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Dr. Anthony O. Parker,
President

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Dougherty County Campus
Randolph County Campus

Adult Education Sites

Baker County
Calhoun County
Clay County
Lee County
Terrell County

EMERGENCY
OPERATIONS PLAN
2020-2021



Emergency Operations Plan 2020-2021

**Dougherty County Campus
Randolph County Campus**

Adult Education Sites

**Baker County
Calhoun County
Clay County
Lee County
Terrell County**

**College President
Dr. Anthony O. Parker**

**Albany Technical College
Emergency Operations Plan**

Emergency Operations Plan

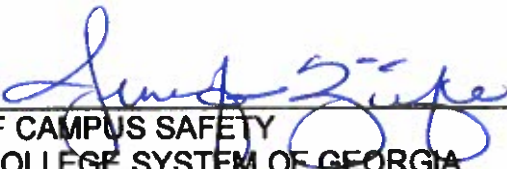
Albany Technical College

2020-21

REVIEWED:  DATE: July 27, 2020
EMERGENCY OPERATIONS COORDINATOR
ALBANY TECHNICAL COLLEGE

APPROVED: Anthony Parker DATE: July 27, 2020
PRESIDENT
ALBANY TECHNICAL COLLEGE

REVIEWED:  DATE: 07/29/20
EMERGENCY MANAGER
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED:  DATE: 8/4/2020
DIRECTOR OF CAMPUS SAFETY
TECHNICAL COLLEGE SYSTEM OF GEORGIA

Promulgation Statement

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during emergencies. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

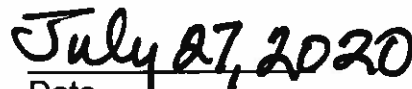
The Albany Technical College Emergency Operations Plan (EOP) provides a comprehensive framework for college-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, state, federal, and private organizations and resources that may be activated to address emergencies at Albany Technical College.

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

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



President
Albany Technical College



Date

Approval and Implementation

This plan supersedes the Albany Technical College Emergency Operations Plan dated April 22, 2019.

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

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

1. President
2. Vice-President Administrative Services
3. Evening Operations Administrator
4. Campus Safety Coordinator

Anthony Parker
President
Albany Technical College

July 27, 2020
Date

**Albany Technical College
Emergency Operations Plan**

Record of Changes

Change Number	Date of Change	Date Entered	Made by (Signature)
Annual Review	4/20/2017	4/22/2017	Kenneth Singleton
Annual Review	4/09/2018	4/12/2018	Kenneth Singleton
Annual Review	4/19/2019	4/22/2019	Kenneth Singleton
Annual Review	4/14/2020	4/21/2020	Kenneth Singleton

**Albany Technical College
Emergency Operations Plan**

Record of Distribution

Plan Number	Office/Department	Representative	Acknowledgment (Signature)
EOP Plan 2018-19	All	Full-Part-time Faculty/Staff	Signature Page available upon request
EOP Plan 2019-20	All	Full-Part-time Faculty/Staff	Signature Page available upon request
EOP Plan 2020-21	All	Full-Part-time Faculty/Staff- available on ATC-Website	Signature Page available upon request

The plan is available on the www.albanytech.edu site. All full-time and part-time employees receive a hard copy. A hard copy is placed in all classrooms and labs on all campuses. Emergency Operations Plan staff development update training is provided for all full-time and part-time employees each year.

Exposure Control Plan and Hazard Communication Plans are separate documents that are provided for all Faculty and Administrative Departments and placed in all instructional labs/classrooms. Staff development training occurs annually.

Record of Retention

The currently implemented EOP and all of its revisions shall be retained for a three-year period. Copies of outdated EOP will be documented on a site drive, hard copies placed together in a safe and secure area-archived for 3 years-old plans will be purged each year.

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Emergency Operations Plan**

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(Response Checklists are designed to provide a broad set of actions that may be appropriate following an emergency. Evaluate the prevailing conditions to determine which actions are appropriate to the situation at hand)

1. Overview

1.1 Policy/Purpose

Emergency Preparedness, Health, Safety and Security

The Technical College System of Georgia (TCSG) and each of its associated technical colleges and work units are committed to healthy, safe and secure workplaces and/or educational settings for all employees, students, volunteers, visitors, vendors and contractors. The Emergency Operations Plan (EOP) mitigates the damage of potential events that could endanger the ability of a work unit or technical college function. Each technical college or work unit shall develop, review and submit, at least annually to the System Office, those plans and procedures which are essential to respond to matters of natural and man-made hazards; public health; occupational and environmental safety as well as security. These plans and procedures shall be established with the goals of mitigating risk to individuals and physical resources as well as of maintaining compliance with national, state and local regulations. The Commissioner is directed to develop procedures necessary to implement the provisions of this policy.

The Albany Technical College (ATC) Comprehensive Emergency Operations Plan (CEOP) is designed for use by the entire college community. The CEOP establishes standard operating guidelines, based on existing policies and procedures, for the response to an emergency impacting the College. The CEOP describes the emergency management roles and responsibilities of the entire college community and provides a strategy to be prepared as possible for the most likely hazards. The CEOP is designed to protect lives and property through effective use of college, local, state and federal resources.

Since an emergency may be sudden and without warning, the CEOP is intended to be flexible in order to accommodate contingencies of various types and magnitudes. The ATC CEMP does not limit the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

The ATC CEOP is comprised of the following sections.

1. The **BASIC PLAN** provides a plan overview, specifies emergency management roles and responsibilities, explains how the college prepares for and mitigates likely hazards, outlines the organizational structure of the college during an emergency, and provides standard operating response guidelines.

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2. The **EMERGENCY OPERATIONS APPENDIX/FUNCTIONAL ANNEXES** implements organizational and administrative guidelines and instructions in support of the BASIC PLAN.
3. The **RESPONSE CHECKLIST APPENDIX/HAZARD-SPECIFIC ANNEXES** implements more specific guidelines, actions, and tasks to hazards and vulnerabilities in order to assist personnel in the execution of their roles and responsibilities.

1.2 Scope

The CEOP outlines the mitigation/prevention, preparation, response and recovery actions of all participating operating units and agencies of the jurisdictions contained within the ATC geographical boundaries, personnel and the resources for all-hazards that could negatively impact ATC. The CEOP incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies and is consistent with the Dougherty County CEMP, State of Georgia CEMP, and the National Response Framework (NRF). ATC continuously collaborates with local, state and federal emergency response agencies in the development, implementation and maintenance of the ATC CEOP.

1.3 Situation Overview and Mission Priorities

Characteristics:

Albany Technical College (ATC) is located in Albany, Georgia, which is in the heart of Southwest Georgia. The city is known for its pecan and peanut production. Located in the rich agriculture belt, the city is surrounded by hunting plantations and filled with diversified industrial growth. Originally built on the Flint River for transporting its agricultural produce to market, the city is now accessible by major highways, railroads and a regional airport.

Albany Technical College (ATC) is composed of one campus in Dougherty County and a learning center in Cuthbert, Randolph County, Georgia. The main campus includes a state-of-the-art Manufacturing Technology Center geared toward business and industry training and a Business Logistics Education Center that opened in 2011. The campus is located in the southern portion of the city on South Slappey Boulevard and is in close proximity to the airport.

Hazard Vulnerability Assessment:

Albany Technical College completed the latest hazard vulnerability assessment on April 13, 2020 in consultation with administration, faculty staff and external stakeholders of the Albany Technical College. This hazard vulnerability assessment rated potential hazards on their frequency of occurrence. Each hazard is then rated as to potential impacts to life, property and environment, as well as to potential impacts on operations. A summary of the hazard vulnerability assessment for Albany Technical College is as

**Albany Technical College
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follows: See Hazard Vulnerability Assessment Instrument. Albany Technical College personnel and equipment will be utilized in accordance with the guidelines set forth in the CEOP to accomplish the priorities in order of importance.

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

- **Priority 1:** Protection of Human Life
- **Priority 2:** Support of Health, Safety and Basic Care Services
- **Priority 3:** Protection of ATC Assets
- **Priority 4:** Maintenance of Critical ATC Services
- **Priority 5:** Assessment of Damages
- **Priority 6:** Restoration of ATC Operation

1.4 Planning Assumptions

The ATC EOP will serve as a practical guide with modifications made to meet the demand of each emergency, because no plan can anticipate or predict every scenario, emergency management personnel must be able to quickly adapt to events as they unfold. Hence, the following assumptions are made and should be used as general guidelines in such an event:

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

1.5 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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2. Concept of Operations and Emergency Response Levels

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

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

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

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

In responding to any emergency it is important for college personnel to identify and classify the severity of an incident to ensure the appropriate resources are allocated and organizational structure is implemented in a timely fashion. There are three levels of emergency response.

Level 3 – Minor Emergency

A MINOR EMERGENCY is defined as a localized incident with a limited threat to life/safety and minimal impact to normal campus/college operations. Response to a MINOR EMERGENCY is managed at the campus or center level with limited support needed. The ATC CEOP is not activated for a MINOR EMERGENCY, but certain sections can be used as standard operating guidelines to the extent necessary.

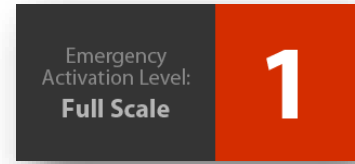
Level 2 – Major Emergency

A MAJOR EMERGENCY is defined as an incident that threatens life/safety and/or severely impacts normal campus/center operations. Response to a MAJOR EMERGENCY can be managed at the campus/center level or from the Emergency Operations Center (EOC) and could require significant resources internal and external to ATC. The ATC CEOP is activated for a MAJOR EMERGENCY. Z

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Level 1 – Disaster

A DISASTER is defined as an incident that results in the catastrophic loss of life and/or closure of one or more campuses/centers for an extended period of time. Response to a DISASTER is managed from the Emergency Operations Center (EOC) and requires mutual aid from external agencies. The ATC CEOP and COOP are fully activated for a DISASTER.



The scope upon various aspects of the College is dependent upon the level of the emergency.

Scope	Level 3	Level 2	Level 1
College Activities	Minimal and localized. Most college activities not impacted.	Significant. Some or all college activities impacted.	Very significant. All college activities disrupted or cancelled for a period of time.
Faculty, Staff and Students	Site specific localized impact. Injuries possible.	Site specific or generalized impact with possible disruption. Injuries possible.	Generalized impact with probable disruptions. Serious injuries a concern.
Media and Communications	None expected or limited local coverage.	Local and regional coverage probable.	Local, Regional and likely National coverage exists.

Describe emergency operations incidents for the 2019-2020 year.

1. **Severe Weather**-February 6, 2020-The campus was closed at 10:00 a.m. due to inclement weather to allow students, faculty, and staff to travel home safely before the bad weather commenced. Evening classes were suspended for that day. The campus normal operations and classes resumed at 8:00 a.m., February 7, 2020.
2. **Coronavirus (COVID-19)**-thought to spread mainly through close contact from person-to-person in respiratory droplets from someone who is infected. People who are infected often have symptoms of illness. Some people without symptoms may be able to spread virus. To combat the spread of the virus, March 13, 2020, at 12 noon face-to-face classes were suspended and campus was closed to students. On March 19, 2020 the main campus and all other campus sites were closed. All daily operations reverted to continuity plan, all courses were converted to the online setting, other college activities were suspended until further notice. Governor implemented a state of emergency and shelter in place within all counties, some stipulations are still in place at the time of this data entry.

**Albany Technical College
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Describe Emergency Operations Center activations for the past year.

1. **None.**

3. **Organization and Assignment of Responsibilities**

Emergency Operation Center (EOC) The location and an alternative EOC are to be pre-determined.

Mission- To provide direction, control, and coordination of college forces to include liaison with any and all outside agencies/entities as is appropriate as well as provide emergency and direction to the occupants of the campus during an emergency.

A. Executive/ Policy Making. The Policy Group has responsibility for all policy matters including policy decisions regarding the emergency. The Incident Commander will ensure the Operations, Planning, Logistics, and Finance/Administration Sections will deploy the required personnel and equipment to carry out the plan. A line of succession will be established for the EOC and each department, and will be in accordance with the operating procedures established by each department.

1. The Policy Group will include officials with certain legal and policy-making responsibilities.
2. Recommend to the President or designee a policy for the conduct of emergency operations.
3. Ensure that the Incident Command Group has directed the public Information Team to release emergency information and direction to the general public.

B. The Policy Group responsibilities may include, but are not limited to:

1. Strategic
 - a. Make major policy, strategic or resource decisions when critical functions of the college are interrupted.
 - b. Provides leadership and motivation.
 - c. Provides direction and vision for recovery and post-emergency restoration.
2. Resource Allocation
 - a. Ensures adequate resources provided to meet needs.
 - b. Empowers staff to implement response plans
 - c. Establishes and authorizes emergency budgetary parameters.
 - d. Coordinates recovery with individual operating units.
 - e. Authorizes contingency contractual agreements.
3. Operations
 - a. Orders suspension or interruption of operations.
 - b. Approves extension of or waiving of deadlines.
 - c. Pursues means to resume operations as normally as quickly as possible.

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

4. Direction, Control and Coordination

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

The ICS is organized into the following functional areas:

A. Incident Command System: Directs the incident management activities using strategic guidance provided by the Policy group. Responsibilities and duties include but are not limited to:

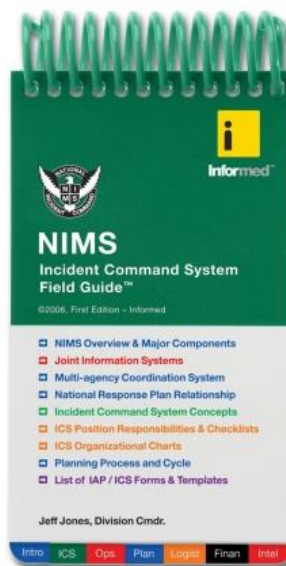
- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including all constituencies and responders).
- Coordinate media relations and information dissemination with Policy Group.
- Develop working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident; and assist in accessing services when the need arises.
- Document all activities.

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The operational aspect of the Albany Technical College EOP is based upon the National Incident Management System (NIMS), which requires the use of the Incident Command System (ICS) for organizing a response. The utilization of ICS is mandated by Homeland Security Presidential Directive-5 for all emergency response management.

ICS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure.

Use of ICS at the College facilitates the ability to communicate and coordinate response actions both internally and externally with other jurisdictions and emergency response agencies.



B. Operations Section: Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students. Specific responsibilities include but are not limited to:

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

Public Information Officer/Team:

- Coordinate with Policy and Incident Command Group for releasing information updates to the public.
- Make recommendations to the Policy Group and Incident Command Group as to holding a press conference or issuing an official statement.
- Evaluate information available in the EOC to determine the areas in which additional public information is appropriate.
- Coordinate information on the disaster if it affects adjacent municipalities. This information should be released via Mass Communication System

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- Operate in a Joint Information Center (JIC).

Safety Officer

- Responsible for the safety of responders during their efforts.

C. Planning Section: Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities. Duties include but are not limited to:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events) assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

D. Logistics Section: Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. Additional responsibilities include but are not limited to:

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

EOC Displays: The following maps, charts and logs will be maintained and made available in the EOC.

- State map
- County maps (large and small scale)
- City maps (large and small scale)
- Campus maps (large and small scale)
- Major Emergency Log
- Bulletin Board
- Operational Status Log

The Emergency Management Team will consist of the Policy Group, Incident Command Group and other staff members as directed. During periods of increased-readiness the EOC may be staffed for 24-hour operations.

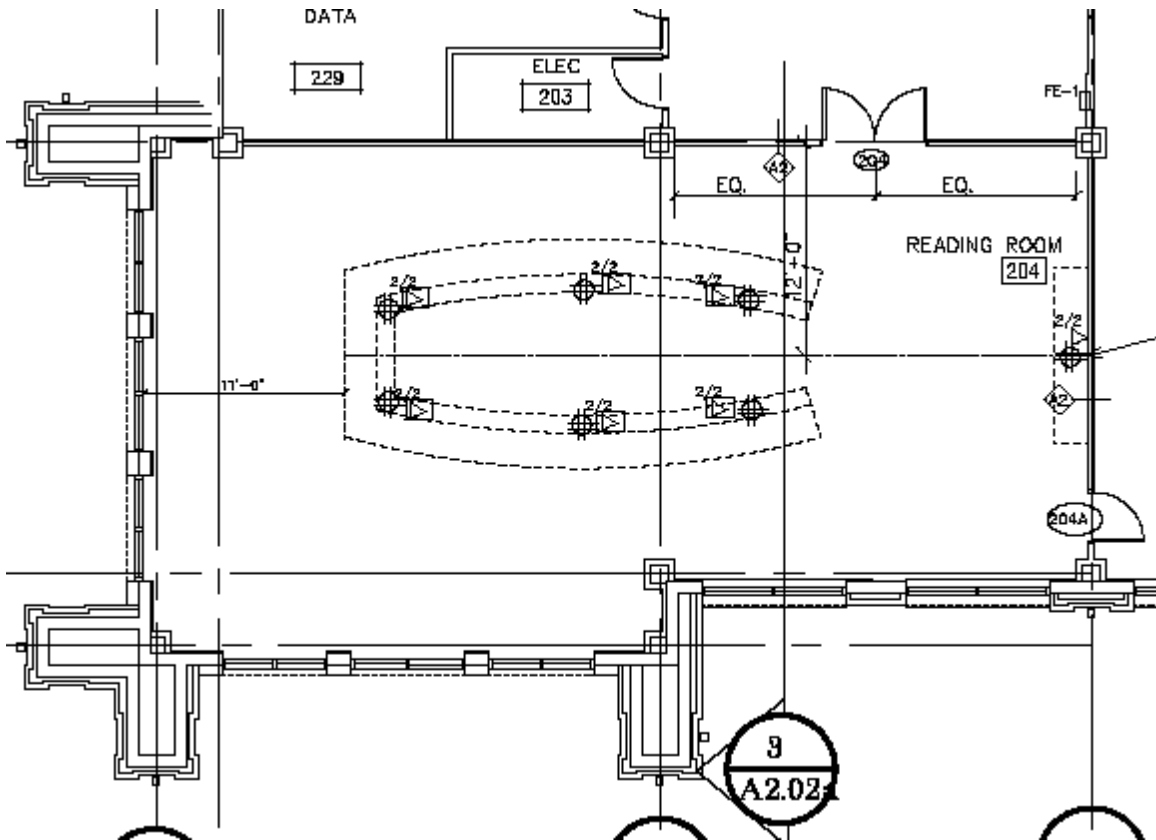
**Albany Technical College
Emergency Operations Plan**

Position	ATC Designee or Alternative
Policy Group	
President	
Vice-President	
Legal Services	
Respective Agencies	
Chief Security Officer	
Public Information Officer	
Support Staff as Required	
Incident Command Staff	
Emergency Operations Coordinator	
Incident Commander	Lead Agency Incident Type
Liaison Group	
PIO Team Leader	
Safety Risk Assessment	
Operations Section	
Security/Evacuation	
Maintenance	
Shelter Management/Damage Assessment	
EOC Support Staff	
Planning Section	
Strategic Planning	
Security/Evacuation	
Record Management	
Maintenance	
Logistics Section	
Supply	
Staff Food Distribution	
Communications	

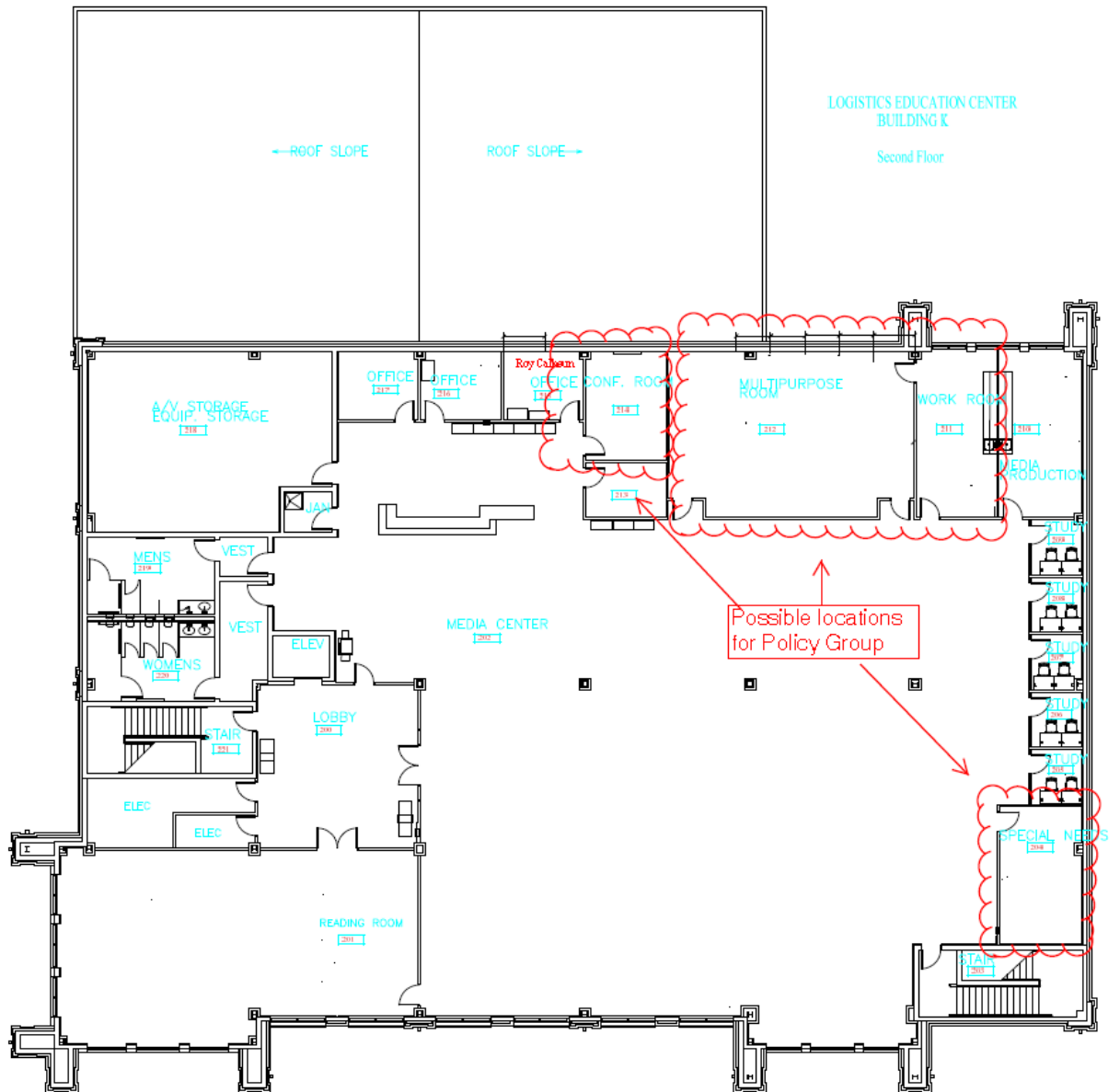
Albany Technical College Emergency Operations Plan

IT
Finance/Administration Section
Legal Services
Finance
Human Resources

Emergency Operations Center Layout



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Staff Response

Emergency Staff assigned to EOC shall:

- Report to senior member of EOC Staff.
- Coordinate recall of personnel.
- Initiate response/recovery efforts.

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Emergency staff assigned to satellite site duty shall:

- Report to senior member of satellite site.
- Provide periodic staffing assignments to the EOC.

All subsequent personnel assigned to the EOC will report to the appropriately identified briefing room:

- Not all personnel will be immediately deployed.
- Personnel will be given a rest cycle to support rotation of personnel.
- Rotation cycle will normally be 12 hours on and 12 hours off. Cycles may be adjusted, if needed.

E. Coordination with First Responders

At the time of preparation of this EOP, the following written Memoranda of Understanding exist. Albany Technical College has an excellent working relationship with outside agencies. These relationships better help coordinate services between the agencies and Albany Technical College. Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. If an incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The technical college's Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

A. Mutual Aid and Coordinating Agencies

Albany Technical College is a signatory of the Georgia Statewide Mutual Aid Agreement. The Statewide Mutual Aid Agreement is an agreement between state and local entities to leverage limited resources and assist each other during a major disaster.

The Statewide Mutual Aid Agreement streamlines the assistance process within the State of Georgia when resources are needed most. The agreement provides ATC a mechanism to request critical resources needed to restore college operations after a disaster. The Statewide Mutual Aid Agreement also provides access to assistance from the Federal government and other states via the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Emergency Management Assistance Compact.

ATC may also invoke assistance under the Statewide Mutual Aid Agreement when the College needs assistance from a participating agency during a minor emergency and does not have an existing mutual aid agreement with them.

The Chief of Police is responsible for maintaining the Statewide Mutual Aid Agreement with the Georgia Division of Emergency Management. The Chief of

Albany Technical College Emergency Operations Plan

Police and the Campus Safety Committee is the primary college official authorized to coordinate ATC resources in accordance with the Statewide Mutual Aid Agreement. All requests for mutual aid must be approved by the College President or his/her designee and requested through the Chief of Police and/or the Campus Safety Committee.

In addition to the statewide mutual aid agreements, ATC works closely with local, regional, and state assets to accomplish the emergency management mission.

Local Level

Dougherty County

The Dougherty County Emergency Management (DCEM) is responsible for coordinating all countywide emergency management efforts. The Chair of the Board of County Commissioners has the authority to declare a county emergency, activate the Emergency Operations Center (EOC) and allocate the resources necessary to protect lives and property.

The ATC Main Campus is located within the jurisdiction of Dougherty County. The Dougherty County Sheriff's Office (DCSO) provides law enforcement services and the Dougherty County Emergency Medical Services (DCEMS) provides emergency medical services for these facilities.

City of Albany

The ATC Main Campus is located within the jurisdiction of the City of Albany. The Albany Police Department (APD) provides law enforcement services and the Albany Fire Department (AFD) provides fire services for these facilities.

State Level

Georgia Division of Emergency Management

The Georgia Division of Emergency Management (GEMA) is responsible for the coordination of all statewide emergency management efforts. The Governor has the authority to issue an Executive Order declaring a Georgia state of emergency and activating the State's emergency response resources. During a declared Georgia emergency, GEMA is authorized to support the local response efforts through the activation of the State CEMP and EOC.

TCSG Technical College System of Georgia

Dr. Lisa Anne Beck, MEd, DC
Emergency Manager, Office of Legal Services
Technical College System of Georgia

Albany Technical College Emergency Operations Plan

1800 Century Pl. N.E., Suite 200 Atlanta, GA. 30345

Direct: [404.679.1666](tel:404.679.1666)

Mobile: [770.617.8824](tel:770.617.8824)

Fax: [404.327.2932](tel:404.327.2932)

lbeck@tcsq.edu

5. Information Collection, Analysis, and Dissemination

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

Sources include, but are not limited to the following:

- National Oceanic and Atmospheric Administration: <http://www.noaa.gov/>
- National Weather Service: <http://www.weather.gov/>
- Georgia Emergency Management Agency/Homeland Security: <http://www.gema.ga.gov/>
- Albany Police Department-Chief Michael Persley
- Dougherty County Police Department-Chief Kenneth Johnson
- Dougherty County Sheriff Department-Sheriff Kevin Sproul
- Albany State University Police Department-Chief John Fields
- Albany Fire Department/EMA Director-Chief Cedric Scott
- Albany/Dougherty County LEPC Co-Chairs-Chuck Mitchell/Eugene Anderson

One important emergency function is to collect, analyze and properly disseminate situational information to the faculty/staff, and personnel to make operational decisions for current and future operational periods. In order to obtain true and accurate situational information, all organizational units within the campus community and personnel must provide updates, damage assessments and resource status reports to the college President or designee. Prior to public release of data, information must be vetted; particularly in the event of criminal activity. Information regarding an incident is to be released only on a need to know basis. Effective communication during a crisis situation is vital. Effective communication will assist in ensuring the safety of students, faculty, staff, visitors, and neighbors of Albany Technical College. In the event of internal and external mass notification, the college will utilize the **Albany Tech Alert System** to provide critical notification services. This system has the ability to alert and convey accurate information to the college's community and concerned constituents. Various methods may be utilized to notify the campus community of a potential emergency situation or provide updated information about the status of an incident, including:

- E-mail
- Campus Telephone System
- Web page
- Voice mail messaging
- Ever-bridge Emergency Alert System
- Media Broadcast
- Fireworks Mass Communication System

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The main campus will also engage in bi-lateral communication with the Dougherty County School System (Southside Middle School and Monroe Comprehensive High School) concerning emergencies, which may have a direct impact on any school in the area.

B. Hazard Analysis

The Albany Technical College Dougherty County (main campus), Randolph County and Adult Education in 5 counties consists of a total of 19 facilities (477,914 gross sq. feet) on approximately 70 acres of land. All Albany Technical College facilities are located within the Southwest Region of Georgia. This area’s proximity to the gulf coast makes the college vulnerable to hurricanes and other natural hazards. The college is also vulnerable to numerous accidental technological hazards. All open-access, public institutions of higher education are vulnerable to intentional human-generated hazards. See Annual Report for Crime Statistics, Crime Logs, and Local Crime Reports. (Albany Technical College Website).

The college’s vulnerabilities or potential emergencies are listed below by hazard category:

Weather	Hurricane, Tornado, Microburst, Flooding, Lightning, Drought, Freeze, Fire
Man-made	Terrorism, Active Shooter/Intruder, Civil Unrest, Hazardous Materials, Accidents, Train Derailment, Airplane Crash, Pandemics/Infectious Diseases, Bombing
Technology	Cyber Attack, Network Failures, Power Outage

C. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Anticipating what can go wrong, determining effective responses, and developing preparation of resources are critical steps in preparing for the “unexpected.”



Every member of the college has a responsibility in ensuring the overall preparedness of the college.

- The V.P./Administrative Services and the Campus Safety Coordinator are responsible for routinely reviewing, updating, and enhancing the CEOP to ensure the preparedness of the college.
- The Campus Safety and Security Committee will regularly assess changing threats and conditions that might impact the CEOP.

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- The ATC Police Department and the Campus Safety Coordinator will meet with the partner response agencies and conduct joint training to ensure positive working and communication relationships.

Ensuring College preparedness is both an organizational responsibility and an individual responsibility that is reliant upon a team effort to prevent/mitigate, prepare, respond, and recover to any campus emergency.

The development of building or area specific plans to mitigate, prepare, respond, and recover from emergency incidents is the responsibility of the Campus Safety Committee and Deans/Directors/Supervisors of their respective building/area/division. The list below, while not inclusive, provides a sampling of appropriate locations for such special response plans.

Each College Building	Each College Department
Each Satellite Center and Location	Physical Plant, Facilities, Planning
Police	Library/Learning Commons
Information Technology	Human Resources
Business Office and Purchasing	Financial Aid
Student Affairs	



Emergency Management Team

The ATC Incident Management Team, which consists of the above ICS elements, will provide leadership to the overall emergency response to any campus emergency. The Campus Leaders working with the Building Captains will function as a team to provide assistance directly to designated buildings, areas, and locations.

The ATC Emergency Management Team (EMT) will be fully or partially activated, based on the type and nature of the incident, in order to manage the operational aspects of the College's response to an emergency situation.



Additional Roles and Responsibilities

In addition, to the ATC Emergency Management Team (EMT) identified above, the following roles are considered critical to the emergency management response of the College. These organizational roles through their leadership positions on campus or at a center provide representation to virtually every area, department, building and location of the College.

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A. Campus Leaders

1. **Vice Presidents** are responsible for multiple departments and large areas within the College.
2. **Deans** are responsible for Academic Departments sometimes multiple buildings and areas.
3. **Directors** are responsible for College Programs, Departments, and sometimes satellite centers or locations.
4. **Supervisors** oversee smaller units within the College or specialized work groups and areas.
5. **Building Captains** are employees who primarily work within a specified building and are identified through orange “Building Captain” vests. The Building Captains have been trained in the emergency response plan for their specific office, department or division, as well as the importance of providing leadership during emergency situations.

A primary and alternate Campus Leader along with a Building Captain (s) will be designated to specific areas, buildings, and locations as identified in the chart below.

B. Roles of College Departments and Divisions

Each Department and Division within the College serves a critically important role in the preparation for and continued operation of the campus during an emergency situation.

a. Administrative Services

- Maintain and re-fuel emergency generators
- Relocation of mobile assets to the parking garage
- Secure containers/items on campus to prevent flying objects
- Prepare facilities for damaging conditions
- Assist with damage assessment
- Be prepared to answer questions when College is closed
- Maintain employee benefits
- Prepare for emergency procurements
- Maintain records for potential reimbursement
- Ensure maintenance of payroll process
- Maintain Financial Aid processes

b. Information Technology

- Implement appropriate plans to back-up information

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- ❑ Maintain operational phones, computers, and wireless technology
- ❑ Support security cameras and access cards

c. Communications and Public Information

- ❑ Support EOC Operations
- ❑ Prepare messages for campus closures
- ❑ Prepare for Rumor Control
- ❑ Assist Executives with information messages
- ❑ Maintain website with current information regarding campus status
- ❑ Assist ATC Alert situational awareness

d. Academic Affairs

- ❑ Support faculty and staff to support classroom needs
- ❑ Be prepared for campus closing and opening
- ❑ Identify which programs are prepared to start again
- ❑ Status of Library and Learning Commons

e. Student Affairs

- ❑ Support student needs
- ❑ Support Mental Health and Disability Services
- ❑ Support Enrollment Services

In addition to these roles, **the Continuity of Operations Plan (COOP)** may be utilized to provide direction regarding how the essential functions of the College will be handled during an emergency or situation that may significantly disrupt normal operations or leave college facilities damaged or inaccessible.

Efforts Made to Restore Normalcy

Phases of Emergency Management

There are four distinct phases of an emergency management process.



- Mitigation/Prevention

Efforts made to reduce the impact of an emergency

- Preparedness

Activities performed prior to an emergency to prepare

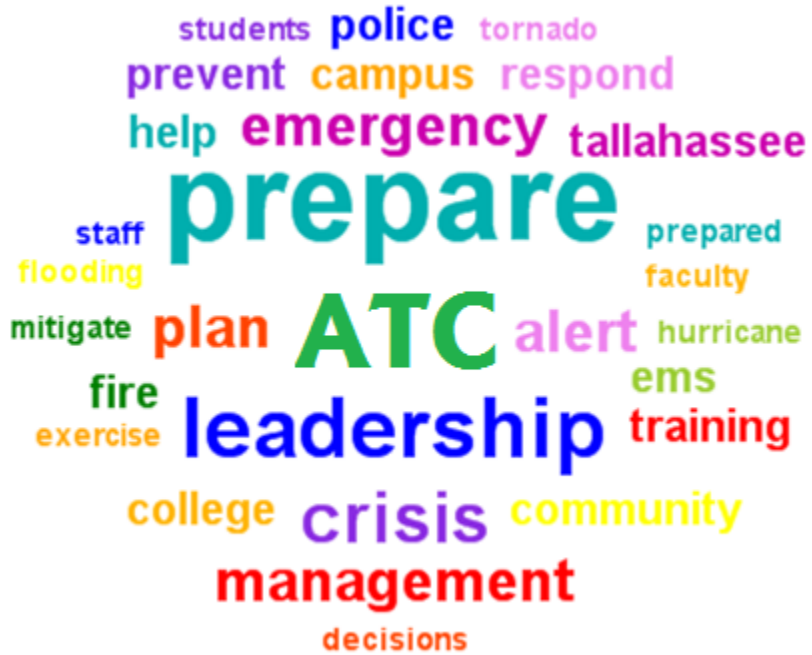
- Response

Actions taken to accomplish mission priorities

- Recovery

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As this word cloud represents, every member of the college has a role in one or more of these phases in working as a team to ensure the safety and security of the campus.



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6. Training

Training is a critical component of ATC’s preparedness and response actions. The ATC Campus Safety Coordinator/Committee and the Chief of Police are responsible for identifying college personnel and ATC Police personnel respectively to receive training based on their roles and responsibilities in a college emergency.

The ATC Chief of Police and Campus Safety Coordinator/Committee are required to maintain a database of mandatory and recommended training for ATC Police personnel, college personnel and to ensure the ATC training program is compliant with current state and federal regulations. The Chief of Police and the Campus Safety Coordinator/Committee are responsible for collaborating with all local and state emergency response agencies to identify training opportunities that can benefit Police and college personnel.

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

There are three levels of college personnel identified for training needs:

ICS POSITION AND TRAINING MATRIX

General Personnel	Critical Personnel	Leadership Personnel
<ul style="list-style-type: none"> ○ All Essential Albany Technical College Personnel 	<ul style="list-style-type: none"> ○ All Members of the Emergency Management Team ○ Police Dept. Personnel ○ Supervisory Level Members ○ Building Captains 	<ul style="list-style-type: none"> ○ President ○ Executive V.P. ○ Vice Presidents ○ Deans & Directors ○ Emergency Management Team

TRAINING COURSE MATRIX

Course #	Course Title	General	Critical	Leadership
100.he	An Introduction to ICS for Higher Education	X	X	X
http://training.fema.gov/EMIWeb/IS/is100HE.asp				
200.a	ICS for Single Resources and Initial Action Incidents		X	X
http://training.fema.gov/emiweb/is/is200b.asp				

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300	Intermediate ICS for Expanding Incidents			X
Classroom Only				
400	Advanced Incident Command			X
Classroom Only				
700.a	An Introduction to NIMS	X	X	X
http://training.fema.gov/EMIWeb/is/is700a.asp				
IS 907	Active Shooter: What You Can Do	X	X	X

ADDITIONAL TRAINING COURSES

Some or all of the following training courses may be helpful depending upon the roles as ATC Emergency Management Team members, Campus Safety Leaders, Building Captains, and other members of the Faculty/Staff.

800 b: An Introduction to the National Response Framework (NRF)
http://training.fema.gov/EMIWeb/IS/is800b.asp
Workplace Violence Awareness Training
http://training.fema.gov/EMIWeb/IS/is106.13.asp
Workplace Security Awareness
http://training.fema.gov/EMIWeb/IS/IS906.asp
Introduction to Hazardous Materials
http://training.fema.gov/EMIWeb/IS/IS5.asp
Public Information Officer Awareness Training
http://training.fema.gov/EMIWeb/IS/is29.asp
Multi-Hazard Emergency Planning for Schools
http://training.fema.gov/EMIWeb/IS/is362a.asp
Emergency Management for Senior Officials
http://training.fema.gov/EMIWeb/IS/is908.asp

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A. Exercises

The ATC Campus Safety Coordinator is responsible for the development, implementation and maintenance of the annual exercise schedule. Exercises, test and evaluate the CEOP. After Action Reports and lessons learned from previous exercises will be documented and an improvement plan developed.

- The ATC Mass Communications/Alert System will be exercised each semester in order to evaluate the various system technologies.
- A full scale exercise of the CEOP will be conducted annually to evaluate response capabilities and areas for improvement.

Armed Intruder Exercise: Albany Technical College recognizes the imperative requirement from the TCSG System Office with regard to participating in an Armed Intruder Exercise. The Armed Intruder exercise will be held (Fall Semester) annually in conjunction with local law enforcement agencies, as well as other emergency services.

Exercise/Drill Schedule		
Exercising What?	How Often?	Who?
ATC Mass Communication /Alert System	Once per semester	All College
CEOP Full Exercise	Once per year	EMT/Strategic Forum
CEOP Response Checklists	Once per month, as identified below	EMT/Strategic Forum/Campus and Alternate Leaders/Building Captains/Police
Spring Semester	Summer Semester	Fall Semester
Hurricane	Fire/Smoke	Active Shooter
Tornado	Hazardous Material	Bomb Threat
Power Outage	Gas Leak	Dangerous Person
Flooding	General Response	Suspicious Package
First Aid/CPR	Building Captains	EOP Update Training

Introduction to Exercises
http://training.fema.gov/EMIWeb/IS/IS120A.asp

Exercise Evaluation and Improvement Planning
http://training.fema.gov/EMIWeb/IS/IS130.asp

Exercise Design
http://training.fema.gov/EMIWeb/IS/is139.asp

B. Hurricane Family Plan

Prior preparation for a hurricane is an essential element to protecting your family, pets and home. If you are needed at ATC it is important that you know your family will be safe. Take the time to complete a disaster preparedness training course and a hurricane family plan.

FEMA Disaster Preparedness

https://www.ATC.fl.edu/Current/Academics/WorkforceDevelopment/Training/ConstructionTrades/Pages/FEMA-Disaster-Course.aspx

Are You Ready? A Guide for Citizen Preparedness
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http://training.fema.gov/EMIWeb/IS/is22.asp

Animals in Disasters: Awareness and Preparedness

http://training.fema.gov/EMIWeb/IS/is10a.asp

7. Administration, Finance, and Logistics

The Vice President for Administrative Services and the staff of the business office will be responsible for all types of emergencies, as well as, general policies for managing resources. **Specifically the department will be accountable for:**

1. Processing emergency related purchases and arranging delivery
2. Coordinating procurement of supplies and equipment to support emergency operations
3. Notifying Resources Coordinator of gifts and donations
4. Establishing system to process and distribute pay to employees
5. Activating telephone tree call-down list (tree) to alert personnel
6. Coordinating financial matters and records
7. Coordinating insurance and risk management activities
8. Overseeing property control and protection
9. Handling emergency purchasing
10. Maintaining written record of emergency actions

The Business Continuity Plans and Disaster Recovery Plan for the college cover areas of administrative controls, security of systems and records, and plan for implementation of needed functions in the event of a disaster.

See current BCP-Business Continuity Plan and Disaster Recovery Plan for the College.

8. Plan Development and Maintenance

This EOP is developed with input from across technical college constituencies and in collaboration with external stakeholders and evaluated at minimum once each year or more frequently should emergencies or organizational structure changes dictate. Training, drills and exercises will be conducted periodically to ensure that all members of the college community understand how to carry out the provisions of the plan.

In order to provide normal operations following an emergency or disaster, essential records must be protected, e.g., vital statistics, operational plans, resources data, casualty/injury/damage list, authorities, and personnel records must be protected.

Records will be maintained in an area designated by the Vice President for Administrative Services, a pre-designated location or in a location designated by the President. The Vice President for Administrative Services and the Chairperson of the Campus Safety Coordinator shall be responsible for maintaining, updating, distributing all changes to this plan, and initiating additional actions, as deemed necessary to effectively implement this plan.

The Campus Safety Committee Chair coordinates trainings and maintains minutes of meetings, training agendas, electronic or hard copy sign- in sheets for staff development. The Campus Safety Committee has formed several sub committees to be responsible for quarterly drills, weather awareness, safety equipment compliance checklists and safety training topic and medium development.

This plan is effective immediately and supersedes all other emergency disaster plans.

9. Authorities and References

Public Safety on the campus of Albany Technical College has been assigned to Albany Technical College (ATC) Police Department per the authority of the Technical College System of Georgia (TCSG) effective July 2016.

Related Authority

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

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

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

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

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

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

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

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

[Presidential Policy Directives 8 \(PPD-8\) http://www.dhs.gov/presidential-policy-directive-8-national-preparedness](http://www.dhs.gov/presidential-policy-directive-8-national-preparedness)

FUNCTIONAL ANNEXES

EVACUATION FOR DISABLED PERSONS

This section provides general guidelines for evacuation procedures for persons with disabilities who may have difficulty exiting during fire and other building emergencies. Some of the guidelines may not apply in every circumstance.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make any emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly.

Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

After an evacuation has been ordered: (Code Red)

1. Evacuate people with disabilities, if possible.
2. **DO NOT USE ELEVATORS**, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.
3. If situation is life threatening, call 911.
4. Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (coworkers/neighbors) alert them and assist them in an emergency, is a good method.
5. Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
6. Always **ASK** someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can be assisted or moved and whether there are any special considerations or items that need to come with the person.

Specific guidelines for unique circumstances:

Bomb threat, fire, hazardous materials releases, and power outages for persons with disabilities.

Blindness or visual impairment:

1. Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms.
2. **DO NOT** grasp a visually impaired person’s arm. Ask if he or she would like to hold on to your arm as you exit, especially if there is debris or a crowd.

Deafness or hearing loss:

1. 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.
2. Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

Mobility impairment:

1. It may 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.
2. If people with mobility impairments cannot exit, they should move to a safer area. Check the college's posted Emergency Response Maps.
3. Notify police or fire personnel immediately about any people remaining in the building and their locations.
4. 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 safer to override the rule against using elevators.
5. 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.

Power outages:

1. 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, facility department personnel should be notified so they can advise emergency personnel.
2. If people would like to leave and an evacuation has been ordered or if the outage occurs at night, call campus police from a campus phone to request evacuation assistance.

FIRE/SEVERE WEATHER, ACTIVE SHOOTER DRILLS, AND EMERGENCY EVACUATIONS

To help assure your safety, all college buildings have clearly marked and illuminated emergency exit signs which indicate evacuation routes. In some buildings, these signs remain illuminated at all times; in other buildings, they become illuminated when a fire alarm is activated. The college regularly tests the lighting in these signs to assure that it is adequate day and night.

Additionally, buildings have emergency lighting systems which provide illumination for a short period of time sufficient to permit evacuation.

In order to acquaint everyone with the sound of the fire alarm and the exit routes to be followed in an actual emergency, the college will conduct announced fire drills, severe weather drills, an active shooter drills each academic year. It is each employee's responsibility to make sure

Albany Technical College Emergency Operations Plan

he/she knows the proper evacuation routes. Additionally, faculty members and supervisors assume the role of monitors/coordinators for their students and subordinates during such drills or actual emergencies. Therefore, faculty members/supervisors should:

1. Inform students/subordinates of the location of and routes to area exits prior to an emergency.
2. Inform students/subordinates of the location of the nearest fire extinguisher prior to an emergency. If a fire is small, contained, you are trained with the use of a fire extinguisher, and you are not compromising your safety, you may try to extinguish it.
3. Instruct students to evacuate calmly and quietly when notified by fire alarm activations or by the campus police officer. Ensure that priority is given to safety. Take only your essential belongings with you. Assist with evacuating persons with disabilities. **(See “Additional Note” at end of section.)**
4. Ensure that classroom/office doors are closed and overhead lights turned off after everyone has evacuated.
5. Instruct students/subordinates to walk, not run, during evacuation.
6. Advise students/subordinates to use the stairs, not elevators, during evacuation.
7. Assemble as a group at least 150 feet away from the building. Do not assemble near fire lanes, hydrants, doors, and streets, where you might impede the access of emergency responders. Instructors/supervisors shall report anyone unaccounted for to the college police department immediately.
8. Remain as a group and wait further instructions. The campus police officer will inform all concerned when the building is safe for re-entry.
9. Prohibit smoking during all phases of evacuation.
10. If you become trapped in an office or building, try to gain access to a window. If possible, place something at the bottom of the door to reduce smoke from entering the room. Since smoke rises, remain as low to the floor as possible. And, obviously, communicate your location to the campus police officer any way you can.
11. In the event of an intruder/active shooter incident, refer to section below on Deny Entry or Closing (Lockdown).

Additional Note: The Special Populations Coordinators will obtain information from disabled students regarding their preference for method of evacuation—e.g., with or without wheelchairs during an evacuation and will include that information on the faculty notification form. The instructor will identify a primary and alternate student/employee to assist the disabled person during an emergency. Instructors should designate these primary and alternate students during the first class period; supervisors should designate these employees as staff changes.

Additionally, instructors should assign students with disabilities to seats nearest to the door to expedite their evacuation, if this does not interfere with their academic programs.

DENY ENTRY OR CLOSING (LOCKDOWN) Code Orange

Lockdown is an emergency response measure in which individuals on campus receive instructions (Code Orange) to immediately enter or remain inside a structure in an effort to protect themselves from an imminent threat of violence believed to be on the premises. It may involve a single building or the entire campus. A threat of violence may include, but is not limited to:

1. Active shooter
2. Hostage situation
3. Riot
4. Significant criminal or law enforcement activity in the neighborhood adjacent to the campus
5. Lockdown of nearby schools

The decision to initiate Lockdown procedures will depend upon the real-time activities occurring and the information and amount of time available for making such a decision. A recommendation to initiate Lockdown procedures at a particular campus would normally come to the campus Police

Department from law enforcement personnel based upon an incident occurring off-campus, and if time were available, police officer would consult with college administrators before initiating Lockdown.

Upon a determination that a Lockdown would be appropriate, notification to the college/campus administration would occur via established communications channels both internally and externally including the Albany-Tech website (www.albanytech.edu), Facebook page, the Twitter account, faculty/staff email, student email, the student campus portal, the campus “phone tree”, and an established list of local media channels.

In addition to the Lockdown procedures outlined below, campus police officers and facilities personnel would proceed to secure the gates, if possible, and if it were safe to do so, to prevent anyone other than law enforcement personnel from entering the campus while it was in a Lockdown condition.

In a situation requiring an immediate decision, such as an incidence of violence already in progress at the campus, it is likely that the campus police officer would immediately place the campus on alert via the forms of notification mentioned above and proceed to make other notifications.

Communication of the emergency to the campus community, e.g., to the campus’ director of facilities, would also occur via the campus’ “phone tree”. Security officials would then proceed to obtain information to determine whether the threat was credible and would provide appropriate notification/confirmation to college administrators as appropriate.

Communication between college administrators and police officers will occur throughout the incident, although care must be taken by personnel on the affected campus to ensure that they do not reveal their locations through loud conversation—text messaging should be used if possible.

The objective of Lockdown is to remove personnel from exposure to possible violence by taking them from places where they are may be exposed targets to locations that can be locked and that present a barrier to, as well as offer protection from, violent intruders. When an

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announcement is made to initiate Lockdown procedures, the following steps should be followed:

1. Immediately cease all activity (e.g., classroom instruction, meetings, group work, etc.).
2. Enter the nearest classroom, office, or secure space with locking capabilities. Faculty or staff having a Lockdown key will lock the door from the inside.
3. Faculty/instructors and staff should quickly glance outside the classroom or office to direct any students and others in the hallway into the room immediately.
4. If outdoors, go into the nearest building or proceed to an area that can be secured.
5. If in a cafeteria or restroom, move to a classroom, office, or area that can be secured.
6. Faculty and staff should make every effort to move students and others out of open areas and into one of the secure spaces in a building.
7. If possible, and if it is safe to do so, facilities personnel and police officers and the director of facilities should lock the exterior door of the building upon entering it while proceeding to one of the secure spaces. Be sure to call out to persons outside to enter the building before you lock it.
8. Facilities personnel and police officers must be alert to the situation around them and should not place themselves in harm's way while they are attempting to secure the campus. It is more important for them to find a secure area inside a building.
9. If you are outside a building and find that the door is locked, run for another building.
10. Close and lock windows of classrooms and offices and close window coverings (e.g., blinds, drapes, shades), if present.
11. If present, cover the window in the door with paper or cardboard to block the view from the outside.
12. Stay away from doors and windows.
13. Sit on the floor or crouch under or behind desks and bookshelves where possible so as not to indicate that anyone is present or offer any target.
14. Turn off all lights, projectors, computer monitors and other devices that might indicate the room is occupied.
15. Be as quiet as possible so as not to draw attention to yourself.
16. Silence cell phones and do not use them unless you are in contact with emergency personnel regarding the location or conduct of the intruder, or if the status of the emergency changes.
Use text messaging only to communicate.
17. DO NOT respond to anyone at the door.
18. Do not evacuate for a fire alarm unless instructed to do so via the public address system.
19. Remain in the secured area until directed by law enforcement personnel, college police officer, or a college administrator. **(Code White)**.
20. After the Lockdown order has been lifted, faculty and staff should then attempt to restore normalcy and comfort/assist the room occupants.

SHELTER-IN-PLACE OR SECURE-IN-PLACE

Shelter-in-Place is an emergency response measure in which building occupants are instructed to seek shelter inside a building due to extreme weather outdoors or some other phenomenon that poses risk to persons outside. The basic concept behind sheltering-in-place is to use a building to **put a barrier** between yourself and the phenomenon posing danger. Shelter-in-Place is similar to Lockdown in that personnel are to remain on the campus in areas of the facility that offer protection, in this case from an environmental event occurring outdoors. This might include, in addition to an extreme weather event such as a tornado, a hazardous material spill that releases contaminants to the atmosphere, or when evacuation of a building might place the occupants at greater risk than sheltering them within the facility. It may be necessary for occupants to move to a different part of the facility in order to provide them with the necessary protection.

Shelter-in-Place Procedure for Extreme Weather

An extreme weather event, such as a tornado approaching the campus, may require you to Shelter-in-Place until the weather threat has passed. You may be able to increase your chances for survival by relocating from your normal work area to a space that has no windows or to lower floor. Upon receiving notification via established communications channels both internally and externally including the Albany-tech website (www.albanytech.edu), the Facebook page, the Twitter account, faculty/staff email, student email, the student campus portal, the campus “phone tree”, and an established list of local media channels of Shelter-in-Place, it is recommended that you:

1. Go inside as quickly as possible.
2. Move to the first floor of the building.
3. Move to an interior room with no windows, or a hallway on the lowest floor possible.
4. Move to an interior stairwell if all rooms have windows.
5. Close all doors.
6. Lock doors if advised to do so.
7. Close and lock all windows. Close window coverings (e.g., blinds, drapes, shades) if present and *if there is time*.
8. Stay in the center of the room away from doors and windows.
9. Use the phone only for emergencies.
10. Stay in place and only come out when you are told that it is safe by a college administrator, law enforcement personnel, or campus police officer. **(Code White)**

Shelter-in-Place Procedure for a Hazardous Material Incident

In the event of an incident where hazardous materials (e.g., chemical, biological, or radiological agents) may have been released into the atmosphere in the vicinity of the campus, Shelter-in-

Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

1. Close all windows in the room or move to a room with no windows.
2. Stay low and away from windows in high winds.
3. The heating, ventilation and air conditioning (HVAC) system may be shut down or changed to re-circulate air by facilities personnel.
4. Only come out when you are told that it is safe by emergency response personnel. **(Code White)**

ACCOUNTING FOR ALL PERSONS

Each building has designated evacuation safe areas that can be found on the Emergency Response Maps (see sample map in Appendix B). After the class leaves the alarmed building or area, it is important for them to go to the evacuation area where the presence of persons can be documented. At this area, the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. After all the students have left the room/lab, instructors can:

1. Use the class roster,
2. Use a head count, or
3. Ask students about the students seated next to them in the classroom to see if they are at the assembly point.

You must also account for persons with disabilities (See Evacuation section above).

Notify the Emergency Operations Coordinator about any missing students and their last known location in the building. After exiting and accounting for students, the building Emergency Operations Coordinator will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

COMMUNICATIONS AND NOTIFICATIONS

The Public Relations Department for Albany Technical College maintains a relationship with all local and regional media outlets. All contact with the media is to be coordinated through the Public Relations Department through the Director of PR and Marketing.

In the event of an emergency on any Albany-Tech campus or satellite location, the following guidelines should be followed:

1. Once an emergency situation has been identified, the Director of PR and Marketing should be notified. Please provide the following information:
 - a. Details of the emergency situation
 - b. Current status of the emergency situation
 - c. Any room, building, road, or campus closing related to the emergency
 - d. Status of any individuals harmed
 - e. Continuous updates as they occur and are of vital interest to the public.

2. The Public Relations Department will:
 - a. Keep faculty, staff, and students informed via established communications channels both internally and externally including the Albany-tech website (www.albanytech.edu), the Albany-tech Facebook page, the Twitter account, faculty/staff email, student email, the student campus portal, the campus “phone tree”, and an established list of local media channels. See Appendix A.

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- b. Set up a media area, if necessary, to coordinate media inquiries. This location will vary based on the emergency and the campus but will be coordinated by Executive Vice President.
 - c. Maintain an updated list of all local media representatives. That list will be kept updated on the Albany-tech website under Public Relations.
 - d. Maintain a Media Emergency Kit that includes
 - i. A copy of the Emergency Operations Plan
 - ii. Current list of all media contacts
 - iii. Name tags for media personnel
3. Once the emergency situation is identified, and conditions permit, the Director of PR and Marketing will contact the TCSG Emergency Manager at 404-679-1666.

BUSINESS CONTINUITY PLAN

The Business Continuity Plan can be accessed via the Albanytech.edu website.

PANDEMIC INFLUENZA PLAN

The Pandemic Influenza Plan can be accessed via the Albanytech.edu website.

DISASTER RECOVERY PLAN

The Disaster Recovery Plan can be accessed via the Albanytech.edu website.

COVID-19 PLAN OF ACTION

The COVID-19 Plan of Action is included in the Emergency Operations Plan, which can be accessed via the Albanytech.edu website.

RECOVERY

See Disaster Recovery Plan and Business Continuity Plan that are located on the Albanytech.edu website.

PUBLIC HEALTH, MEDICAL, AND MENTAL HEALTH

A psychological crisis might manifest itself on campus in a number of ways, including, among other possibilities, threats against others, threats against oneself, emotional breakdowns, and alcohol or drug abuse. If you witness a psychological crisis, the most important thing to remember is that the college has access to community resources to help resolve a crisis situation. Therefore, your primary responsibility is not to attempt to serve as a crisis counselor; rather, it is simply to notify the proper authorities so that appropriate professionals can address the situation as quickly as possible.

The essential steps for dealing with a psychological crisis on campus shall include the following:

1. Notify the college police department at the onset of the problem if possible, or local law enforcement if necessary, providing details about location, individuals involved, and a description of the behavior being manifested. If possible, try to isolate the person in crisis away from others.
2. The college police department shall respond to the scene immediately if possible. Depending upon the nature of the behavior manifested, the college police department may also summon community resources to the scene. If additional resources are required, college police department may request assistance from other professionals.
3. The responding college police department officer, in consultation with available community counselors and other college personnel, shall be responsible for directing subsequent actions taken to defuse or resolve the situation.
4. Resolving the situation may at times require that the individual in crisis be taken into protective custody. Responding college police department officers shall determine this after consultation with community counselors and/or other local law enforcement, or as situations warrant.
5. The college will offer post-trauma counseling to employees affected by a psychological crisis. In addition, employees may be directed to the Employees Assistance Program for follow-up counseling.
6. All media contact pertaining to a psychological crisis on campus shall be the responsibility of the Director for Public Relations.

SECURITY

ATC police department is committed to ensure that the ATC community is well prepared for an emergency. Though preparation takes a bit of time and planning, it brings awareness to the choices you may have during an emergency. By preparing both mentally and logistically, you can increase your confidence and ability to handle a real emergency situation. On-campus preparation activities are on-going. We are fortunate that ATC has a police department that is equipped to offer assistance, as well as departments that address hazardous materials, fire safety, and other areas. Experts from across campus form our Emergency Operations Team and are prepared to manage an array of crisis situations. This group in conjunction with the college's safety committee meets regularly to review procedures and participate in drills and exercises. The goal is to be fully prepared to face situations that we hope will never occur.

Law Enforcement

ATC police officers will have the responsibility to insure the safety and security of ATC students, staff, and assets.

Line of Authority:

1. Officer on the Scene

Command of the scene will shift as with the arrival of more senior members of the department.

Areas of Responsibility:

1. Scene safety.
2. Affected area access.
3. Notification of appropriate:

A. Emergency response agencies

B. College officials

4. Management of the Emergency Operations Center.
5. Develop and maintain working relationships with surrounding community emergency response personnel.
6. Maintain contact numbers for other local, state and federal law enforcement agencies that may be able to provide services.
7. The Emergency Operations Coordinator or his/her designee will be responsible for the development of plans and procedures for the law enforcement response to emergencies on the campus.
8. Maintain contact list for all of the departmental staff.
9. Respond to Emergency Operations Center when Emergency Operations Plan is activated.

RAPID ASSESSMENT

The ATC Emergency Operations Plan (EOP) assumes that most emergency incidents on campus are going to be identified by students, faculty, staff, or visitors. This notification is the first step in the activation of the ATC EOP and emergency response. When in doubt or if a non-life threatening emergency has potential to become more dangerous, always resolve in favor of notification.

1. If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 911 and the appropriate campus police officer.
2. A non-life threatening emergency should be immediately reported to the appropriate campus police officer.

Courses of Action

The local 911 responding unit and impacted campus police officer will dispatch the appropriate resources to the incident scene. The first responding campus police officer is responsible for safely assessing the scene for threats, report known threats to other responding officers, and confirm the emergency severity and type to the dispatcher.

1. Hazard Type

- What is the hazard? (room fire, tornado, hurricane)
- What is the impact to ATC? (minor, major, disaster)
- What is the potential for the situation to worsen?
- Is the situation under control?

2. Life Safety/Property Protection

- What is the potential for death?
- What is the potential for serious injury? What is the potential for minor injury?
- What is the potential for damage?
- What is the potential for disruption to normal course of business?

3. The dispatcher is then responsible for contacting the appropriate campus police officer and administrator to initiate the major emergency notification process as outlined in the Emergency Operations Plan.

4. Once the appropriate college personnel are notified of an incident, the threat assessment process begins. Campus and district personnel must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements of information should be used to assist in the threat assessment process:

- Type of incident/location of incident.
- Time of incident.
- Information received from local law enforcement, fire rescue agencies, and from college police officer on scene.

THREAT- OR HAZARD-SPECIFIC ANNEXES

ACCIDENTS

Vehicular

If you are involved in or witness any vehicular accident on campus, the following steps should be taken:

1. Check the scene to make sure it is safe for you to respond.
2. Render any immediate first aid that you are qualified to provide. Call 911. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
3. Notify campus police officer of the accident, providing details about the location, number of vehicles involved, vehicle descriptions, and any injuries that resulted. Remain on the telephone with police officer unless instructed otherwise.
4. Remain at the scene of the accident until a college police officer or public safety (city police or county officer) arrives, and advise any parties to the accident that they also need to remain. If a party to the accident attempts to leave prior to the officer's arrival, do not attempt to stop the person. However, do take note of the appearance of the vehicle and person, and attempt to record the license plate number.
5. Upon arrival, the responding campus police officer shall be responsible for subsequent steps, including coordination with any responding emergency personnel, identification of witnesses, investigation of the accident, and submission of any required motor vehicle collision reports.

Workplace

If you are involved in or witness a workplace accident on campus, the following steps should be taken:

1. Check the scene to make sure it is safe for you to respond.
2. Render any immediate first aid that you are qualified to provide. Call 911. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
3. Notify campus police officer of the accident, providing details about the location, nature of the accident, and any injuries that resulted. Remain on the telephone with police officer unless instructed otherwise.
4. If the cause of the accident still poses a danger to others, notify the officer and provide whatever assistance you are requested to and capable of rendering to reduce or eliminate the danger.
5. If the accident involves injury to an ATC employee, work-study student, or student working in a clinical or off-site location, notify the College's Human Resource Director as soon as feasible.
6. Upon notification, the campus police officer shall document accidents in an incident report. When possible, the cause of the injury will be identified. When appropriate, the college shall then take steps to eliminate any causes of the injury that are within its purview.

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NOTE: When trying to obtain items that are out of your reach, use only approved safe equipment such as a ladder. Do not use any device that is not designed for safe climbing, i.e. chairs, chairs with rollers, buckets, boxes, desks, trashcans, etc.

TRANSPORTATION ACCIDENTS

A. PROFILE OF TRANSPORTATION ACCIDENTS

- (1) Transportation accidents occur in Dougherty County on a regular basis, but rarely to the extent of being classified as a disaster. Transportation related disasters would include radioactive/hazardous materials accidents, multiple vehicular accidents resulting in deaths/severe injuries, large van, school or other type bus, commercial aircraft and ground casualties, run-away vehicle into a crowd of spectators, etc.
- (2) Mitigation is best accomplished by effective traffic enforcement, proper maintenance of roadways, quality traffic control devices, and rehearsing "mock disasters" in realistic exercises. Preventive action should always be taken if it will eliminate a recurrence.

B. PREPARATION

Police and Facilities Management personnel must become familiar with disaster plans and the procedures manual in order to stabilize a situation, for their protection and for the protection of others.

C. RESPONSE

- (1) *Atomic Weapons or Components:*
In the rare event that a vehicle transporting an atomic weapon, component or radioactive material on or near the campus is involved in an accident and can be identified with a military service, the dispatcher shall immediately request assistance from the appropriate military head - depending on the extent of the accident. The State Division of Radiation Control and/or Department of Natural Resources may need to be notified also.
- (2) *Radioactive Materials:*
In the event of an incident involving a radioactive materials vehicle accident, detour all traffic around the scene. If this is not possible, attempt to move the vehicle the shortest distance possible necessary to clear a right-of-way. If radioactive material is spilled, prevent passage through area unless absolutely necessary.
- (3) *Hazardous Materials:*
In hazardous material accidents involving a vehicle, identification of shipments considered hazardous is very important. This is usually

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accomplished directly or indirectly by descriptive data in shipping documents, on containers, package labels and/or vehicle placards.

NUCLEAR ATTACK

The National Warning System (NAWAS) is a nationwide network on warning stations which can immediately alert the nation to nuclear threat. In peacetime, the network is used to pass local emergency information and weather information by the National Weather Service. Dougherty County should be considered a county of risk, for possible nuclear attack, due to potential aiming points at the Marine Corp Logistics Base and the Southwest Georgia Regional Airport.

A. PROFILE OF NUCLEAR ATTACK

From a nuclear detonation, the greatest threat by far is the effects of nuclear radiation. This radiation is most hazardous during the first 24 hours and fallout shelter protection for up to two weeks is absolutely necessary for survival.

- (1) The G.E.M.A. analyzed the potential hazard from a nuclear attack and has identified this area to be considered relatively more likely to experience the direct weapons effects, e.g., intense blinding (flash) light, heat, blast, and initial nuclear radiation. Explosions that are on or close to the ground would create quantities of dangerous radioactive fallout particles. Areas close to nuclear explosion might receive fallout within 15 to 30 minutes.
- (2) Medium to high risk areas require planning such as
 - 1) Identification of shelters from the direct weapons effects,
 - 2) Assurance of rapid attack warning to the risk areas on a priority basis,
 - 3) provisions of special building techniques to reduce vulnerability to weapons effects and fallout, and
 - 4) evacuation and relocation of people from risk areas if time allows.
- (3) Mitigation for this area is found primarily in the building construction techniques available to withstand nuclear effects. Response activities begin at first alert of a nuclear attack. They provide for movement of the population to available shelters, the human needs of the total population, protection from fallout, and maintenance/support of essential services during the period of crisis. Recovery activities provide for the return of the inhabitants to their residences and restoration of facilities and services after the crisis has ended.

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B. WARNING

If an attack actually occurs, it is almost certain that incoming planes/missiles would be detected by our networks of warning stations in time for citizens to get into shelters or at least take some cover. The warning time might be as little as 10-20 minutes or as much as an hour or more in others.

How you receive notice/warning of an attack will depend on where you are at the time. Warning will be given on radio, television, emergency systems networks, and outdoor warning systems such as sirens, whistles, and horns in a city.

C. GUIDELINES AND RESPONSIBILITIES

- (1) Understand the dangers you would face in an attack or a serious transportation accident involving nuclear warhead.
- (2) Make your own preparations before an attack from information readily available.
- (3) Learn what actions you should take at the time of an attack.
- (4) Seek private shelter at home, private shelter in your own community, or leave the community to seek shelter in a less dangerous area.
- (5) Once you hear an attack warning signal, by whatever means, unless your local government has instructed you to otherwise, seek suitable shelter. Listen to the radio for official information and follow instructions.
- (6) Do not use the telephone - listen to your radio. Telephone lines will be much needed for official calls.
- (7) It's very unlikely that your first warning of an enemy attack might be a flash of nuclear explosion in the sky some distance away or after a warning while you are en route to a shelter. If you are outdoors at the time of a nuclear flash, especially if you feel warmth, take cover IMMEDIATELY in the best place you can find. By taking instant cover within a few seconds, you might avoid being seriously burned by the heat or injured by the blast wave of a nuclear explosion.
- (8) You can take immediate cover in any type of a building, cellar/ basement, ditch or culvert alongside the road, highway underpass, under a parked vehicle, a heavy piece of furniture, etc., as some protection is better than none at all. The important thing is to avoid being burned by the heat, thrown about by the blast, or struck by flying objects.

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- (9) If you are able to protect yourself against the blast and heat waves by instantly taking cover, you can get protection from the radioactive fallout (which would arrive later) by moving to a suitable fallout shelter.

- (10) You may need to stay in a shelter area, at least part of the time, for a week or two. During this time you will need certain supplies and equipment. Preparedness is the answer (Whenever possible) and it is your own responsibility to know what to do, where to go, what provisions to take with you and /or what you will need, etc., especially if you are relocating to a safer area.

Not only should the college's staff be prepared to manage the students, but the likelihood of neighborhood survivors seeking shelter at the campus is a distinct possibility. The best shelter is to be found below ground in those areas offering the least exposure to outdoors. In addition, interior hallways and rooms, preferably without windows, will offer a degree of protection from the radiation hazard.

SERIOUS MEDICAL INJURY OR DEATH (ON CAMPUS)

- A. Serious medical injury
1. DO NOT LEAVE OR ATTEMPT TO MOVE THE VICTIM. Avoid unnecessary conversation with the victim.
 2. Call 9-911 on campus phone and 911 off campus or from a cellular phone. Stay calm and carefully explain the problem to the operator. DO NOT HANG UP THE PHONE UNTIL TOLD TO DO SO.
 3. Notify campus security to report medical emergency. If an employee or student is injured, an incident report must be completed and filed. An investigation of the cause of the accident must be conducted.
 4. If possible, designate a person to wait outside to direct emergency services to the injured person.
 5. Give the location of the incident. Example: (Albany Technical College, Nathaniel Cross Building C room 318)
 6. Keep bystanders calm and evacuate them from the immediate area to an adjacent room.

- B. Death On or Near Campus
Deaths and defined as either “attended” (death due to natural causes, and at which witnesses are present), or “unattended” (suicides, homicides, accidents, and deaths at which there were no witnesses).

Attended Deaths:

1. There is no one on campus qualified to pronounce a person dead or deceased. If a person is not responsive, call 9-911 immediately and either attempt first aid/CPR, if qualified, or send someone to notify a staff member that is qualified in first aid/CPR.
2. Try to keep the area secure and do not allow bystanders in the area.
3. Remain with the person until emergency personnel arrive.
4. Have someone posted at the main entrance of the building to direct emergency personnel to the scene.
5. Notify the College President or his/her designee.

Unattended Deaths:

1. Any unattended death is always, initially, considered a homicide. It is imperative that the body and the scene not be disturbed and that no one be allowed in the area.
2. Other than if it is necessary to check vital signs do not touch the body.
3. Keep people away from the scene and send someone to call 9-911 and to notify the College President or his/her designee.

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4. Do not cover the body as this can remove valuable evidence.
5. Make sure someone from the College's personnel staff meets and identify themselves to emergency personnel.
6. If there is a witness to a suicide, homicide, or accident, encourages the witness to go into a quiet safe area and be supportive until law enforcement officials arrive.
7. **DO NOT** give out information to anyone other than identified emergency personnel. The College President or his /her designees (Director of Public Relations) are the only personnel authorized to issue information regarding the incident.
8. Law enforcement officials, not college personnel, will notify family members.
9. Law enforcement officials may decide to keep the body at the scene for several hours to gather evidence. The College President may decide to close part of the building and cancel or relocate classes.

PSYCHOLOGICAL CRISIS

From time to time, individuals may exhibit unusual behavior in response to mental/emotional stress or the interaction of various medications. These instances can generally be referred to as "psychological crises" and may take the form of anything from unexplained agitation and disruptive conduct to a serious suicide attempt. This person may be out of touch with reality due to a drug reaction or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior. Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult the appropriate people to assess the risk and plan interventions. If you observe someone in this state, notify Campus security immediately. Keep in mind the following priorities:

- Protection of self and bystanders
- Protection of the individual-in-crisis
- Protection of property
- Minimizing the effect on campus operations

If a student verbalizes thoughts of violence, but has yet to act on their thoughts, refer him/her to the college's Special Needs Coordinator (430-2854) for assistance, immediately.

Seldom will individuals-in-crisis pose a threat to anyone other than themselves; however, persons in this condition are often emotionally unstable and can exhibit radical changes in demeanor with little or no warning. Should the situation warrant immediate action, police officers may take the disturbed individual into protective custody in order to transport them to a psychiatric hospital for an evaluation. If the individual-in-crisis is a student or employee of Albany Technical College, attempts will be made to contact a family member and/or physician at the earliest opportunity.

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All incidents are to be followed up with an incident report and forward to the appropriate personnel (i.e. Dean for Academic Affairs, V.P. for Student Services, and V.P. for Academic Affairs)

APPENDIX A

EMERGENCY SUPPORT FUNCTIONS (ESFs)

Emergency Support Functions (ESFs)

In the event that an incident exceeds the response capabilities of the college, ATC will seek assistance from outside governments. Both county and state governments organize their response capabilities into ESFs. Requests for assistance are routed through the Emergency Operations Centers (EOCs) to the appropriate ESF.

The purpose of this Appendix is to provide a basic understanding of the ESFs and to identify the appropriate government and college elements responsible for accomplishing the task.

State of Georgia Division of Emergency Management ESF links

- <http://www.georgiadisaster.org/emtools/esf.htm>

State Emergency Response Team (SERT)

- <http://www.georgiadisaster.org/index.asp>

ESF 1 – Transportation

Provide coordination of transportation assets to support emergency operations during evacuation and re-entry.

Lead Government Agency	City of Albany Transit/Dougherty County School Transportation System
Lead ATC Department	Campus and Civic Engagement or EOC

ESF 2 – Communications

Provide coordination to assure radio and computer communication capabilities.

Lead Government Agency	Dougherty County Management Information (MIS) City of Albany Radio Communications Local cellular and telephone provides
Lead ATC Department	ATC Information Technology

ESF 3 – Public Works

Provide and coordinate resources for debris clearance, clearing, repair or construction of damaged emergency access routes and emergency restoration of critical public facilities.

Lead Government Agency	Dougherty County and City of Albany Public Works
Lead ATC Department	Physical Plant, Facilities Planning and Construction

ESF 4 – Fire Rescue

Provide response to fire, rescue, medical response and hazmat situations.

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Lead Government Agency	City of Albany Fire Department
Lead ATC Department	Environmental Health and Safety

ESF 5 – Information & Planning

Compile, analyze and coordinate the overall information and planning activities in support of disaster response and recovery operations.

Lead Government Agency	Dougherty County Division of Emergency Management
Lead ATC Department	ATC EOC and Plant OPs (damage assessment)

ESF 6 – Mass Care

Coordinate emergency provision of temporary shelters, mass feeding and the distribution of coordinated relief supplies.

Lead Government Agency	Dougherty County EOC American Red Cross
Lead ATC Department	ATC EOC

ESF 7 – Resource Support

Provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts.

Lead Government Agency	Dougherty County EOC
Lead ATC Department	ATC EOC

ESF 8 – Health & Medical

Coordinate the Dougherty County public health and medical resources and needs.

Lead Government Agency	Dougherty County Public Health Georgia Department of Health
Lead ATC Department	ATC EOC

ESF 9 – Search & Rescue

Provide for search and rescue needs.

Lead Government Agency	City of Albany Fire Department Dougherty County Search and Rescue Team- Citizens Emergency Response Team (CERT)
Lead ATC Department	ATC Police

ESF 10 – Hazardous Materials

Coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material resulting from a disaster.

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Lead Government Agency	City of Albany Fire Department Georgia Department of Environmental Protection
Lead ATC Department	ATC Environmental Safety Technician

ESF 11 – Food & Water

Identify, procure and arrange for the transport and distribution of food and water.

Lead Government Agency	Dougherty County EOC American Red Cross
Lead ATC Department	ATC EOC

ESF 12 – Utilities

Provide coordination of emergency power to support emergency response and recovery operations and to normalize community functions.

Lead Government Agency	City of Albany Utility Board
Lead ATC Department	Physical Plant, Facilities Planning and Construction

ESF-13 – Military

Provide for military assets in support of disaster response operations.

Lead Government Agency	Dougherty County EOC
Lead ATC Department	ATC EOC

ESF-14 – Public Information

Disseminate information on emergencies and protective actions to the community, present “One Voice” on behalf of the College and respond to Rumor Control.

Lead Government Agency	City of Albany-Dougherty County Public Information
Lead ATC Department	ATC Communications and Public Information ATC Police

ESF-15 – Volunteers & Donations

Provide a central point for the coordination of voluntary agencies and donated goods.

Lead Government Agency	Volunteer Dougherty American Red Cross
Lead ATC Department	Campus and Civic Engagement

ESF-16 – Law Enforcement

Command, control and coordination of law enforcement disaster support.

**Albany Technical College
Emergency Operations Plan**

Lead Government Agency	Dougherty County Sheriff Albany Police department, Dougherty County Police Department
Lead ATC Department	Albany Technical College Police Department

ESF-17 – Animal Services

Coordinate emergency medical care; evacuation; shelter; food and water for animals.

Lead Government Agency	Albany-Dougherty County Animal Control
Lead ATC Department	Albany Technical College Police Department

ESF-18 – Business, Industry, and Economic Stabilization

Provide immediate and short-term assistance for the needs of business, and industry.

Lead Government Agency	Dougherty County EOC
Lead ATC Department	ATC Foundation

APPENDIX B

ATC ALERT

ATC Alerts and Timely Notifications

ATC Alert is implemented when there is a serious on-going and real threat to the safety of the college community. A timely notification is issued to share generalized public safety information with the campus community.

The ATC Alert emergency notification system utilizes any or all of the following methods of emergency notifications:

SMS Text Message	Ever-Bridge Mass Communication
E-Mail	Audible internal campus Sirens
Computer Pop-Ups	Audio message to all college telephones
Webpage and Alert Page	Audio message to cellular telephones
Facebook	Audio message to home telephones
Twitter	Recorded Voice Message for ATC Alert
Emergency Information Hotline for public announcements	
Emergency Information Hotline for employees only	

Timely Notifications utilize the following methods of information sharing:

E-Mail	SMS Text Message
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Decision Criteria

The decision to activate the ATC Alert or the Timely Notifications rests with the Chief of Police or designee based the following criteria:

1. What is the hazardous situation or threat to the college?
2. Is there an immediacy that threatens life safety?
3. If there is an urgency to act, what is the most effective delivery method?
4. Which campus or center is affected?
5. If there is no immediate threat is a timely notification appropriate?

Situational Awareness

It is important to continually update the campus community on the most current information relative to the situation at hand.

To that end, it is our goal to send updates via the alert system every 15-20 minutes or as appropriate, and to send the all clear message upon the conclusion of the incident.

Albany Technical College Emergency Operations Plan

Testing

The ATC Alert System will be tested once per semester to ensure proper functionality of the emergency notification system.

Delivering Effective Emergency Notification Messages

1. Preconfigure emergency messages using templates and scripts that you can then customize as needed for each incident.
2. Create a message that can be digested in 30-45 seconds (Who the message is from); What has happened? What you have done about it, and What you want the public to do about it)
3. Identify the campus or location impacted by the incident.
4. Look for ways to reassure; are first responders already on the scene.
5. Direct recipients to other sources for on-going information, such as the ATC Alert Page.
6. When possible, use the same person to record each message related to an event.
7. Add automated National Weather Service alerts to your mass notification service.
8. Make sure you have the ability to manage the emergency using mobile technology in case you have to cope with a crisis from an off-site location.
9. Send alerts with zero retries. The time lapse between second and third attempts can result in warnings being delivered after weather conditions have changed.

APPENDIX C

DEPARTMENT RESPONSE PLANNING

Development of Department Response Plans

Every department, center and facility within the Albany Technical College must evaluate the need for the development of specialized response plans to provide direction in the event of an emergency.

To that end, specialized plans shall be consistent with the guidelines established in the Comprehensive Emergency Management Plan and College Policy.

Recommended Content for Emergency Response Plans

The following information represents the minimum content for such plans and can be used as a starting point in the development of any specialized response plan.

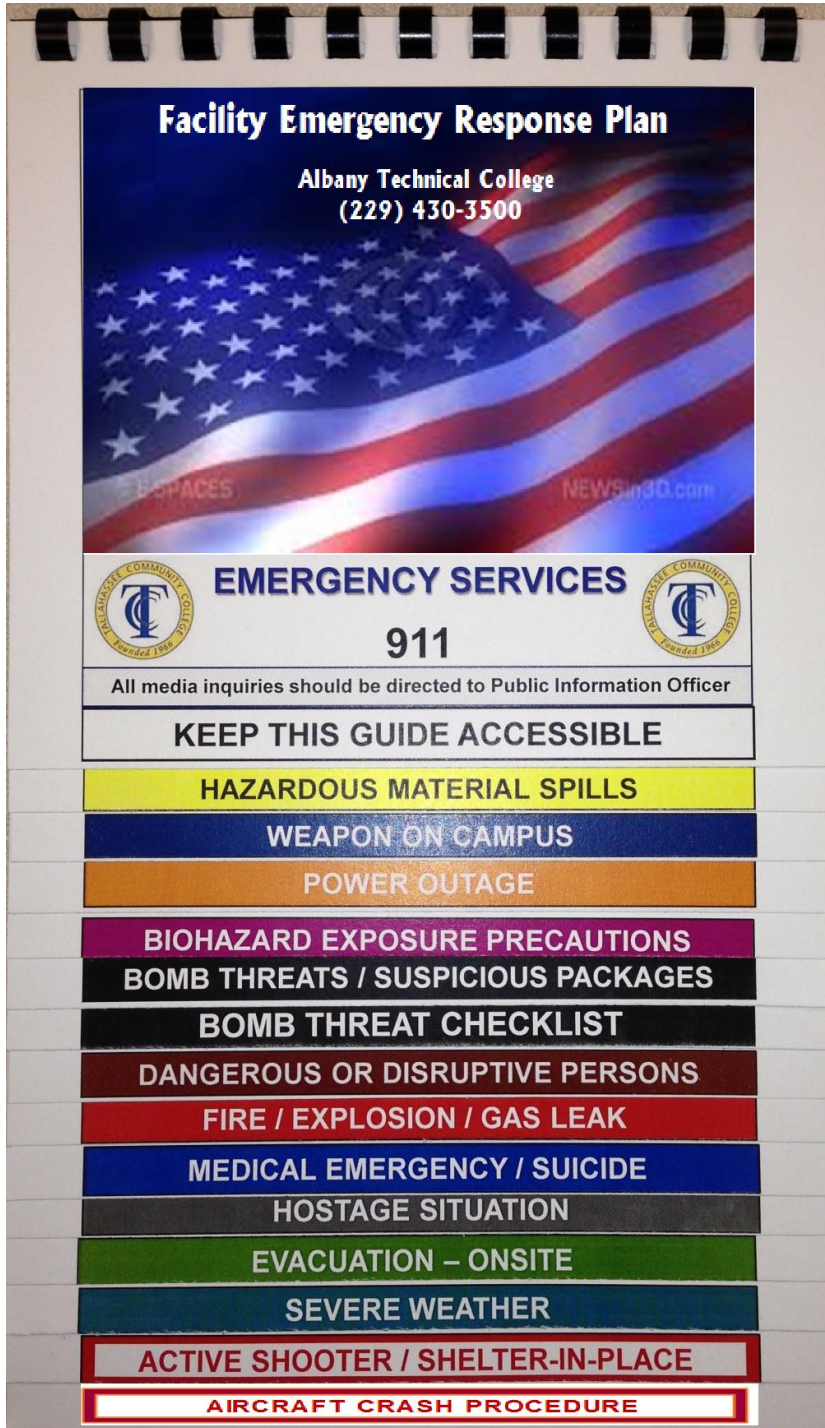
- Identify the individuals and alternates in your area with specific responsibilities
- Develop communication procedures with emergency call rosters and then continuously update the contact information
- Review the Comprehensive Emergency Management Plan and other information sources with all employees
- Identify the threats and put in place simple response directions for staff
 1. What would you do for each threat?
 2. Where are your secure "Shelter in Place" areas?
 3. Have you trained staff for each threat?
 4. Do you have facility maps and instructions?
 5. Where are your designated evacuation points outside the building?
 6. Do you discuss emergency protocols in your staff meetings?
- Identify assets, such as equipment, computers, vital records, etc.; what protective actions can you take to assure their safety
- Seek out and provide training to reinforce emergency actions
- Do you have a "Go Kit" in case you must relocate or lose power
- What staff would return to campus following a disaster?
- How would you accomplish your role after a disaster? (Payroll, benefits, media releases, or emergency purchases)

Possible areas of the college needing Emergency Response Plans

Each College Building	Each College Department
Each Satellite Center and Location	Physical Plant, Facilities, Planning
Campus Security	Library/Learning Commons
Information Technology	Human Resources
Business Office and Purchasing	Financial Aid
Student Affairs	Athletics

Albany Technical College
Emergency Operations Plan

Sample of the
Facility Emergency Response Plan



APPENDIX D

EMERGENCY OPERATIONS CENTER (EOC)

Operation of the Emergency Operations Center (EOC)

The EOC may be fully or partially activated for any Level 1, 2, or 3 Emergency. It can also be activated at the discretion of the Chief of Police for the monitoring of any potential threat or for the management of any events or incidents.

PREPAREDNESS

- ❑ Are you prepared for no power, utilities, shelter needs, food/water/ice access?
- ❑ Have **all Departments** updated employee contact information, designated roles and expectations, encouraged employees to develop Hurricane Family Plans, identified which staff is expected to return to campus following the emergency, and identified facilities dependent on electricity and prepared alternate plan
- ❑ Has the **Executive Group** reviewed various situations and outcomes, discussed plans relative to campus closures, reviewed COOP implementation, and the President may liaison with fellow CEOs
- ❑ Has **Physical Plant, Facilities, and Construction** fueled all emergency generators, secured loose items on campus, protected flood prone areas, re-located assets to the parking garage, acquired resources to support operations for 3-5 days, and acquired necessary replacement parts
- ❑ Has **Information Technology** effected preventative measures to protect/back-up the network, telephone system, cameras, and taken action to protect assets
- ❑ Has the **Budget/Purchasing** office prepared emergency contracts and purchase orders, continuous payroll operation, and increased P-Card limitations as appropriate
- ❑ Has **Communications/Pubic Information** prepared pre-formatted press releases and other messages, prepared messages specific to campus closures, is the Emergency Message/Rumor Control Hotline in place for employees), and are we prepared for student/parent, faculty and staff questions/needs
- ❑ **Campus Closures** must be thoroughly coordinated to close and re-open
- ❑ Has the **Police Department** completed plans should a re-location become necessary, updated Go-Kits, acquired food/water/ice/ supplies and sleeping options to support a continuous operation following an emergency, coordinated with ATC Police and other Police agencies for assistance, and has contact been made to protect hazmat areas
- ❑ Has **Human Resources** prepared for worker's compensation needs, and leave processing
- ❑ Are the EOC and Communications Center fully functional and operational with adequate supplies
- ❑ Are safe shelters (Red Cross) operational if needed

Albany Technical College Emergency Operations Plan

RESPONSE

- ❑ Establish communication with any field Incident Command Posts (ICP)
- ❑ Review Emergency Notification Contact Cards (wallet card, page 38)
- ❑ Ensure evacuation plans are ready, including persons with disabilities
- ❑ Host a conference call with Campus Leaders and Satellite Center Leaders to ensure preparation
- ❑ Which evacuation shelter (Red Cross) is open for faculty, staff and students
- ❑ Format emergency notification alert system messaging to maximize informational sharing and situational awareness
- ❑ Prepare ATC Alert Messages, Timely Notification, and All Clears
- ❑ Determine operational periods
- ❑ Develop mission objectives and priorities
- ❑ Ensure safety of all employees and students
- ❑ Prepare for damage assessment
- ❑ Ensure access to building plans
- ❑ **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-REPEATER**

RECOVERY

- ❑ Initial damage assessment documented and photographed
- ❑ Emphasize purchase receipts, documents, and injury reporting
- ❑ Ensure safety of the recovery efforts
- ❑ Debris Removal to major and vital elements prioritized
- ❑ Be prepared to place blockades to maintain closed campus
- ❑ Prepare messages and support, as appropriate, for post-traumatic stress
- ❑ Prepare for Demobilization Plans
- ❑ Prepare for After Action Reports

APPENDIX F-1

ACTIVE SHOOTER

Response Checklists

SITUATION ASSESSMENT

“What do I have?”

- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS

“What do I do?”

There is no one procedure that can be recommended, however in general, you should follow your training:

- Run
- Hide
- Fight

If a shooter is outside the building:

- Turn off all the lights and close and lock all windows and doors
- Silence cell phones
- If you can do so safely, get everyone on the floor and out of the line of fire
- Move to a central and secure area of the building if safe to do so and remain there until an “all clear” instruction is given by someone you recognize
- If you or the others you are with do not recognize the voice that is giving the instruction, you should not change your status. The shooter may attempt to lure you from your secured location. If possible, call the Police and verify that emergency personnel are at your location.
- Follow the direction of Police Officers as you leave the building, as they may direct you to one collection point. Keep your hands on your head or open in front of you

If a shooter is inside the building:

- If it is possible to flee the area safely and avoid danger, do so. Do not attempt to flee if the shooter is between you and the exit. If you are unsure, do not attempt to flee
- Dial 9-1-1 or 229-430-4711 to give your location, if possible
- Do not pull the fire alarm. This may work to the shooter’s advantage by causing the occupants to funnel out of the building, increasing the number of potential targets
- If flight is impossible, lock all doors and secure yourself in your space
- Get down on the floor or under a desk and remain silent
- Get everyone else on the floor and out of the line of fire

Albany Technical College Emergency Operations Plan

- If you encounter the Police, place your hands on your head or open in front of you, and follow their instructions
- Wait for the “all clear” instruction from an emergency first responder

If the shooter comes into your class or office:

- There is no one procedure that can be recommended in this situation
- Attempt to get the word out to others if possible, and call 911 if that seems practical
- Use common sense. If hiding or flight is impossible, remain quiet. Attempting to negotiate with the individual may be very dangerous
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances
- Remember, there may be more than one active shooter
- Wait for the “**all clear**” instruction from an emergency first responder
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later
- In case you must flee, get far away from the shooting scene and contact the Police Department. If your building has a predetermined evacuation site, do not go there. The shooter may know this

RESPONSE TACTICS

“What do I do NEXT?”

When safe to do so:

- Notify Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share
- **Follow directions from ATC Alert-Code Orange**
- Follow directions from Campus Leaders and Building Captains, if present
- Identify Danger Zone concerns, restrict access if possible
- Do prevailing conditions dictate that you Evacuate or Shelter in Place?
- Provide assistance to others in need, if safely possible
- Utilize your Evacu-Trac training to assist disabled, if needed
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders
- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-TA**

SPECIAL CONSIDERATIONS

“What else do I need to know?”

- Prepare in Advance, Seek Training and Study the CEMP
- Active Shooter training page

APPENDIX F-2

BOMB THREAT

Response Checklists

SITUATION ASSESSMENT

“What do I have?”

- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- What would cause more harm?

RESPONSE TACTICS

“What do I do?”

If you receive a bomb threat: Code Black

If possible, signal to another person that you are receiving a bomb threat.

Instructions for second person:

1. Call Police at 229-430-4711 or 911
2. Report the telephone number the call is coming in on
3. If you have a phone that allows you to listen in to the conversation, take notes
4. Be calm and listen carefully. Obtain as much information as possible
5. Do not interrupt or antagonize the caller

Questions to ask caller:

Who are you?	
Where are you?	
Where is the bomb?	
When will it explode?	
What will cause it to explode?	
What is it made of?	
What kind of bomb is it?	
What does it look like?	
What will cause it to explode?	
How big is the bomb?	
Why did you place the bomb?	
Is there more than one bomb?	
Why did you set the bomb?	

If there is more than one bomb, gather the same information that was obtained for the first bomb.

**Albany Technical College
Emergency Operations Plan**

Description of voice:

Male Female Age Race	
Accent	
Tone (high, low, gruff, etc.)	
Mood (anger, despair, etc.)	
Speech difficulties	
Is the voice familiar?	
Who did it sound like?	
Background noise	
Background noise	
Additional information:	
Time call received Day of week Date	
Length of call	
Call received by Title	
At (location)	
Remarks	

Upon completion of the call:

- Await arrival or direction from Police
- Do Not alarm others
- Under no circumstance s should an untrained person attempt to locate and/or move a suspicious device
- Follow commands of emergency responders
- Follow directions from Campus Leaders and Building Captains, if present
- If directed to evacuate:
 1. Identify Danger Zone concerns, restrict access if possible
 2. Provide assistance to others in need, if safely possible
 3. Utilize your Evacu-Trac training to assist disabled, if needed
 4. Account for students and staff
 5. Move as a group to a safe area, create distance from the danger
 6. Remain calm and reassure others

SPECIAL CONSIDERATIONS “What else do I need to know?”

- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document relative information

**Albany Technical College
Emergency Operations Plan**

When a bomb threat (Code Black) is received, the following people shall be notified and informed of the existing conditions:

PERSON / ORGANIZATION	OFFICE	HOME	Pager / Cell
911 Emergency Center	911		
Information Desk	430-3500		
Facilities Director	Michael Alligood	430-0415	(229) 809-6222
Campus Police (ATC)	Officer on duty	430-4711	809-6568
Dynamic Security	Weekend Officer	809-6545	
President's Office	430-0656		

- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-RPTR**

APPENDIX F-3

DANGEROUS OR DISRUPTIVE PERSON/INCIDENT

Response Checklists

The Albany Technical College is committed to maintaining a safe and healthy workplace. Incidents of workplace violence cannot be ignored, whether they involve student, visitors, faculty or staff.

SITUATION ASSESSMENT

“What do I have?”

Recognizing Early Warning Signals

1. Direct or veiled verbal threats of harm
2. Intimidation of others by words or actions
3. Carrying a concealed weapon or flashing a weapon to test reactions
4. Hypersensitivity or extreme suspiciousness
5. Extreme moral righteousness
6. Unable to take criticism of job performance
 - a. Holds a grudge, especially against a supervisor
 - b. Often verbalizes hope for something to happen to the person against whom the employee has the grudge
7. Expression of extreme desperation over recent problems
8. History of violent behavior
9. Extreme interest in weapons and their destructive power to people
10. Fascination with incidents of workplace violence and approval of the use of violence under similar circumstances
11. Intentional disregard for the safety of others
12. Destruction of property



No one signal alone should cause concern but a combination of these “red flag” items should be a cause for concern and action.

RESPONSE TACTICS

“What do I do?”

Acting on Early Warning Signals

If based upon any of the above “red flags” or other circumstances you feel it is appropriate to report the early warning signs or other non-threatening conduct or behavior you can follow these steps.

Faculty and Staff

Disruptive or concerning conduct of faculty and staff is remedied by Human Resources, contact either the Police Department or the Human Resources office.

Albany Technical College Emergency Operations Plan

Students

Disruptive or concerning conduct of students is remedied by Vice-President of Student Affairs, contact either the Police Department or the Student Affairs office.

The information you report is taken very seriously. It is reviewed and acted upon by the Student Threat Assessment Team (STAT) and the Police Department. Reporting dangerous and disruptive persons and incidents is an essential element to ensuring a safe campus.

Anonymous Reporting of disruptive or suspicious behaviors

At any point you may wish to report these behaviors anonymously or you may wish to encourage others. **The Silent Witness report is sent to the Police Department** for follow-up investigation and action.

Acting on immediate circumstances or situations

- ❑ Notify Police 229-430-4711 or 911
- ❑ **Or utilize Classroom Direct Police Line or Emergency Call Boxes**
- ❑ Explain the circumstances, what is occurring now, and your concerns
- ❑ A police officer will respond to the location to assist you
- ❑ If the incident has already occurred you may still call the police or stop by the police department to report the circumstances

SPECIAL CONSIDERATION

“What else do I need to know?”

Suggested Guidelines: "Do's" and "Do Not's"

- ❑ **DO** project calmness: move and speak slowly, quietly and confidently
- ❑ **DO** focus your attention on the other person to let them know you are interested in what they have to say
- ❑ **DO** maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person
- ❑ **DO** accept criticism in a positive way. When a complaint might be true, use statements like "You are probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions
- ❑ **DO** acknowledge the feelings of the other person. Indicate that you can see he or she is upset
- ❑ **DO NOT** use styles of communication which generate hostility such as apathy, brush off, coldness, going strictly by the rules, or giving the run-around
- ❑ **DO NOT** reject all of the person's demands from the start
- ❑ **DO NOT** move suddenly which can be seen as threatening. Notice the tone, volume and rate of your speech
- ❑ **DO NOT** represent a challenge, threaten, or dare the person. Never belittle the person or make him or her feel foolish
- ❑ **DO NOT** try to make the situation seem less serious than it is
- ❑ **DO NOT** crowd or invade their personal space. Make sure there is a space of 3' to 6' between you and the other person

APPENDIX F-4

FIRE OR SMOKE

Response Checklists

SITUATION ASSESSMENT

“What do I have?”

- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS

“What do I do?”

FIRE

- Upon Discovery of a Fire, please follow the R.A.C.E. acronym
 - R RESCUE** anyone in immediate danger if it does not jeopardize your life
 - A ALARM/ALERT** everyone by activating a red pull station fire alarm and calling Police at 229-430-4711.
 - C CONFINE** the fire by closing all doors and windows (if possible)
 - E EXTINGUISH/EVACUATE** the building by going outside or to another building where your safety is assured
- Take short breaths and crawl to safety if caught in heavy smoke
- Do not fight the fire (unless trained to use a fire extinguisher)
- Do not use elevators
- All alarms should be taken seriously (if you hear a fire alarm, evacuate)
- Always treat the threat of Fire seriously
 - Begin an orderly evacuation of the building
 - Provide assistance to others in need, if safely possible
 - Utilize your Evacu-Trac training to assist disabled, if needed
 - Account for students and staff
 - Move as a group to a safe area, create distance from the danger
- Notify Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share
- Follow directions from ATC Alert- Code Red
- Follow directions from Campus Leaders and Building Captains, if present
- Identify Danger Zone concerns, restrict access if possible
- Remain calm and reassure others
- Follow commands of emergency responders- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-TA**

**Albany Technical College
Emergency Operations Plan**

SMOKE

- If you smell smoke immediately seek out the source
 1. If the source is a fire, follow the above Fire Protocols
 2. If not, Notify Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- The Police will respond to assist in tracing the smoke source
- Smoke may represent a maintenance issue and the Police will summon staff to assist
- If the prevailing conditions warrant an evacuation, the Police will assist
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders

SPECIAL CONSIDERATIONS

“What else do I need to know?”

- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document relative information

APPENDIX F-5

FLOODING

Response Checklists

PREPARATION BEFORE A POTENTIAL IMPACT

PREPARATORY ACTIONS

“What should I do in advance?”

- When severe weather threatens the area monitor the media or weather radio
- Specifically monitor the tracking of the storm
- Often the most violent portion of the storm is in the northeast quadrant
- Close all doors
- Turn off electrical equipment, if safe to do so
- Instruct faculty, staff and students to remain indoors
- Move everyone to an interior location of the building
- Avoid glass windows and exterior doors
- Shelter in place on the first floor if possible
- Follow any directions from ATC Alert
- Move valuable assets and equipment to a safe area, if appropriate
- Prepare to protect flood prone areas
- Move loose items outside the buildings inside, if safe to do so

ACTIONS AFTER THERE IS AN IMPACT/FLOODING

SITUATION ASSESSMENT

“What do I have?”

- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

National Weather Service link

- <http://www.srh.noaa.gov/tlh/>

RESPONSE TACTICS

“What do I do?”

- Notify ASU Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share
- Follow directions from ATC Alert- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-RPTR**

Albany Technical College Emergency Operations Plan

- ❑ Follow directions from Campus Leaders and Building Captains, if present
- ❑ Identify Danger Zone concerns, restrict access if possible
- ❑ Do prevailing conditions dictate that you Evacuate or Shelter in Place?
- ❑ Provide assistance to others in need, if safely possible
- ❑ Utilize your Evacu-Trac training to assist disabled, if needed
- ❑ Account for students and staff
- ❑ Move as a group to a safe area, create distance from the danger
- ❑ Avoid any downed power lines
- ❑ Remain calm and reassure others
- ❑ Follow commands of emergency responders
- ❑ If flooding occurs, avoid contact with water to eliminate the potential for electric shock
- ❑ During outdoor flooding on campus, use caution when driving on flooded streets. In some cases excess water pressure in the storm drain may dislodge manhole covers
- ❑ If flooding occurs inside a building, be sure to raise electrical equipment off the floor (i.e. computers), if this is safe to accomplish. This may help may help reduce the risk of electrical shock



SPECIAL CONSIDERATIONS

“What else do I need to know?”

- ❑ Prepare in Advance, Seek Training and Study the CEMP
- ❑ Notify your supervisor when possible and document relative information

APPENDIX F-6

GENERAL NON-SPECIFIC EMERGENCY

Response Checklists

SITUATION ASSESSMENT

“What do I have?”

- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS

“What do I do?”

- Notify ATC Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share
- Follow directions from ATC Alert
- Follow directions from Campus Leaders and Building Captains, if present
- Identify Danger Zone concerns, restrict access if possible
- Do prevailing conditions dictate that you evacuate or Shelter in Place?
- Provide assistance to others in need, if safely possible
- Utilize your Evacu-Trac training to assist disabled, if needed
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders
- All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-RPTR**

SPECIAL CONSIDERATIONS

“What else do I need to know?”

- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document relative information

APPENDIX F-7

HAZARDOUS MATERIALS INCIDENT/SPILL

Response Checklists

SITUATION ASSESSMENT

“What do I have?”

- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS

“What do I do?”

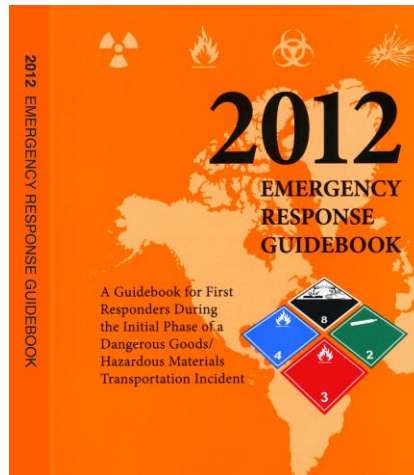
- Notify ATC Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share
- Follow directions from ATC Alert- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-RPTR**
- Follow directions from Campus Leaders and Building Captains, if present
- Identify Danger Zone concerns, restrict access if possible
- Do prevailing conditions dictate that you evacuate or Shelter in Place?
- Contact the Emergency Management and Safety Office for further guidance at 229-430-4711.
- HAZARDOUS MATERIALS INCIDENT (Railroad or Highway)**
 1. Shelter in Place
 2. Recommend everyone stay inside, unless directed otherwise
 3. Keep doors closed and block door gaps where possible with wet cloth
 4. Persons with respiratory ailments should move to interior rooms
- CHEMICAL SPILL (Inside)**
 1. Contain the spill
 2. Treat at eye and clean up stations
 3. Follow training
 4. Evacuate as appropriate
 5. Vent space if appropriate
- SPECIAL NOTES**
 1. Do not allow unauthorized clean-ups
 2. Do not touch materials unless trained to do so
 3. Some chemicals react with water, do not wash down, unless trained to do so
 4. Follow any posted chemical hazard signs or information
- Provide assistance to others in need, if safely possible
- Utilize your Evacu-Trac training to assist disabled, if needed
- Account for students and staff

Albany Technical College Emergency Operations Plan

- ❑ Move as a group to a safe area, create distance from the danger
- ❑ Remain calm and reassure others
- ❑ Follow commands of emergency responders

SPECIAL CONSIDERATIONS “What else do I need to know?”

- ❑ Prepare in Advance, Seek Training and Study the CEMP
- ❑ Notify your supervisor when possible and document relative information



APPENDIX F-8

SEVERE WEATHER

Response Checklists

PREPARATION BEFORE A POTENTIAL IMPACT

PREPARATORY ACTIONS

“What should I do in advance?”

- When severe weather threatens the area monitor the media or weather radio
- Specifically monitor the tracking of the storm
- Often the most violent portion of the storm is in the northeast quadrant
- Close all doors
- Instruct faculty, staff and students to remain indoors
- Move everyone to an interior location of the building
- Avoid glass windows and exterior doors
- Shelter in place on the first floor if possible
- Follow any directions from ATC Alert-Code Yellow**
- Move valuable assets and equipment to a safe area
- Prepare to protect flood prone areas
- Move loose items outside the buildings inside

National Weather Service link

- <http://www.srh.noaa.gov/tlh/>

Hurricane: A violent tropical cyclone in which winds reach a constant of sustained speed of 74 miles per hour. There may be gusts of up to 200 miles per hour. Spiraling bands of weather associated with a hurricane may extend several hundred miles from the storm.

Hurricane Categories:

<u>Category</u>	<u>Wind Velocity</u>	<u>Impact</u>
1	74-95 mph	Minimal
2	96-110	Moderate
3	111-130	Extensive
4	131-155	Extreme
5	156+	Catastrophic

Storm Watch: A watch indicates a storm is near and attention should be given to subsequent advisories. It implies a possibility of dangerous conditions within twenty-four (24) to forty-eight (48) hours. A hurricane watch is issued by the National Weather Service when a hurricane is within 72 hours (3 days) of landfall.

Storm Warning: When a warning is announced, conditions are considered imminent and landfall of the storm should be within twelve (12) to twenty-four (24) hours.

ACTIONS AFTER THERE IS AN IMPACT

SITUATION ASSESSMENT

“What do I have?”

-
- ❑ What is the nature and complexity of the emergency?
 - ❑ Do you need Police, Fire or EMS, how quickly?
 - ❑ What have you heard from others?
 - ❑ What do you know first-hand?
 - ❑ Are there injuries or damage?
 - ❑ How many buildings and what size area has been impacted?
 - ❑ Are any flooding conditions present?
 - ❑ Are there dangers to responders?
 - ❑ What would cause more harm?

RESPONSE TACTICS

“What do I do?”

-
- ❑ Notify ATC Police 229-430-4711 or 911
 - ❑ Or utilize Classroom Direct Police Line or Emergency Call Boxes
 - ❑ DO NOT call if you do not have important information to share
 - ❑ Follow directions from ATC Alert
 - ❑ Follow directions from Campus Leaders and Building Captains, if present
 - ❑ Identify Danger Zone concerns, restrict access if possible
 - ❑ Provide assistance to others in need, if safely possible
 - ❑ Utilize your Evacu-Trac training to assist disabled, if needed
 - ❑ Account for students and staff
 - ❑ Move as a group to a safe area, create distance from the danger
 - ❑ Avoid any downed power lines
 - ❑ Remain calm and reassure others
 - ❑ Follow commands of emergency responders- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-RPTR**

SPECIAL CONSIDERATIONS

“What else do I need to know?”

-
- ❑ Prepare in Advance, Seek Training and Study the CEMP
 - ❑ Notify your supervisor when possible and document relative information

APPENDIX F-9

NATURAL GAS LEAK

Response Checklists

SITUATION ASSESSMENT

“What do I have?”

- What is the nature and complexity of the emergency?
- Do you need Police, Fire or EMS, how quickly?
- What have you heard from others?
- What do you know first-hand?
- Are there injuries or damage?
- Are there dangers to responders?
- What would cause more harm?

RESPONSE TACTICS

“What do I do?”

- Notify ATC Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share
- Do not light matches, do not turn lights on or off
- Follow directions from ATC Alert- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-RPTR**
- Follow directions from Campus Leaders and Building Captains, if present**
- Identify Danger Zone concerns, restrict access if possible
- If prevailing conditions dictate begin to safely Evacuate
- Provide assistance to others in need, if safely possible
- Utilize your Evacu-Trac training to assist disabled, if needed
- Account for students and staff
- Move as a group to a safe area, create distance from the danger
- Remain calm and reassure others
- Follow commands of emergency responders

SPECIAL CONSIDERATIONS

“What else do I need to know?”

- Prepare in Advance, Seek Training and Study the CEMP
- Notify your supervisor when possible and document relative information

APPENDIX F-10

POWER OUTAGE

Response Checklists

SITUATION ASSESSMENT

“What do I have?”

- ❑ What is the nature and complexity of the emergency?
- ❑ Do you need Police, Fire or EMS, how quickly?
- ❑ What have you heard from others?
- ❑ What do you know first-hand?
- ❑ Are there injuries or damage?
- ❑ Are there dangers to responders?
- ❑ What would cause more harm?

RESPONSE TACTICS

“What do I do?”

- ❑ **POWER OUTAGE**
 1. Intermittent and long term power outages are possible due to a variety of conditions including weather, traffic crashes, downed trees, etc.
 2. If severe weather is in the area follow the appropriate checklist appendix
 3. During a power outage neither the Police nor Maintenance will know the extent or length of the outage until a utility crew responds to the area to investigate the source
 4. Emergency Lights will remain activated for up to 4 hours
 5. Persons trapped in an elevator should notify the Police, do not attempt to free the doors, the Police will notify Maintenance and the Fire Department for further assistance
- ❑ When the power goes out and remains out, you should follow these steps to report the outage:
 1. Notify your administrative office first, they will in turn contact the Police on behalf of the entire building
 2. If this is not successful then call the Police directly at 229-430-4711 to report the outage
 3. As always, if an emergency exists immediately call the Police, you may utilize the Classroom Direct Police Line, Emergency Call Boxes or by dialing 911
 4. If you do not have important information to share do not call the Police as this can congest the emergency phone lines
 5. The Police will notify maintenance and the utility department
- ❑ In determining when it is appropriate to discontinue or cancel class, consider the following:
 1. Follow any protocols established by your Dean
 2. Is there severe weather in the area, would it be safe to leave the building?
 3. Can you continue class with the available lighting (day vs. night)?
 4. Can you continue class without power?
 5. Generally, in a sustained power outage, **it will require at least 20 minutes by day and 30 minutes by night to determine the source of the outage**
- ❑ If a ATC Alert is issued, follow the directions

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- ❑ Follow directions from Campus Leaders and Building Captains, if present
- ❑ Identify Danger Zone concerns, restrict access if appropriate
- ❑ Do prevailing conditions dictate that you evacuate or Shelter in Place?
- ❑ Provide assistance to others in need, if safely possible
- ❑ Utilize your Evacu-Trac training to assist disabled, if needed
- ❑ Account for students and staff
- ❑ Move as a group to a safe area, create distance from the danger, if appropriate to the situation
- ❑ Avoid any downed power lines
- ❑ Remain calm and reassure others
- ❑ Follow commands of emergency responders
- ❑ Unplug coffee pots or any other heating apparatus
- ❑ Do not light candles

National Weather Service link

- <http://www.srh.noaa.gov/tlh/>

SPECIAL CONSIDERATIONS **“What else do I need to know?”**

- ❑ Prepare in Advance, Seek Training and Study the CEMP
- ❑ Notify your supervisor when possible and document relative information

UTILITY FAILURE

1. In the event of major power outage occurring during regular working hours (8:00 AM-5:00 PM), Monday-Friday, immediately notify the campus Plant Operations office @ 430-3364.
2. If there is a potential danger to building occupants, or if the power outage occurs after hours, weekends, or holidays, notify campus police @ 809-6568 or 430-4711 (ATC) or 809-6545 (DS).
3. Identify and prioritize vital power-dependent functions, operations and equipment. Plan ahead for short-term and long-term needs.
4. Faculty and staff should keep duplicates of critical data. Back up files regularly.
5. It is advisable to keep portable radios and well-charged flashlights available for emergencies.
6. If you are trapped in an elevator, activate the emergency alarm.
7. If an emergency exists, activate the building alarm and proceed with evacuation procedure. Always assist with those who have disabilities when evacuating a building.

APPENDIX F-11

SUSPICIOUS PACKAGE/POWDER

Response Checklists

SITUATION ASSESSMENT

“What do I have?”

Suspicious packages can come in all shapes and sizes. In general terms, a suspicious package is any bag, box, backpack, package or other item left unattended or that otherwise seems out of place.

Suspicious packages should be immediately reported to the Police at 229-430-4711. The Police will determine if evacuation or other action is necessary.

Typical characteristics of suspicious letters and packages include:

- Misspelled words
- Unexpected
- Restrictive markings such as "Personal" or "Confidential"
- Postmark does not match return address
- Badly typed or written
- Excessive postage
- No return address
- Wrong title or name in address
- Excessive tape or string
- Protruding wires
- Strange odor
- Crystals or powder-like residue
- Oily stains, discolorations or crystallization on wrapping
- Lopsided, rigid or bulky package
- Ticking sounds

RESPONSE TACTICS

“What do I do?”

- If you receive a suspicious package:
 - Handle it with care. Don't shake or bump it
 - Isolate it immediately
 - Don't open, smell or taste
 - Wash your hands with soap or water
- Notify Police 229-430-4711 or 911
- Or utilize Classroom Direct Police Line or Emergency Call Boxes
- DO NOT call if you do not have important information to share
- If the police determine that an evacuation is appropriate:
 1. Provide assistance to others in need, if safely possible
 2. Utilize your Evacu-Trac training to assist disabled, if needed
 3. Account for students and staff
 4. Move as a group to a safe area, create distance from the danger
 5. Remain calm and reassure others

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6. Follow commands of emergency responders

SPECIAL CONSIDERATIONS

“What else do I need to know?”

- ❑ Prepare in Advance, Seek Training and Study the CEMP
- ❑ Notify your supervisor when possible and document relative information

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

The image shows a suspicious letter and a package. The letter is addressed to 'PERSONAL!' and 'CHIEF EXECUTIVE OFFICER, 222 N. HARVE ST. PHILADELPHIA'. It has several redaction markers: 'Restrictive markings', 'No return address', 'Sealed with tape', 'Misspelled words. Badly typed or written.', 'Unknown powder or suspicious substance', and 'Possibly mailed from a foreign country. Excessive postage'. The package is addressed to 'Operations Manager, 5032 D 1ST Annapolis, MD'. It has several redaction markers: 'Excessive tape', 'Oily stains, discolorations, crystallization on wrapper.', 'Strange odor.', 'Incorrect title or addressed to title only.', 'Rigid or bulky.', 'Lopsided or uneven.', and 'Protruding wires.'.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

To order this poster, call 1-800-332-0317. Poster 04, September 2006, PSM 7036-07-000-7097

APPENDIX F-12

TORNADO/MICROBURST

Response Checklists

PREPARATION BEFORE A POTENTIAL IMPACT

PREPARATORY ACTIONS

“What should I do in advance?”

- When severe weather threatens the area monitor the media or weather radio
- Specifically monitor the tracking of the storm
- Tornadoes often move from southwest to northeast
- Close all doors
- Instruct faculty, staff and students to remain indoors
- Move everyone to an interior location of the building
- Avoid glass windows and exterior doors
- Stay out of parking decks, gymnasiums, auditoriums or large rooms where roof collapse may be more likely to happen
- Shelter in place on the first floor if possible
- Follow any directions from ATC Alert- Code Yellow**

National Weather Service link

- <http://www.srh.noaa.gov/tlh/>

Tornado: A rapidly rotating, funnel-shaped cloud containing violently whirling columns of air extending downward. Its path of destruction can range from a few hundred feet to miles depending upon its velocity.

Tornado Watch: means that conditions are favorable for a tornado to form. When a watch is issued, you should begin to find appropriate shelter and continue to monitor the weather and the media for updates.

Tornado Warning: means that a tornado has touched down in your area. You should take shelter immediately and continue to monitor the weather and the media for updates.

Microburst: Strong violent downward air currents associated to severe thunderstorms producing considerable wind shear.

ACTIONS AFTER THERE IS AN IMPACT

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Emergency Operations Plan**

SITUATION ASSESSMENT

“What do I have?”

-
- ❑ What is the nature and complexity of the emergency?
 - ❑ Do you need Police, Fire or EMS, how quickly?
 - ❑ What have you heard from others?
 - ❑ What do you know first-hand?
 - ❑ Are there injuries or damage?
 - ❑ How many buildings and what size area has been impacted?
 - ❑ Are there dangers to responders?
 - ❑ What would cause more harm?

RESPONSE TACTICS

“What do I do?”

-
- ❑ Notify Police 229-430-4711 or 911
 - ❑ Or utilize Classroom Direct Police Line or Emergency Call Boxes
 - ❑ DO NOT call if you do not have important information to share
 - ❑ Follow directions from ATC Alert- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-RPTR**
 - ❑ Follow directions from Campus Leaders and Building Captains, if present
 - ❑ Identify Danger Zone concerns, restrict access if possible
 - ❑ Provide assistance to others in need, if safely possible
 - ❑ Utilize your Evacu-Trac training to assist disabled, if needed
 - ❑ Account for students and staff
 - ❑ Move as a group to a safe area, create distance from the danger
 - ❑ Avoid any downed power lines
 - ❑ Remain calm and reassure others
 - ❑ Follow commands of emergency responders

SPECIAL CONSIDERATIONS

“What else do I need to know?”

-
- ❑ Prepare in Advance, Seek Training and Study the CEMP
 - ❑ Notify your supervisor when possible and document relative information

APPENDIX F-13

INCIDENT PLANNING STRATEGIES

Response Checklists

BEFORE INCIDENT

- Keep CEMP updated annually
- Keep COOP updated annually
- Ensure everyone is trained on the plan, ICS roles and responsibilities
- Ensure EOC is up to date, current building maps available, contact numbers updated
- Conduct regular training and exercises
- Is there a plan in place to contact employees before and after a disaster?
- Evaluate need for Emergency Information Hotline for employees or need for a Call Center
- Is there a media plan in place?
- Maintain relationships with other institutions
- Is IT prepared for the network draw on the website and telephone system during a crisis
- Are personnel, financial, aid, enrollment records protected
- Procurement contracts in place?
- Who is designated to handle financial matters with FEMA, Insurance?

DURING INCIDENT

- President is the face of the College
- Communications/Public Information can prepare messages in advance
- One message and always verify facts before releasing information
- Communicate, Update, Share Information often
- ATC Alert and webpage continuously update- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-RPTR**
- Ensure physical and emotional safety of everyone
- Seek assistance from others as needed
- Be prepared to document incident for cost recovery purposes
- Be prepared to establish a Call Center
- Document everything, photos, video, ICS forms, receipts
- Track everything, such as, labor, lost labor, service costs
- Pay all disaster related expenses from the fewest number of accounts
- Be prepared for support from government and volunteers
- Be prepared to minimize loss to enrollment through COOP for classrooms, etc.

POST INCIDENT

- Safety First Always
- Effectively Communicate and Calm/Patient
- Understand emotional and traumatic needs of campus
- Establish counseling as needed
- Some employees may need flexible work schedules
- Thank employees and campus for their efforts

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- ❑ In traumatic situations a memorial may be appropriate
- ❑ People need an opportunity to express emotions and feelings
- ❑ Don't let the tragedy define the College
- ❑ Post disaster improvements can lead to infrastructure improvements, review Master Plan

Reference Materials

National Weather Service Weather Safety Planning Website

<http://www.weather.gov/safety>

The Presidential Role in Disaster Planning and Response: Lessons from the Front

<http://www.scup.org/asset/48682/scup-heery-lessonsfromthefront.pdf>

Psychological First Aid for Students and Teachers: Listen, Protect, Connect-Model & Teach

http://rems.ed.gov/docs/HH_Vol3Issue3.pdf

Lessons Learned from Hurricanes and Explosives (Campus Law Enforcement)

<http://www.iaclea.org/visitors/PDFs/LessonsLearnedReportFinal.pdf>

Learning from a Disaster: Gulf Coast Colleges and Universities: The Lessons Of Hurricane Katrina

<http://icb.unconf.org/LinkClick.aspx?fileticket=vcZuVV%2BdLWw%3D&tabid=160&mid=511>

Action Guide for Emergency Management at Institutions of Higher Education

http://rems.ed.gov/docs/REMS_ActionGuide.pdf

Hoping for the Best While Preparing for the Worst (Disasters, Emergencies, Community Colleges)

http://www.league.org/league/projects/homeland_security/files/HopingfortheBest_final.pdf

Secret Service: Final Report and Findings Safe School Initiative

http://www.secretservice.gov/ntac/ssi_final_report.pdf

Secret Service: Threat Assessment in Schools

http://www.secretservice.gov/ntac/ssi_guide.pdf

Secret Service: Prior Knowledge of Potential School-Based Violence

http://www.secretservice.gov/ntac/bystander_study.pdf

Campus Safety Links

http://www.margolishealy.com/resources/category/presentations_publications_white_papers/

Social Media in School Emergency Management

http://rems.ed.gov/docs/Training_SocialMediaInEM.pdf

APPENDIX F-14

INITIAL SAFETY INSPECTION PROTOCOLS AND FORM

Implementation of Safety Inspection Protocols

A Safety Inspection (to assess damage and safety) is a critical function that must be addressed during a disaster. The initial safety inspection is what triggers the need for a Presidential Disaster Declaration, as well as Individual and Public Assistance through the Federal Emergency Management Agency.

Safety Inspections are usually conducted in two steps:

1. The first step is a visual assessment that places structures in one of the following categories: destroyed, major or minor damage, or unaffected. This information is used to begin the preliminary evaluation of the impact the disaster event has had on our campus and satellite centers.
 2. Following this a more detailed assessment is conducted which may involve the use of structural engineers and other certified or licensed professionals. This more detailed process is coordinated by the Physical Plant, Facilities and Construction Department.
- ❑ Reports of property damage in total numbers and degree of damage (destroyed, major, minor) are required
 - ❑ Reports on total dollar losses in terms of current replacement or repair costs and the uninsured portion of the dollar loss are also needed. The dollar amount is the best estimate of the total replacement cost of each type of property
 - ❑ Building inspection procedures established by the Facilities Management should be followed
 - ❑ Information should be recorded on the appropriate forms
 - ❑ Forms A and B are used to record the safety assessment information for external and internal structures
 - ❑ Attach as many Form B's as needed to one Form A per building
 - ❑ Buildings should be placarded appropriately
 - ❑ Areas with safety concerns should be cordoned off
 - ❑ Engineers should be consulted whenever possible regarding structural safety
 - ❑ Although assessment teams are expected to use their professional expertise in making cost projections, they should also be aware that they are making estimates
 - ❑ Safety assessment coordinators are responsible for:
 1. Directing their agency's safety assessment operations
 2. Assigning personnel to field inspection tasks
 3. Reviewing safety assessment information submitted by field personnel for thoroughness and credibility
 4. Compiling safety assessment information by county and submitting it to the EOC

**Albany Technical College
Emergency Operations Plan**

**BUILDING EXTERIOR INITIAL SAFETY INSPECTION
FORM A**

Building Name	Building #
---------------	------------

Assessment by (sign)	Date
----------------------	------

Storm or Incident Name

Building Area	Cause*	Damage Comments	Photo	Immediate Action
Roof				
Soffits				
Gutters				
Entry				
Stairs				
Landscape				
Walls				
Fences				
Gates				
Power				
Other				

Action Required/Comments:

*Cause Code

I = Impact; F = Flood W = Wind, L= Lightning, DR= Wind-Driven Rain/Leaks, WD = Water through Storm-Related Building Damage/Failure

**Albany Technical College
Emergency Operations Plan**

**BUILDING INTERIOR INITIAL SAFETY INSPECTION
FORM B**

Building Name	Building #
---------------	------------

Assessment by (sign)	Date
----------------------	------

Storm or Incident Name

Room #	Cause*	Damage Comments	Photo	Immediate Action
Carpet				
Floors				
Walls				
Ceiling Tile				
Ceiling Other				
Windows				
Built-Ins				
Furnishings				
Light Fixtures				
HVAC				
Other				

Action Required/Comments:

*Cause Code

I = Impact; F = Flood W = Wind, L= Lightning, DR= Wind-Driven Rain/Leaks, WD = Water through Storm-Related Building Damage/Failure

APPENDIX F-15

HURRICANE FAMILY PREPAREDNESS AND PLANNING

Development of a Hurricane Family Plan

- ❑ Planning for your family, home, pets and elderly family members is a must
- ❑ Begin monitoring the weather system 5 days out and track closely
- ❑ Discuss the type of hazards that could affect your family. Know your home's vulnerability to storm surge, flooding and wind
- ❑ Prepare your home, clean up outside, secure exterior
- ❑ Locate a safe room or the safest areas in your home for each hurricane hazard. In certain circumstances the safest areas may not be your own home but another within your community
- ❑ Determine escape routes from your home and places to meet. These should be measured in tens of miles rather than hundreds of miles
- ❑ Choose a meeting location. Should your family become separated during a storm, you should have a pre-determined rendezvous point at which everyone can rejoin the family
- ❑ Complete a family communication plan. Include contact information for family members, work and school, meeting locations and emergency services
- ❑ Choose an "out of town" contact who family members can call to let them know where they are, especially if the family is separated. Everyone should know this contact's phone numbers. After a disaster, it is often easier to make a long-distance call than a local call from the disaster area
- ❑ Post emergency telephone numbers by your phones and make sure your children know how and when to call 911
- ❑ Stock non-perishable emergency supplies and a Disaster Supply Kit. Visit www.Ready.gov to attain information on how to assemble a Disaster Supply Kit
- ❑ Use a NOAA weather radio. Remember to replace its battery every 6 months, as you do with your smoke detectors
- ❑ Encourage family to learn First Aid, CPR and disaster preparedness classes
- ❑ Plan for family members with special needs
- ❑ Make a plan now for what to do with your pets if you need to evacuate
- ❑ Be certain to have adequate food and medications on hand for your pets
- ❑ Check your insurance coverage - flood damage is not covered by homeowners insurance
- ❑ Visit www.FEMA.gov, www.Ready.gov and www.GeorgiaDisaster.org and the local Red Cross at www.tallyredcross.org for further information and tips
- ❑ Prepare your work equipment, vehicle, supplies and other needs
- ❑ Remember: Communication and Preparation are your Priorities
- ❑ Coordinate in advance with your ATC supervisor regarding work assignments

National Weather Service link

- <http://www.srh.noaa.gov/tlh/>

Albany Technical College Emergency Operations Plan

SUPPLIES



here are six basics you should stock in your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies and special items. Keep the items that you would most likely need during an evacuation in an easy-to-carry container—suggested items are marked with an asterisk (*). Possible containers include



a large, covered trash container,



camping backpack,



or a duffle bag.

Water

Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers and ill people will need more.

- Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation)*
- Keep at least a three-day supply of water for each person in your household.



Food

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight.

*Include a selection of the following foods in your Disaster Supplies Kit:

- Ready-to-eat canned meats, fruits and vegetables
- Canned juices, milk, soup (if powdered, store extra water)
- Staples — sugar, salt, pepper
- High energy foods — peanut butter, jelly, crackers, granola bars, trail mix
- Vitamins
- Foods for infants, elderly persons or persons on special diets
- Comfort/stress foods — cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags



First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit* should include:

- Sterile adhesive bandages in assorted sizes
 - 2-inch sterile gauze pads (4-6)
 - 4-inch sterile gauze pads (4-6)
 - Hypoallergenic adhesive tape
 - Triangular bandages (3)
 - 2-inch sterile roller bandages (3 rolls)
 - 3-inch sterile roller bandages (3 rolls)
 - Scissors
 - Tweezers
 - Needle
 - Moistened towelettes
 - Antiseptic
 - Thermometer
 - Tongue blades (2)
 - Tube of petroleum jelly or other lubricant
 - Assorted sizes of safety pins
 - Cleansing agent/soap
 - Latex gloves (2 pair)
 - Sunscreen
- Non-prescription drugs
- Aspirin or nonaspirin pain reliever
 - Anti-diarrhea medication
 - Antacid (for stomach upset)
 - Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
 - Laxative
 - Activated charcoal (use if advised by the Poison Control Center)

Contact your local American Red Cross chapter to obtain a basic first aid manual.

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Tools and Supplies

- | | |
|---|--|
| <input type="checkbox"/> Mess kits, or paper cups, plates and plastic utensils*
<input type="checkbox"/> Emergency preparedness manual*
<input type="checkbox"/> Battery operated radio and extra batteries*
<input type="checkbox"/> Flashlight and extra batteries*
<input type="checkbox"/> Cash or traveler's checks, change*
<input type="checkbox"/> Non-electric can opener, utility knife*
<input type="checkbox"/> Fire extinguisher: small canister, ABC type
<input type="checkbox"/> Tube tent
<input type="checkbox"/> Pliers
<input type="checkbox"/> Tape
<input type="checkbox"/> Compass
<input type="checkbox"/> Matches in a waterproof container
<input type="checkbox"/> Aluminum foil
<input type="checkbox"/> Plastic storage containers
<input type="checkbox"/> Signal flare
<input type="checkbox"/> Paper, pencil | <input type="checkbox"/> Needles, thread
<input type="checkbox"/> Medicine dropper
<input type="checkbox"/> Shut-off wrench, to turn off household gas and water
<input type="checkbox"/> Whistle
<input type="checkbox"/> Plastic sheeting
<input type="checkbox"/> Map of the area (for locating shelters)

Sanitation
<input type="checkbox"/> Toilet paper, towelettes*
<input type="checkbox"/> Soap, liquid detergent*
<input type="checkbox"/> Feminine supplies*
<input type="checkbox"/> Personal hygiene items*
<input type="checkbox"/> Plastic garbage bags, ties (for personal sanitation uses)
<input type="checkbox"/> Plastic bucket with tight lid
<input type="checkbox"/> Disinfectant
<input type="checkbox"/> Household chlorine bleach |
|---|--|



Clothing and Bedding

*Include at least one complete change of clothing and footwear per person.

- | | |
|--|--|
| <input type="checkbox"/> Sturdy shoes or work boots*
<input type="checkbox"/> Rain gear*
<input type="checkbox"/> Blankets or sleeping bags* | <input type="checkbox"/> Hat and gloves
<input type="checkbox"/> Thermal underwear
<input type="checkbox"/> Sunglasses |
|--|--|



Special Items

Remember family members with special needs, such as infants and elderly or disabled persons.

For Baby*

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

For Adults*

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

Entertainment - games and books

Important Family Documents
Keep these records in a waterproof, portable container.

- Will, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)

SUGGESTIONS AND REMINDERS

- Store your kit in a convenient place known to all family members. Keep a smaller version of the Disaster Supplies Kit in the trunk of your car.



- Keep items in air tight plastic bags.
- Change your stored water supply every six months so it stays fresh.
- Rotate your stored food every six months.
- Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.



APPENDIX F-16

AIRCRAFT CRASH PROCEDURE

- Southwest Georgia Regional Airport (ABY) maintains a detailed Emergency and Disaster Plan that includes responses to crash sites. The devastation of a crash on the grounds of Albany Technical College may vary greatly depending on several conditions including the size of the aircraft, fuel on board, and the location of the impact site.

In the event of a crash:

- Immediately notify emergency services by contacting 911 and indicate that an air craft has crashed.
 - Provide a specific location and size and type of aircraft if possible.
 - Contact Campus Police at 229-430-4711.
 - **ONLY IF IT IS SAFE FOR YOU TO DO SO**, assist any survivors from the wreckage. Do not place yourself in danger. Do not disturb any wreckage.
 - Once Albany Fire Department has arrived, they will be in charge of the scene.
 - Campus Police and other local law enforcement agencies will be in charge of traffic, crowd control, and protection of the scene. (Note: Should a military aircraft be involved, the military will have full control once they have arrived on the scene).
 - Albany Technical College will rely on the Mutual Aid services of the Southwest Georgia Regional Airport (ABY), Albany Georgia EOC, and Albany Fire Department for other crash related services that may be necessary during such an event.
 - It should be noted that buildings and areas around any such crash site may be closed for extended periods while investigations and recovery take place, therefore, extended alternative work locations may be necessary
- **All Emergency Managers should have Portable Radio in their possession- Operating on Channel ATC-RPTR**

**Albany Technical College
Emergency Operations Plan**

Exhibit 1

ADMINISTRATIVE PERSONNEL ROSTER

In cases of a disaster or extreme emergency situation on campus, be prepared to telephone the following:

PERSON/ORGANIZATION	OFFICE	HOME	Pager/Cell
Anthony Parker, President	430-0656	883-0234	894-7355 894-2196 878-2488
Bobby Ellis, Director Public Relations/Marketing	430-3816		296-2570
Emmett Griswold, Vice President Academic Affairs	430-3511		291-6340
Kathy Skates, Vice President Administration	430-3524	883-5052	343-2626
Barbara Brown, Vice President Student Services	430-3504		
Michael Alligood Director of Facilities	430-0415		809-6222 395-0893
Dennis Sledge, Director Information Technology	430-2837		854-1685
Linda Coston, V.P. Adult Education	430-2751	438-7025	434-7819 395-2230
Don Laye, Administrator of Evening Operations	430-3577	439-4805	878-3666
Matt Trice, Vice President Economic Development	430-6618	430-9744 434-3960	881-6181
Albany Technical College Police Officer (on-duty)	(weekdays)	430-4711	
Dynamic Security	(weekends)		809-6545

**Albany Technical College
Emergency Operations Plan**

Exhibit 2

CAMPUS SAFETY TEAM

The following individuals have been designated as Campus Safety Team members for Albany Technical College: **Campus Safety Coordinator: Kenneth Singleton- 420-1234**

Building	Employee	Telephone Number
Prosperity Hall (PRO)	Tim Nelson	430-3554
	Carol Nix	430-3518
	Don Laye-Evening	430-3577
Freedom Hall (FRE)	Tomekia Cooper	430-5787
	Jason Codagan	
Nathanial Cross Health Technology Building (HTC)	Lisa Stephens	430-6049
Artisan Hall (AED)	Arniecesha Price	430-6140
	Linda Coston	430-2751
Manufacturing Technology Center (MTC)	Angela Davis	430-1710
	Steve Eidson	430-6619
George M. Kirkland Jr., Building (ADM)	Natasha Price	430-3667
	Sarah Spurlin	430-2864
Child Development Demonstration Center (CDV)	Angela Robinson	430-3662
	Marilyn Carter	430-3538
	Dietra Windom	430-3555
Center of Excellence in Information Technology and Electronics (CEIT)	Lakesha Bryant	430-3869
	Kenn Singleton	420-1234
Facilities Maintenance (OPS) Horticulture (HCL)	Michael Alligood	809-6222
	Kathryn Phelps	430-3064

**Albany Technical College
Emergency Operations Plan**

Career Development Center (CCT)	Judy Jimmerson	430-3514
Logistics Education Center (LEC)	Roy Calhoun	430-1729
Charles B. Gillespie, M.D., Center for Emergency Responders (EMR)	Frank Flanigan Lynn Miller Tracie Naylor- Griffin	430-4994 430-2812 430-3093
Carlton Construction Academy (CCA)	Clifford Singleton Lisa Harrell Michele Lilly- Williams Lola Edwards	430-1061 430-3602 430-2882 430-1702

Randolph County Learning Center (RCLC)	Wesley Williams	229-732-5158
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Adult Learning Centers		
Baker County	Freddie Thompson	229-734-1297
Calhoun County		229-835-2977
Clay County	Daisy Jackson	229-768-3792
Lee County	Robin Lawson	229-759-3040
Randolph County	Wesley Williams	229-732-5158
Terrell County	Dianne Wimes	229-995-6172

***All college level Vice Presidents are automatically included, during emergency situations.**

Exhibit 3

Campus Safety and Emergency Management

Call Signs and Communication Codes (10 Codes)

Campus Safety Team Call Signs

Radio Channels- ATC REPT/MAG 7

1. Kenneth Singleton ATC-1
2. Lynn Miller ATC-2
3. Lakesha Bryant ATC-3
4. Michael Alligood ATC-4
5. Don Laye ATC-5
6. Albany Technical College Police Department ATC-6
7. Dynamic Security ATC-7

Emergency Management Team Call Signs

Radio Channels-ATC REPT

1. Emergency Operations Center Base/Headquarters
2. Dr. Anthony O. Parker- EM-100
3. Dr. Emmett Griswold- EM-200
4. Kathy Skates-EM-300
5. Barbara Brown-EM-400
6. Bobby Ellis-EM-500
7. Matt Trice-EM-600
8. Dr. Steve Eidson-EM-700
9. Linda Coston-EM-800
10. Judy Jimmerson-EM-900
11. Lorraine Alexander-EM-1001 (pronounced ten zero one)
12. Dennis Sledge-EM-1002 (pronounced ten zero two)
13. Troycia Webb-EM-1003 (pronounced ten zero three)

Communication Codes (10 Codes)

- 10-1 Unable to copy/radio traffic unclear
- 10-2 Signal good/clear
- 10-3 Stop transmitting/Emergency transmission only
- 10-4 Affirmative
- 10-9 Repeat
- 10-12 Stand-by
- 10-20 Location
- 10-18 Proceed Quickly-In a hurry
- 10-21 Give telephone call
- 10-22 Disregard
- 10-23 Arrived at destination
- 10-24 Leaving location
- 10-74 Negative
- 10-75 Make contact with
- 10-76 En-route
- 10-77 ETA (Estimated time of arrival)
- 10-78 Need Assistance

**Albany Technical College
Emergency Operations Plan**

**Exhibit 4
Campus Safety Team Building Captains
Campus Safety Team/Building Captains**

The following individuals have been designated as Campus Safety Team members for Albany Technical College: Each member will receive an orange Campus Safety Team vest which is worn during Emergency/Critical Incidents. Each member will receive a copy of the Campus Safety Team & Building Captains Handbook.

Building	Employee	Telephone Number
Prosperity Hall (PRO)	Tim Nelson	430-3554
	Carol Nix	430-3518
	Don Laye	430-3577
	Kenneth Williams	430-3557
	Dan Jenkins	430-3519
Freedom Hall (FRE)	Tomekia Cooper	430-5787
	Phillip Monfort	430-3512
Nathaniel Cross Health Technology Building (HTC)	Lori Day	430-3552
	Dr. Latrona Lanier	430-3698
	Lisa Stephens	430-6049
Artisan Hall (AED)	Linda Coston	430-2751
	Arniecesha Price	430-6140
Manufacturing Technology Center (MTC)	Angela Davis	430-1710
	Steve Eidson	430-6619
	Dr. Gary Frage	430-3924
George M. Kirkland Jr., Building (ADM)	Sarah Spurlin	430-2864
	Natasha Price	430-0656
	Bobby Taylor	430-3590
Child Development Demonstration Center (CDV)	Angela Robinson	430-3662
	Marilyn Carter	430-3538
	Dietra Windom	430-3555
Center of Excellence in Information Technology and Electronics (CEIT)	Kenn Singleton	420-1234

**Albany Technical College
Emergency Operations Plan**

	Lakesha Bryant	430-3869
	Cassandra Henderson	430-3617
	Carolyn Mills	430-3600
Facilities Maintenance (OPS)	Michael Alligood	809-6222
Horticulture (HCL)	Kathryn Phelps	430-3064
Career Development Center (CCT)	Judy Jimmerson	430-3514
Logistics Education Center (LEC)	Roy Calhoun	430-1729
Charles B. Gillespie, M.D., Center for Emergency Responders (EMR)	Lynn Miller	430-2812
	Tracie Naylor Griffin	430-3093
	Frank Flannigan	430-4994
	Thad Minnick	430-3093
Carlton Construction Academy (CCA)	Clifford Singleton	430-1061
	Lisa Harrell	430-3602
	Michele Lilly-Williams	430-2882
	Lola Edwards	430-1702

Randolph County Learning Center (RCLC)	Herman Whitfield	229-732-5158
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Adult Learning Centers		
Baker County		
Calhoun County	Donna Lambert	229-835-2977
Clay County	Daisy Jackson	229-768-3792
Lee County		229-759-3040
Randolph County	Herman Whitfield	229-732-5158
Terrell County	Dianne Wimes	229-995-6172

**Albany Technical College
Emergency Operations Plan**

Exhibit 5

**EMERGENCY CONTACT NUMBERS
MAIN CAMPUS**

EMERGENCY NUMBERS

Campus Police430-4711
EMS or Fire 911

911 Center will contact members of the Albany Metro Emergency Response Team

DOUGHERTY COUNTY:

Office

Sheriff, Kevin Sproul 229-431-2166
Fire Chief Cedric Scott 430-5191 or 911
Emergency Medical Service229-439-7011 or 911
Chief of Police, Kenneth Johnson.....229-430-3600

CITY OF ALBANY:

Mayor, Kermit “Bo” Dorough..... 229-438-3969 or 431-2161
City Manager, Sharon D. Subadan 229-431-3234
Chief of Police, Michael Persley229-431-2100 or 3277

Technical College System of Georgia 404-679-1600

NATIONAL RESPONSE CENTER..... 1-800-424-8802

POISON CONTROL CENTER 1-800-282-5846

STATE OF GEORGIA:

Emergency Management..... 229-431-3266
Georgia Bureau of Investigations 229-777-2080
G.E.M.A. (Georgia Emergency Management Agency)..... 404-624-7000
Georgia State Patrol 229-430-4248
FBI434-1489
Forestry430-5122
Phoebe Putney Memorial Hospital312-1320
Dougherty County Health Department 430-6322

Albany Technical College Emergency Operations Plan

Building Evacuation / Shelter Plan

Albany Technical College
Main Campus

This evacuation / shelter plan is to be implemented upon notification from Police or College Personnel in the event of the following:

- ❖ Fire
- ❖ Bomb Threat
- ❖ Tornado Warning / Severe Weather Situations
- ❖ Other Emergencies as notified

In the event of building evacuation all students, faculty, staff and visitors are to proceed to the nearest exit (if not obstructed) and meet in the designated areas and remain until accounted by a designee. In the event of fire persons should evacuate the facility to the minimum distance of 500 yards. Designated meeting areas should be discussed by each site coordinator. A person should be designated to account for persons present during the evacuation.

In the event of a tornado warning or severe weather conditions all students, faculty, staff and visitors are to proceed to the designated shelters within each facility on campus and remain until accounted for or conditions permit departure. Each facility contains diagrams indicating emergency exits and shelter locations.

Building Evacuation / Shelter Plan by Facility

Albany (Main Campus)

Building: A – Prosperity Hall

Evacuation: Any of the 5 clearly marked exits

Shelter: Classrooms 107, 108, 109; main mechanical room; any office located in a central location in the facility (See Plan)

Building: B – Freedom Hall

Evacuation: Any of the 12 clearly marked exits

Shelter: Classrooms 101, 102, 105, 109, 111, 112, 113, 116, 119, 120, 123, 124, 125 and 127

**Albany Technical College
Emergency Operations Plan**

Building: C – Nathaniel Cross Health Technology Building

Evacuation: Any of the 9 clearly marked exits

Shelter: Classrooms 112, 113, 118, 119, 120, 121, 128, 129, 132, 135 and 136

Building: D – Artisan Hall

Evacuation: Any of the 20 clearly marked exits

Shelter: Classrooms 103, 106, 107; Office 132; Rooms 123 and 124

Building: E – Manufacturing Technology Center

Evacuation: Any of the 6 clearly marked exits

Shelter: Classroom 125

Building: F – George M. Kirkland Jr., Building

Evacuation: Any of the 16 clearly marked exits

Shelter: Either stairwell on either side of the facility should be used by persons on the 2nd floor of the facility as a shelter; 1st floor shelters: rooms 106, 107, 111, 142, 144, 148, 158 and 163

Building: G – Child Development Demonstration Center

Evacuation: Any of the 11 clearly marked exits

Shelter: Rooms 104, 106, 107, 108, 109, 110, 111, 112, 113, 121, 124 and 130

Building: H- Center of Excellence in Information Technology and Electronics

**Albany Technical College
Emergency Operations Plan**

Evacuation: Any of the 9 clearly marked exits

Shelter: Hallways on the 1st and 2nd floor should be used as a shelter

Building: I – Facilities Maintenance Building

Evacuation: Any of the 8 clearly marked exits

Shelter: Storage room and tool room located on the shop side of the facility

Building: K- Logistics Education Center

Evacuation: Any of the 11 clearly marked exits

Shelter: First Floor Auditorium

Building L – Charles B. Gillespie, M.D., Center for Emergency Responders

Evacuation: Any of the 6 clearly marked exits

Shelter: Room 105 and Hallways should be used as a shelter.

Building M – Carlton Construction Academy

Evacuation: Any of the 12 clearly marked exits

Shelter: Rooms 107, 114, 115 and 2 men's' and 2 women's' restrooms

Emergency Plan Building Evacuation Assembly Sites

Site (1) Department of Transportation and Dougherty County Health Department Open Field (across Lowe Rd.)

1. Artisan Hall (AED)
2. Career Services Center (CCT)
3. Kirkland Building (ADM)
4. Prosperity Hall (PRO)

Site (2) Success Drive Parking Lot Rear Open Field

1. Center of Excellence in Information Technology and Electronics (CEIT)
2. Charles B. Gillespie Center for Emergency Responders (EMR)
3. Child Development Demonstration Center (CDV)
4. Freedom Hall (FRE)
5. Horticulture (HCL)
6. Logistics Education Center (LEC)
7. Nathaniel Cross Health Technology Building (HCT)
8. Plant Operations (OPS)

Site (3) Corner of Slappey Blvd. and Industry Ave.

1. Manufacturing Technology Center (MTC)

Site (4) Lippitt Drive and Cathedral Ave. Open Lot

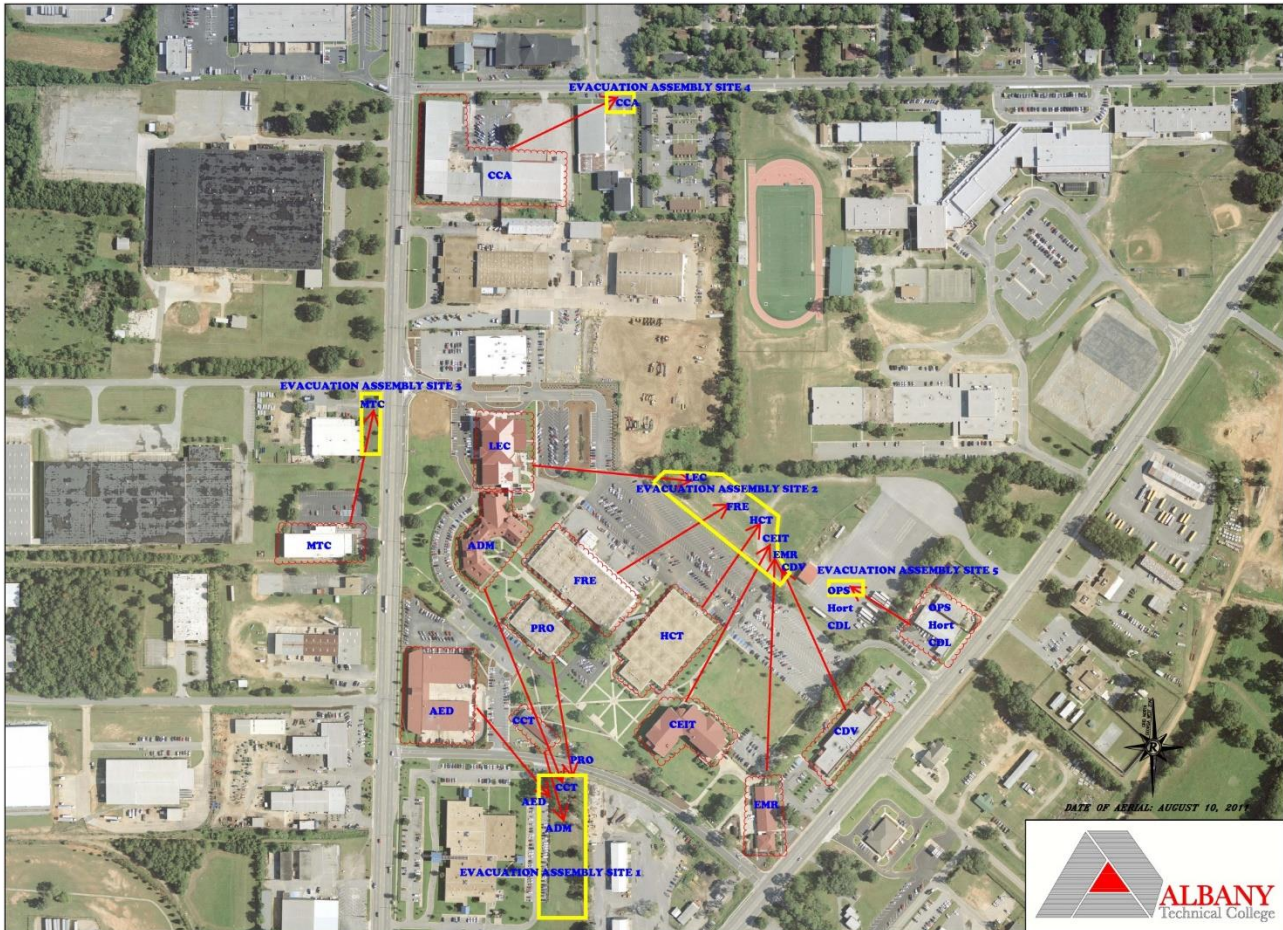
1. Carlton Construction Academy Building (CCA)

Each building/areas should have a designated person who can account for staff, students, faculty and visitors. Example: Faculty: should have copy of class roster- Staff: should have an updated copy of employee roster and/or documentation of visitors depending upon their job responsibilities. This information will be forwarded to the designated Building Captain at the building Evacuation Assembly site for roll call purposes.

Please make sure you adhere to these locations and familiarize yourself with all designated assembly sites on campus. In the event of an emergency evacuation/site assembly, this will assist in locating person whose whereabouts are unknown.

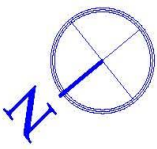
Albany Technical College Emergency Operations Plan

Designated Building Evacuation Assembly Map



Albany Technical College Emergency Operations Plan

Albany Technical College Campus Map



Rev. 5/21/14



COVID 19 Pandemic Plan of Action

2020

Process to Reopen

The College will employ a three-phase matrix to determine when the college will close, limit or open for campus business. **Red**, **Yellow**, or **Green** Phase

The red phase has the purpose of minimizing the spread of COVID-19 through strict social distancing, college campus closures, and building safety protocols.

Red Phase

Campus Restrictions

- 100% online instructions
- All In-person instructions prohibited and Child Care Facility Closed
- Campus locations closed. Essential traffic on campus only

Social Restrictions

- Stay at Home Orders in Place
- Teleworking practices employed
- Large gatherings, meetings, etc. prohibited
- Masks Are Required When Entering a Building on campus
- Reiterate and reinforce safety guidance for all employees and students, update if necessary
- Monitor public health indicators, adjust orders and restrictions as necessary

The yellow phase has the purpose to gradually reopening the campus while monitoring the public health data to ensure the spread of disease remains contained to the greatest extent possible.

Yellow Phase

Campus Restrictions

- 100% Online Continue where feasible
- Campus locations open
- Child Care Facility Open Complying with CDC and TCSG Guidance
- Limited access to Library facility
- Provide in-person instruction only in accordance with approved TCSG limited lab plan
- Pre-Screening for all faculty, staff students, and visitors

Social Restrictions

- Stay at Home Order Lifted
- Staggered Work Schedules
- Teleworking continues
- Gatherings of more than 10 Prohibited
- Live patients for labs prohibited
- Masks Are Required When Entering common areas in buildings.
- Follow CDC and public health department guidance for social distancing and cleaning
- Monitor public health indicators, adjust orders and restrictions as necessary

The green phase will facilitate a return to a “new normal,” it will be equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum.

Green Phase

Campus Restrictions

- 100% online and web enhanced course offerings
- In-Person instructions allowed for lab component courses. Must follow approved lab plan.
- Library facility open Mon.-Friday at 50% capacity
- All non-instructional business operating by scheduled appointment
- Child Care Facility Open Complying with CDC and TCSG Guidance

Social Restrictions

- Gatherings of More than 25 Prohibited
- Masks Are Required When Entering common areas on campus
- Classroom/computer labs open at 50% Occupancy
- Follow CDC and public health department guidance for social distancing and cleaning
- Monitor public health indicators, adjust orders and restrictions as necessary

Campus Operation

Albany Technical College will follow the recommendations of the Centers for Disease Control and Prevention (CDC) for ways in which Institutions of Higher Education can help protect students and employees (e.g., faculty, staff, and administrators) and slow the spread of the Coronavirus Disease 2019 (COVID-19).

It will be required for all faculty, staff, students and visitors of Albany Technical College to wear a protective face mask while inside any building on the main campus and off-site locations where social distancing cannot be effectively practiced. Implementation of such guidelines will be feasible, practical, acceptable, and customized to meet the needs of our community.

All faculty, staff, students, visitors and vendors will be subject to pre-screening for COVID-19 related symptoms before entry is allowed into any ATC facility. Faculty and staff will stagger beginning work times (i.e. 7:45 am, 8:00 am, 8:15 am and 8:30 am) to avoid traffic congestion at pre-screening area. Faculty and staff will follow an approved staggered work schedule. The college will limit nonessential visitors, volunteers, and activities involving external groups or organizations on campus. These efforts, along with the flexible educational model — delivering many classes remotely or online, or both and limited in-person labs— will allow the College to lower classroom population density, facilitate social distancing and meet both its educational and safety goals. Modifications, including installing plexiglass shields in some areas with high potential for person-to-person contact and one-way traffic directions in high-density areas, were made to indoor spaces, where deemed necessary, to minimize opportunities for the spread of the virus.

The College will offer options for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework and staggered on-campus work schedule). In addition, instructional

services will offer options for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities).

When possible, virtual group events, gatherings, or meetings will be held instead of in-person gatherings. If in-person meetings are held, social distancing of at least 6 feet between people will be enforced and group size will be limited to 10 or less people per gathering.

The College has identified an area in each building on campus to isolate and quarantine individuals, who are displaying COVID-19 symptoms that lack transportation to leave the campus immediately.

College Calendar

The fall 2020 semester will begin on Thursday, Aug. 20, but campus-based instructions will end Tuesday, Nov. 24, with the remainder of the semester — including final examinations — being delivered remotely and online when classes resume after Thanksgiving break on Nov. 30. Courses that have lab component requirements will conduct limited lab plans for students up to the Thanksgiving Break (Nov.24, 2020). With the exception Commercial Truck Driving and Healthcare students in clinical rotations, all courses will convert to 100% online from 11/30-12/14/2020. The last day for class for fall semester will end December 14th, following final exams on Dec. 15th.

Campus operation hours will be extended in order to avoid congestion on campus and effectively practice social distancing among faculty, staff and students. This may include class start times beginning at 7:00 am and end times at 10:30 pm (Monday- Friday). In addition, some weekends may be used for instructional time (i.e. Nursing, CDL, etc.). Faculty are to provide ATC security at least a week written (i.e. email) notice of planned instructional time on weekends.

Course Delivery Methods

Delivery of the curriculum will occur through a highly flexible mix of in-person, remote and online instruction throughout the semester, with all classes delivered 100% online and web enhanced format.

All course offerings will be 100% online or Web Enhanced.

100% online- all coursework and instructions will be delivered and assessed virtually through the Blackboard Learning Management System platform.

Web-enhanced- A combination of in-person and virtual instructions will be used with this mode of delivery. Students will report to campus by appointment to complete lab component requirements and assessment for the course. All lectures, assignments, quizzes and exams will be completed via Blackboard.

Academic units will determine how to deliver smaller classes, following administration guidance. Faculty are expected to be flexible in their interpretation and management of class attendance so that sick students can stay home, and the College will work with at-risk students to

develop appropriate accommodations. For students who are unable to return to campus this fall, there are flexible options so that they can continue to make progress toward their degrees.

Off-site Locations

Each off-site location will follow the safety and health guidelines of its assigned school district and/or Georgia Department of Corrections (GDC). Adult education off-site locations will follow the safety and health guidelines as employed on ATC's main campus.

Academic Support Services

Library services will be open Monday- Friday for students to access the facility at 50% capacity. An embedded tab in Blackboard (Ask the Librarian) has been added to allow virtual students access to the expertise and advice of Library staff.

Academic Achievement Center- Virtual services of Tutor.com will be utilized to provide tutorial services for students and students may schedule appointments with full-time faculty for tutorial services on campus.

Help Desk- Students can receive technology assistance from Help Desk staff from a distance via telephone, email or web ex.

Academic Advisement Center- Success Coaches are available to assist online students with registration, course advisement, and course navigation 24/7.

Campus Signage

Campus signage will be in place to advise faculty, staff and students the appropriate area for pre-screening, practice social distancing, wear protective mask in common areas, follow CDC guidelines regarding COVID 19, clean or dirty areas, and capacity for occupancy in an area. Signs will be posted in highly visible locations (e.g., building entrances, restrooms, student center) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

Communications

The College will use its main web page, social media outlets and email to keep faculty, staff, students and the general public abreast of changes in campus operation. The College will maintain bi-lateral communication with local and state officials regarding health and safety concerns within the region.

Travel Restrictions

Travel for non-essential event(s) will be prohibited during the Fall 2020 semester. Faculty and staff are encouraged to participate in conference(s) and/or staff development activities via webinar and other virtual platforms.

Maintaining Healthy Environments

Cleaning and Disinfection

- Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, grab bars, hand railings, bathroom stalls, breakroom tables) within the college at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) will be limited when possible, or cleaned between usage.
- If transport vehicles (e.g., bus or, van, car) are used by faculty or staff, drivers will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings).
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely.
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
- Ensure there is adequate ventilation when using cleaning products to prevent students or staff from inhaling toxic fumes.

Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Avoid sharing electronic devices, books, pens, and other learning aids.
- Water foundations located in building hallway will be covered with plastic to discourage usage.

Modified Layouts

- Space seating/desks at least 6 feet apart when feasible. For large lecture rooms, taping off seats and rows to ensure six-foot distance between seats.
- Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, technical skills training activities).
- Create distance between students in state vehicles (e.g., skipping rows) when possible.
- In communal spaces, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and clean and disinfect between use.

Personal Responsibility

The College will continue to communicate the importance of personal responsibility in mitigating the spread of the virus in order to help keep the local communities surrounding the

campus healthy as well as the campus community. Members of the college community should continue to wear personal protective equipment such as face masks when in common areas, inside buildings, maintain social and physical distancing of at least six feet from other individuals, and wash your hands frequently with soap and water.

Adult Education

Locations:

- Main Campus – 1704 S Slappey Blvd.
- Calhoun County Adult Education Center
- Lee County Adult Education Center
- Randolph County Adult Education Center
- Terrell County Adult Learning Center
- Clay County Adult Learning Center*
- Baker County Adult Learning Center*
- Goodwill*
- The Hope Center*
- Dougherty County Jail*
- Terrell County Corrections*
- Greater 2nd Mt. Olive*

Class schedules – Main campus and all learning centers/sites except those indicated by asterisk – M-F (Day: 8:00 AM to 3:00 PM; evening: - M-Th 5:30-8:30 PM)

Sites designated by asterisk schedule vary by day and time

Orientation – All sites – Virtual – by appointments

In-person · Main Campus Tuesday-Wednesday- 9:00-12:00 PM - Day

Evening Orientation – By appointment and every third week of the month

M-Th -5:30 PM-8:30 PM

This plan allows for Adult Education students to have face to face access to adult basic literacy classes, GED/high school equivalency, English language acquisition, civics, and IET career pathway options.

Adult Education classes are needed to prepare students for successful transition into the college and workforce. Some students in our service area do not have technology and/or quality internet access; the technology barrier has limited participation for some adult education students in remote classes.

Seating/Computer Stations:

Desk/tables will be spaced six feet apart and we will limit class size to 10 or less. Within the classroom, materials such as dry erase markers will be dedicated to individual instructors. Podiums and equipment that cannot be designated will be cleaned frequently and sanitizing wipes will be available in the classrooms. Desks will be facing the same direction to reduce the transmission of droplets and the dismissal of classes will be staggered by row to prevent people from gathering at the door and entering the hallways at the same time. Designated doorways will be utilized for building entry. Tape will be applied to direct the flow within the hallways and to promote six feet of separation in common spaces.

In order to accommodate the reduced classroom size, classes will be divided up into two-hour shifts. 10 students can participate the first two hours and 10 other students can rotate and attend at the end of that allotted class time. Classes will be divided up by educational functioning level. The program will also provide hybrid options for students to continue working remotely and/or supplement face to face instruction.

Promoting social distance outside of the classroom.

Certain common areas on campus will be roped off and signs will be placed so that students will not congregate in these areas. Computer labs and testing lab stations will be separated by adequate distances and numbers limited by square footage following guidelines. Computer lab cleaning practices will be enhanced and wiped down to keep surfaces clean. Keyboard covers have also been purchased to be utilized.

Our formalized plan will also include the following:

- All lab areas and classrooms are cleaned and disinfected between usage;
- Students sign a waiver before entering that include required medical certification questions;
- Appropriate PPE is worn in common areas and inside buildings- following the recommended guidelines;

Student Services & Student Activities

STUDENT AFFAIRS ONE-STOP CENTER

The Student Affairs “One-Stop” center is located in the George Kirkland Building on main campus. The following departments are housed in the “One Stop” center: Admissions, Financial Aid, Registrar’s Office, Advisement, Testing and Student Account needs. The estimated start date for fall semester is August 20, 2020. This plan would allow for students to access face-to-face assistance via Walk- INS and by appointment with the admissions, financial aid, registration, advisement, testing, and student account needs. Students, prospective students and guests are still encouraged to conduct business with the college by phone or email, with departments listed on the college website.

Building Access:

Administration Building (Kirkland)

- Students will have several points of entry to the building itself, but students will only be allowed to gain entry to the One Stop area through the front door of Administration Building (Kirkland).
- Students will exit the One Stop area through the rear doors on the opposite side of Administration Building (Kirkland leading to the court yard area)
- This entry/exit point would be monitored to prevent too many people from coming in at one time. As students leave the area, another student will be allowed to enter.
- Due to the square footage, no more than 18 occupants will be allowed to be in the one stop areas at a time.
Admissions – Four occupants,
Testing Lab – Eight occupants,
Financial Aid – Four occupants,
Advisement/Registration – Two occupants,
- Students will be encouraged to exit the area after meeting with the representative.
- Receptionist/Admissions Assistant would accept appointments and record who was entering the building with contact information for what department.

Logistics Education Building Titan Café & Student Life

- Students will have several points of entry/exit to the building itself, but the entry/exit point would be monitored to prevent too many people from coming in at one time.
- Student Life Titan Café will be open to serve customers Monday – Friday from 9:00 AM – 1:00 PM.
- Titan Café will have a new procedure for serving customers a ticket numbering system will be used when customers place their order and when the food is ready for pick up the order number will be displayed on an electronic number board.
- Student Life will have a new procedure for issuing Student ID's by department.
- The Titan Café area seating area will be rearranged to adhere to Social Distancing guidelines.

Signage:

- Signs are posted notifying students of entry and exit points.
- Directional floor tape is installed to let people see the flow of traffic inside the One Stop area.
- Signs will be posted outside of individual departments directing students to proceed to the Information Counter for assistance.
- Signs are currently posted in the Student Center notifying students that the area is temporarily closed.

Seating:

- The lobby, student center and career development center signage will be clearly posted for seating areas so that students would continue to practice social distancing in these areas.

Computers:

- Kiosk computers in the Kirkland will be moved to the “Start Right Desk” and the Kiosk in Logistics Education Center will be moved to the Receptionist desk and service tickets will be issued by Student Affairs staff.

- Admissions has two computers available for students use to complete the application process if needed.
- Limited availability of the computers will be provided to students for registration purposes. The computers are spaced at least six feet apart, and will be cleaned regularly by Student Affairs staff. Currently we have two labs available for financial aid with eight computers available in each lab for student use.

Supply Needs:

- Stanchion posts and ropes to separate entrance and exit to the building. Stanchion ropes and posts to ensure social distancing in lines. (Will order more)
- Tape to mark spacing on floors.
- Tables to distance students from counters where staff are located.
- Gloves for staff.
- Collection bins for documents collected at the information counter.
- Masks for staff, prospective student and students. (We currently have a supply of masks continue to keep a adequate supply on hand)
- Disinfectant, sanitizing wipes and hand sanitizer. (Continue to keep adequate supply on hand.)
- Hand sanitizer is available to all visitors in the One Stop area, the hallways, the bathrooms, and the student life/titan café areas.

Services:

- All students would conduct business at a designated space at the registration counter (Admissions, Registration and Financial Aid). Students can ask questions, drop off documents, or receive communication information for specific staff members at the counter.
- If a walk-in student requires a face-to-face meeting with a staff, Admissions, Financial Aid, Registration and Advisement, the counter representative will establish an appointment. If staff from the department is available, the student will be allowed to meet once staff is notified by representative. However, if the allowed number of students are in

the department students will be given an appointment to wait in the car or lobby and will be called when the staff is available. If the customer is not able to wait an appointment for a later time will be scheduled. A representative from the desired department will be in contact with the student no later than one business day.

- Career Development Center training classroom will serve as a backup lab for students to complete their financial aid. The room will be set up to accommodate two individual staff members and 6 students (8 people total). The room will be equipped with hand sanitizer, disinfectant and mask. Each station will be sanitized after each appointment.

Staff (will wear masks):

- One to two staff members will rotate at the main desk monitoring traffic coming in and out of the building.
- Student affairs staff will rotate in shifts at the information counter. There should be two representatives there at all times.
- Remaining student affairs staff will be working in their offices to serve student needs via email, text messages, by appointment and phone.

Hours:

- Administration Building K would be open from 8 am to 7 pm Monday through Thursday and Fridays from 8 am to 4 pm.

Student Support Services:

- Students will be directed to the Kirkland Building One Stop Area for Student Support Services (disability services, retention, special populations, career services). These departments will use their office space for appointments.

Career Development Center (Career Services)

The CDC services will prepare students for employment, improve life skills, emphasize work ethics, and promote personal growth. The services will include, but are not limited to, professional career portfolio development, resume and cover letter writing and critiquing and career readiness workshops.

- Students /Visitors will have one entry and exit point at the building.
- Albany Tech’s Career Development Center (CDC) will continue to offer career development assistance to ATC students and graduates daily. Service will be rendered by appointment and/or walk-ins from 8 AM-5 PM, unless an evening event is scheduled to be held.
- All CDC visitors will be required to gel in and out, wear a face mask and practice social distancing. Visitors will also be required to sign in and provide their telephone numbers.
- The majority of CDC workshops will be conducted via WebEx however, when requested by faculty members group workshops may be conducted face to face with no more the twenty participants at time. Group workshops will be conducted in the CDC lab and all participants will be required to stay six feet apart.
- The CDC lab and computers will be sanitized after each use.
- The CDC staff members will maintain current job postings on the CDC’s electronic job board called “Online Job Finder available to students 24/7.
- The CDC will continue its strong collaborations with employers.
- Onsite recruitment events will be conducted with applicants scheduled to participate/interview by appointment only.
- Participants will be scheduled at least 20 minutes apart and will be required to get their temperature checked and answer screening questions prior to entering the campus.
- All areas utilized will be sanitizes after each participant departs.
- Employers utilizing the CDC will be required to wear gloves, face masks, gel in and out and practice social distancing.

Administrative Services

Business Office

- **Cashier Window**
 - Students are encouraged to continue to submit payments online in efforts to reduce the amount of cash being handled. This is working very well. Online payment will also help reduce the traffic and lines at the Cashier Window that typically occur at the beginning of a semester.
 - Fuel cards will continue to be handled by the Cashier at the window by signing out the cards on the user’s behalf to reduce person-to-person contact.
 - Continue current practices of pre-ordering coffee supplies with the Cashier and their order being placed outside the Business Office door for pickup once notified it is ready and they are on the way.
 - Continue to minimize multiple persons working the Cashier Window during the day to minimize cross contamination.
- **Accounts Payable** - following the social distance requirements until remediation of current open office environment is implemented. No change in service provided.

- **Accounts Receivable** – Effective the week of July 20th, Amy Lovelace will be relocating to an office in Carlton# 113 to allow the social distancing requirements until remediation of current open office environment is completed.
- **Property Accountant** – This position has been temporarily relocated to the vacant office in the Bookstore. This will continue until the current open office environment is remedied in the Business Office area.
- **Payroll** – following the social distance requirements until remediation of open office environment is completed. No change in service provided
- **Purchasing**- Effective the week of July 20th, Marchelle Bentley will be relocating to an office in Carlton# 105 to allow the social distancing requirements until remediation of current open office environment is completed.
- **Student Financial Aid**- Continue alternating in office/teleworking schedule in following the social distance requirements...No change in service provided

Bookstore

- **Bookstore Rush**- Students will place their orders for books, supplies, laptops, etc. online (as with the summer semester) Pickup will be available through the Titan Express window, keeping with the student temperature checks and other guidance per ATC policies. Bookstore rush will be August 20-26, September 10-11, and October 19-21, Monday-Friday. The hours will be 12:00pm-6:00pm (allows for orders to be pulled and prepared)
- **New Normal operation**- Bookstore staff will be available Monday-Friday and purchases outside of the Rush period can be coordinated with bookstore staff.

Shipping/Receiving

- During Red Phase, we work with UPS and FedEx drivers and partners to request a phone call on the mornings that ATC has deliveries on the truck. These carriers have been given both the Shipping/Receiving Clerk's and the Director of Accounting's personal cell phone numbers to contact. Once notified that a delivery will need to be made, Shipping/Receiving contacts Chief Hill with ATC Campus Police to inform him of the delivery. The Chief arranges for the gate to be opened for the delivery and Shipping/Receiving will meet them to receive delivery.
- During the Yellow Phase and Green Phases, Shipping/Receiving will operate normally and handle deliveries as they come without prior notification from the carriers.

Campus Police

- Officers will mainly patrol campus and frequently walk through buildings
- Officers will utilize the Artisan Hall office
- Officers can be contacted through Albany State dispatch (229-430-4711). After hours and weekends, Dynamic Security (229-809-6545)
- Officers will mainly respond to call for service (less as possible to unlocking doors and vehicles)

- Officers will continue to monitor temperature check points and campus entries

Information Technology

Phase Red:

- All IT Agents have responsibilities that allow each to work remotely to support the college.
- ALL IT Service requests must be initiated and communicated via the IT Support Desk email (support@albanytech.edu). Requests sent via email, phone calls, etc. will not necessarily be resolved.
- Physical maintenance for campus hardware will be scheduled appropriately.
- The Kirkland Building Mail Room will serve as the pickup/drop-off location for any remotely used technology devices. This includes providing physical maintenance. Please contact ATC security for access.

Phase Yellow:

- IT will work a staggered schedule with the intent to have two IT agents on campus during regular work hours.
- All IT Agents have responsibilities that allow each to work remotely to support the college.
- Regular coordination with our users to provide onsite hardware support while exercising social distancing.
- Remote IT Staff will give priority to Tier I IT requests.
- The Kirkland Building Mail Room will serve as the pickup/drop-off location for any remotely used technology devices. This includes providing physical maintenance. Must coordinate with IT for hardware maintenance.
- ALL IT Service requests must be initiated and communicated via the IT Support Desk email (support@albanytech.edu). Requests sent via email, phone calls, etc. will not necessarily be resolved.

Phase Green:

- IT Staff will resume regular operations
- ALL IT Service requests should be initiated and communicated via the IT Support Desk email (support@albanytech.edu). Requests sent via email, phone calls, etc. are not encouraged but will be honored.

Business Solutions

The Center for Business Solutions will provide training for companies and businesses at the individual company locations in limited numbers and follow all safety and social distancing guidance provided by the company. In addition, following guidance of approved limited lab plans, the Center of Business Solution staff began to provide training to companies on June 1, 2020 at the main campus. All limited lab guidance is being followed and will continue to be followed into Fall 2020 semester.

Library Media Center

The Anthony O. Parker, Ph.D. Library Media Center will follow the below procedure to ensure limited lab usage for the technological needs of ATC students only, allowing no more than 20 students (starting with 8 initially) in the library at a time. Throughout all interactions, a mandatory 6-foot social distancing requirement will be in place. *This plan would allow students with technology or internet challenges to reserve an appointment and have access; and thus, assist in overcoming the hardship of lack of technology and internet access in our service area.*

- The front door to access the library will remain locked with a posted note to students that provides the library phone numbers to request access to the Center.
- No more than 20 students (8 initially) will be permitted in the library simultaneously.
- Patron will be required to show their Student IDs, Medical Certification and proof of ATC health screening before being allowed to enter the library.
- Reference and circulation personnel will wear protective masks and gloves when serving patrons. Only one library personnel will be allowed to assist one patron at a time with a mandated 6-feet social distances.
- Student will be required to sit at designated computers meeting 6 feet distances requirements. Only one student per study room is permitted.
- Students doing research must sit at separate designated tables.
- If students are waiting to use the facility a 1-hour time limit will be imposed.
- Student who are requesting assistance must adhere to 6 feet social distances from other patrons and library staff.
- Book returns should place in book-drop only and placed in holding area for 24 hours.
- All collections will be closed stacks. Only staff will be allowed to retrieve books for patron. Curve side service will be available.
- All areas will be sanitized before and after usage.

Seating:

Patrons will sit at seating areas 6 ft. apart including computer workstations (we can accommodate 20 given the space) we will start with 8 students (1 librarians or library worker) in

order to monitor and sanitize after use. Specified safe seating areas would be distinguished with bright color tape and signage.

Social Distancing Capacity:

(We would limit the number of students to 8 initially, not all these areas would be used but this gives an idea of the capacity).

10 sofa chairs – 1 person at each positioned six feet apart.

12 tables – 1 person at each.

Study Rooms: Keep locked, allow 1 person at a time = 5

Special Needs Room: 1 person allowed.

Computers:

- Desktop occupancy: 8 persons can use tables – 1 on each table positioned so not directly across from each other. Remove keyboards from the computers not being used.
Computers will be used with keyboard covers (disposable preferred) and the mouse and monitors would be wiped down after each use.

Supply Needs:

- Taped to mark entrance Enter and Exit and promote counterclockwise flow and one-way paths down book aisles (Would prefer to completely rope off bookshelves, because unknown what book, magazine, newspaper etc. would be contaminated). Staff can retrieve any items requested.
- Taped to mark spacing on floors at library entrance, at reference, Circulation desk, at Printers.
- Sneeze guards needed at Circulation Desk and Reference Desk.
- Gloves for staff and patrons
- Masks for patrons if needed
- Spray Bottles of Disinfectant
- Sanitizing Wipes
- Paper towels

Facility installations that have occurred:

- Hand sanitizer dispenser installed between rest rooms. 1 occupant at a time in restroom.

Services:

- Library staff will provide curbside service

- Library staff will provide assistance via phone, email, chat, text, WebEx, and face to face following social distancing guidelines

Physical Resources:

- Patrons must ask at the desk for books, videos, newspapers and magazines
- After use, the item would be placed in a quarantine area for 48 hours
- Items left in the outside book drop will be placed in a quarantine area for 48 hours

Staffing (will wear masks and gloves):

- 1 fulltime librarian (Summer Semester)
- 1 Part-time Librarian (After Summer Semester)
- 3 support staff (staggered After Summers Semester)

Hours:

Monday – Thursday 8:00 a.m. - 12:00 noon and 3:00p.m. - 5:00 p.m.

Friday 8:00 – 12:00 noon.

In person library service (inside the library would be by appointment only). We would clean after lunch and after closing.

There would always need to be at least 1 full-time staff or librarians present.

This procedure remains in effect until further notice, effective June 1, 2020.

Early Childhood Demonstration Center

Guidelines below are listed for parents to follow in order to ensure the safety of children at the center:

1. Please keep children with signs of illness at home.
2. There will be a new DAILY HEALTH CHECK forms
 1. Questions related to symptoms of COVID-19 will be asked at each Daily Health Check. For example, if the child has been in contact with someone with COVID-19 in the last 14 days
 2. A temperature check with a touchless thermometer will be conducted and the teacher will do an observation for a dry cough and shortness of breath.
 - a. If either of the two are noted, your child will not be received until their temperature is 100.3 and below.
3. Every parent will update their emergency contact information with Mrs. Carter.
4. If a child becomes ill throughout the day, they will be moved to the isolation room and parent have to come get the child within the hour. In not, the next emergency contact will be called.
5. Parents will have to have 3 changes of clothes on hand at the center.
6. All families will have to inform our Center immediately if anyone in your family has been diagnosed with COVID-19.
7. There will be no outside visitors in the Labs.
8. We will receive children under the breezeway in two lanes. At this time, we will complete the health checks and temperatures check. After the screening, another teacher will escort the child to their Labs.
9. The teachers will be responsible for washing your child's hands until further notice.
10. Any child over the age of 2 years old may wear a mask or face shield if they so choose.
11. Teachers and staff will wear PPE throughout the day.
12. During dismissal, each parent will be given a card that identifies their child and the Lab. The afternoon person will radio the Lab, the teacher will make sure that the child is ready to be dismissed. The child will then be escorted to their vehicle where the afternoon teacher will complete their evening health check and the parent will sign the child out for the day.
13. We strongly encouraging all parents to make their payment online through our SmartCare App or during arrival, they can give a money order to the teacher receiving the child so the payment can be keyed by the Administrative Coordinator, Mrs. Windom.
14. Effective July 6, 2020, operational hours will be 8 am from 5 pm, Monday-Friday; and effective Fall 2020 semester (Aug. 20th) we will resume normal operation hours (7 am-6 pm Monday-Friday).

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