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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 procedures outlined in the 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. Such an approach must be designed based on Threat and Risk. Threat and Risk at Georgia Tech is determined in a number of ways including the Risk Management Framework Process, Atlanta-Fulton County Hazard Mitigation Plan, past history, and specific vulnerability assessments. On a campus like Georgia Tech, it’s also important to remember that research activities, different time periods and special events must be assessed for specific concerns. Although more likely scenarios must be planned for, the plan must also address more catastrophic, although unlikely, scenarios.

The second part of the plan 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. This online tool can be found at http://www.gatech.edu/emergency/ The EAP is no longer online due to sensitive information included in this document.

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.

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)

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/Succession of 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.

A. Succession of Authority

1. President
2. Provost & Executive Vice President for Academic Affairs
3. Executive Vice President for Administration and Finance
4. Executive Vice President for Research

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 to internal and external constituencies.
4. Follow up with any subsequent counseling or other necessary steps to restore wellbeing 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). 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 P) 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 Incident Commander.

- **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) may 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**

<table>
<thead>
<tr>
<th>Assignment/Function</th>
<th>Designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Policy Executive</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>Executive Vice President of Business and Finance</td>
</tr>
<tr>
<td></td>
<td>Chief of Police</td>
</tr>
<tr>
<td></td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td></td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td></td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td></td>
<td>Assistant Vice President and Chief of Staff</td>
</tr>
<tr>
<td></td>
<td>Other college administrators/staff as needed</td>
</tr>
</tbody>
</table>
EMERGENCY OPERATIONS CENTER (EOC) SECTION ASSIGNMENTS

<table>
<thead>
<tr>
<th>Assignment/Function</th>
<th>Designee</th>
</tr>
</thead>
</table>
| Emergency Operations Center Chief | Emergency Preparedness Director  
                              | Director of Operations  
                              | Emergency Preparedness Program Manager  
                              | Emergency Preparedness Coordinator |
| Public Information Officer (Institute Communications) | Director of Media Relations and Issues Management |
| Safety Officer Liaison       | AVP Environmental Health & Safety |
| Operations Section          | 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 |
| Planning/Intelligence Section Manager | Emergency Preparedness Coordinator  
                              | Space Planning Director  
                              | Associate Director of Information Technology  
                              | Criminal Investigations Captain  
                              | Transportation Associate Director |
| Logistics Section Managers  | 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 EOC personnel will depend 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. There may also be the need to activate an Emergency Call Center (ECC) in the building, and therefore the need to support both operations will necessitate the use of liaison officers between the two centers.
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 knew the shooting was to occur but failed 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 Dean 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! Although many factors would determine an immediate response, you should always consider sheltering in locked room, distancing yourself from the shooter, or if trapped with little chance of escaping, to fight back.

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 shooter’s 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
• Your 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
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:**
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Civil Disturbance/Demonstration Incident Action Plan

Individuals who reserve GT Campus Space for Freedom of Assembly and Expression must adhere to the campus policies that can be found on the follow website:  http://www.space.gatech.edu/eventscheduling/foaeform.html

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 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) or simply distance yourself from the disturbance.

Initial GTPD response will include:
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 “See Something, Say Something” – suspicious persons, situations, events, etc.

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 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:
- Someone walking down the hallways peaking in offices (possible office creeper)
- Person or persons sitting in vehicles for extended periods of time, possibly taking notes and photographs 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
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

Provides efficient and effective methods for use by campus public safety operations, including the Georgia Tech Police Department and the Georgia Tech Office of Emergency Preparedness to inform the campus population of dangerous situations and necessary action.

Procedure & Guidance
The emergency notification systems in place at Georgia Tech are to be used to alert the community of an imminent threat to their life and safety and for regularly scheduled testing. The systems exist to communicate critical information to the entire community without delay over a variety of communication platforms. Ultimately, emergency notification should be used when the campus community needs to take immediate action to ensure life safety. In cases where the threat is mitigated prior to any opportunity to warn the community, emergency notification is not likely necessary.

The Institute follows the guidelines established in the Jeanne Clery Act, as amended in 2008:

(i) Immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, as defined in paragraph (6), unless issuing a notification will compromise efforts to contain the emergency;

(ii) Publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and

(iii) Test emergency response and evacuation procedures on an annual basis.

If a situation is confirmed to involve an immediate threat, messages should be released to the campus community without any delay, ensuring that provided information and guidelines are accurate and delivered through multiple methods and in a timely manner.

Because of the dynamic nature of emergencies, this SOP serves as guidance rather than a strict policy. Problem solving through the Incident Command System framework must always be priority.

Emergency Notification Platforms
1. Georgia Tech Emergency Notification System (GTENS)
   GTENS uses the Blackboard Connect system to distribute emergency communications to the campus community through emails, text messages, phone calls, RSS feeds (digital signage, Institute webpage (www.gatech.edu)), and social media postings. The system includes preloaded templates for various situations. The alerts can be sent to specific groups or the entire community. (See Annex A: GTENS for more information)

2. Siren Warning System (SWS)
   The Siren Warning System is a series of seven sirens distributed evenly throughout campus that are capable of sounding audible sirens followed by voice instructions. The system is operated through a radio system, based in the GTPD Operations Center. Typically the SWS is used to advise people to seek shelter inside a building for a variety of circumstances, but notably for severe weather. (See Annex B: Siren Warning System for more information)

3. Social Media
   Although GTENS pushes emergency notification messages to the appropriate social media sites, they can be used independent of GTENS in cases where GTENS is not needed. Both Twitter and Facebook are used to communicate emergency messages. In particular, they are used to provide intermediate and awareness information, between major GTENS messages or prior to a severe weather event. (See Annex C: Social Media for more information)

4. Cable TV
   The Georgia Tech Cable Network system can display alerts on all channels through GTCN. This is operated through the GT OIT Network Operations Center. (See Annex D: Cable TV for more information)
### Escaped Animals Incident Action Plan

#### 1.0 Response Summary

<table>
<thead>
<tr>
<th>Discovery</th>
<th></th>
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<tr>
<td>Initial assessment (do not spend undue time assessing)</td>
<td>1. Note injuries.</td>
</tr>
<tr>
<td></td>
<td>2. Note species and appearance (e.g., coloration).</td>
</tr>
<tr>
<td></td>
<td>3. Estimate number of escaped animals.</td>
</tr>
<tr>
<td></td>
<td>4. Identify special concerns, if known, such as infectious diseases, aggressive disposition, genetic alterations, etc.</td>
</tr>
<tr>
<td>Notification</td>
<td>1. GTPD (911 from campus phone or 404-894-2500 from cell phone)</td>
</tr>
<tr>
<td></td>
<td>2. Contact EH&amp;S for assistance</td>
</tr>
<tr>
<td></td>
<td>3. Animal and Rabies Control (404) 794-0358 (Fulton County Government) (if necessary)</td>
</tr>
<tr>
<td></td>
<td>4. Ambulance services (if necessary) 911 (on-campus extension…9-911)</td>
</tr>
<tr>
<td></td>
<td>5. Vivarium in IBB building (404) 385-1547 (on-campus extension…5-1547)</td>
</tr>
<tr>
<td></td>
<td>6. Lead researcher and/or PI</td>
</tr>
<tr>
<td>Source control</td>
<td>Close cages, pens, etc. if other animals remain (beware of aggressive animals).</td>
</tr>
<tr>
<td>Mitigation and removal</td>
<td>Aid Animal Control personnel with any special knowledge or personal rapport with escaped animal.</td>
</tr>
<tr>
<td>Critique and follow-up</td>
<td>1. Account for injuries and property damage.</td>
</tr>
<tr>
<td></td>
<td>2. Modify procedures</td>
</tr>
<tr>
<td>Available on-site equipment</td>
<td></td>
</tr>
</tbody>
</table>

#### 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

I. Definitions

a. Evacuation: The time-critical movement of personnel away from danger or contaminated areas.

b. Shelter-in-place: Remaining indoors to avoid a threat or danger outside. This is essentially the opposite of evacuation. Most threats are mitigated through sheltering, including:
   i. Environmental (Outdoor) Hazardous Material Releases (typically shelter in high floors and turn off HVAC systems)
   ii. Severe Weather (typically shelter in low floors and avoid areas with exterior windows and doors)
   iii. Active Shooter (typically lock yourself in room and remain quiet until the threat passes)

c. Relocation: Refers to the movement of personnel to temporary housing due to damage or contamination of such infrastructure.

II. General Building Evacuation

Building evacuations are common responses on campus due to threats of fire, smoke, and interior hazardous materials releases. Separate sections on fire and hazardous materials spills discuss evacuations specific to those types of incidents. Generally, building evacuations are triggered by the fire alarm system. Anyone can pull a fire alarm upon the discovery of a threat inside the building, such as fire, smoke or a HazMat spill/release.

Note that each Georgia Tech building has its own specific emergency plan called a Redbook which specifically details the evacuation procedures for that facility. This plan only describes general or common actions during a building evacuation.

a. Community/Public Response

   i. Stay calm, do not rush, and do not panic.
   ii. Safely stop your work.
   iii. Ensure someone has called GTPD at 404-894-2500
   iv. Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
   v. Proceed to your designated Evacuation Staging Area and report to your roll taker.
   vi. Wait for any instructions from emergency responders.
   vii. Do not re-enter the building or work area until you have been instructed to do so by emergency responders.

b. Georgia Tech Response

   i. GTPD will dispatch an officer to the location of an alarm or threat requiring a building evacuation. For fire and hazmat incidents, GTPD will immediately contact Atlanta Fire for response.
   ii. GTPD officers will make contact with the building manager, if available, size up the situation, and advise Dispatch of the situation.
   iii. Building Managers should make themselves available to GTPD and assist with managing the evacuees and determining the nature of the alarm/threat.
   iv. GTPD will work with other responders to ensure the building is fully evacuated.
   v. GTPD will work with the building manager, if available, to ensure no one reenters the building until it has been declared safe for reentry.
   vi. In cases where the building may not be reentered for a long period of time, GTPD should work with the Building Manager to determine an alternative location to house the evacuees.
Parking and Transportation may be requested to temporarily house evacuees on buses, especially in inclement weather.

vii. Once the building is safe for reentry, GTPD and Building Manager(s) will advise evacuees that they may reenter the structure.

viii. Notifications
  1. The GTPD Watch Commander should notify the Patrol Captain, who should notify the Deputy Chief
  2. The GTPD Watch Commander should notify Institute Communications
  3. The Director of Emergency Preparedness should notify the Board of Regents

III. Campus Evacuation Guidance

a. Unlike building evacuations, partial or campus-wide evacuations are not common. Evacuation of the campus can be ordered by the President or authorized designee, alone, or in conjunction with any of the following entities qualified to confirm that there is a significant emergency or dangerous situation warranting a partial or campus-wide evacuation.

   i. Atlanta Fire Rescue
   ii. Atlanta Police Department
   iii. Any appropriate federal, state or local agency

b. The President may consult with the Executive Leadership Team, and/or other appropriate Institute officials in making the decision as time and circumstances allow.

c. It’s also important to note that the Georgia Tech Police Department is authorized to take immediate action as determined necessary for the physical safety of faculty, staff and students, including evacuating or locking down specified campus facilities.

d. The Georgia Tech Police Department, through the Chief or Deputy Chief of Police or responsible officer in command, will advise the Chief of Staff of the situation and provide their initial assessment as soon as practicable.

e. If the Chief of Staff is away from campus or otherwise unavailable, the communication will be routed to the designated backup to the Chief of Staff.

f. The Office of Emergency Preparedness, through the Director or responsible person in charge, will contact the Director of Media Relations in Institute Communications to apprise them of the situation.

g. Institute Communications shall be responsible for the immediate response to social media or media inquiries relating to the situation.

IV. Campus Evacuation Planning Assumptions/Considerations

a. People will need to evacuate on foot or bicycle, or will end up in a traffic jam on campus.

b. Once the evacuation order is issued it is assumed that not everyone on the campus will comply.

c. Special consideration should be made for people with disabilities or other special needs. Assistance should be provided when necessary.

d. Depending on the nature of the incident, it may be necessary to request certain areas of campus evacuate by vehicle, bus, trolley, etc.

e. Information will need to be updated and communicated to those gathered at the assembly areas.

f. Depending on the time of day the incident occurred, campus constituents are likely to need to return to their offices, rooms, etc. in a short amount of time if possible.

g. If an evacuation order is issued from an external agency, the appropriate notifications should be made through the Chain of Command before the order is communicated to the campus.

h. Evacuations encompassing an area larger than GA Tech may impact the availability of egress routes, assembly areas, and transportation resources. Coordination with AFCEMA will be necessary.

i. People on 14th Street and Tech Square will undoubtedly evacuate by car, and some may ignore the evacuation order if they perceive the threat does not pertain to their area of campus.

V. Campus Evacuation Procedures
a. Initial Actions (see Appendix U for evacuation checklist):
   i. Stage officers and other required personnel in the designated areas and the assembly areas (Appendix K for map).
   ii. Notify necessary campus departments (Institute Communications, Parking and Transportation, Facilities, Housing, Dean of Students, Building Managers, etc.).
   iii. The Office of Emergency Preparedness in conjunction with GTPD and Institute Communications should issue a GTENS alert (template 7).
   iv. Notify neighboring agencies and businesses, if necessary.
   v. Activate the Emergency Call Center, if necessary.
   vi. Utilize the campus website and social media to provide updated information.
   vii. The Georgia Tech Police Department will assign a senior officer to the Executive Policy Group.

b. Traffic Control Points
   i. GTPD will assist with traffic at the following priority locations:
      1. North & Techwood
      2. North & Luckie
      3. 5th & Spring
      4. 10th & Fowler
      5. 10th & State
      6. 10th & Hemphill
      7. Tech Pkwy & Means
   
   ii. The priority TCPs may be staffed by mutual aid agencies (GSP, APD, MARTA PD, etc.) when available.
   
   iii. GTPD will request mutual aid from GSP and APD at the following secondary TCP locations:
      1. Ivan Allen & Luckie
      2. Ivan Allen & COPD
      3. Tech Pkwy & Northside Dr
      4. 14th Street & Hemphill (restrict ingress)
      5. 14th Street & State

c. Barricades
   i. In order to limit ingress traffic until the all-clear is given, 2 barricades (at minimum) are needed at every TCP.

d. Evacuation Routes and Assembly Areas
   i. Based upon the natural flow of traffic in the area, the evacuation should direct individuals to move either north or south of campus.
   ii. This assumes that there are no inherent dangers moving persons in those directions.
   iii. Although GTPD will assist the movement of traffic along designated routes, the plan assumes persons on campus will utilize all routes away from campus.
   iv. Routes
      1. Southern Routes
         a. Centennial Olympic Park Drive (North Ave – Ivan Allen)
         b. Luckie Street (North Ave – Ivan Allen)
      2. Northern Routes
         a. Hemphill Ave (10th Street – 14th Street)
         b. State Street (10th Street – 14th Street)
   v. Assembly Area Possibilities
      1. Southern Assembly Area: Centennial Olympic Park
2. Northern Assembly Area: 575 14th Street Parking Lot
3. Northern Assembly Area: Atlantic Station or Georgia Tech Golf Practice Area

vi. Note: Messages may direct evacuees to a more recognized area where someone will direct them to the assembly area. There may also be the need to close down various roads.

VI. Campus Evacuation Instructions for Students/Staff/Faculty

a. Evacuate your building through the nearest fire exit and go to the Campus Emergency Evacuation Assembly Areas.
b. Bring any available first aid kit, keys, needed personal items, medication, eyeglasses, etc. with you to the Evacuation Assembly Areas.
c. Once at the Evacuation Assembly Areas wait for further information and instructions.

VII. Campus Evacuation Resources

a. Personnel
   i. Office of Emergency Preparedness – management and oversight of the evacuation.
   ii. GTPD – officers at traffic control points, crowd management, and at the designated assembly areas.
   iii. GT-CERT – volunteers to assist with answering calls and crowd management.
   iv. Institute Communications – communicating information to the campus and external constituents.
   v. Parking and Transportation – assist with moving people, especially people with disabilities, off campus. Also, assist with barricade emplacement.
   vi. Board of Regents – possibly Georgia State University police, buses, etc.
   vii. APD – assist with traffic control and crowd management
   viii. AFR – assist with response to the incident, if necessary

b. Transportation Assets
   i. Stinger Buses and Trolleys
   ii. Stingerettes
   iii. Vans
   iv. MARTA Buses via MOU

c. Barricades
d. Bullhorns
e. Signs
f. Lighting – depending on the time of day and duration of evacuation
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.
- Do not 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 inform the alarm system regarding 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 being 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 GA Tech 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

   Overview

1) The gas alarm system is monitored by Georgia Security, which immediately notifies the GTPD communications center for all alarms.
2) Upon receiving the alarm call from Georgia Security, GTPD will (See Section D for greater details)
   a) Dispatch GTPD patrol officers,
   b) Contact EHS, and
   c) Contact AFR as appropriate
3) GTPD Officers will
   a) Assist with building evacuation
   b) Set up ICP and perimeter
   c) Send an officer to another building with a Dangerous Gas Monitory System (DGMS) view screen to assist with size up and response
4) EHS will (See Section E for greater details)
   a) Check into Incident Command
   b) Advise if AFR is needed
   c) Advise if evacuation should continue

2) Dangerous gas above acceptable levels in a gas cabinet or exhaust duct
3) Hydrogen gas leaking from pipe outside of lab
4) Low oxygen levels in ambient air caused by inert gas release/leak from a bulk storage source

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 gas cabinet/exhaust duct
   (i) Be aware that exhaust ventilation systems draw ambient air from the lab or clean room- an alarm from a duct sensor could be an indication of a leaking cylinder in the gas cabinet OR a leak in ambient air that was drawn into the cabinet/exhaust system.
   (ii) 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 Monitors indicate that levels inside the duct and the room have returned to below level 2 alarm threshold level AND
      (d) GT Facilities Maintenance has verified that the exhaust fans are operating properly
   (iii) Do not open the cabinet unless gas values are below level 2 alarm threshold.
(iv) Turn off gas
(v) If the conditions of (ii – iv) cannot be met - Inform GT PD that EHS assistance is required

c) Hydrogen gas leaking from a pipe run inside the building, in a hall or room other than a monitored lab.
(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

d) Oxygen deficiency alarm caused by leak or release of inert gas
(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 oxygen level inside the room has returned to 20.9%.

C. Unoccupied Lab/ Lab Staff Off Site
1) Specified lab staff will receive text messages from the DGMS 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 Atlanta Fire Rescue 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 AFR
   f) EHS will determine what, if any, evacuations procedures are appropriate: lab, wing, building, or all buildings within 330 feet of the lab.
   g) If you are unable to contact EHS, evacuate the building by pulling the fire alarm.
   h) Do not enter the lab or allow occupants to re-enter the lab until EHS or AFR has determined that it is safe to do so.

E. GT EHS Response Procedures
1) Specified EHS staffers will receive text messages from the DGMS in the event of Level 1 or 2 alarms.
2) For Level 1 alarms- contact lab users to ensure that they have identified and controlled the source of the release.
3) For level 2 alarms-call GT Police to report nature of the gas alarm
4) Log on to DGMS via GT Gas monitoring connection
5) Reset only if cause of problem is known and is over
6) If the Problem is:
   a) Gas Release into a room –
      (i) Do not allow re-entry into room until
         (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 level 2 alarm threshold level.

b) Dangerous gas above acceptable levels in gas cabinet/exhaust duct
   (i) Be aware that exhaust ventilation systems draw ambient air from the lab or clean room - an alarm from a duct sensor could be an indication of a leaking cylinder in the gas cabinet OR a leak in ambient air that was drawn into the cabinet/exhaust system.
   (ii) Do not allow re-entry unless
       (a) You know the source and cause of the gas release
       (b) You can verify that the release has stopped
       (c) Gas Monitors indicate that levels inside the duct and the room have returned to below level 2 alarm threshold level AND
       (d) GT Facilities Maintenance has verified that the exhaust fans are operating properly
   (iii) Do not open the cabinet unless gas monitors indicate that levels are below level 2 alarm threshold.
   (iv) Turn off gas
   (v) IF you cannot verify (ii) (a-d) above, inform GT Police that AFRHazMat should be called DO NOT PULL FIRE ALARM as this will shut off the exhaust ventilation.

c) 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

d) Low oxygen alarm
   (i) Low oxygen alarms are indicators of a slow accumulation or sudden release of inert gases (usually from large bulk cryogenic sources)
   (ii) Without entering the lab - visually determine that no one is still in the lab (possibly unconscious). If this cannot be done, contact AFR to make entry and look for victims. Do not rely on the accounts of other lab users to make this decision.
   (iii) Do not allow lab users to re-enter unless
       (a) You know the source and cause of the inert gas release
       (b) You can verify that the inert release has stopped
       (c) Gas monitors indicate that oxygen levels inside the duct and the room have returned to 20.9%

7) Determine if reportable quantities (RQ) of hazardous gases 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:

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

* Georgia Tech imposed RQ- please report to EPD and LEPG (courtesy call)
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 10th St
      (ii) 490 10th St Building (128)
      (iii) Eighth St Apts (130) 555 Eighth St.
      (iv) Tech Plaza, 535 10th St
   b) Stop Traffic on 10th St between Center and Curran Sts; On Hemphill between 8th 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) Marcus Nanotechnology (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) Marcus Nanotechnology (181), 345 Ferst Drive
      (v) Quad Grassy area
   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 2nd 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 Nanotechnology 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 4th 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 4th St, and at Ferst; block access to Parking W21 lots behind BH, Howey, and Mason
   c) Keep crowds up wind

10) Aerospace Combustion Lab
    a) Evacuate to a distance of 500 feet including:
       i) Carbon Neutral Energy Solutions Lab (CNES) (199) 495 Techway NW
       ii) (NARA) Techway (136) 505 Techway
       iii) Oxymethane outdoor test pad and gas storage area (tube trailer bunkers)
       iv) Food Processing Technology (159) 640 Strong Street
    b) Block North Avenue at Marietta St and Northside Drive
    c) Keep crowds up wind
11) (NARA) Techway (136) 505 Tech Parkway
   a) Evacuate to a distance of 330 feet including
      (i) Aerospace Combustion Laboratory (151) 636 Strong St.
      (ii) Carbon Neutral Energy Solutions Lab (CNES) (199) 495 Techway NW
      (iii) Oxymethane outdoor test pad and gas storage area (tube trailer bunkers)
   b) Restrict entry into North Avenue Research Area (NARA) to emergency responders

12) Carbon Neutral Energy Solutions Laboratory (CNES) (199) 495 Techway NW
   a) Evacuate to a distance of 500 feet including
      (i) Aerospace Combustion Laboratory (151) 636 Strong St.
      (ii) (NARA) Techway Building (136) 505 Techway
      (iii) Oxymethane outdoor test pad and gas storage area (tube trailer bunkers)
   b) Block North Avenue at Marietta St. and Northside Drive
   c) Keep crowds up wind

13) (NARA) Oxymethane Outdoor Test Lab
   a) Evacuate to a distance of 500 feet including
      (i) Aerospace Combustion Laboratory (151) 636 Strong St.
      (ii) (NARA) Techway Building (136) 505 Techway
      (iii) (NARA) Food Processing Technology (159) 640 Strong Street
      (iv) (NARA) Structures Laboratory (149) 625 Lambert St
      (v) Carbon Neutral Energy Solutions Lab (CNES) (199) 495 Techway NW
   b) Block North Avenue at Marietta St. and Northside Drive
   c) Keep crowds up wind

H. Declaring an “All Clear”
1) Whole Building Evacuation:
   a) Only Atlanta Fire Rescue may declare an “All Clear” after a whole building evacuation
2) Lab Evacuation
   a) GT EHS may declare an “All Clear” if the conditions of 6(a), (b), and (d) are met.
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).

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.
     o Provide initial information: what, where, injuries if any, etc.
     o Arrange to meet the initial responder.
     o 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 possibly 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. Institute Communications: As necessary, prepare statements and updates to and respond to media 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 Institute Communications.

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 Institute Communications. 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 Vice President for Institute Communications will immediately notify:

- Local radio and television stations and place the campus status decision on the Institute’s MAIN Web Page.
- Notify GTPD to place messages on the inclement weather and emergency preparedness recordings.
- GTPD OEP and Institute Communication will use social media outlets (Facebook and Twitter).
- Institute Communication 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 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 (N) 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) 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). 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 for Fulton County, but GA Tech will not issue such a warning due to the specific tracking ability through the emergency notification system and Weather Sentry.
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 away from windows.
- 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 local weather, NWS and Weather Sentry for severe weather

2. Upon receiving a Tornado Warning through Blackboard Emergency Notification:
   a. GTENS Alert will be sent;
   b. GTPD Dispatch will activate the audio Siren Warning System (when available)
   c. Consideration must be given to send additional alerts based on the timing of the storm.

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.

Email emergencypreparedness@ep.gatech.edu for storm shelter signs.
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 14th Street – 250 14th Street
      v. Global Learning Center – 84 5th Street
      vi. College of Management – LeCraw Auditorium – 48 5th Street
      vii. Technology Square Research Building – 85 5th 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
1.0  General Information

After you have called 9-1-1, there are several things you can do until emergency responders arrive. These simple procedures will greatly aid emergency responders and the patient until help arrives.

- Notify the Georgia Tech Police Department at 9-1-1 from a campus phone or (404) 894-2500 from a cellular phone immediately. GTPD will notify the appropriate emergency responders.
- If available, ask someone else to meet police and/or ambulance outside the building to aid their ability to locate the victim in a timely manner.
- Provide first aid to the best of your ability.
- Use precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient doesn’t have a pulse and is not breathing, begin CPR (only if you have been trained in this technique).
- Stay calm and reassure the patient that help is on the way.
- Make the patient as comfortable as possible.
- Clear the area for emergency responders if possible.
- If possibly identify any medication the patient is on.
- Have someone meet the police officer and direct them to the patient.

2.0  Georgia Tech Police Response

- Notify appropriate EMS
- Meet ambulance at a designated point to lead them to the site
- Administer aid to patient according to training level.
- Inform responding EMS of condition/symptoms of patient.
- Assist EMS with locating the patient on campus.
- Notify other appropriate campus agencies if necessary.
- Provide traffic control measures.
1.0 General Information

- In the event of a major utility failure, notify Facilities Operations and Maintenance (404-894-1613).
- Before 8:00 AM and after 5:00 PM or on weekends and holidays, notify the Georgia Tech Police (404-894-2500).
- Evacuate the building if the fire alarm sounds and/or upon notification by the police.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building.

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

2.0 Georgia Tech Police Response

- Notify Facilities Operations Maintenance (404-894-1613) if it hasn’t already been done.
- Notify the appropriate utility company if necessary.
- Check perimeter and secure areas if necessary.
- Communicate with building occupants regarding potential length of power outage.
- Notify appropriate campus departments if power outage is going to last an extensive amount of time.
- Assign officer(s) to monitor building during extensive power outages, especially at night.
Radiation Emergency Incident Action Plan

1.0 Response Summary-Radioactive Material Release

<table>
<thead>
<tr>
<th>Discovery</th>
<th>1. Look for injured personnel and render aid as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial assessment (do not spend undue time assessing)</td>
<td>2. If no injuries, alert others, secure the area, evacuate if necessary</td>
</tr>
<tr>
<td></td>
<td>3. Identify type of radioactive material released including quantity</td>
</tr>
<tr>
<td></td>
<td>4. Discard contaminated apparel/use safety shower, eyewash as needed</td>
</tr>
<tr>
<td>Notification (Use telephone at room’s edge)</td>
<td>1. GTPD (911 from campus phone or 404-894-2500 from cell phone) for site security and if medical assistance is needed</td>
</tr>
<tr>
<td></td>
<td>2. Office of Radiological Safety (404) 894-3605 or (404) 894-3621</td>
</tr>
<tr>
<td></td>
<td>3. Supervisor</td>
</tr>
<tr>
<td></td>
<td>4. Emergency telephone roster</td>
</tr>
<tr>
<td>Source control</td>
<td>1. Contain spilled material</td>
</tr>
<tr>
<td></td>
<td>2. Determine perimeter of secure area and rope off or post</td>
</tr>
<tr>
<td>Mitigation and removal</td>
<td>1. Set up “Step Off Pad” for entry/egress into area</td>
</tr>
<tr>
<td></td>
<td>2. Check personnel who were in the area of the spill for contamination; decontaminate as needed</td>
</tr>
<tr>
<td></td>
<td>3. Develop plan and/or implement spill procedures for decontamination and estimate of radiation dose.</td>
</tr>
<tr>
<td></td>
<td>3. Conduct surveys; RSO reviews results</td>
</tr>
<tr>
<td></td>
<td>4. Release room to supervisor when area is free of contamination.</td>
</tr>
<tr>
<td>Critique and follow-up</td>
<td>1. Account for injuries and property damage</td>
</tr>
<tr>
<td></td>
<td>2. Worker prepares incident report; supervisor reviews report to modify procedures to prevent recurrences.</td>
</tr>
<tr>
<td></td>
<td>3. ORS prepares incident report.</td>
</tr>
<tr>
<td></td>
<td>4. Radiation Safety Officer reviews documentation and reports to Administration, Radiation Safety Committee, and to regulators</td>
</tr>
<tr>
<td></td>
<td>5. Modify procedures to prevent future recurrence</td>
</tr>
<tr>
<td>Available on-site equipment</td>
<td>1. ORS has several radiation detectors and counting instruments available</td>
</tr>
</tbody>
</table>

Occupant Response to radioactive material spill:

- Immediately notify others in lab
- If any injuries, provide medical treatment regardless of contamination
- Attempt to contain spilled material
- Discard contaminated PPE
  - Use eyewash for 15 minutes if material splashed into eyes
  - Use emergency shower for 15 minutes if contamination is on part of body unable to rinse off in sink
- Call GTPD, ORS and supervisor
- Remain at edge of room, do not leave room

GTPD response to radioactive material spill:

- Control and secure area, potentially contaminated personnel should stay in the area until they have been surveyed for contamination
- Do not enter room unless necessary (medical treatment)
- Coordinate response with responding ORS staff member
2.0 Response Summary-Radiological Science and Engineering Laboratory (RSEL), Boggs B-74

Radioactive material and x-ray hazards can both be present in the RSEL. Refer to Sections 1.0 and 3.0, respectively for response summaries. This response summary addresses additional items of concern.

<table>
<thead>
<tr>
<th>Discovery</th>
<th></th>
</tr>
</thead>
</table>
| Initial assessment (do not spend undue time assessing) | 1. Look for injured personnel and render aid as appropriate  
2. If no injuries, alert others, secure the area, evacuate if necessary  
3. Look for signs of forced entry or theft |

<table>
<thead>
<tr>
<th>Notification</th>
<th></th>
</tr>
</thead>
</table>
| 1. GTPD (911 from campus phone or 404-894-2500 from cell phone) for site security and if medical assistance is needed  
2. Office of Radiological Safety (404) 894-3605 or (404) 894-3621  
3. Director of the RSEL (404) 894-5733 |

<table>
<thead>
<tr>
<th>Source control</th>
<th></th>
</tr>
</thead>
</table>
| 1. Secure RSEL  
2. Look for signs of forced entry or theft  
3. Perform inventory of sources  
4. Inform appropriate agencies as necessary |

<table>
<thead>
<tr>
<th>Critique and follow-up</th>
<th></th>
</tr>
</thead>
</table>
| 1. Account for injuries and property damage  
2. Director of the RSEL prepares incident report  
3. RSO reviews documentation and reports to Administration, Radiation Safety Committee, and regulators  
4. Modify procedures to prevent future recurrence |

<table>
<thead>
<tr>
<th>Available on-site equipment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ORS has several radiation detectors and counting instruments available onsite</td>
<td></td>
</tr>
</tbody>
</table>

3.0 Response Summary-X-Ray Producing Device

<table>
<thead>
<tr>
<th>Discovery</th>
<th></th>
</tr>
</thead>
</table>
| Initial assessment (do not spend undue time assessing) | 1. Shut off x-ray unit by following emergency shutdown procedures posted by the unit, if possible  
2. Look for injured personnel and render aid as appropriate  
3. If no injuries, alert others, evacuate from immediate vicinity of device if x-ray unit will not shut down  
4. If unable to follow emergency shut off procedures, shut off power to x-ray unit via circuit breaker before entering room |

<table>
<thead>
<tr>
<th>Notification</th>
<th></th>
</tr>
</thead>
</table>
| 1. GTPD (911 from campus phone or 404-894-2500 from cell phone) for site security and if medical assistance is needed  
2. Office of Radiological Safety (404) 894-3605 or (404) 894-3621  
3. Supervisor  
4. Emergency telephone roster |

<table>
<thead>
<tr>
<th>X-Ray unit evaluation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. X-ray unit will be evaluated by a qualified professional</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Critique and follow-up</th>
<th></th>
</tr>
</thead>
</table>
| 1. Account for injuries and property damage  
2. Worker prepares incident report; supervisor reviews report to modify procedures to prevent recurrences.  
3. Responding Health Physicist prepares accident report  
4. Radiation Safety Officer reviews documentation and reports to Administration, Radiation Safety Committee, and regulators  
5. Modify procedures to prevent future recurrence |

<table>
<thead>
<tr>
<th>Available on-site equipment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ORS has several radiation detectors available onsite</td>
<td></td>
</tr>
</tbody>
</table>
Occupant response to X-Ray emergency:

- Follow emergency shutdown procedure posted on unit
- Notify ORS and Authorized User (also GTPD if medical emergency)
- Provide first aid for 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 X-Ray areas posted as “High Radiation Area” without confirming x-rays are off; x-rays in “High Radiation Areas” are off if lighted sign by doorway is 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 Guidelines for Handling Emergencies in the Radiological Science and Engineering Laboratory (6010)
- Emergency Notification (6100)
- 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.

Note: See Appendix S for Radiological Science & Engineering law enforcement response.
Release of Pathogenic Microorganisms Incident Action Plan

1.0 Response Summary

<table>
<thead>
<tr>
<th>Discovery</th>
<th></th>
</tr>
</thead>
</table>
| Initial assessment (do not spend undue time assessing) | 1. Note species and associated hazards.  
2. Note location and time of release, and condition of containment and ventilation systems affected.  
3. Identify personnel potentially exposed to infectious disease for treatment if necessary. |
| Notification | 1. GTPD (911 from campus phone or 404-894-2500 from cell phone)  
2. EH&S Emergency Phone (404) 216-5237  
3. PI |
| Source control | 1. If spilled in Biosafety Cabinet, continue the operation of the cabinet.  
2. If spilled in an open lab or outside a biosafety cabinet, close the doors and window. Post signs on entry doors to the lab that a spill has occurred and the time that the spill occurred. |
| Mitigation and removal | Personal protective equipment (PPE) should be worn and the room disinfected with the an appropriate disinfectant. All contaminated clothing/PPE, including shoes, should be disinfected via sterilization (e.g., autoclaving) or incinerated. |
| Critique and follow-up | 1. Account for injuries.  
2. Lab prepares and submits an incident report.  
3. Biosafety Officer follows up with lab and conducts an accident investigation.  
4. Biosafety Officer provides lab and committees (Institutional Biosafety Committee, Biological Materials Safeguards Committee as applicable) with accident investigation report.  
5. Biosafety Officer reports incident to regulatory bodies if applicable. |
| Available on-site equipment | A biological spill kit should be onsite that includes: absorbent material, disinfectant, tongs/dustpan, extra PPE, biohazard waste bags and spill sign. |

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 (PI) 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 biohazard 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 biohazard spill also involves radioactive materials, cleanup procedures may require modification. 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.

**Minor vs. Major Spills:** A minor spill is defined as an event that can be handled safely without the assistance of EHS or emergency response personnel. A major spill is defined as an event that cannot be handled safely without the assistance of EHS or emergency personnel, including all events where a person is injured or contaminated.
Checklist

PROCEDURES FOR A MINOR BIOHAZARD SPILL INSIDE A BIOSAFETY CABINET (BSC)

1. Keep the BSC on.
2. Discard any contaminated personal protective equipment (PPE) in as biohazard waste. Don appropriate PPE (minimally a lab coat, gloves, and safety glasses).
3. Apply absorbent material to the spill area.
4. Pour liquid disinfectant onto the absorbent material from the outside of the spill area and towards the center. Allow for appropriate contact time depending on the disinfectant used.
5. Collect absorbent material and dispose of as biohazard waste.
6. Spray/wipe walls, work surfaces, and equipment with disinfectant solution and allow for appropriate contact time before wiping up residue.
7. If the spill entered the grill area, fill tray top, drain pans, and catch basins with decontamination solution and allow for appropriate contact time. Drain excess solution into cabinet base. Lift out tray and removable exhaust grill work. Clean top and bottom surfaces with absorbent material soaked in decontamination solution. Replace tray and grill work.
8. Dispose of all spill clean-up materials as biohazard waste.
9. Allow for the BSC to run for at least 10 minutes after cleanup and before resuming work.
10. Notify users that spill cleanup is complete.
Checklist

PROCEDURES FOR A MAJOR BIOHAZARD SPILL INSIDE A BIOSAFETY CABINET (BSC)

1. Keep the BSC on.
2. Close the sash of the BSC.
3. Attend to injured or contaminated persons.
4. Alert personnel in the area of the spill and post a sign on the BSC sash that indicates the nature and the time of the spill.
5. Notify EHS and/or GT Police.
6. EHS to arrange clean-up.
Checklist

PROCEDURES FOR A MINOR BIOHAZARD SPILL OUTSIDE A BIOSAFETY CABINET (BSC)

1. Avoid inhaling airborne materials while quickly leaving the room. Notify others to leave the room and close the door.
2. Post a sign on the door indicating the nature and time of the spill.
3. Remove contaminated clothing/PPE, turning exposed areas inward and dispose as biohazard waste.
4. Wash all exposed skin with soap and warm water.
5. Wait 30 minutes to allow aerosols to settle before entering the spill area for cleaning. During the waiting period, find/collect the lab’s biological spill kit.
6. Don appropriate PPE (minimally a lab coat, gloves, and safety glasses).
7. Cover spill areas with absorbent material.
8. Pour an appropriate liquid disinfectant onto the absorbent material from the outside of the spill area, moving towards the center. Allow for appropriate contact time depending on the disinfectant used.
9. Collect absorbent material and dispose of as biohazard waste. Use tongs/dust pan if sharps or broken glassware is involved. Dispose of sharp items in a sharps container.
10. Spray work surfaces, cabinets and equipment surrounding the spill area with appropriate disinfectant solution and allow for appropriate contact time before wiping up the areas with absorbent materials. Dispose of absorbent materials as biohazard waste.
11. Remove PPE. Dispose of non-reusable PPE as biohazard waste. Decontaminate and launder reusable PPE.
12. Wash hands with soap and warm water.
Checklist

PROCEDURES FOR A MAJOR BIOHAZARD SPILL OUTSIDE A BIOSAFETY CABINET (BSC)

1. Avoid inhaling airborne materials while quickly leaving the room. Notify others to leave the room and close the door.
2. Post a sign on the door indicating the nature and time of the spill.
3. Remove contaminated clothing/PPE, turning exposed areas inward and dispose as biohazard waste.
4. Wash all exposed skin with soap and warm water.
5. Notify EHS and/or GT Police.
6. EHS to arrange clean-up.
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
## Wild Animal Incident Action Plan

### 1.0 Response Summary

<table>
<thead>
<tr>
<th>Discovery</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial assessment</strong></td>
<td>1. Note any injuries (if necessary)</td>
</tr>
<tr>
<td>(do not spend undue time assessing)</td>
<td>2. Note appearance, demeanor, and species of wild animal</td>
</tr>
<tr>
<td></td>
<td>3. Note number of animals sighted</td>
</tr>
<tr>
<td></td>
<td>4. Note direction that the animal was traveling and the location where sight of the animal</td>
</tr>
<tr>
<td></td>
<td>was lost</td>
</tr>
<tr>
<td></td>
<td>5. Do not attempt to capture</td>
</tr>
<tr>
<td><strong>Notification</strong></td>
<td>1. Call GTPD from a campus phone or 404-894-2500 (from a cell phone) if there are injuries</td>
</tr>
<tr>
<td></td>
<td>2. Call EHS at 404-216-5237</td>
</tr>
<tr>
<td></td>
<td>3. Ambulance services (if necessary) 911 (on campus extension 9-911)</td>
</tr>
<tr>
<td><strong>Source Control</strong></td>
<td>Food and water sources should not be left out in the environment to attract wild animals</td>
</tr>
<tr>
<td></td>
<td>onto campus</td>
</tr>
<tr>
<td><strong>Mitigation and Removal</strong></td>
<td>GT EHS will handle catching/trapping and removal of nuisance wild animals from campus.</td>
</tr>
<tr>
<td><strong>Critique and follow-up</strong></td>
<td>1. Account for injuries and property damage (if necessary)</td>
</tr>
<tr>
<td></td>
<td>2. Create awareness/train personnel to avoid contact.</td>
</tr>
</tbody>
</table>

### 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 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
Recovery

I. Purpose:
In emergency situations that require the immediate response of contractors to strengthen facilities, start immediate actions to prevent further damage to facilities, property, and conduct assessments of damage. This appendix establishes procedures for using pre-qualified contractors that were identified through a University System of Georgia qualifications-based selection process as having the requisite abilities to respond to emergency situations that may occur on campus.

II. Discussion:
Pre-qualified contractors have been identified through a qualifications based selection process. This process focuses on qualifications and not necessarily pricing. Georgia Tech is responsible for monitoring contractor activities to ensure the best use of fiscal resources.

III. Authorities:
Only the following, Georgia State University personnel have the authority to initiate a contractor response for immediate disaster recovery purposes:

   a. Chuck Rhode,
   b. Mark Demyanek

III. Procedure:

   a. Request for Contractor Response

      1. Authorizing official will contact a pre-qualified vendor providing available information available such as; type of event, visible damage, specific location of facility and damaged area, location of any hazard materials that may interfere with the response and where to report to when arriving on campus.
      2. Contractor(s) should be selected from the pre-qualified contractor list and contacted using the information provided.

   b. Initial Assessment/Estimate

      1. Contractor will conduct an initial assessment of the grounds and/or facility to determine elements of a response.
      2. Projected costs for stabilization activities will be obtained from the contractor within 24 hours to include initial scope of activities.
      3. The NON-EXCLUSIVE FACILITY DISASTER RESTORATION AND RECOVERY SERVICES CONTRACT, has been developed for use in such situations. Pre-qualified vendors have agreed to sign the contract as required. Authorizing official will request a price list from vendor for services to be provided. NOTE: this does not prohibit the institution from negotiating pricing, etc, with vendors.

   c. Information and Updates

      1. Contractors may request information about the institution and/or conduct a site visit to gather information about the institution.
      2. Updated vendor lists will be periodically received from the Board of Regents office and will be attached to this appendix.
Appendix B
Continuity of Operations Plans (COOP)

Georgia Tech is in the initial stages of developing a more comprehensive Continuity of Operations Plan (COOP) that will focus on identifying departmental and institutional essential functions and recovery. An Institute COOP executive summary and draft critical functions have been developed. Administration and Finance business units will complete COOP plans by the end of 2013, and that Institute Communications, Student Affairs and Academic Affairs will do so in 2014.

A 2-hour training class is offered at http://trains.gatech.edu/courses/programs#programs-22, and an online tool that assists in the process (http://www.police.gatech.edu/emergencypreparedness/gtready/).

Purpose
1. To ensure continued operation of the organization’s critical functions in the event of an emergency that requires continuity operations.
2. To ensure a rapid response to any emergency situation requiring continuity plan implementation.

Critical Function
A Critical Function is an activity that is essential to the core mission of the organization. For disaster planning, a Critical Function is one that must be continued throughout disaster, or resumed soon after a disaster event, to ensure either the viability of the organization, or its ability to serve its customers.

The methodology used in this planning tool defines four levels of criticality:
- Critical 1: Must be continued at normal or increased service load. Cannot pause. Necessary to life, health, security. (Examples: inpatient care, police services).
- Critical 2: Must be continued if at all possible, perhaps in reduced mode. Pausing completely will have grave consequences. (Examples: health services for students, functioning of data networks, at-risk research)
- Critical 3: May pause if forced to do so, but must resume in 30 days or sooner. (Examples: classroom instruction, research, payroll, student advising)
- Deferrable: May pause; resume when conditions permit. (Examples: routine building maintenance, training, marketing).

What would cause the need for a COOP?
- Sustained power outage
- Major damage to buildings on campus (fire, weather)
- Biotoxin/Investigation
- Bird Flu (or other epidemic requiring limited people on campus)
- Sustained closure for winter weather
- Significant water damage to an area
- Sudden loss of key personnel and/or system(s)
Appendix C
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

<table>
<thead>
<tr>
<th>Phase</th>
<th>Definition</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Sustained human to human transmission.</td>
<td>✗ Convene Pandemic Task Force to meet on a regular basis. ✗ Coordinate and communicate with Fulton County Public Health, WHO and the CDC. ✗ Prepare for enhanced response and operations.</td>
</tr>
<tr>
<td>5 – 6</td>
<td>Widespread human infections</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Convene President’s cabinet level meeting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assess need to cancel campus events and classes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assess need for isolation and quarantine procedures.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assess need to restrict campus operations to critical functions only.</td>
<td></td>
</tr>
</tbody>
</table>

- Stage resources.
- Promote public health guidelines.
- Monitor public gatherings and large public events.
- Coordinate with OHR and Health Services regarding absenteeism rates.
Appendix D
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

Debris Manager
*Director of Facilities & Maintenance

Public Information Officer

Operations
*Facilities & Grounds
GTPD
Parking & Transportation
Dean of Students
Contractors

Planning
*Facilities & Grounds
GTPD
Registrar
GT Weather Representative

Logistics

Finance
*GT Admin
Contract & Procurement
Fiscal Administration

Other possible agencies:
*Board of Regents
*Fulton County Emergency Management Agency

6.0 Typical Debris Streams for Different Types of Disasters

<table>
<thead>
<tr>
<th>Types of Disasters</th>
<th>Typical Debris Streams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hurricanes / Typhoons</td>
<td>x</td>
</tr>
<tr>
<td>Tsunamis</td>
<td>x</td>
</tr>
<tr>
<td>Tornadoes</td>
<td>x</td>
</tr>
<tr>
<td>Floods</td>
<td>x</td>
</tr>
<tr>
<td>Earthquakes</td>
<td>x</td>
</tr>
<tr>
<td>Wildfires</td>
<td>x</td>
</tr>
<tr>
<td>Ice Storms</td>
<td>x</td>
</tr>
</tbody>
</table>
Appendix E
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. Institute Communications 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 F
### 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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Definition</th>
<th>Operations</th>
<th>Duration</th>
<th>Response</th>
<th>Notification</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident</td>
<td>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.</td>
<td>No disruption to minor disruption</td>
<td>Generally event has concluded prior to being reported</td>
<td>Limited to standard USG Unit , USO response(s)</td>
<td>Director of Safety &amp; Security is notified as soon as practicable to allow for timely System office notifications and mitigation of risk.</td>
<td>Serious crimes, such as felonies, involving students, on or off campus; facility evacuations due to fires or threats of violence.</td>
</tr>
<tr>
<td>Emergency Conditions</td>
<td>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.</td>
<td>Minor temporary disruption</td>
<td>Predictable amount of time, generally not exceeding 48 hours</td>
<td>USG Unit/USO, or local services responses</td>
<td>Director of Safety &amp; Security is notified as soon as possible</td>
<td>Threats of violence or harm to others have been received; Confirmed case of Pandemic type flu</td>
</tr>
<tr>
<td>Emergency</td>
<td>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.</td>
<td>Medium to severe interruption</td>
<td>Extended period of time in the response and recovery from the event.</td>
<td>Low to high response required from USG Unit, USO and/or off-campus personnel.</td>
<td>Director of Safety &amp; Security is notified as soon as possible</td>
<td>Long-term power outages, other than routine maintenance/repairs; structure failures.</td>
</tr>
<tr>
<td>Disaster</td>
<td>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.</td>
<td>Full interruption of operations</td>
<td>Extended period of time to allow for recovery</td>
<td>Significant response from local, state and/or federal agencies, as well as other USG Unit(s) or USO personnel.</td>
<td>Director of Safety &amp; Security is notified as soon as possible</td>
<td>Severe flooding, and/or facility damage, injuries, from severe weather event.</td>
</tr>
</tbody>
</table>
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:
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 observer. 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.

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.

As the campus first responders, Georgia Tech Police must be knowledgeable of EAP updates each year. Leveraging available technologies, including the mondopad and powerdms, during roll calls will provide training. More detailed training may be built into the annual training schedule.

Campus personnel are also encouraged to take classes through the Emergency Preparedness Certificate Program: http://www.training.gatech.edu/courses/programs#programs-22. Classes are free, and typically last no more than 90 minutes.
Appendix I
Supplies to consider keeping 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

It’s also recommended to keep water, food, spare phone battery (or charger) and a full tank of gas in your car during the Winter!
Appendix J
GT-Campus Emergency Response Team (CERT)

CERT is about readiness, people helping people, rescuer safety and doing the greatest good for the greatest number. CERT is a positive and realistic approach to emergency and disaster situations where citizens will be initially on their own and their actions can make a difference. Through training, citizens can manage utilities and put out small fires; treat the three killers by opening airways, controlling bleeding, and treating for shock; provide basic medical aid; search for and rescue victims safely and organize themselves and spontaneous volunteers to be effective.

Training
To better accommodate students and other campus community members, we will offer two a weekly class in the Fall Semester beginning in September that will also kick off National Emergency Preparedness Month. We will continue to offer the class the week between the spring and first summer session. We will also periodically offer a 4-hour refresher course that will include refresher training in the morning and specialized training in the afternoon.

Specialized GT-CERT Teams
- **Fire Corps**: A group of 10-12 will work with GT Fire Marshall and be trained on special event evacuation procedures, fire safety awareness and fire extinguisher requirements. Up to six members of the Fire Corps will work football games. Another major function will be teaching fire safety on campus. Email fire@gatech.edu if interested.
- **Moulage Team**: This small team will continue to learn the art of moulage to add realism to training and exercises.
- **Roleplayers/Actors**: This team will support training and exercises (CERT drills, active shooter, response drills, etc.).
- **Evacuation Support Team**: Small group that would assist in the event of a campus wide evacuation at checkpoints and assembly areas.
- **Campus Animal Response Team**: Designed to assist with county-level pet friendly shelter operation.

General Awareness and Response: Just having trained CERT members available to help out after a major disaster is still an attractive resource even if they group does not desire to become more engaged. We realize that a majority of our members will fall into this category.
# GT-CERT Operations During Disaster

## CERT Liaison Primary Responsibilities
- Report to the appropriate ICS Section Chief.
- Serves as the single point of contact for information relayed to and from CERT teams.
- Coordinates CERT response in the field in conjunction with the Incident Commander.
- Advises ICS Section Chief on CERT team status, capabilities, and available staffing.
- Tracks CERT team deployment and activates additional teams when needed.
- Manages all CERT related incident paperwork.
- Oversees all CERT team needs, including food, water, medical care and rehabilitation time.

## Actions of GT-CERT Team
- Report to designated assembly point when activated with all necessary supplies and equipment.
- Sign-in with the CERT Liaison at the Incident Command Post.
- Obtain necessary communication equipment and documentation paperwork.
- Await team assignments and deployment duties from CERT Liaison.
- Report all field operations to the CERT Liaison.

## Possible GT-CERT Team Assignments and Duties
- Establishment and staffing of staging areas/feeding stations.
- Staff triage and treatment areas.
- Staff supply areas and other resource management.
- Staff the EOC.
- Damage Assessment Teams.
- Staff and manage operations of emergency shelters and points of distribution.
- Light Search and Rescue Teams.
- Survey victims and count injuries to report to emergency responders.
- Maintain evacuation areas and assist with evacuation operations.
- Small-Fire Suppression Teams.
- Manage event documentation.
- Other assignments and duties determined by Incident Command.

## Deactivation of GT-CERT Teams
- Coordinate with CERT Liaison to disassemble teams based on incident status and resource needs.
- Complete all necessary paperwork and submit to CERT Liaison.
- Return all appropriate equipment and supplies.
- Attend incident debriefings.
- Sign-out with the CERT Liaison at the Incident Command Post.
- Participate in available post disaster counseling sessions, if necessary.
Appendix L
Other Institute Plans
(Not Included in the EAP)

- Continuity of Operations Plans (Office of Emergency Preparedness and various departments)
- Pandemic Influenza Response Plan (Office of Emergency Preparedness)
- Debris Management Plan (Office of Emergency Preparedness)
- Emergency Operation Center Operations Plan (Office of Emergency Preparedness)
- Building Plans/Redbooks (Individual Buildings)
- Emergency Response Plan for Study Abroad and Exchange Programs (Office of International Education)
- 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)
- Technically Speaking: The Department of Housing Community and Services Guide (Residence Life Office)
- Venue Emergency Response Plans (VERPS) (GTPD Special Events, Office of Emergency Preparedness and Georgia Tech Athletic Association)
Appendix M
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.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>AREAS OF RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities/</td>
<td>• Campus Roadways &amp; Intersections</td>
</tr>
<tr>
<td>Landscape Services</td>
<td>• Campus Sidewalks &amp; Pedestrian Walkways</td>
</tr>
<tr>
<td></td>
<td>• Building Entrances (Including Housing), except where noted below</td>
</tr>
<tr>
<td>Housing</td>
<td>• North Avenue Apartments Complex</td>
</tr>
<tr>
<td>GTRI</td>
<td>• Entrances and sidewalks to GTRI facilities</td>
</tr>
<tr>
<td>GTAA</td>
<td>• Entrances and sidewalks to GTAA facilities</td>
</tr>
<tr>
<td></td>
<td>• AMC Lot during basketball games</td>
</tr>
<tr>
<td>Parking &amp; Transportation</td>
<td>• Surface parking lots &amp; parking decks</td>
</tr>
<tr>
<td></td>
<td>• Entrances &amp; walkways to parking decks &amp; other Parking facilities</td>
</tr>
<tr>
<td>GT Police</td>
<td>• Emergency trouble spots</td>
</tr>
<tr>
<td></td>
<td>• Emergency Preparedness may contact the City of Atlanta Public Works Department to provide assistance clearing City streets on and around Campus</td>
</tr>
</tbody>
</table>
Appendix N
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 or 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

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

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

<table>
<thead>
<tr>
<th>TASK</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Issue Situational Awareness</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>□ Recommend a time/day to hold a conference call</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>□ Coordinate with NWS Peachtree City, GEMA, AFCEMA, UGA &amp; GSU on their preparations, etc.</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>□ Ensure all GTPD vehicles have been refueled and have ice scrapers available</td>
<td>GTPD Administration</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>TASK</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>□  Issue Situational Awareness.</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>□  Schedule a time/day to hold a conference call.</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>□  Coordinate with NWS Peachtree City, GEMA, AFCEMA, UGA &amp; GSU on their preparations, etc.</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>□  Coordinate with Facilities, Housing, Athletics, Parking and GTRI regarding Ice Mitigation efforts. A conference call is recommended.</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>□  Establish internal coverage/work schedule for the period.</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>□  Repost information about weather on FB and Twitter. Record information on hotlines if necessary.</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>□  Fill portable gasoline containers</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>□  Ensure all GTPD vehicles have been refueled and have ice scrapers available.</td>
<td>GTPD Administration</td>
</tr>
<tr>
<td>□  Coordinate with GTPD Patrol for billeting of Patrol Officers.</td>
<td>GTPD Administration</td>
</tr>
<tr>
<td>□  Ensure sufficient ice melt is available at GTPD offices.</td>
<td>GTPD Administration</td>
</tr>
<tr>
<td>□  Review planned staffing over the period and identify any light staffing.</td>
<td>GTPD Patrol</td>
</tr>
<tr>
<td>□  Review the campus calendar and advises on any special events planned within the forecast period.</td>
<td>GTPD Special Events</td>
</tr>
<tr>
<td>□  Post information about the weather on FB and Twitter and the Home Page.</td>
<td>Communications &amp; Marketing</td>
</tr>
<tr>
<td>□  Stand by to issue any information regarding closings or delays for the Institute</td>
<td>Communications &amp; Marketing</td>
</tr>
<tr>
<td>□  Schedule staffing and arrange billeting for personnel during the period</td>
<td>Institute Communications</td>
</tr>
<tr>
<td>□  Schedule staffing and arrange billeting for personnel during the period</td>
<td>Facilities</td>
</tr>
<tr>
<td>□  Review salting &amp; ice removal plan.</td>
<td>Facilities</td>
</tr>
<tr>
<td>□  Prepare salt vehicles, ensures sufficient salt on hand.</td>
<td>Facilities</td>
</tr>
<tr>
<td>□  Ensure sufficient fuel is on hand for Institute heating.</td>
<td>Facilities</td>
</tr>
<tr>
<td>□  Schedule staffing and arrange billeting for personnel during the period</td>
<td>Parking &amp; Transportation</td>
</tr>
<tr>
<td>□  Prepare vehicles &amp; equipment.</td>
<td>Parking &amp; Transportation</td>
</tr>
<tr>
<td>□  Ensure adequate food is on hand for the forecast period.</td>
<td>Dining Services</td>
</tr>
<tr>
<td>□  Schedule staffing and arrange billeting for personnel during the period</td>
<td>Dining Services</td>
</tr>
<tr>
<td>□  During conference call with key personnel, make decision regarding campus opening/closing or altering operations.</td>
<td>President</td>
</tr>
</tbody>
</table>
Appendix O
Institute Communications Winter Weather/
Severe Communications Notification Check List

During severe weather conditions impacting Georgia Tech operations or travel of the campus community to campus, Institute Communications will utilize the following communication channels to keep the campus community updated:

- Message for the Institute homepage – Michael Hagearty/Web Team
- Message to share via Institute social media channels: Twitter, Facebook, Reddit, social media listserv – Steven
- Notification of media and campus operator as outlined in winter weather comm plan – Matt/Media Relations
- Share message with Parent Communications, Alumni Relations and Buzzport – Michael Hagearty
- Notification of Institute Communications staff/USG – Lisa Grovenstein
- Share updates in the Daily Digest when it is distributed. When it is not, also share updates via "git-all@lists - Michael Hagearty/Kristen Bailey.
- Notify OIT – Eric Huffman/Web team
OPEN, CLOSED, OR DELAYED?

Check the following resources to determine whether the Institute is open, closed, or delayed due to winter or other inclement weather.

The home page of the Institute website
www.gatech.edu

Twitter
www.twitter.com/GeorgiaTech
www.twitter.com/GTPDalerts

Facebook
www.facebook.com/GeorgiaTech
www.facebook.com/GTEmergency

The inclement weather hotline
404.385.8324

Local media outlets

As soon as a decision is made on whether to alter the business hours of the Institute, this information will be posted to the main website, uploaded on social media accounts, and sent to local media outlets. You do not need a Twitter or a Facebook account to view the content on social media pages.
Appendix Q
GTPD Incident Response Worksheet

GTPD Incident Response Worksheet

<table>
<thead>
<tr>
<th>Date:</th>
<th>1st Unit</th>
<th>Time Arr.</th>
<th>Location</th>
<th>Incident #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICP Location:</td>
<td>Communications Officer:</td>
<td>PIO:</td>
<td>Staging Location(s):</td>
<td>Scribe:</td>
</tr>
</tbody>
</table>

### Units on Scene

<table>
<thead>
<tr>
<th>Radio Talk Group:</th>
<th>Supervisor:</th>
<th>Badge/Unit #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer</td>
<td>Officer</td>
<td>Badge/Unit #</td>
</tr>
<tr>
<td>Officer</td>
<td>Officer</td>
<td>Badge/Unit #</td>
</tr>
</tbody>
</table>

### Perimeter

<table>
<thead>
<tr>
<th>Radio Talk Group:</th>
<th>Supervisor:</th>
<th>Badge/Unit #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer</td>
<td>Officer</td>
<td>Badge/Unit #</td>
</tr>
<tr>
<td>Officer</td>
<td>Officer</td>
<td>Badge/Unit #</td>
</tr>
</tbody>
</table>

### Traffic Control/Evacuation

<table>
<thead>
<tr>
<th>Radio Talk Group:</th>
<th>Supervisor:</th>
<th>Badge/Unit #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Location</td>
<td>Badge/Unit #</td>
</tr>
<tr>
<td>Location</td>
<td>Location</td>
<td>Badge/Unit #</td>
</tr>
</tbody>
</table>

Street Closures:
<table>
<thead>
<tr>
<th>Fire/HazMat Response</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Triage Area:</td>
<td>Fire Unit:</td>
</tr>
<tr>
<td>Fire Unit:</td>
<td>Location:</td>
</tr>
<tr>
<td>Location:</td>
<td>Location:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Response</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Triage Area:</td>
<td>EMS Unit:</td>
</tr>
<tr>
<td>EMS Unit:</td>
<td>Injured to:</td>
</tr>
<tr>
<td>Injured to:</td>
<td>Injured to:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scene Diagram/Notes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>
## Command Structure

- **Air Unit**
- **Incident Commander**
- **Safety Officer ICP Security**
- **Liaison**
- **PIO**

### Operations
- Perimeter
- Traffic
- Negotiations
- Tactical/EOD
- Crowd Control
- Intelligence
- Shelter(s)

### Logistics
- Communications
- Medical
- Staging
- Food/Drink
- Site Security

### Planning
- Documentation
- Resource ID
- Demobilization

### Finance

## Notification Options

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

## Incident Action Plan Priorities

<table>
<thead>
<tr>
<th>Priority</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preserve life and safety of involved parties, responders and the general public</td>
<td>Establish communication with hostage taker/victims</td>
</tr>
<tr>
<td>Identify, isolate and contain the threat</td>
<td>Take responsible parties into custody, if possible</td>
</tr>
<tr>
<td>Stabilize the situation, establish a safe perimeter and control access into/out of hot zone</td>
<td>Assess the structural integrity of the structure(s) (partial collapse)</td>
</tr>
<tr>
<td>Render aid to the injured; recover casualties</td>
<td>Notify public of pertinent information to reduce chaos/confusion at/near scene</td>
</tr>
<tr>
<td>Arrange for transportation of the injured to medical facilities for treatment</td>
<td>Restore order and develop strategy for return to normalcy</td>
</tr>
<tr>
<td>Implement traffic control measures &amp; reroute traffic as needed</td>
<td>Conduct air monitoring/plume modeling to assess level of threat and direction of travel</td>
</tr>
<tr>
<td>Evacuate/shelter-in-place people in affected area</td>
<td>Administer decontamination procedures to affected parties, responders</td>
</tr>
<tr>
<td>Gather intelligence and fully investigate the incident</td>
<td>Complete and disseminate significant incident report</td>
</tr>
<tr>
<td>Notify Communications and chain of command</td>
<td>Complete NIMS/ICS documentation</td>
</tr>
</tbody>
</table>
## Possible Staging Areas and Helipads

### Staging Areas

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

### Helipads

<table>
<thead>
<tr>
<th>Name</th>
<th>GPS Coordinates</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football Practice Field</td>
<td>N33°46.708 W084°23.724</td>
<td></td>
</tr>
<tr>
<td>Football Field</td>
<td>N33°46.352 W084°23.575</td>
<td></td>
</tr>
<tr>
<td>Center Area of Track</td>
<td>N33°46.352 W084°23.661</td>
<td></td>
</tr>
<tr>
<td>CRC Fields</td>
<td>N33°46.480 W084°24.219</td>
<td></td>
</tr>
<tr>
<td>Yellow Jacket Park</td>
<td>N33°46.480 W084°23.843</td>
<td></td>
</tr>
<tr>
<td>Burge Parking Deck (Top)</td>
<td>N33°46.266 W084°23.632</td>
<td></td>
</tr>
<tr>
<td>Peters Parking Deck (Top)</td>
<td>N33°46.670 W084°23.606</td>
<td></td>
</tr>
<tr>
<td>Burger Bowl</td>
<td>N33°46.670 W084°24.179</td>
<td></td>
</tr>
<tr>
<td>Baseball Field</td>
<td>N33°46.649 W084°23.658</td>
<td>GPS Coordinates were taken on the sidewalk.</td>
</tr>
</tbody>
</table>
# Executive Policy Decisions in Emergencies

This chart reviews critical incident types and associated basic policy decisions that they Executive Leadership may need to consider. This chart is not an exhaustive list of incident types or policy decisions, but serves as mitigation and planning tool.

<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>BASIC POLICY DECISIONS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Weather Forecast</td>
<td>• Do we cancel classes or close the Institute?</td>
<td>• Example: Spring 2012, the University of Louisville cancelled classes for an entire day due to a severe weather outbreak forecast. The University did not sustain damage, but multiple fatal tornadoes decimated the region.</td>
</tr>
<tr>
<td>(High Probability)</td>
<td>• Do we cancel special events (i.e. GTAA events)?</td>
<td></td>
</tr>
<tr>
<td>Winter Weather</td>
<td>• Do we cancel classes or close the Institute?</td>
<td></td>
</tr>
<tr>
<td>(Major Impact)</td>
<td>• Do we cancel special events (i.e. GTAA events)?</td>
<td></td>
</tr>
<tr>
<td>Severe Weather Forecast</td>
<td>• Do we cancel classes or close the Institute?</td>
<td>• Example: University of Alabama Spring 2011; Union University (TN) Winter 2008</td>
</tr>
<tr>
<td>(High Probability (Rare))</td>
<td>• Do we cancel special events (i.e. GTAA events)?</td>
<td></td>
</tr>
<tr>
<td>Severe Weather</td>
<td>• Do we cancel classes or close the Institute?</td>
<td></td>
</tr>
<tr>
<td>(Major Damage)</td>
<td>• Do we cancel special events (i.e. GTAA events)?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• When do we reopen the Institute?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Do we activate the external Emergency Call Center?</td>
<td></td>
</tr>
<tr>
<td>Campus Wide Bomb Threat</td>
<td>• Do we evacuate the campus?</td>
<td>• Example: University of Pittsburg in the Spring 2012, followed by several other universities in the Fall 2012.</td>
</tr>
<tr>
<td>Bombing</td>
<td>• Do we evacuate the campus?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Do we cancel classes or close the Institute?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Do we cancel special events (i.e. GTAA events)?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Do we activate the external Emergency Call Center?</td>
<td></td>
</tr>
<tr>
<td>Shooting</td>
<td>• Do we cancel classes or close the Institute?</td>
<td></td>
</tr>
<tr>
<td>(Shooter(s) in custody)</td>
<td>• Do we cancel special events (i.e. GTAA events)?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• When do we resume normal activities?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Do we activate the external Emergency Call Center?</td>
<td></td>
</tr>
<tr>
<td>Shooting</td>
<td>• Do we cancel classes or close the Institute?</td>
<td></td>
</tr>
<tr>
<td>(Shooter(s) not in custody)</td>
<td>• Do we cancel special events (i.e. GTAA events)?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• When do we lift the Shelter in Place order?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• When do we resume normal activities?</td>
<td></td>
</tr>
<tr>
<td>Scenario</td>
<td>Actions</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Major Fire/Explosion/Collapse (With fatalities & injuries) | Do we cancel classes or close the Institute?  
Do we cancel special events (i.e. GTAA events)? |
| Pandemic Influenza Outbreak                  | Do we cancel classes or close the Institute?  
Do we cancel special events (i.e. GTAA events)? |
| Major HazMat Release                         | Do we cancel classes or close the Institute?  
Do we cancel special events (i.e. GTAA events)? |
| Other Possibilities                          |                                                                                                 |
| High Visibility Protest                      |                                                                                                 |
| Inappropriate Activity by Faculty            |                                                                                                 |
| Major Institute Scandal                      |                                                                                                 |
| GTAA Scandal                                 |                                                                                                 |
| Faculty Strike                               |                                                                                                 |
| Lab Fatality due to Exposure                 |                                                                                                 |
Appendix T
Law Enforcement Support/Response to the Georgia Tech RSEL

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Title: Disaster Plan

Approved: April 22, 2013

IACUC Policy: 005

Revision:

Revised: August 08, 2014

Scope: This policy applies to the preparation and response to possible disasters that may impact the program of animal care and Georgia Tech animal facilities.

Keywords: disaster, emergency, fire, tornado, redbook, emergency action plan

1. Reason for this Policy:
The Georgia Institute of Technology (GIT) is committed to ensuring that vertebrate animals used in research are treated in a humane, ethical manner, with the highest standard of care according to applied federal, state, and institutional regulations and policies. This policy is intended to provide GIT’s Institutional Animal Care and Use Committee (IACUC), faculty, staff and students, a general plan of action in the event of an emergency or disaster with potential impact to the animals housed on campus.

The intent of this policy is to protect and manage the animals on campus in the event of an emergency; however, under no circumstances should any employee put themselves at risk or personal danger at any time.

This policy will be used to supplement the Institute Emergency Action Plan (EAP) and REDBOOK for the building where an animal facility is contained. All personnel should follow the procedures in the EAP and REDBOOK for the building they are located in and use this as an appendix addressing vertebrate animal needs in the event of an emergency. The REDBOOK for each building is available at the front desk, via the building manager, facility supervisor or Office of Emergency Preparedness.

2. Policy Statement:
All personnel must comply with GIT emergency preparedness plans for the building where they are located. The sections below detail how emergencies will be handled within the animal facilities.

Overview of Animal Care & Support Needs
Animal health checks and health maintenance:
Animals should be checked daily to confirm they are healthy. These observations may be performed by qualified GIT Animal Program personnel or other qualified personnel. The GIT Attending Veterinarian or Consulting Veterinarian will triage sick or injured animals and determine a treatment plan. Animals that cannot be relocated or protected from the consequences of the disaster must be humanely euthanized. When appropriate, animals will be euthanized at the discretion of the Attending Veterinarian or designee using American Veterinary Medical Association (AVMA) approved methods of euthanasia.

Food and water supplies:
Food and water are critical to maintaining animal health. The appropriate food for the species and research needs, in adequate quantities, in unadulterated form, is the goal of this plan. If the usual food is not available, professional judgment must be applied to identify acceptable substitutes which are available. Potable water is especially important,
as many animals can survive for several days with little food, but may succumb within 1-2 days without water. Some species are especially sensitive to food or water deprivation (e.g., new born rats or mice) and should be given special attention.

Sanitation:
For purposes of animal health, animal welfare and support of research, adequate sanitation must be provided. Cages of some species must be changed often while others may go several days without inducing health or environmental problems. The goal of this plan is to approximate normal sanitation schedules with available resources. Increasing cage change intervals, spot cleaning instead of whole-cage changes, changing bedding instead of cage changes, hand washing of some equipment, or deferring activities such as floor mopping may be required. The GIT Attending Veterinarian or designee and/or the Animal Facilities Manager will decide which sanitation activities are performed in order to provide the greatest benefit to the animals if it is not possible to perform all normal activities due to unusual conditions.

Environmental support (ventilation, temperature control, utilities):
Maintenance of an appropriate environment is essential to the well-being of animals and for many research projects. Ventilation problems may include loss of or diminished air supply or exhaust, loss of pressure differentials in critical areas, unacceptable temperature variations, contamination with agents such as chemicals or smoke, or loss of utilities such as electricity needed for lights or powered equipment (e.g., hoods, autoclaves, ventilated racks). Ventilation problems should be addressed by GIT Attending Veterinarian or designee and/or the Animal Facilities Manager, with goals of: maintaining at least some air movement in animal housing spaces, sustaining air pressure differentials in all rooms including the barrier area and keeping temperatures as close to the acceptable range as is possible. The minimal standard is to prevent animal deaths or contamination of the environment.

Personnel to provide animal care:
Personnel with adequate training are essential to maintaining animal colonies. They may be unable to work in facilities due to damage or dangerous conditions, physical obstructions (snow storm or chemical spill nearby), or interruption of work (bomb threat, picketing, etc.). The Animal Facility Manager or designee will deploy available personnel to maintain animal health and well-being under the direction of the Attending Veterinarian or designee. Personnel may be asked to perform duties outside the scope of their normal responsibilities in order to protect animal health or well-being. The GIT Attending Veterinarian or designee, with consultation as needed from key Georgia Tech Research Compliance (GTRC) Office of Research Integrity Assurance (ORIA) and animal facility administrative personnel make this decision. As soon as possible after a disaster, or prior to the incident when possible, a list of current/essential personnel that may need to access campus and the animal facilities will be provided to the Georgia Tech Police Department (GTPD) dispatch so they may further distribute it to local, state or federal authorities that may control access including road closures.

EVACUATION OF ANIMALS:
Disaster preparedness can mean the difference between undue loss and suffering of animals, which adds additional trauma to human victims, and successful evacuation and care for both people and animals. Safe evacuation of all people from the designated area is the common goal for all responding agencies.
GIT does not have a back-up facility prepared to evacuate all animals in the event of an emergency. However, evacuation will be considered based on the details of the disaster, type of animal, and feasibility of evacuation or relocation. The decision to evacuate animals will be made in consultation with the Attending Veterinarian or designee, Office of Research Integrity Assurance, and Institutional Official.

Scenarios where evacuation of an animal may be appropriate include:
- Evacuation following an emergency that resulted in damage to the animal facility rendering it not suitable for continued housing of animals.
- Pre-evacuation in the event of a foreseeable disaster.

If there is an immediate threat to human health or safety - DO NOT ATTEMPT TO EVACUATE THE ANIMALS! Concern for animals is secondary to human life. Do not place yourself in danger to remove animals from the building.
- If you are working with animals near the cages and time permits, put the animal(s) back in their cage(s).
- If you are in the middle of surgery, euthanize the animal if there is time.
  - A staff member shall confirm that the emergency is legitimate prior to euthanizing the animal.

If evacuation of the animals (which may not be practical) is being considered to avoid the hazard, evacuation procedures, places and routes should be followed. In the event relocation is required, the animals will be moved to another on-campus location temporarily or an off campus site if necessary.

Since many animals may not be able to be evacuated, researchers should decide, ahead of time, which are the most critical to save, if possible. PI should be prepared to communicate priority to PRL Staff in an emergency. All researchers are advised to cryopreserve sensitive lines off campus. Finally, animals requiring biohazard housing may not be removed from the animal facility without direct approval from ORIA, Environmental Health & Safety (EH&S) and/or the Attending Veterinarian or designee.

In the event of a catastrophic emergency, injured or affected animals will be triaged by trained animal care personnel (veterinarians, research investigators and/or research staff). Treatment will occur on site if possible or after evacuation to a predetermined area/site. Those animals with injuries too severe to recover will be humanely euthanized.

NOTE: Any animal cage evacuated from the animal facility should have cage card information taped onto the cage with clear tape and/or cage card information written directly onto the cage with permanent marker as soon as possible.

After an evacuation of personnel, the responsible person should report to the Incident Command Post (ICP) to make the Incident Commander (IC) aware of the situation, and then work together to determine when it is safe to return to the area with the animals.

**SHELTERING-IN PLACE**

The term “shelter-in-place” means to seek immediate shelter and remain there during an imminent event instead of evacuating. There are occasions when the option to evacuate the
area cannot be considered. Unless otherwise instructed to evacuate, sheltering in a pre-determined safe location is the preferred method of safely waiting out events. Personnel should gather the “Evacuation Kit,” along with cellular phones and proceed calmly to the location designated in the REDBOOK for the building you are located in. A copy of the REDBOOK for each building is available at the front office of each building or from the vivarium manager. Within this shelter should be a kit with several items like snack food, towels, flashlights, and batteries. Windows, doors and HVAC systems in the designated area should be closed.

A second definition of “Sheltering in Place” may be used to describe when animal care personnel decide ahead of time to come to or remain in the facility for longer than a normal shift. For example, when extreme weather is predicted, such as a severe snow storm, which may prevent transportation or limit access to the animal facility to provide care as required by federal law, the animal facility manager and Attending Veterinarian, or designee, will coordinate to ensure that someone is available to care for the animals. Since events like this allow time for planning, the Animal Facility Manager and Attending Veterinarian, or designee will ensure that supplies such as food, water and bedding are available for the individual(s) remaining at the facility. If such a decision is made, the animal facility manager or Attending Veterinarian will notify GTPD of the exact area where personnel remain; this is especially important when the Institute is “closed.”

Generally, the amount of feed kept in house (including food on cages, food in room feed supply bins and food in feed storage room) is projected to be an adequate supply to allow for any potential delays in feed shipment. Loss of power will be managed with redundancy. In the event that such a situation is likely during the workday, the Animal Facility Manager or designee will closely monitor the e-mail weather bulletins. Animal Care staff will be reassign work tasks to assure that all critical tasks are completed (feed, water, security of animals) and then nonessential personnel will be sent home (timing to be consistent with recommendations from weather bulletin sources). For after-hours emergencies, Animal Care staff should call GTPD.

Prior to a winter storm, where possible, cages are topped off with food and fresh water. Rabbits which are usually fed once per day may be given full hoppers of food. Rodent cage hoppers may be filled to the maximum and full water bottles provided the day before the expected storm even if it is not a normal water change out day. Treated water may be held in clean containers in the facility.

When serious inclement weather is forecast, some of the animal facility staff members who live close to the facility or who can take public transportation will be assigned to come to work. Animal facility staff may also stay at close by hotels such as the GT Hotel or in an on-campus residence, if available. Please coordinate with ORIA or via GT housing or Hotel using the contract information at the end of this document. When staff are required to remain on campus to facilitate care of animals while the institute is closed, they may eat at the GT dining facilities that remain open for on campus students.

**NATURAL DISASTERS - FLOODS, EARTHQUAKES, TORNADOS, HURRICANE, or FIRE:**

Surgical procedures should not be conducted if there is advance notice of a potential disaster. In addition to the building REDBOOK, the below should be considered for animals. Animal handling during or after a flood, earthquake, tornado, hurricane, or fire:

- **If possible**, leave rooms where hazardous materials and anesthetic agents are located (eg: prep room, necropsy room).
- Secure radiation sources and other hazardous materials.
- If possible, turn off all gas lines and cylinders.
- If you are working with animals near the cages and time permits, put the animal(s) back in their cage(s).
- If you are in the middle of surgery and required to evacuate, euthanize the animal if there is time.
  - Someone shall confirm that the emergency is legitimate prior to euthanizing the animal.
- After the area has been deemed safe by the Incident Commander (IC), animal care staff will be permitted inside the building to assess the need for evacuation of animals, relocation or if humane euthanasia is required.

**HVAC LOSS:**
Essential animal facility HVAC systems have backup that will automatically transfer on. However, any major utility failure should be reported per the REDBOOK for the building where the facility is located. If the animal room environment cannot be maintained within Guide parameters, the animals may need to be relocated.

Overheating:
1) Move animals to rooms that are not over heating or to the hallway if it is cooler.
2) If the whole animal facility is overheating, mobile cooling stations can be utilized to reduce the heat load.
3) If animal rooms cannot be cooled, the Attending Veterinary (or designee) will make the decision to relocate or euthanize the animals if they are in distress.

Loss of Heat:
1) Move animals to rooms that have heat or to the hallways if it is warmer.
2) Use auxiliary heaters in animal rooms that have no heat.
3) If animal rooms cannot be warmed or we cannot find a warm place within the animal facility, the Attending Veterinary will make the decision to relocate or humanely euthanize the animals if they are in distress or danger.

**ANIMAL RIGHTS ACTIVIST: PROTESTS/PICKETING**
In the event of protests or picketing (by animal rights groups, for example), animal facility personnel are to report to work as usual. In doing so, they are to avoid confrontations if they pass through picket lines or protest marchers. Georgia Tech Institute Communications will handle the dissemination of information and address questions about research activities. GTPD will handle all security related issues, and will increase security measures for all animal housing and support facilities while helping keep all facilities secure.

1) Animal health checks: If the number of employees on site is decreased, priority is given to activities which directly affect animal health and welfare: health checks and treatments, feeding, watering, and maintaining minimal sanitation requirements.
2) Food and water supplies: Food and water supplies on-site should not be affected. Closing the receiving dock and deferring delivery locations may be considered if primary location is unusable. Similarly, if the normal waste pick-up procedure is disrupted, waste may be taken out through a different exit location, or kept in cold-storage temporarily.
3) Sanitation: Sanitation should proceed normally, assuming sufficient personnel are present. If staff shortages occur, sanitation will be prioritized as described in Animal Health Checks above.
4) Environmental support: Environmental systems are not expected to be affected. If the environment is altered, as by sabotage, for example, the specific problem will be addressed as described in the section for that emergency (see: HVAC, Bomb Threat, Electrical power outage).
5) Personnel: GIT personnel are expected to report to work. GIT personnel may be required to perform duties outside their usual responsibilities in order to preserve animal health. The Attending Veterinarian or designee will adjust duties as needed.

**EMERGENCY SUPPLIES**

The animal facility will keep on hand enough food and water to provide proper care for animals in the event of a disaster. The animal facility maintains an adequate feed supply to meet the needs of a temporary disaster predicted for our region.

Additional supplies that should be kept on hand include:

- Drinking water and Food for staff (campus maintains supplies due to on campus housing of students and personnel).
- Flashlight and extra batteries
- Utility knife
- Sturdy, comfortable shoes and clean socks
- Heavy duty work gloves
- Sanitation needs (such as tissue paper, bleach, plastic bags, plastic bucket)
- Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- Personal first aid kit
- A copy of the Building REDBOOK.

A full list of facilities where animals are housed and a full list of animal facility and key personnel contact information will be maintained by the Animal Facility Manager and provided to GTPD Dispatch and GTRC ORIA as updated.

**DISTASTER PLAN TRAINING**

The Office of Research Integrity Assurance will coordinate with the Office of Emergency Preparedness for training exercises including the Attending Veterinarian, Animal Facility Manager and animal program staff. The frequency of training will be determined by the Office of Emergency Preparedness who is responsible for the overall emergency response program at GT. All animal program employees will receive Disaster Plan training within 30 days of their start date.

**EMERGENCY CONTACT INFORMATION & RESOURCES:**

- Life Threatening Emergency
- 911
A full list of facilities and emergency contact information is available in the *Animal Facility Disaster Plan - Appendix A* via the primary individuals listed below or the GT Police. Note: *Appendix A* will not be included on the web for public dissemination.

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A number of university programs and service organizations are available to help maintain and promote a safe and healthful work environment for the campus community.

Georgia Tech Police 404.894.2500
Information on personal safety in the workplace after hours: 404.894.4669
[http://www.police.gatech.edu](http://www.police.gatech.edu)

Office of Emergency Preparedness 404.894-8392
Information on disaster preparedness [http://www.police.gatech.edu/emergencypreparedness/](http://www.police.gatech.edu/emergencypreparedness/)

Facilities Operations and Maintenance 404.894.1613
[http://www.facilities.gatech.edu/](http://www.facilities.gatech.edu/)

Institute Communications 404.660.2929
[http://www.gatech.edu/comm/](http://www.gatech.edu/comm/)

Office of Research Integrity Assurance Cells: 404.290.2160 or 404.771.3357 or 404.210.5213
Information on compliance issues relating to the program of animal care [http://www.ResearchIntegrity.gatech.edu/](http://www.ResearchIntegrity.gatech.edu/)
Offices: 404.385.2083 or 404.385.7316

Office of Environmental, Health & Safety 404.894.4635
Information on various safety topics, including hazard evaluations and training [http://www.ehs.gatech.edu/](http://www.ehs.gatech.edu/)

Office of Radiation Safety 404.894.3605
Information on radioactive materials and lasers [http://www.ors.gatech.edu/](http://www.ors.gatech.edu/)

University Health Services 404.894.1420
Assistance with various topics including psychiatric services, student medical and dental evaluations/treatment, and staff/faculty first aid. [http://www.health.gatech.edu](http://www.health.gatech.edu)

University Housing 404.894.1386
Primary Contact: Mazlum (Maz) Kosam Alt number – contact GT Police [http://www.housing.gatech.edu/](http://www.housing.gatech.edu/)

GA Tech Hotel and Conference Center 404.347.9440
Assistance with emergency housing [http://www.gatechhotel.com/](http://www.gatechhotel.com/)
Georgia Tech Emergency Action Plan  
August 2014

GT Dining Services  
404.894.6472
Assistance with on-campus dining options during a university closing  
www.gatechdining.com/

AM-FM Radio Dial Numbers:
WREK Radio Station (Georgia Tech)  91.1 FM
WKLX Radio Emergency System  92.9 PM

Additional Online and Social Media Resource
  - Emergency Notification http://www.gatech.edu/emergency/notification.html
  - GT Emergency Preparedness Twitter http://twitter.com/GTPDalerts
  - National Association for Biomedical Research (NABR): http://www.nabr.org/

3. RESPONSIBILITIES:
A. GIT IACUC - review and approval Disaster Plan Policy.
B. GIT Office of Research Integrity Assurance (ORIA) - provides resources and guidance to the IACUC, animal research investigators, and care staff on current regulatory requirements involving the requirements for disaster planning.
C. Principal Investigators (PI) and research team members - ensure that animals are labeled, if needed, as described in this policy.

4. REFERENCES:
Federal regulations have set forth the requirement for each institution to develop address Disaster Planning and Emergency Preparedness. The following are where these regulatory requirements can be found in the Eighth Edition of the Guide for the Care and Use of Laboratory Animals (Guide) and the Animal Welfare Act (9CFR)

Checklist of Disaster Planning Expectations in the Guide and USDA Regulations related to the Program of Animal Care at GIT:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Define the actions necessary to prevent animal pain, distress, and deaths due to loss of systems such as those that control ventilation, cooling, heating, or provision of potable water. Guide p. 35</td>
</tr>
<tr>
<td>2.</td>
<td>Animals that cannot be relocated or protected from the consequences of the disaster must be humanely euthanized. Guide p. 35</td>
</tr>
<tr>
<td>3.</td>
<td>Identify essential personnel who should be trained in advance in its implementation. Guide p. 35, Personnel trained in emergency procedures for special facilities or operations. Guide p. 74</td>
</tr>
<tr>
<td>4.</td>
<td>Access to essential personnel during or immediately after a disaster. Guide p. 35. In the event of an emergency, institutional security personnel and fire or police officials should be able to reach people responsible for the animals. Guide p. 74,</td>
</tr>
<tr>
<td>5.</td>
<td>Prominently posting emergency procedures, names, or telephone numbers in animal facilities or by placing them in the security department or telephone center. Guide p. 74 Emergency procedures for handling special facilities or operations should be prominently posted. Guide p. 74</td>
</tr>
<tr>
<td>6.</td>
<td>The colony manager or veterinarian responsible for the animals should be a member of the appropriate safety committee at the institution, an “official responder” in the institution, and a participant in the response to a disaster. Guide p. 75</td>
</tr>
</tbody>
</table>
7. Law enforcement and emergency personnel should be provided with a copy of the plan for comment and integration into broader, area wide planning. Guide p. 35

8. Threats that criminal activities such as personnel harassment and assault, facility trespassing, arson, and vandalism pose to laboratory animals, research personnel, equipment and facilities, and biomedical research at the institution. Guide p. 23

9. How the facility will preserve animals that are necessary for critical research activities or are irreplaceable. Priorities for triaging animal populations... Guide p. 35

10. Research facilities must develop, document, and follow an appropriate plan to provide for the humane handling, treatment, transportation, housing, and care of their animals in the event of an emergency or disaster (one which could reasonably be anticipated and expected to be detrimental to the good health and well-being of the animals in their possession). USDA

11. (i) Identify situations the facility might experience that would trigger the need for the measures identified in a contingency plan to be put into action including, but not limited to, emergencies such as electrical outages, faulty HVAC systems, fires, and animal escapes, as well as natural disasters the facility is most likely to experience. USDA

12. (ii) Outline specific tasks required to be carried out in response to the identified emergencies or disasters including, but not limited to, detailed animal evacuation instructions or shelter-in-place instructions and provisions for providing backup sources of food and water as well as sanitation, ventilation, bedding, veterinary care, etc.; USDA

13. (iii) Identify a chain of command and who (by name or by position title) will be responsible for fulfilling these tasks; USDA

14. (iv) Address how response and recovery will be handled in terms of materials, resources, and training needed. USDA

15. (2) For current registrants, the contingency plan must be in place by July 29, 2013. For research facilities registered after this date, the contingency plan must be in place prior to conducting regulated activities. USDA

16. The plan must be reviewed by the research facility on at least an annual basis to ensure that it adequately addresses the criteria listed in paragraph (l)(1) of this section. USDA

17. Each registrant must maintain documentation of their annual reviews, including documenting any amendments or changes made to their plan since the previous years review, such as changes made as a result of recently predicted, but historically unforeseen, circumstances (e.g., weather extremes). USDA

18. Contingency plans, as well as all annual review documentation and training records, must be made available to APHIS and any funding Federal agency representatives upon request. USDA

19. The facility must provide and document participation in and successful completion of training for its personnel regarding their roles and responsibilities as outlined in the plan. USDA

20. For current registrants, training of facility personnel must be completed by September 27, 2013 for research facilities registered after July 26, 2013, training of facility personnel must be completed within 60 days of the facility putting its contingency plan in place. Employees hired 30 days or more before the contingency plan is put in place must also be trained by that date. USDA

21. For employees ..., training must be conducted within 30 days of their start date. USDA

22. Any changes to the plan as a result of the annual review must be communicated to employees through training which must be conducted within 30 days of making the changes. USDA

**REVISION HISTORY:**

100
<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Summary of Revisions</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Update contact information</td>
<td>1/27/2014</td>
</tr>
<tr>
<td></td>
<td>Update contact information</td>
<td>08/07/2014</td>
</tr>
</tbody>
</table>

Note: In compliance with USDA, any changes to this plan shall be communicated to employees through training which must be conducted within 30 days of making the changes.
Animal Facility Disaster Plan
Facility and Contact list

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### General Bomb Threat Response Considerations

<table>
<thead>
<tr>
<th>Dispatch</th>
<th>Chief/Deputy Chief</th>
<th>Emergency Preparedness Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ensure CAD Page Sent</td>
<td>- Take Command of the Incident</td>
<td>- Notify Comm. &amp; Marketing</td>
</tr>
<tr>
<td>- Notify by phone</td>
<td>- Notify and Advise President or Executive Management Team</td>
<td>- Notify AFCEMA</td>
</tr>
<tr>
<td>- Chief</td>
<td>- Notify GEMA</td>
<td>- Notify GEMA</td>
</tr>
<tr>
<td>- Deputy Chief</td>
<td>- Notify BOR Emergency Ops</td>
<td>- Notify BOR Emergency Ops</td>
</tr>
<tr>
<td>- EP Director</td>
<td>- Assemble Command Staff (in person/conference call)</td>
<td>- Send GTENS Email Alert to Building Managers</td>
</tr>
<tr>
<td>- Patrol Captain</td>
<td>- Notify and Advise President or Executive Management Team</td>
<td>- Prepare to send GTENS Executive Leadership Team for a conference call</td>
</tr>
<tr>
<td>- CID Captain</td>
<td>- Be prepared to use SWS manual (no audio siren, just live voice)</td>
<td>- Set up Conference Call</td>
</tr>
<tr>
<td>- Take Command of the Incident</td>
<td>- Review Evac Checklist</td>
<td>- Review Evac Checklist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patrol Captain</th>
<th>Watch Commander</th>
<th>K9</th>
<th>Institute Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Request K9 Support</td>
<td>- Prepare for Evacuation</td>
<td>- Prepare to sweep particular buildings</td>
<td>- Prepare for internal and external inquiries</td>
</tr>
<tr>
<td>- Prepare for Evacuation</td>
<td>- Direct Patrol to investigate all improperly parked vehicles</td>
<td>- Request K9 support from peer agencies if needed</td>
<td>- Rumor control</td>
</tr>
<tr>
<td>- Review Traffic Control Points</td>
<td>- Standing/Parked next to buildings</td>
<td>- Request K9 support from peer agencies to be on standby</td>
<td>- Coordinate with GTPD</td>
</tr>
<tr>
<td>- Suspicious nature (content, size, markings, leaking, smoking, rented, etc.)</td>
<td>- Prepare for Evacuation</td>
<td>- Prepare statement for President/Institute</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CID Captain</th>
<th>Support Captain</th>
<th>President’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Send Investigator to threat recipient to investigate</td>
<td>- Personnel Recall</td>
<td>- Inform the Executive Leadership Team</td>
</tr>
<tr>
<td>- Call AT&amp;T</td>
<td>- Support Dispatch</td>
<td>- Inform Cabinet</td>
</tr>
<tr>
<td>- Call FBI</td>
<td>- Prepare fleet and equipment for deployment</td>
<td>- Prepare to assemble if needed</td>
</tr>
<tr>
<td>- Contact GISAC/JTTF/FBI</td>
<td>- Provide assistance to all operating groups</td>
<td>- Review statement form C&amp;M</td>
</tr>
<tr>
<td>- Contact APD HS</td>
<td>- Contact UGA &amp; GSU</td>
<td>- Consult with Chief of Police</td>
</tr>
<tr>
<td>- Contact UGA &amp; GSU</td>
<td>- Support Dispatch</td>
<td>- Decide on evacuation</td>
</tr>
</tbody>
</table>
### Appendix W

#### Campus Wide Evacuation Checklist

<table>
<thead>
<tr>
<th>Dispatch</th>
<th>Chief/Deputy Chief</th>
<th>Emergency Preparedness Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ensure CAD Page Sent</td>
<td>- Take Command of the Incident</td>
<td>- Send GTENS Template #7</td>
</tr>
<tr>
<td>- Notify by phone</td>
<td>- Report to EOC</td>
<td>- Activate ECC/EOC</td>
</tr>
<tr>
<td>- Chief</td>
<td>- Notify President &amp; Cabinet</td>
<td>- Notify Comm. &amp; Marketing</td>
</tr>
<tr>
<td>- Deputy Chief</td>
<td>- President</td>
<td>- Notify AFCEMA</td>
</tr>
<tr>
<td>- EP Director</td>
<td>- EVP Admin Finance</td>
<td>- Notify GEMA</td>
</tr>
<tr>
<td>- Patrol Captain</td>
<td>- Provost</td>
<td>- Notify BOR</td>
</tr>
<tr>
<td>- Use SWS manual (no audio siren, just live voice)</td>
<td>- EVP Research</td>
<td>- Notify COP &amp; AS Security</td>
</tr>
<tr>
<td></td>
<td>- VP Legal</td>
<td>- Set up Conf Call</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Planning &amp; Log Secs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patrol Captain</th>
<th>Watch Commander</th>
<th>K9</th>
<th>Institute Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Request GSP Support</td>
<td>- Deploy Officers to TCPS</td>
<td>- Sweep EOC</td>
<td>- Set up ECC</td>
</tr>
<tr>
<td>- 75/855 &amp; North</td>
<td>- North &amp; COPD</td>
<td>- Sweep Beringause</td>
<td>- Manage ECC</td>
</tr>
<tr>
<td>- 75/855 &amp; 10th/14th</td>
<td>- North &amp; Luckie</td>
<td>- Sweep Carnegie</td>
<td>- Prepare for internal and external inquiries</td>
</tr>
<tr>
<td>- 75/855 &amp; 10th/14th</td>
<td>- 10th &amp; Fowler</td>
<td>- Standby for further</td>
<td>- Rumor control</td>
</tr>
<tr>
<td>- Request APD Support TCPS</td>
<td>- 10th &amp; Hemphill</td>
<td>- Request additional teams as directed</td>
<td>- Coordinate with GTPD</td>
</tr>
<tr>
<td>- COPD &amp; Ivan Allen</td>
<td>- 5th &amp; Spring</td>
<td></td>
<td>- Prepare statement for President/Institute</td>
</tr>
<tr>
<td>- Luckie &amp; Ivan Allen</td>
<td>- Tech Pkwy &amp; Means</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- State &amp; 14th</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Hemphill &amp; 14th</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Tech Pkwy &amp; N'Side</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CID Captain</th>
<th>Support Captain</th>
<th>Parking and Transportation</th>
<th>Other possible Resources: MARTA, Board of Regents (GSU Police, Transportation), Atlanta Police. Atlanta Fire, GEMA, AFCEMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Send Investigator to threat recipient to investigate</td>
<td>- Personnel Recall</td>
<td>- Buses and Trolleys to 8th/Hemphill</td>
<td>MARTA, Board of Regents (GSU Police, Transportation), Atlanta Police. Atlanta Fire, GEMA, AFCEMA</td>
</tr>
<tr>
<td>- Call AT&amp;T</td>
<td>- Support Dispatch</td>
<td>- 8th/Hemphill</td>
<td></td>
</tr>
<tr>
<td>- Call FBI</td>
<td>- Prepare fleet and equipment for deployment</td>
<td>- Baseball Field</td>
<td></td>
</tr>
<tr>
<td>- Contact GISAC/JTTF/FBI</td>
<td>- Provide assistance to all operating groups</td>
<td>- NAA Turnaround</td>
<td></td>
</tr>
<tr>
<td>- Contact APD HS</td>
<td></td>
<td>- Student Center Turnaround</td>
<td></td>
</tr>
<tr>
<td>- Consider contacting UGA &amp; GSU</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other possible Resources: MARTA, Board of Regents (GSU Police, Transportation), Atlanta Police. Atlanta Fire, GEMA, AFCEMA
Appendix X
Internal Emergency Call Center Activation Procedures

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Appendix Y
External Emergency Call Center Activation Procedures

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Appendix Z
After Hours Facility Emergencies

Facility Operations & Maintenance (O&M) maintains all Institute buildings except buildings for housing students. In the Housing areas, O&M maintains the streets, grounds and utilities up to the residence halls. Whereas, the Housing Department maintains the interior and exterior of the residence halls.

When Dispatch is called with an afterhours facility emergency (for example: water leak), they will immediately contact the afterhours number:

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If the afterhours person cannot be reached, and there appears to be the potential for hazards or significant property damage, then contact Mr. Mark Demyanek

Facility Operations and maintenance will publish a detailed “Operations & Maintenance Evening/Weekend/Holidays Emergency Recall Procedure” memorandum and make available to Dispatch at least every six months.
Appendix AA
Social Media and Online Outlets

The Georgia Tech Office of Emergency Preparedness encourages you to stay informed.

Online

Georgia Tech Office of Emergency Preparedness, www.emergencypreparedness.gatech.edu
GT Emergency Notification, www.police.gatech.edu/emergencypreparedness/notification/
Georgia Tech Emergency Information, http://www.gatech.edu/emergency/
GT Ready (Continuity of Operations Planning), www.police.gatech.edu/emergencypreparedness/gtready
GT Faculty Resources, www.police.gatech.edu/emergencypreparedness/resources/facultyclassroom.html
Georgia Tech Police Department, www.police.gatech.edu/
Jacket Guardian, www.police.gatech.edu/services/jacketguardian/
Georgia Tech Institute Communications, http://www.comm.gatech.edu/
Georgia Tech Dean of Students, www.deanofstudents.gatech.edu/
Metropolitan Atlanta Red Cross, www.redcross.org/ga/atlanta

Submit requests, ideas of additions and changes to emergencypreparedness@ep.gatech.edu