splash or escape for the spill chemical.

**NOTE: Bulk adsorbents and many spill pillows cannot be used on Hydrofluoric Acid.**

- When spilled materials have been absorbed, use a brush and scoop to place materials in an appropriate container. Polyethylene bags may be used for small spills, 5 gallon buckets for larger - if more than a 5 gallon container is needed - you probably have a major spill.
- Once the material and spill residue has been placed in an appropriate container attach a label identifying the contents as "spill debris" involving the specific chemical.
- Decontaminate the surface where the spill occurred using mild detergent and water.
- Contact EHS for removal of spill debris.

## 7.0 Major Spill Procedures:

1. Individual who caused, is most closely associated with, or first detects a chemical spill.
  - If only requiring technical assistance: Contact EH&S at 404-216-5237.
  - If necessary pull fire alarm and evacuate.
  - If time permits obtain a copy of the applicable MSDS.
  - All others: Contact Georgia Tech Police at 404-894-2500.
    - Provide initial information: what, where, injuries if any, etc.
    - Arrange to meet the initial responder.
    - If not requiring medical attention, remain in area until released.

2. Building Manager/Senior Person Present:
  - Oversee building evacuation.
  - Keep evacuees informed of situation.
  - If possible, bring "red book" to command post when established.
3. Georgia Tech Police: In most instances, the first responder. When responding to an incident, remember the following guide:
  - a. Immediately notify Dispatch that you are involved in a possible hazardous materials situation. Establish incident command at a safe location (upwind and uphill) and provide the following information to dispatch:
    - location of command
    - exact location of incident
    - type or types of vehicles involved
    - type or types of structures involved
    - type of substance released or involved
    - amount of material released
    - presence of fire, spilled liquids, vapor leaks
    - physical state of property (gas, liquid, solid)
    - incident description
    - known injuries
    - public evacuations, public exposure
    - assistance needed (i.e. hazmat teams)
    - route to approach scene safely (i.e., wind direction)
    - have dispatch notify others
  - b. The supervisory on-scene police officer will be the incident commander until Atlanta Fire and Rescue arrives, and then a fire representative will assume command. Upon the point of AFR arrival, GTPD officers will work for the IC with normal law enforcement duties:
    - Secure the Perimeter; isolate the affected area
    - Crowd Control
    - Assist with Evacuation; remember, victims need fresh air
    - Traffic Control
    - Provide assistance and escort for Medical Response
  - c. The supervisory police officer (initial IC) must consider alerting campus using the Georgia Tech Emergency Notification System (GTENS) and Siren Warning System if there is a possibility of an evacuation, shelter-in-place or threat to an area large enough to cause campus-wide concern.

- d. Environmental Health and Safety personnel arriving on scene will be granted access to the scene, and will report to the IC.
- e. Be alert to signs of escaping hazardous materials. Note sounds of escaping gas, odd smells, vapor clouds, etc.
- f. Do not remain in the path of a vapor cloud or leaking materials. Vehicles can be an ignition source for flammable materials.
- g. Do not use flares in the vicinity of flammable materials. For example, escaping clouds of propane could travel along the ground for hundreds of feet looking for an ignition source.
- h. Establish an isolation distance and prohibit traffic from passing through the incident. This distance will depend on the type of material, amount of release, and the location of the incident.
- i. Avoid contact with the material.
- j. Many hazardous materials incidents need to be handled by personnel who are better trained and have the personal protective clothing to handle the situation.

Dispatch will notify the Atlanta Fire and Rescue (AFR) and relay all available information. Dispatch will then notify the Georgia Tech Department of Environmental, Science, Health and Safety (404-216-5237). (If the officer advises the spill is small and can be handled by Georgia Tech, AFR may not need to be notified. The officer will advise at the scene.)

Upon arrival, fire department personnel will assume authority and responsibility for emergency procedures. The shift supervisor will coordinate with the officer(s) in charge of the responding agency(s).

#### 4. Environmental Health and Safety:

- In charge, when on scene, unless supplanted by AFR.
- Provide technical assistance/information to AFR.
- Coordinate supplies/support to AFR as required.
- Arrange for decontaminated/spill clean-up with own resources or by outside contractor.
- Make notifications to National Response Center (NRC), Georgia Environmental Protection Division (EPD), and Atlanta/Fulton Local Emergency Planning Group (LEPG) if necessary. (40CFR Table 302.4 lists chemicals and conditions when releases to the environment MUST be reported. Regardless of regulatory requirements, it is highly recommended that if events which affect the surrounding community or draw significant press coverage be reported to GAEPD and the LEPG.)
- Take the lead in developing the After Action Report.

5. Atlanta Fire and Rescue.

- Once called: In charge until relinquished.
- Provides:
  - Fire Fighting, casualty evacuation.
  - Stabilization of chemical release.
  - Decontamination and pre-transport treatment of casualties.

6. Facilities:

- Turn-off/reset alarms as needed.
- As needed provide utility (HVAC) control.
- Perform/arrange for recovery of non-hazardous residuals (e.g., water damage).

7. Communications & Marketing: As necessary, prepare news releases and respond to press questions.

**8.0 Coordinating Instructions:**

1. DOT's Emergency Response Guidebook provides information on recommended isolation areas and evacuation distances. As an immediate precautionary measure isolate the spill or leak area 25 meters (75 feet) for solids and 50 meters (150 feet) for liquids.

2. Contact Phone Numbers:

- Georgia Tech Police 404-894-2500
- GT EH&S (24/7 contact): 404-216-5237
- National Emergency Response Center: 800-424-8802
- Georgia Environmental Protection Agency: 404-656-4863
- Atlanta/Fulton County LEPC: 404-730-5600
- Poison Control (provides information concerning exposure to agents): 1-800-282-5846.
- CHEMTREC: Provides manufacturer's information on products to include MSDS's: 1-800-424-9300. (Note: Information normally provided by fax).

3. All queries from the press should be directed to Communications & Marketing.

4. For response to toxic gas alarms see: Appendix G.

5. Once decontamination is performed, return of a function to normal operation (e.g., equipment repair/recalibration) is the responsibility of the effected department.

6. All incidents and their responses should be examined afterward to prevent recurrences and improve procedures. The complexity of the investigation will depend on the exact nature of the incident.

7. All incidents are different; all involved agencies must be prepared to adapt. For planning: a full response involving AFR and decontamination typically will close a facility for four hours (exclusive of decontamination of the affected area.)

## **Hazardous Weather Incident Action Plan**

When winter weather threatens to disrupt campus operations and classes, it is important to make all weather related decisions by 5:00 a.m. (preferably the night before!), to provide enough time to make notification before people begin their commute to campus. To aide in the decision making process:

- An Inclement Weather Situational Report will be provided to the Executive Vice President for Administration and Finance at least 12 hours before the threat of winter weather;
- A conference call will be convened at no later than 0430 on the day when weather threatens campus. Those attending the call will be the President, Executive Vice President for Academic Affairs, Executive Vice President, Associate Vice President for Legal Affairs and Risk Management, Chief of Police and representatives from Emergency Preparedness and Communications and Marketing. Representatives from Parking and Transportation, Student Affairs and Academic Affairs may join the conference call if approved by the Executive Vice President.

### **1.0 Inclement Weather – Snow or Ice**

Weather (or other emergencies) may make it necessary for Georgia Tech to declare either CLASSES CANCELED or CAMPUS CLOSED conditions. Which declaration is made will determine which employees are required to come to work. (See Appendix M for additional information about ice).

### **2.0 Classes Cancelled**

When the classes cancelled condition is in effect:

- All classes and instructional laboratories are canceled.
- Students and instructional faculty are not to report to campus.
- Administrative and research activities not directly tied to the instruction function will generally continue as normal, unless otherwise instructed by a supervisor.
- Other support employees may also be instructed not to report to work at the discretion of the administrator responsible for each major division (see attached list).

### **3.0 Campus Closed**

When a campus closed condition is in effect:

- No employees are to report to work, except those previously designated as "emergency essential" by their department, or otherwise instructed by a supervisor.

#### 4.0 Notification of Inclement Weather

The Executive Vice President for Administration and Finance is charged with determining if and when classes are canceled and/or campus is closed. The Georgia Tech Police Department Office of Emergency Preparedness is responsible for advising the EVP when National Weather Service forecasts include Winter Weather. The Office of Emergency Preparedness will publish Situational Awareness Reports as the situation develops 24-48 hours prior and through the event. When the decision is made by the Executive Vice President for Administration and Finance (or alternate) to declare either classes canceled or campus closed, the Associate Vice President for Communications and Marketing will immediately notify:

- Local radio and television stations and place the campus status decision on the Institute's MAIN Web Page.
- Notify GTPD to send out a Georgia Tech Emergency Notification System (GTENS) alert and to place messages on the inclement weather and emergency preparedness recordings.
- GTPD OEP and Communication and Marketing will use social media outlets (Facebook and Twitter).
- Communication and Marketing will place a "banner message" on the Institute front page.
- Notify the campus operator so that the Institute voice mail message can be changed.
- Notify Parking & Transportation and determine a time for their services to end.

Since safety of employees and students is of primary concern, it is of utmost importance that a decision process and a notification process be established so those who might otherwise be traveling to campus will be notified of campus conditions prior to the time they would normally begin their morning commute. Conditions permitting, all decision processes and all notifications will be completed prior to 5:00 a.m. on the day for which the condition is to be in effect. Other important considerations and actions include:

- If the weather forecast does not call for temperatures to rise above freezing before noon during the day action is being considered, do not "delay" operations, but "cancel" or "close" for the entire day.
- Restrict access to buildings when campus is closed for Inclement Weather
- Ice Melt and/or sand should be put out in key locations across campus to mitigate against slippery conditions. GT Grounds will have the lead in dissemination to these areas. Parking and Transportation will carry Ice Melt in the buses and cover the bus stop areas. Building Managers will cover their areas around their own buildings, including entrances and sidewalks.
- If the decision is made to close campus during the middle of the day, make every effort to close at a time that is consistent with the class schedule (in other words, try not to close in the middle of a class period).
- See Winter Weather Checklist (P) for details.

Employees and students should listen or watch the major radio and/or television media in the Atlanta area to learn about the campus' status. For those with Internet access, the Georgia Tech home page ([www.gatech.edu](http://www.gatech.edu)) will be the most reliable source of information.

## 5.0 Severe Weather - Tornado

In Georgia, the average number of days with reported tornadoes is six. Tornadoes have been reported throughout the year, but are most likely to occur from March to May. Tornadoes are also most likely in the mid afternoon to early evening time frame, but can occur any time of the day or night. Thirty-seven percent of all tornadoes are classified as strong or violent, and these tornadoes are most likely to occur in the month of April.

The best thing to do is to have a plan of action in place before threatening weather develops. Know the difference is between a watch and warning.

- A **Tornado Watch** means conditions are favorable for tornadoes to develop, but there is not an imminent threat.
- A **Tornado Warning** means a tornado has been detected and an imminent threat to life and property has developed.

## 6.0 NOAA Weather Radio

It is recommended that each vice president, dean, director, department head, and lab director obtain a weather alert radio and have it located in an area which is occupied at all times during normal Institute working hours. These weather alert radios automatically broadcast information on all hazardous weather identified by the National Weather Service for the metropolitan area. Faculty and staff are seen as leaders and should be prepared to direct their students/personnel to a safe area.

## 7.0 GTENS

Students, staff and faculty are encouraged to sign up for Georgia Tech Emergency Notification System (GTENS) and Skyguard Weather alerts. A GTENS weather alert will be sent when GA Tech is placed under a **Tornado Warning**. There will be times when the National Weather Service issues a Tornado Warning, but GA Tech will not issue such a warning due to the specific tracking ability of Skyguard.

## 8.0 Emergency Procedures for Tornado Warning

- If a tornado warning is issued for the Atlanta area, faculty, staff, and students should seek shelter in the basement or in the interior corridors, stairways, or rooms on the lowest floor of the building.
- If time does not permit, residents should move to the bathroom area or closet and take cover. Stay away from windows.
- Individuals should remain inside the protected areas and refrain from going outside to watch.

It is very important for the campus community to follow threatening and/or approaching weather since there will be instances when storms appear so quickly that there will not be sufficient time to send out an alert.

**9.0 In summary regarding severe weather:**

1. Georgia Tech will monitor Skyguard for severe weather
2. Upon receiving a Tornado Warning through Skyguard,
  - a. GTENS Alert will be sent;
  - b. GTPD Dispatch will activate the audio Siren Warning System (when available)
3. Faculty, staff and students should seek shelter inside and then tune into local media for more information, updates and to find out when the warning has expired.
4. An “All Clear” may be provided depending on the time of day, potential follow up weather issues, and/or whether classes are in session.

## Media Surge Incident Action Plan

**Purpose:** To identify venues, logistics and other media needs during an emergency situation or special event on campus. Communications & Marketing will take the lead in coordinating the following considerations and needs:

### I. Identify a location

- a. **Work with Capital Planning and Space Management to identify a venue to accommodate media.** Depending on whether or not classes are cancelled/in session, the campus is open/closed or whether or not there are active construction projects underway, the following options may be considered:
  - i. ISyE/Management Instructional Center, 759 Ferst Drive (across from CRC)
    1. Tennenbaum Auditorium (289 seats)
  - ii. Alexander Memorial Coliseum – 965 Fowler Street
  - iii. Wardlaw – 177 North Avenue
  - iv. GTRI 14<sup>th</sup> Street – 250 14<sup>th</sup> Street
  - v. Global Learning Center – 84 5<sup>th</sup> Street
  - vi. College of Management – LeCraw Auditorium – 48 5<sup>th</sup> Street
  - vii. Technology Square Research Building – 85 5<sup>th</sup> Street
  - viii. Off campus location if main campus is severely impacted – partner USG institution, etc.

### II. Identify parking

- a. **Work with Parking and Transportation to find logical/accessible locations in vicinity to the media staging/briefing venue. Areas to consider:**
  - i. Tech Parkway
  - ii. Student Center Parking Area
  - iii. Other parking decks/lots

### III. Address basic needs within identified venue keeping in mind that some of the locations may be best suited for a short-term location:

- a. **Identify a location for media briefings/press conferences**
  - i. Podium, speakers/sound system
  - ii. Backdrop
- b. **Provide a media filing center**
  - i. Require access to phones, fax, wi-fi
  - ii. Tables/chairs
  - iii. Power source/power strips
- c. **Provide a media break room with refreshments or access to food/beverage source**
- d. **Identify a location/room for one-on-one interviews**
- e. **Provide bathrooms/port-a-potties for media that park and stay for extended periods**
- f. **Signage**

### IV. Other Logistics

- a. **Identify miscellaneous needs/logistics**
  - i. Phones
  - ii. Fax
  - iii. Copier(s)
  - iv. Check-in point
  - v. Credential check
  - vi. Call center

### Radiation Emergency Incident Action Plan

#### 1.0 Response Summary Radioactive Material Release

Discovery	
Initial assessment (do not spend undue time assessing)	<ol style="list-style-type: none"> <li>1. Look for injured personnel</li> <li>2. If no injuries, alert others, secure the area, evacuate if necessary</li> <li>3. Identify type of radioactive material released including quantity</li> <li>4. Discard contaminated apparel/use safety shower, eyewash as needed</li> </ol>
Notification (Use telephone at room's edge)	<ol style="list-style-type: none"> <li>1. <b>GTPD (911 from campus phone or 404-894-2500 from cell phone) for site security and if medical assistance is needed</b></li> <li>2. Radiation Safety Office (404) 894-3605 or (404) 894-3621 (on-campus extension...4-3605 or 4-3621)</li> <li>3. Supervisor</li> <li>4. Emergency telephone roster</li> </ol>
Source control	<ol style="list-style-type: none"> <li>1. Contain spilled material</li> <li>2. Frisk personnel who were in the area of the spill; decontaminate as needed</li> <li>3. Perform survey of spill area, determine perimeter of secure area</li> <li>4. Rope off or post secured areas</li> <li>5. Turn off natural gas utility</li> </ol>
Mitigation and removal	<ol style="list-style-type: none"> <li>1. Set up "Step Off Pad" for entry/egress into area</li> <li>2. Develop plan and/or implement spill procedures for decontamination and estimate of radiation dose.</li> <li>3. Conduct surveys; RSO reviews results</li> <li>4. Release room to supervisor when area is free of contamination.</li> </ol>
Critique and follow-up	<ol style="list-style-type: none"> <li>1. Account for injuries and property damage</li> <li>2. Worker prepares incident report; supervisor reviews report to modify procedures to prevent recurrences.</li> <li>3. Responding Health Physicist prepares safety report.</li> <li>4. Radiation Safety Office reviews documentation and reports to Administration, Radiation Safety Committee, and to regulators</li> <li>5. Modify procedures to prevent future recurrence</li> </ol>
Available on-site equipment	<ol style="list-style-type: none"> <li>1. ORS has several detectors and counting instruments available</li> </ol>

Occupant Response to radioactive material spill:

- Immediately notify others in lab
- If any injuries, provide medical treatment
- Attempt to contain spilled material
- Discard contaminated PPE
- Call GTPD, ORS and supervisor
- Remain at edge of room, do not leave room if exposure hazard does not exist

GTPD response to radioactive material spill:

- Control and secure area, potentially contaminated personnel should be kept isolated
- Do not enter room unless necessary (medical treatment)
- Coordinate response with responding ORS staff member

## 2.0 Response Summary-Neely Research Center

Discovery	
Initial assessment (do not spend undue time assessing)	<ol style="list-style-type: none"> <li>1. Look for injured personnel</li> <li>2. If no injuries, alert others, secure the area, evacuate if necessary</li> <li>3. Estimate amount of radiation released including quantity spilled and potential dose rates</li> <li>4. Evacuate to designated assembly area, secure area, alert others (shout out ALARM), and call for help</li> </ol>
Notification	<ol style="list-style-type: none"> <li>1. <b>GTPD (911 from campus phone or 404-894-2500 from cell phone) for site security and if medical assistance is needed</b></li> <li>2. Radiation Safety Office (404) 894-3605 or (404) 894-3621 (on-campus extension...4-3605 or 4-3621)</li> </ol>
Source control	<ol style="list-style-type: none"> <li>1. Frisk personnel who were in the area of the spill; decontaminate as needed</li> <li>2. Secure area</li> <li>3. Look for signs of forced entry or theft</li> <li>4. ORS to perform inventory of sources</li> <li>5. Inform appropriate agencies as necessary, GA DNR, EPD, NRC</li> </ol>
Mitigation and removal	<ol style="list-style-type: none"> <li>1. Identify Emergency Director.</li> <li>2. Establish Command Center</li> <li>3. Identify             <ol style="list-style-type: none"> <li>a. Assistant Director for support (GTSAPD person)</li> <li>b. Assistant Director for communication</li> <li>c. Internal Response Team</li> <li>d. External Response Team</li> </ol> </li> </ol>
Critique and follow-up	<ol style="list-style-type: none"> <li>1. Account for injuries and property damage</li> <li>2. Emergency Director prepares accident report</li> <li>3. RSO reviews documentation and reports to Administration, Radiation Safety Committee, and regulators</li> <li>4. Modify procedures to prevent future recurrence</li> </ol>
Available on-site equipment	<ol style="list-style-type: none"> <li>1. ORS has several detectors and counting instruments available onsite</li> </ol>

### 3.0 Response Summary-X-Ray Producing Device

Discovery	
Initial assessment (do not spend undue time assessing)	<ol style="list-style-type: none"> <li>1. Look for injured personnel</li> <li>2. If no injuries, alert others, evacuate</li> <li>3. Shut off x-ray unit by following emergency shutdown procedures posted by the unit</li> </ol>
Notification	<ol style="list-style-type: none"> <li>1. <b>GTPD (911 from campus phone or 404-894-2500 from cell phone) for site security and if medical assistance is needed</b></li> <li>2. Radiation Safety Office (404) 894-3605 or (404) 894-3621 (on-campus extension...4-3605 or 4-3621)</li> </ol>
X-Ray unit evaluation	<ol style="list-style-type: none"> <li>1. If unable to follow emergency shut off procedures, shut off power to x-ray unit before entering room</li> <li>2. X-Ray unit will be inspected by a qualified professional</li> </ol>
Critique and follow-up	<ol style="list-style-type: none"> <li>1. Account for injuries and property damage</li> <li>2. Emergency Director prepares accident report</li> <li>3. RSO reviews documentation and reports to Administration, Radiation Safety Committee, and regulators</li> <li>4. Modify procedures to prevent future recurrence</li> </ol>
Available on-site equipment	<ol style="list-style-type: none"> <li>1. ORS has several detectors available onsite</li> </ol>

Occupant Response to X-Ray emergency:

- Follow emergency shutdown procedure posted on unit
- Notify GTPD and ORS
- Provide first aid for any medical injuries

GTPD response to emergency in X-Ray lab

- Make sure unit is off, follow emergency shutdown procedure posted on unit
- Do Not Enter restricted X-Ray area without confirming x-rays are off
- Power to the room can be shut down to confirm x-rays are off

## 4.0 Radiation Emergency Response Basics

### 4.1 Policy Manual Highlights

- Primary GOAL is prevention of accidents and emergencies
- PRIORITIES: Public – Personnel – Property

### 4.2 Supporting Procedures

- General Rules and Guides for Handling Emergencies (6010)
- Response to Fire (6040)
- Personnel Monitoring in Emergency Situation (6090)

- Emergency Notification (6100)
- Response to Adverse Weather, Tornadoes, and Hurricanes (6110)
- Response to Bomb Threat (6120)
- Radioactive Material Spills (9303)

#### **4.3 Office of Radiological Safety (404) 894-3605**

- Available Emergency Response Team
- Conducts annual emergency drill
- Trains faculty, staff, students, AFR , and GTPD

#### **4.4 Decontamination**

Decontamination of personnel, labs and equipment will take place on site under supervision of radiation safety staff except for medical emergencies.

## Release of Pathogenic Microorganisms Incident Action Plan

### 1.0 Response Summary

Discovery	
Initial assessment (do not spend undue time assessing)	<ol style="list-style-type: none"> <li>1. Note species and associated hazards.</li> <li>2. Note location of release, and condition of containment and ventilation systems affected.</li> <li>3. Identify personnel potentially exposed to infectious disease for treatment and/or quarantine, if necessary.</li> </ol>
Notification	<ol style="list-style-type: none"> <li>1. <b>GTPD (911 from campus phone or 404-894-2500 from cell phone)</b></li> <li>2. EH&amp;S Emergency Phone (404) 216-5237</li> <li>3. PI</li> </ol>
Source control	<ol style="list-style-type: none"> <li>1. If spilled in Laminar Flow Biological Safety Cabinet, continue the operation of the cabinet.</li> <li>2. If spilled in an open lab or outside a biosafety cabinet, HVAC to the area should be turned off, and doors and windows closed.</li> </ol>
Mitigation and removal	Protective equipment should be worn and the room disinfected with the proper agent. All contaminated clothing in the laboratory, including shoes, should be disinfected via sterilization (e.g., autoclaving) or incinerated.
Critique and follow-up	<ol style="list-style-type: none"> <li>1. Account for injuries.</li> <li>2. Modify procedures</li> </ol>
Available on-site equipment	

### 2.0 Release of Pathogenic Microorganisms—Response Detail

Primary responsibility for preventing and/or containing and cleaning up laboratory spills remains with the principle investigator or laboratory supervisor. Laboratory protocols should be carefully designed to prevent biological, chemical, and/or radiation spills.

When accidents occur that involve the uncontrolled release of biohazardous materials, the PI or laboratory supervisor must be notified immediately. Spills of high-risk organisms (i.e., risk group 2 or higher) shall be reported to the Biosafety Officer (EH&S (404) 894-4635) for appropriate response, follow-up, and reporting to government agencies. All employees and/or students have an obligation to themselves, others, and the institute to report accidents immediately to minimize potential hazards. When a biohazardous spill also involves radioactive materials, cleanup procedures might have to be modified. The extent of modification will depend on the level of radiation, the nature of the isotope, and the biological hazard. The Radiation Safety Officer should be contacted (see Section 3.10) for guidance and assistance.

## **Checklist**

### **BIOHAZARD SPILL PROCEDURES FOR INSIDE LAMINAR FLOW BIOLOGICAL SAFETY CABINETS (LFBSC)**

1. Keep the LFBSC on.
2. Put on protective gloves.
3. Spray/wipe walls, work surfaces, and equipment with decontamination solution.
4. Fill tray top, drain pans, and catch basins with decontamination solution.
5. Allow to stand for 20 minutes.
6. Drain excess solution into cabinet base.
7. Lift out tray and removable exhaust grille work.
8. Clean top and bottom surfaces with sponge/cloth soaked in decontamination solution.
9. Replace tray and grille work.
10. Place gloves, sponge, cloth, etc. in a biohazardous waste bag and then place the bag into a biowaste box.
11. Drain decontamination solution from cabinet base into a hazardous waste container appropriate for the disinfectant.
12. Call EH&S 404- 894-6120 for removal of spill waste materials

## **Checklist**

### **BIOHAZARD SPILL PROCEDURES FOR OUTSIDE LAMINAR FLOW BIOLOGICAL SAFETY CABINETS (LFBC)**

#### **Minor spills (10 ml or less)—Class 2 organisms**

1. Wash hands and other contaminated body parts with soap and water.
2. Post warning to keep non-essential personnel from the spill area.
3. Put on protective gloves.
4. Cover spill areas with paper towels soaked in decontamination solution.
5. Wipe up spill with soaked paper towels.
6. Place used paper towels in biohazardous waste bag.
7. Pour decontamination solution around and on the spill area.
8. Let solution stand for 20 minutes.
9. Wipe up with paper towels.
10. Place used paper towels and gloves in a biohazardous waste bag and then place the bag into a biowaste box.
11. Wash hands with soap and water.
12. Call EH&S (404) 894-4635 for removal of spill waste materials

## Checklist

### BIOHAZARD SPILL PROCEDURES FOR OUTSIDE LAMINAR FLOW BIOLOGICAL SAFETY CABINETS (LFBSC)

#### Major spills (10 ml or more)—Class 2 and Class 3 organisms

1. Wash hands and other contaminated body parts with soap and water.
2. Post warning signs and close laboratory door.
3. Report spill to supervisor and Biosafety Officer (EH&S) (404) 894- 6120.
4. Remove contaminated clothing.
5. Place contaminated clothing in autoclave container.
6. Put on clean clothing.
7. Leave laboratory for 20 minutes.
8. Check to see that the laboratory doors are closed and warning signs displayed upon returning to lab.
9. Put on personal protective equipment (e.g., gloves, respirators, etc.).
10. Place paper towels soaked with decontamination solution over the spill.
11. Pour decontamination solution around the spill—allow solution to flow into the spill.
12. **Do not pour decontamination solution directly into the spill.**
13. Let stand for at least 20 minutes.
14. Transfer contaminated clean up materials to a biohazardous waste bag.
15. Remove gloves and other protective clothing and place in biohazardous waste bag and then place into a biowaste box.
16. Wash face, hands, and other contaminated body parts.
17. Call EH&S (404-894-4635) for removal of spill waste materials

### White Powder Incident Action Plan

If you receive a letter with a suspicious substance:

1. *Don't Panic! You have time. If you have actually been exposed, this is the best scenario (i.e. you realize you have been exposed).*
2. If it's open, leave it open!
3. **PUT THE LETTER DOWN!**
  - a. Don't bring it down the office to show your friends or boss.
  - b. Don't move it unnecessarily.
  - c. Take the time to put in a location convenient for further inspection by response personnel if necessary
4. Take picture/photograph if possible outside of envelope and letter.
5. Identify sender, addressee, postage, post-marks, etc.
6. Assess the situation
7. Minimize exposure, contact law enforcement if necessary and wash with soap and water.

#### GTPD Response:

1. Set up incident command
2. Deal with your most hazardous threats first (i.e. eliminate EOD threat).
3. Notify the FBI WMD Coordinator at the beginning of the incident and before entry is made to secure and/or package the item.
4. Contact AFD HazMat if situation warrants FBI Threat Protocol.
5. Do not exposure yourself to white powder area
6. Control access.
7. Consider evacuating immediate area and shutting down HVAC.
  - a. Usually not necessary to evacuate building.
  - b. Ask exposed personnel to move away from white powder
  - c. Explain to exposed personnel that HazMat is on the way.
8. Don't forget to undertake normal investigative actions.
  - a. Interviews.
  - b. Determine origin/sender of letter/package.
  - c. Recipient expecting?
9. Be prepared to deal with sympathetic illness- headache, light headedness.
10. Obtain FBI # before the Laboratory Response Network (LRN) will accept your submission.

- 11. The LRN won't immediately identify the substance.
- 12. Consider establishing a Planning Section if the threat has credibility.

Remember:

- Bag any items in question and await results.
- Decontaminate individuals prior to release of scene.
- Provide exposed individuals with information
  - Timeline to receive medication

<b>Operations</b>	No disruption to minor disruption	Minor temporary disruption	Medium to severe interruption	Full interruption of operations
<b>Duration</b>	Generally event has concluded prior to being reported	Predictable amount of time, generally not exceeding 48 hours	Extended period of time in the response and recovery from the event.	Extended period of time to allow for recovery
<b>Response</b>	Limited to standard USG Unit , USO response(s)	USG Unit/USO, or local services responses	Low to high response required from USG Unit, USO and/or off-campus personnel.	Significant response from local, state and/or federal agencies, as well as other USG Unit(s) or USO personnel.
<b>Notification</b>	Immediate notification of the Director of Safety & Security is generally not required.	Director of Safety & Security is notified as soon as possible	Director of Safety & Security is notified as soon as possible	Director of Safety & Security is notified as soon as possible

## Wild Animal Incident Action Plan

### 1.0 Response Summary

Discovery	
Initial assessment (do not spend undue time assessing)	<ol style="list-style-type: none"> <li>1. Note any injuries (if necessary)</li> <li>2. Note appearance, demeanor, and species of wild animal</li> <li>3. Note number of animals sited</li> <li>4. Note direction that the animal was traveling and the location where sight of the animal was lost</li> <li>5. Do not attempt to capture</li> </ol>
Notification	<ol style="list-style-type: none"> <li>1. Call GTPD from a campus phone or 404-894-2500 (from a cell phone) if there are injuries</li> <li>2. Call EHS at 404-216-5237</li> <li>3. Ambulance services (if necessary) 911 (on campus extension 9-911)</li> </ol>
Source Control	Food and water sources should not be left out in the environment to attract wild animals onto campus.
Mitigation and Removal	GT EHS will handle catching/trapping and removal of nuisance wild animals from campus. See list below for animals that EHS will remove.
Critique and follow-up	<ol style="list-style-type: none"> <li>1. Account for injuries and property damage (if necessary)</li> <li>2. Create awareness/train personnel to avoid contact.</li> </ol>

### 2.0 Wild Animals on Campus—General Response Strategy

The presence of wild animals on campus that may create an actual or perceived threat to human health and safety should be referred to Environmental Health and Safety. Examples of these types of animals include foxes, coyotes, raccoons, wolves, bear, and others. These generally are larger animals. Live (nuisance-type) animals that EHS will not generally handle include squirrels, live birds, chipmunks, rats, rabbits, and mice. These are extremely common wild animals on campus and do not rise to the level of significant concern. No one outside of EHS staff should attempt to handle larger wild animals. EHS will consult with an animal control company to determine the best course of action for removal of the larger animals. On occasions where the animal is still present upon arrival of EHS to the site, EHS may decide to trap the animal themselves and transfer it to an animal control company. In certain situations, EHS may call a professional animal control firm to handle the situation. In all cases, EHS will strive to ensure humane treatment of all animals removed from campus.

If a wild animal on campus injures a person, he/she should wash the wound with soap and water, leave the wound open and seek medical care immediately. These animals have the potential to spread a variety of diseases, including rabies, so it is important to speak with a doctor who can determine the appropriate response.

## **Appendix A**

### **Executive Summary of Information Technology Business Continuity/Disaster Recovery**

Business Continuity (BC) and Disaster Recovery Planning (DRP) are important components of Georgia Tech's overall business operational strategy. Georgia Tech's BC/DR planning prepares business teams to be able to respond quickly and competently in the event of a disaster by restoring mission critical business activities that sustain the institute and mitigate the risk of loss and downtime of critical systems. Georgia Tech is accountable to outside auditing entities (e.g. DCAA, other sponsors) to provide comprehensive plans as well as evidence that plans have been tested successfully.

The Georgia Tech business administration and information technology teams will:

- Review and update of the BC/DR Strategy on an ongoing basis to reflect revisions to business objectives that may result in modifications to services considered mission critical as well the recovery target objectives and business continuity plans maintained by each department. The departmental business continuity plans include communication plans that represent the triage of communication from the origination point of the Information Technology team in the event that a failure of the infrastructure impacts services. The business units have also compiled communication plans that account for the scenario where the home location is not available to the unit's respective resources and therefore the communication originates in the business unit and triages to stakeholders outside of the business unit.
- Conduct annual testing to confirm the viability of the BC/DR plans as documented by each of the functional business units. The plans include:
  - A scenario where the unit's home location is not accessible and team members must conduct business from an alternative location.
  - A scenario where the primary infrastructure for the system(s) and service(s) is inoperable and infrastructure is transitioned to equipment in an alternative location (e.g. the Rich datacenter goes down).

Tests are conducted annually or if major changes to systems/services occur. In addition, new systems are rated as to criticality and BC/DR plans are mandatory for those systems considered critical before they go into production.

Infrastructure for the systems is contained in the Rich Building as well as the Business Continuity Data Center located at 811 Marietta Street.

- Identify and execute continuous improvement opportunities. Currently, the BC/DR team is focused on improving communications and plan execution.
- Ensure that teams are prepared for emergencies through education and awareness. Business units should conduct the necessary orientation to new team members to make them aware of the Unit's BC/DR plans.

## **Appendix B Pandemic Flu Response Plan**

**Refer to Pandemic Influenza Action Plan for complete plan document.**

### **1.0 Purpose of GT Pandemic Influenza Action Plan**

The purpose of the Georgia Institute of Technology Pandemic Influenza Action Plan is to establish policies, procedures, and guidelines for responding to a pandemic event. The plan provides a framework for response to large disease outbreaks by establishing pandemic influenza action phases, determining campus critical operations and personnel, and outlining quarantine and isolation policies and techniques.

### **2.0 Scope of GT Pandemic Influenza Action Plan**

The GT Pandemic Influenza Action Plan was written in accordance with the Georgia Tech Emergency Action Plan and local, state and federal pandemic guidelines. The plan names seventeen emergency support functions and includes action plans from each of these departments. The plan serves as the overall planning document for a pandemic event on campus, but each individual department will be responsible for implementing the measures outlined in this document.

### **3.0 Other Planning Considerations**

It is important to remember that a pandemic is a global event and will affect everyone simultaneously; therefore, mutual aid and other assistance from government and private partners may be unavailable. It is also evident that there will be a dramatic reduction in normal services and operations due to lack of resources and personnel. Pre-planning and implementing alternative operational policies will be imperative to minimizing the effects of a pandemic on the campus community.

### **4.0 Major Goals of Georgia Tech Pandemic Planning**

- To lessen the occurrences of illness and death
- To minimize the impact on social activities
- To reduce economic losses
- To ensure the University's ability to continue critical operations in the event of a pandemic.

### **5.0 Key Elements of GT Pandemic Planning**

- Identify critical agencies and emergency support functions
- Determine appropriate phased triggers and responses
- Identify critical personnel within each support function
- Implement communications plan before, during and after pandemic

- Acquire necessary equipment and supplies
- Exercise and test pandemic plan

## 6.0 GT Pandemic Influenza Action Phases

Phase	Definition	Actions
1 – 3	Predominantly animal infections; few human infections.	<ul style="list-style-type: none"> <li>❖ Develop, maintain and exercise plans.</li> <li>❖ Monitor information regarding global disease activity.</li> <li>❖ Public awareness and education.</li> </ul>
4	Sustained human to human transmission.	<ul style="list-style-type: none"> <li>❖ Convene Pandemic Task Force to meet on a regular basis.</li> <li>❖ Coordinate and communicate with Fulton County Public Health, WHO and the CDC.</li> <li>❖ Prepare for enhanced response and operations.</li> <li>❖ Stage resources.</li> <li>❖ Promote public health guidelines.</li> <li>❖ Monitor public gatherings and large public events.</li> <li>❖ Coordinate with OHR and Health Services regarding absenteeism rates.</li> </ul>
5 – 6	Widespread human infections	<ul style="list-style-type: none"> <li>❖ Convene President’s cabinet level meeting.</li> <li>❖ Assess need to cancel campus events and classes.</li> <li>❖ Assess need for isolation and quarantine procedures.</li> <li>❖ Assess need to restrict campus operations to critical functions only.</li> </ul>

## **Appendix C Debris Management Response Plan**

**Refer to Debris Management Plan for complete plan document.**

### **1.0 Purpose**

This document defines the roles, responsibilities, procedures and provides guidance for development and implementation of all elements involved in managing debris removal operations. The Debris Management Plan establishes procedures to aid the Georgia Institute of Technology (GT) in debris removal operations.

This plan provides guidance for decision makers to manage debris removal operations.

### **2.0 Concept of Operations**

The concept of operations describes how debris management operations will be conducted in response to debris generating events. Operations should be conducted in a phased approach, which is a four-step cycle that includes normal operations, increased readiness, response, and recovery.

### **3.0 Organization**

The GT Facilities Department will be responsible for the overall project management of the debris removal actions carried out by designated agencies and private contractors. Designated Departments will provide support for debris removal functions. They will work in conjunction with pre-approved private contractors to facilitate the debris clearance, collection, reduction, and disposal following a disaster.

### **4.0 Debris Collection Removal Priorities**

The debris removal/collection process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major disaster or catastrophic event. To achieve this objective, the following actions should be implemented:

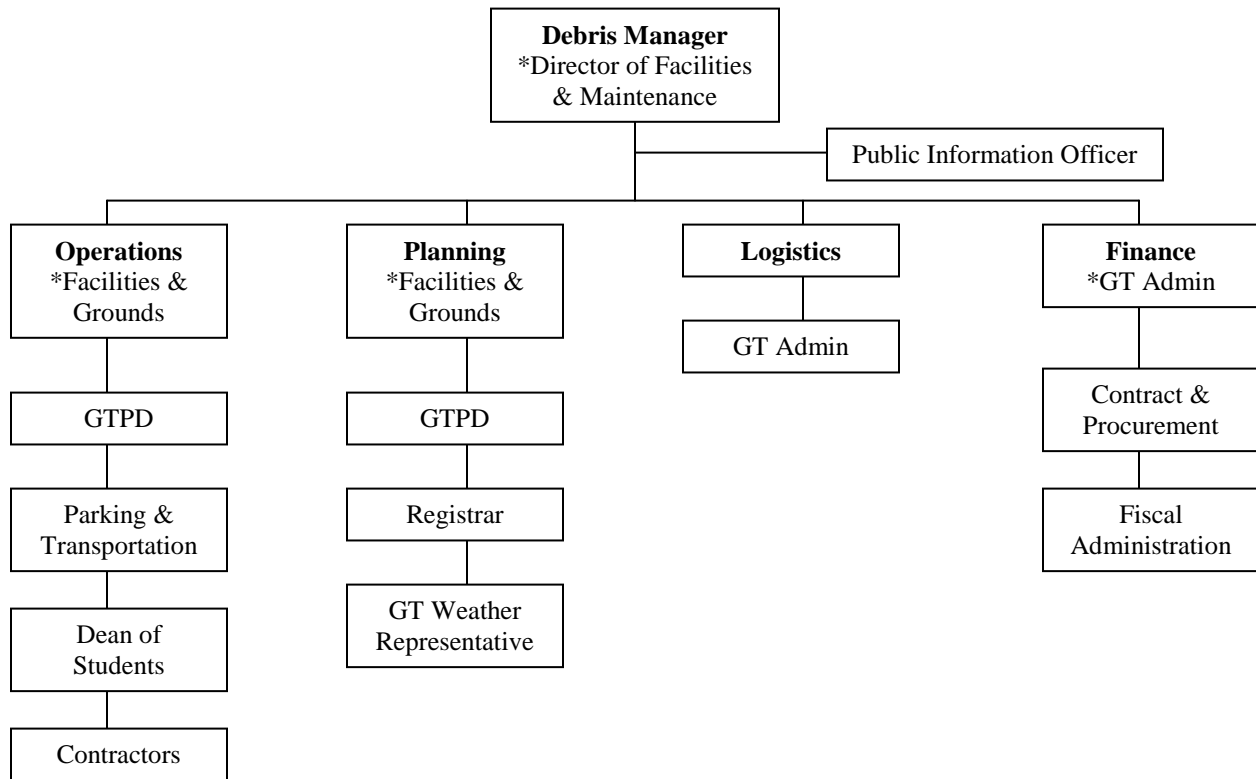
The removal/collection of debris from designated high priority roads in order to provide access for emergency vehicles and resources into the impacted area.

1. The removal/collection of debris to provide access to critical facilities and classroom locations.
2. The elimination of debris related threats to public health and safety.

#### **High priority roadways at GT include:**

- |                    |                   |
|--------------------|-------------------|
| 1. Hemphill Avenue | 5. Bobby Dodd Way |
| 2. Ferst Drive     | 6. Fifth Street   |
| 3. Techwood Drive  | 7. Eight Street   |
| 4. Fowler Street   |                   |

### 5.0 Staffing Organizational Chart



Other possible agencies:

\*Board of Regents

\*Fulton County Emergency Management Agency

### 6.0 Typical Debris Streams for Different Types of Disasters

		Typical Debris Streams								
		Vegetative	Construction & Demolition (C&D)	Personal Property/ Household Items	Hazardous Waste	Household Hazardous Waste (HHW)	White Goods	Soil, Mud and Sand	Vehicles and Vessels	Putrescent
Types of Disasters	Hurricanes / Typhoons	X	X	X	X	X	X	X	X	X
	Tsunamis	X	X	X	X	X	X	X	X	X
	Tornadoes	X	X	X	X	X	X		X	X
	Floods	X	X	X	X	X	X	X	X	X
	Earthquakes		X	X		X	X	X		
	Wildfires	X		X		X	X	X		
	Ice Storms	X				X				

**Appendix D**  
**Georgia Tech Emergency Notification Checklist**

Date \_\_\_\_\_ Time start: \_\_\_\_\_ Time end: \_\_\_\_\_

Emergency Event \_\_\_\_\_ Location \_\_\_\_\_

The purpose of this checklist is to ensure that maximum number of communications means are used to alert campus during and after an emergency.

Notification Systems Items Activated/Notified (circle number, add comments as needed):

1. GTENS-alert message sent? (GTPD/Dispatch/OIT Operations)
2. SWS-alert message played? (GTPD/Dispatch)
3. Emergency Preparedness Information Line updated with message? (Dispatch)
4. Georgia Tech Emergency Response Team Reports (alerts.gatech.edu) updates? (Emergency Preparedness, Patrol Commander, Communications & Marketing, Select Personnel)
5. Outside resources contacted? (GTPD/Dispatch)  
 Atlanta Police Dept. \_\_\_\_\_  
 Atlanta Fire Dept. \_\_\_\_\_  
 Others \_\_\_\_\_
6. GTPD Command Staff Notified? (Dispatch)  
 Chief \_\_\_\_\_  
 Deputy Chief \_\_\_\_\_  
 Emergency Preparedness Director \_\_\_\_\_
7. Executive Staff Notified? (Chief, Deputy Chief or Emergency Preparedness Director)  
 Executive Vice President for Administration and Finance \_\_\_\_\_  
 President \_\_\_\_\_
8. Communication & Marketing notified? (Patrol Commander, Emergency Preparedness, Select Personnel)
9. Board of Regents notified (Chief, Deputy Chief or Emergency Preparedness Director)
10. Executive Conference Call Bridge activated? (Chief, Deputy Chief or Emergency Preparedness Director)
11. WREK Radio notified? (Dispatch)
12. GT Cable TV notified? (Dispatch)

**Appendix E  
Board of Regents Emergency Communications Plan**

**A. USG Unit(s)**

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

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

### Appendix F Incident Command Post

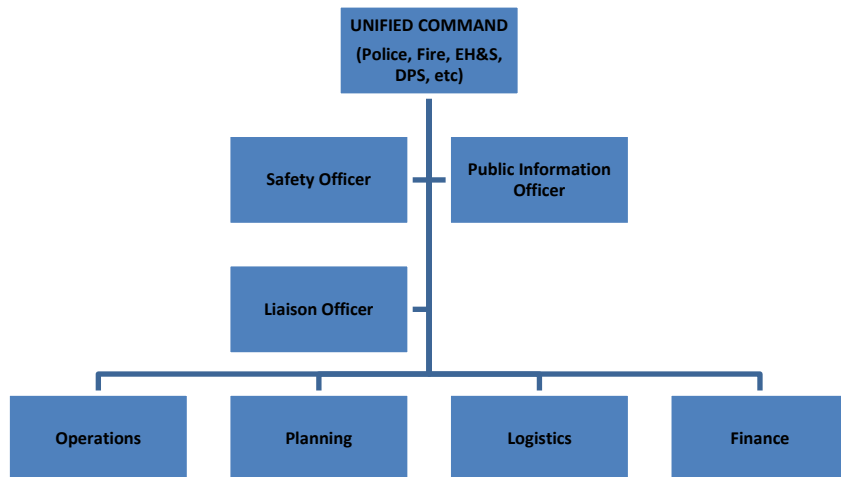
Incident Commanders (ICs) must take a number of important factors into consideration when locating the Incident Command Post (ICP). The ICP should not be located near high-traffic areas such as a reception site for arriving mutual aid units. GTPD will Establish Incident Command Post

- Out of “Hot Zone” (between inner and outer perimeter), but does not need to be located with view of the scene.
- Initially supervisors vehicle
- Direct all Agency Representatives with Mission Unit Leaders to the Command Post – In other words, all interested parties should first check in at the CP.
- Clearly identify “Incident Command” Vehicle (Patrol Tahoe) with Green Flag
- The Incident Commander should utilize the GTPD Incident Action Sheet to manage the incident.

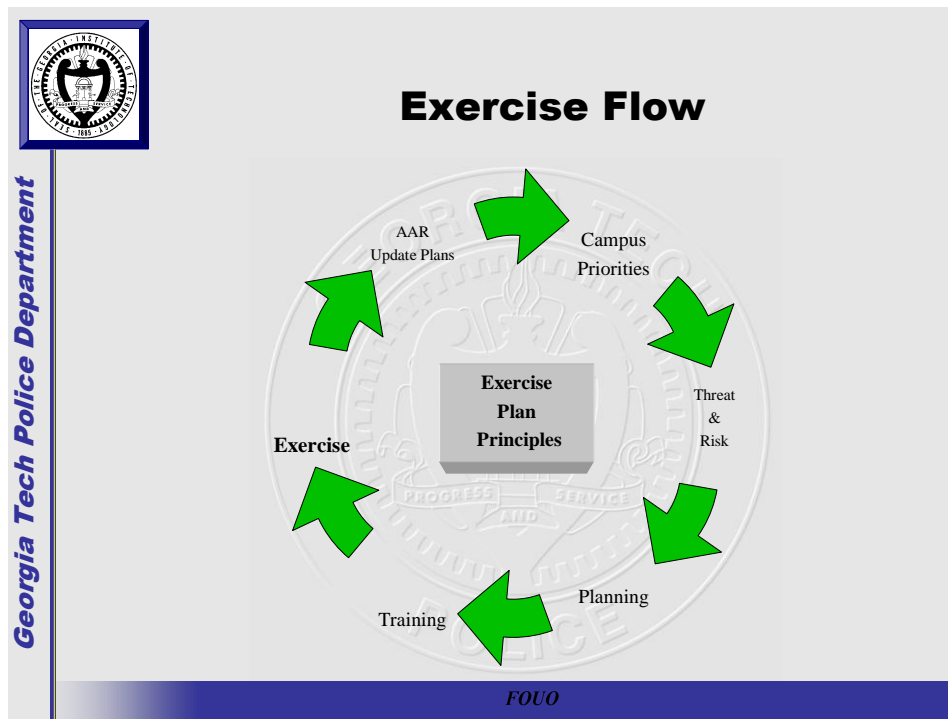
Establish Seven Critical Tasks in Response

1. Assess the Situation and Establish Communications & Control
2. Identify the “Hot Zone
3. Establish Inner Perimeter
4. Establish Outer Perimeter
5. Establish Scene Command Post
6. Establish Staging Area
7. Identity and Request Additional Resources

Transition to Unified Command if other agencies arrive:



## Appendix G Training & Exercises



Georgia Tech must aggressively plan and conduct training and exercises on campus. Although we will use the summer to conduct a majority of our functional and full-scale exercises, we will always conduct time sensitive and threat/risk based exercises during the academic year. Exercises will be conducted and sponsored by the GA Tech Emergency Preparedness Office; other departments are encouraged to conduct their own internal exercises. When feasible, outside agencies will be asked to participate and/or observe. Exercises are not intended to *stump the chump*, but simply to evaluate preparedness, identify gaps and weaknesses, train campus officials and strengthen overall readiness on campus.

As illustrated in the chart above, exercises should be based on the institutional priorities outlined in the Emergency Action Plan, Consequence, Threat and Risk. As with any exercise plan, the most likely emergency on campus must drive the exercise plan, but the most catastrophic result of a disaster must also be covered. The greatest concern continues to be the “unknown threat,” and this must always be a cause for discussion, wargaming and thinking outside the box. And, common sense must also prevail when planning exercises. The Homeland Security Exercise and Evaluation Program guidelines should be followed when practical. Too many organizations want to *run* into functional and full scale exercises before they’ve conducted seminars and tabletops (*crawl* and *run*). When practical, conducting tabletop exercises and drills back-to-back will be a method utilized at GA Tech that maximizes resources, including time restraints that often complicate exercises for first responders. **Emergency Notification should always be included in exercises.** Incident Command will also be evaluated during all exercises. After actions reviews will be conducted for each exercise.

**Appendix H**  
**Supplies to keep on Hand (in your home, office or car)**

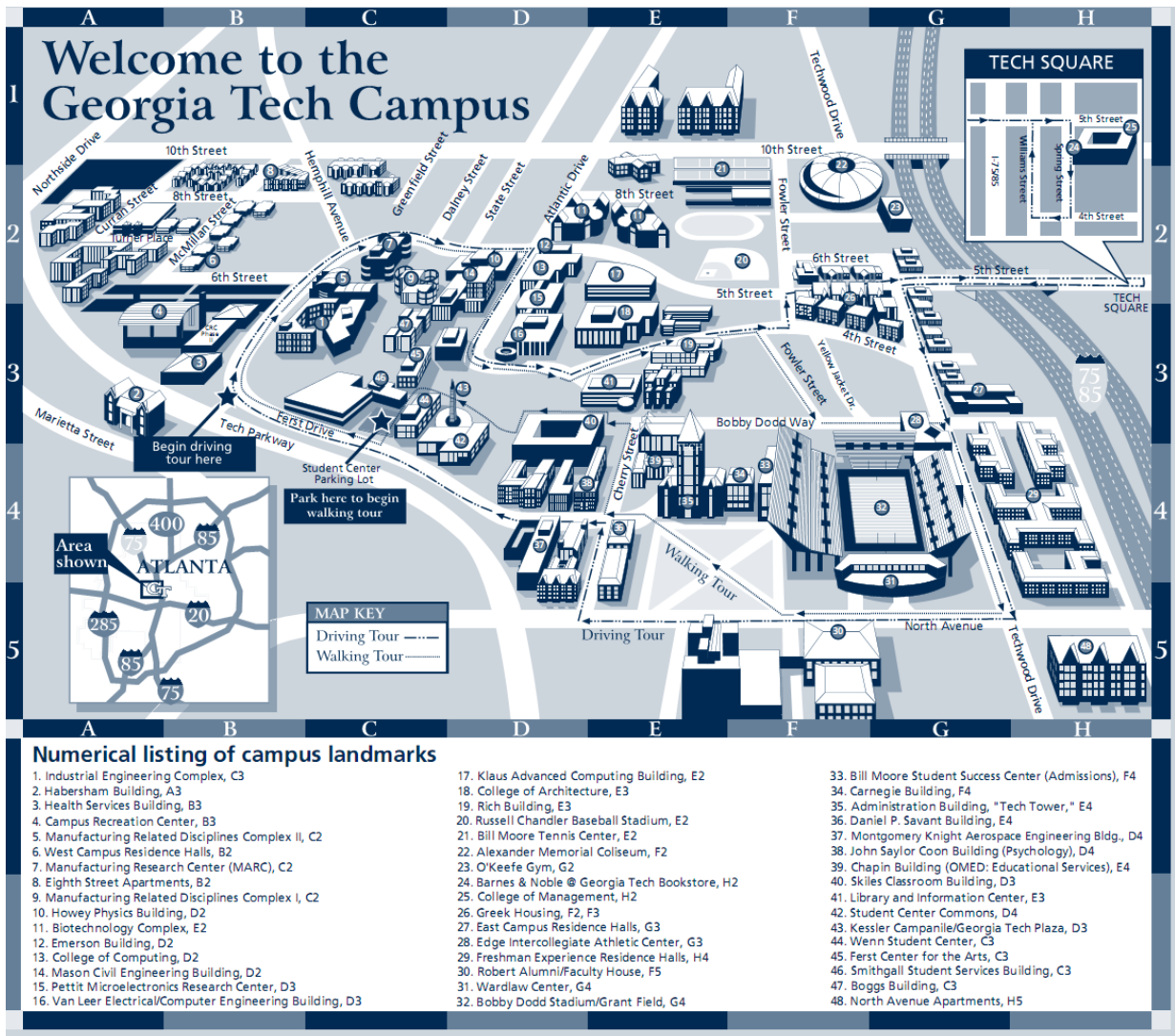
Campus departments may want to buy emergency kits for their buildings or departments. In developing your own personal disaster supply kit, be sure to include:

- Flashlight and spare batteries
- Food and water (for three days)
- First Aid Kit
- Battery-powered AM/FM radio
- Whistle
- Money (small bills and change)
- 3-day supply of prescription medicines
- Extra prescription glasses, contact lenses and solution
- Heavy work gloves (with leather palms)
- Blanket or coat
- Durable, comfortable shoes
- Both In and Out-of-State emergency contact phone numbers

## Appendix I GT-CERT

<b>GT-CERT Operations During Disaster</b>
<b>CERT Liaison Primary Responsibilities</b>
<ul style="list-style-type: none"> <li>• Report to the appropriate ICS Section Chief.</li> <li>• Serves as the single point of contact for information relayed to and from CERT teams.</li> <li>• Coordinates CERT response in the field in conjunction with the Incident Commander.</li> <li>• Advises ICS Section Chief on CERT team status, capabilities, and available staffing.</li> <li>• Tracks CERT team deployment and activates additional teams when needed.</li> <li>• Manages all CERT related incident paperwork.</li> <li>• Oversees all CERT team needs, including food, water, medical care and rehabilitation time.</li> </ul>
<b>Actions of GT-CERT Team</b>
<ul style="list-style-type: none"> <li>• Report to designated assembly point when activated with all necessary supplies and equipment.</li> <li>• Sign-in with the CERT Liaison at the Incident Command Post.</li> <li>• Obtain necessary communication equipment and documentation paperwork.</li> <li>• Await team assignments and deployment duties from CERT Liaison.</li> <li>• Report all field operations to the CERT Liaison.</li> </ul>
<b>Possible GT-CERT Team Assignments and Duties</b>
<ul style="list-style-type: none"> <li>• Establishment and staffing of staging areas/feeding stations.</li> <li>• Staff triage and treatment areas.</li> <li>• Staff supply areas and other resource management.</li> <li>• Staff the EOC.</li> <li>• Damage Assessment Teams.</li> <li>• Staff and manage operations of emergency shelters and points of distribution.</li> <li>• Light Search and Rescue Teams.</li> <li>• Survey victims and count injuries to report to emergency responders.</li> <li>• Maintain evacuation areas and assist with evacuation operations.</li> <li>• Small-Fire Suppression Teams.</li> <li>• Manage event documentation.</li> <li>• Other assignments and duties determined by Incident Command.</li> </ul>
<b>Deactivation of GT-CERT Teams</b>
<ul style="list-style-type: none"> <li>• Coordinate with CERT Liaison to disassemble teams based on incident status and resource needs.</li> <li>• Complete all necessary paperwork and submit to CERT Liaison.</li> <li>• Return all appropriate equipment and supplies.</li> <li>• Attend incident debriefings.</li> <li>• Sign-out with the CERT Liaison at the Incident Command Post.</li> <li>• Participate in available post disaster counseling sessions, if necessary.</li> </ul>

### Appendix J Campus Map



**Appendix K  
Other Institute Plans  
(Not Included in the EAP)**

- Pre-Disaster Mitigation Plan (Office of Emergency Preparedness)
- Pandemic Influenza Response Plan (Office of Emergency Preparedness)
- Closed Point of Dispensing (POD) Plan – pending
- Debris Management Plan (Office of Emergency Preparedness)
- Emergency Operation Center Operations Plan (Office of Emergency Preparedness)
- Building Plans/Redbooks (Individual Buildings)
- Emergency Notification Procedures (Office of Emergency Preparedness)
- Business Continuity/Disaster Recovery (Office of Information Technology)
- Mutual Aid Agreements (Georgia Tech Police Department)
- Standard Operating Procedures within the Police Department (Georgia Tech Police Department)

## Appendix L Ice Mitigation Plan

### BACKGROUND

Although Atlanta does not traditionally experience an abundance of winter weather producing hazardous road and other surface conditions, we normally can expect to experience at least one winter event resulting in icy conditions on campus per year.

### PURPOSE

The purpose of this plan is to assign responsibility to reduce the effects of icy road conditions on campus during winter weather. Facilities will be the lead department for this plan, with assistance from Facilities, Parking and Transportation, Housing, Athletics, GTRI and Police.

### PROCEDURE

When winter weather threatens to impact campus operations and classes, the Georgia Tech Police Department's Office of Emergency Preparedness (OEP) will submit a Situational Report to the Executive Vice President for Administration and Finance (as well as the organizations listed below). In order to allow for appropriate preparation, this report will be issued at least 12 hours before the threat of winter weather. Upon being notified, the organizations below will ensure personnel, material, and equipment are available on Campus and prepared to respond to areas of their responsibility. Due to the uncertain nature of winter weather, all departments should be prepared throughout winter weather season with appropriate ice melt, salt and other ice mitigation supplies and equipment.

DEPARTMENT	AREAS OF RESPONSIBILITY
Facilities/ Landscape Services	<ul style="list-style-type: none"> <li>• Campus Roadways &amp; Intersections</li> <li>• Campus Sidewalks &amp; Pedestrian Walkways</li> <li>• Building Entrances (Including Housing), except where noted below</li> </ul>
Housing	<ul style="list-style-type: none"> <li>• North Avenue Apartments Complex</li> </ul>
GTRI	<ul style="list-style-type: none"> <li>• Entrances and sidewalks to GTRI facilities</li> </ul>
GTAA	<ul style="list-style-type: none"> <li>• Entrances and sidewalks to GTAA facilities</li> <li>• AMC Lot during basketball games</li> </ul>
Parking & Transportation	<ul style="list-style-type: none"> <li>• Surface parking lots &amp; parking decks</li> <li>• Entrances &amp; walkways to parking decks &amp; other Parking facilities</li> </ul>
GT Police	<ul style="list-style-type: none"> <li>• Emergency trouble spots</li> <li>• Emergency Preparedness may contact the City of Atlanta Public Works Department to provide assistance clearing City streets on and around Campus</li> </ul>

**Appendix M  
GTPD Incident Response Worksheet**

<b>Date:</b>	<b>1<sup>st</sup> Unit</b>	<b>Time Arr.</b>	<b>Location</b>	<b>Incident #</b>
<b>ICP Location:</b>		<b>Communications Officer:</b>	<b>PIO:</b>	
<b>Staging Location(s):</b>			<b>Scribe:</b>	
<b>Units on Scene</b>				
<b>Radio Talk Group:</b>		<b>Supervisor:</b>		<b>Badge/Unit #</b>
Officer	Badge/Unit #	Officer	Badge/Unit #	
Officer	Badge/Unit #	Officer	Badge/Unit #	
<b>Perimeter</b>				
<b>Radio Talk Group:</b>		<b>Supervisor:</b>		<b>Badge/Unit #</b>
Officer	Badge/Unit #	Officer	Badge/Unit #	
Officer	Badge/Unit #	Officer	Badge/Unit #	
<b>Traffic Control/Evacuation</b>				
<b>Radio Talk Group:</b>		<b>Supervisor:</b>		<b>Badge/Unit #</b>
Location	Badge/Unit #	Location	Badge/Unit #	
Location	Badge/Unit #	Location	Badge/Unit #	

Street Closures:

**Fire/HazMat Response**

Triage Area:		Fire Unit:	Location:
Fire Unit:	Location:	Fire Unit:	Location:

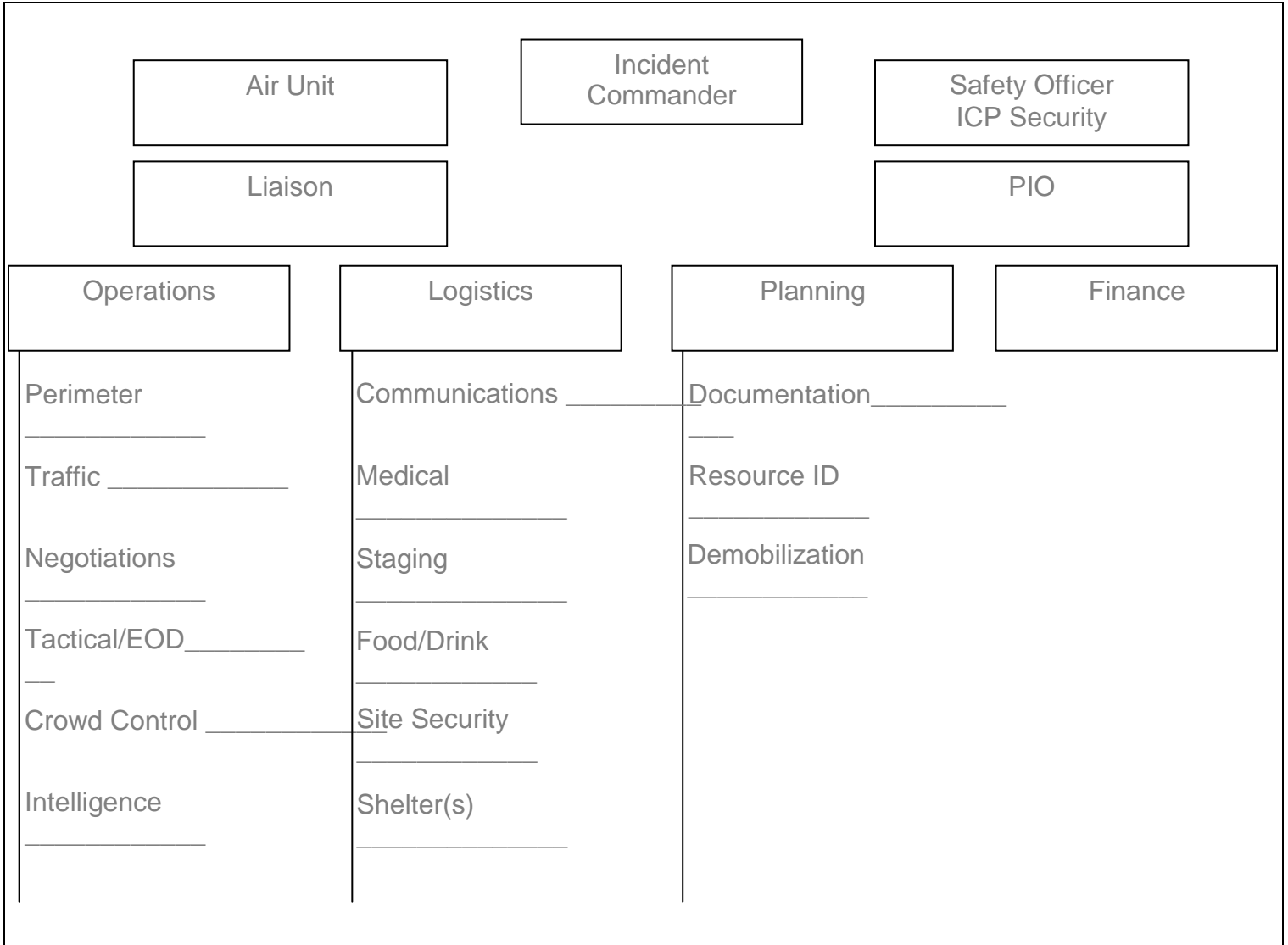
**Medical Response**

Triage Area:		EMS Unit:	Injured to:
EMS Unit:	Injured to:	EMS Unit:	Injured to:

**Scene Diagram/Notes**



**Command Structure**



**Notification Options**

Chief of Police	Patrol Commander	GT Com & Marketing	EH&S	Wrecker Service	
Deputy Chief	Atlanta Police	GBI	Public Works	K9 Unit	
Emergency Prep	Atlanta Fire Rescue	GSP	Red Cross/Sal. Army	ATF-FBI-ICE-JTTF	
Special Operations	AFCEMA	MARTA	Utilities: BellS GaP AGL	Medical Examiner	
Emergency Notification	Animal Control				

**Incident Action Plan Priorities**

✓	✓
Preserve life and safety of involved parties, responders and the general public.	Establish communication with hostage taker/victims
Identify, isolate and contain the threat	Take responsible parties into custody, if possible
Stabilize the situation, establish a safe perimeter and control access into/out of hot zone	Assess the structural integrity of the structure(s) (partial collapse)
Render aid to the injured; recover casualties	Notify public of pertinent information to reduce chaos/confusion at/near scene

	Arrange for transportation of the injured to medical facilities for treatment		Restore order and develop strategy for return to normalcy
	Implement traffic control measures & reroute traffic as needed		Conduct air monitoring/plume modeling to assess level of threat and direction of travel
	Evacuate/shelter-in-place people in affected area		Administer decontamination procedures to affected parties, responders
	Gather intelligence and fully investigate the incident		Complete and disseminate significant incident report
	Notify Communications and chain of command		Complete NIMS/ICS documentation

## Appendix N Possible Staging Areas and Helipads

### Staging Areas

Name	GPS Coordinates	Comments
Field House Parking Lot	N33°46.829' W084°23.505'	Behind the Coliseum. Full of cars during work week.
Burge Parking Deck (Top)	N33°46.266 W084°23.632	Cars during the day; may have weight limitations.
Peters Parking Deck (Top)	N33°46.468 W084°23.604	Cars during the day; may have weight limitations.
NARA Parking Lot	N33°46.153 W084°24.122	Cars during the day; may have weight limitations.
Cherry Street (near Library & Admin)	N33°46.378 W084°23.721	Central Campus Location
Techwood Parking Area	N33°46.545 W084°24.315	Behind 811 Marietta

### Helipads

Name	GPS Coordinates	Comments
Football Practice Field	N33°46.708 W084°23.724	
Football Field	N33°46.352 W084°23.575	
Center Area of Track	N33°46.352 W084°23.661	
CRC Fields	N33°46.480 W084°24.219	
Yellow Jacket Park	N33°46.480 W084°23.843	
Burge Parking Deck (Top)	N33°46.266 W084°23.632	
Peters Parking Deck (Top)	N33°46.670 W084°23.606	
Burger Bowl	N33°46.670 W084°24.179	
Baseball Field	N33°46.649 W084°23.658	GPS Coordinates were taken on the sidewalk.

## Appendix O Winter Weather Checklist

### OVERVIEW

When winter weather is forecasted for the Metro Atlanta region, the Georgia Tech Office of Emergency Preparedness should trigger certain preparations for the Institute. The following is a guide and checklist for winter weather. It is important to remember that forecasts in general, but especially winter weather forecasts have marginal accuracy beyond 72 hours. Forecasts of 5-7 days should be used as a general guide to potential “interesting weather” but are certainly not accurate enough to act as firm triggers.

Official NWS advisories for the North Georgia region, including Fulton County, can be located at [www.weather.gov/atlanta](http://www.weather.gov/atlanta) or [www.srh.noaa.gov/ffc](http://www.srh.noaa.gov/ffc).

### Winter Weather Advisory

Winter Weather Advisories are issued up to 36 hours prior to a forecast of snow <2” in 12 hours, < .5” of sleet, or <.25” of ice. Essentially, the forecasted winter weather should be no more than a nuisance. It is important to remember that when a Winter Weather Advisory is issued, the affected counties may be just below the criteria for a Winter Storm Warning. Further, as the forecast is refined, the NWS may issue a Winter Storm Warning for areas previously designated under a Winter Weather Advisory. Thus, do not assume that once a Winter Weather Advisory is issued that minimal or no preparations are necessary.

### CHECKLIST

<b>TASK</b>		<b>DEPARTMENT</b>
<input type="checkbox"/>	Issue Situational Awareness	Emergency Preparedness
<input type="checkbox"/>	Recommend a time/day to hold a conference call	Emergency Preparedness
<input type="checkbox"/>	Coordinate with NWS Peachtree City, GEMA, AFCEMA, UGA & GSU on their preparations, etc	Emergency Preparedness
<input type="checkbox"/>	Ensure all GTPD vehicles have been refueled and have ice scrapers available	GTPD Administration
<input type="checkbox"/>	Coordinate with GTPD Patrol for billeting of Patrol Officers	GTPD Administration
<input type="checkbox"/>	Reviews planned staffing over the period and identifies any light staffing	GTPD Patrol
<input type="checkbox"/>	Review the campus calendar and advises on any special events planned within the forecast period	GTPD Special Events

### Winter Storm Watch

Winter Storm Watches are issued up to 48 hours prior to an 80% or greater forecast of 2” of snow in 12 hours or 4” of snow in 24 hours, .5” of sleet, or .25” of ice. Winter Storm Watches

are a good indication of an impending significant impact from winter weather. If the forecast holds, the Watch will be upgraded to a Warning at least 12 hours prior to the forecast period. If the forecast is downgraded, it may be downgraded to a Winter Weather Advisory.

### ***CHECKLIST***

<b><i>TASK</i></b>		<b><i>DEPARTMENT</i></b>
<input type="checkbox"/>	Issue Situational Awareness	Emergency Preparedness
<input type="checkbox"/>	Recommend a time/day to hold a conference call	Emergency Preparedness
<input type="checkbox"/>	Coordinate with NWS Peachtree City, GEMA, AFCEMA, UGA & GSU on their preparations, etc	Emergency Preparedness
<input type="checkbox"/>	Ensure all GTPD vehicles have been refueled and have ice scrapers available	GTPD Administration
<input type="checkbox"/>	Reviews planned staffing over the period and identifies any light staffing	GTPD Patrol
<input type="checkbox"/>	Review the campus calendar and advises on any special events planned within the forecast period	GTPD Special Events
<input type="checkbox"/>	Review salting & ice removal plan.	Facilities
<input type="checkbox"/>	Prepare salt vehicles, ensures sufficient salt on hand.	Facilities

### **Winter Storm Warning**

Winter Storm Warnings are issued up to 36 hours prior to an 80% or greater forecast of 2" of snow in 12 hours or 4" of snow in 24 hours, .5" of sleet, or .25" of ice. Typically, the region will have already been under a Winter Weather Advisory or Winter Storm Watch prior to the issuance of the Winter Storm Warning. Winter Storm Warnings are typically the most severe NWS product issued for winter weather in our area. They may be appended with other more specific products, such as a Heavy Snow Warning or Blizzard Warning, though those products are used less frequently. Because the confidence level is fairly high (>80%) for the aforementioned metrics, Winter Storm Warnings are a good indication of significant impending winter weather.

### ***CHECKLIST***

<b><i>TASK</i></b>		<b><i>DEPARTMENT</i></b>
<input type="checkbox"/>	Issue Situational Awareness.	Emergency Preparedness
<input type="checkbox"/>	Schedule a time/day to hold a conference call.	Emergency Preparedness
<input type="checkbox"/>	Coordinate with NWS Peachtree City, GEMA, AFCEMA, UGA & GSU on their preparations, etc.	Emergency Preparedness
<input type="checkbox"/>	Coordinate with Facilities, Housing, Athletics, Parking and GTRI regarding Ice Mitigation efforts. A conference call is	Emergency Preparedness

	recommended.	
<input type="checkbox"/>	Establish internal coverage/work schedule for the period.	Emergency Preparedness
<input type="checkbox"/>	Repost information about weather on FB and Twitter. Record information on hotlines if necessary.	Emergency Preparedness
<input type="checkbox"/>	Fill portable gasoline containers	Emergency Preparedness
<input type="checkbox"/>	Ensure all GTPD vehicles have been refueled and have ice scrapers available.	GTPD Administration
<input type="checkbox"/>	Coordinate with GTPD Patrol for billeting of Patrol Officers.	GTPD Administration
<input type="checkbox"/>	Ensure sufficient ice melt is available at GTPD offices.	GTPD Administration
<input type="checkbox"/>	Review planned staffing over the period and identify any light staffing.	GTPD Patrol
<input type="checkbox"/>	Review the campus calendar and advises on any special events planned within the forecast period.	GTPD Special Events
<input type="checkbox"/>	Post information about the weather on FB and Twitter and the Home Page.	Communications & Marketing
<input type="checkbox"/>	Stand by to issue any information regarding closings or delays for the Institute	Communications & Marketing
<input type="checkbox"/>	Schedule staffing and arrange billeting for personnel during the period	Communications & Marketing
<input type="checkbox"/>	Schedule staffing and arrange billeting for personnel during the period	Facilities
<input type="checkbox"/>	Review salting & ice removal plan.	Facilities
<input type="checkbox"/>	Prepare salt vehicles, ensures sufficient salt on hand.	Facilities
<input type="checkbox"/>	Ensure sufficient fuel is on hand for Institute heating.	Facilities
<input type="checkbox"/>	Schedule staffing and arrange billeting for personnel during the period	Parking & Transportation
<input type="checkbox"/>	Prepare vehicles & equipment.	Parking & Transportation
<input type="checkbox"/>	Ensure adequate food is on hand for the forecast period.	Dining Services
<input type="checkbox"/>	Schedule staffing and arrange billeting for personnel during the period	Dining Services
<input type="checkbox"/>	During conference call with key personnel, make decision regarding campus opening/closing or altering operations.	President