



SOUTHERN REGIONAL
TECHNICAL COLLEGE

Emergency Operations Plan (EOP)



FEMA

Revised 10/7/15

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Promulgation Statement

I. D. POLICY: 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. 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.

CRAIG WENTWORTH
PRESIDENT
SOUTHERN REGIONAL TECHNICAL COLLEGE

SOUTHERN REGIONAL TECHNICAL COLLEGE EMERGENCY OPERATIONS PLAN PROMULGATION

The primary role of Southern Regional Technical College is to provide for the welfare of its faculty/staff, students, and guests. The welfare and safety of the faculty/staff, students, and guests is never more threatened than during disasters. 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 Southern Regional Technical College Emergency Operations Plan provides a comprehensive framework for campus-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 disasters and emergencies for Southern Regional Technical College.

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

Therefore, in recognition of the emergency management responsibilities of Southern Regional Technical College and with the authority vested in me as the Chief Executive Officer of Southern Regional Technical College, I hereby promulgate the Southern Regional Technical College Emergency Operations Plan.



CRAIG WENTWORTH
PRESIDENT, SOUTHERN REGIONAL TECHNICAL COLLEGE

II. Introduction

Southern Regional Technical College is committed to systematically improving its capabilities to deal with crisis situations whether they are natural or manmade. To further enhance the College's readiness, the President has directed that an updated and revised Emergency Preparedness Plan be developed that will enable each site/building to properly react to emergencies. The Emergency Preparedness Plan is designed to be a consistent protocol, which will insure that local measures are appropriate for each individual site/building. It is important that public safety officials, college employees, students, etc. be involved in the planning and response processes.

Southern Regional Technical College's Emergency Preparedness Plan serves as the standard protocol for all SRTC facilities within the service area (Colquitt, Grady, Mitchell, Thomas, Tift, Turner and Worth counties). Building administrators and department heads will be responsible for making sure that the site procedures comply with the system protocol. They are also asked to insure that all College employees are familiar with the site-based procedures and that students receive proper instruction regarding emergency procedures and evacuations.

Authority:

Georgia Code section 20-2-1185, effective July 1, 1999 requires that every public school in Georgia provide their school safety plan to the local emergency management agency. In part, the code specifies-

- (a) Every technical college within the Technical College System of Georgia shall prepare a college safety plan to help curb the growing incidence of violence in colleges, to respond effectively to such incidents, and to provide a safe learning environment for Georgia's students, teachers, and other college personnel. Such a plan shall address preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism. College safety plans shall be prepared with input from students enrolled in that college, instructors in that college, community leaders, other college employees, local law enforcement, fire service, public safety, and emergency management agencies. Such plans shall be reviewed and, if necessary, updated annually. Such plans of public schools shall be submitted to GEMA for review and approval to TCSG.

The Technical College System of Georgia, the Georgia State Board of Education Policy, EBB, and Emergency Preparedness, require that personnel and students in every state funded college in Georgia be aware of the hazards which may threaten their lives while attending college. This Plan will provide safety measures and procedures on how to prepare for an unsafe situation and how to take appropriate action in the event of any imminent or actual disaster.

Situation:

The threat of disaster is always present, from natural disasters such as tornadoes, floods, and hurricanes, to man-made catastrophes such as fires, chemical spills, and terrorism. Colleges are constantly vulnerable to events such as hazardous material spills, tornadoes, winter storms, transportation accidents, fires, floods, and terrorism that could endanger the safety of students and college personnel. All Southern Regional Technical College students and staff must be aware of life threatening hazards. Planning and training should be conducted that minimizes injuries or loss of life.

Southern Regional Technical College's Emergency Preparedness Plan is designed to ensure that critical issues are covered in a consistent manner at each site, that emergency responses will be adequate for major emergencies, and to ease the burden of each site in preparing proper plans. For College safety plans to be adequate, certain elements of the Emergency Preparedness Plan must be used to develop procedures specific to each site.

Annually, the Safety Committee will conduct a safety audit at each site. The Safety Committee shall conduct a site assessment of each building. The committee shall prepare a written report, which will be forwarded to the President for his/her review and approval.

The Safety Committee shall consist of the Vice President for Operations, Vice President for Economic Development, Assistant Vice President and Dean for Academic Affairs, Director of Accounting, Director of Human Resources, Director of Facilities, Executive Director for Information Technology, Executive Director of Adult Education, Executive Assistant to the President, Criminal Justice Instructor, staff volunteers, and faculty volunteers.

Responsibilities:

Local Emergency Management has primary responsibility for responding to emergency situations at Southern Regional Technical College. Through exercising the Local County Emergency Preparedness Plan, all available resources will be committed to protecting lives and to minimizing damage to property at Southern Regional Technical College.

The President of Southern Regional Technical College is responsible for the execution and enforcement of State Board Policy regarding emergency preparedness programs.

The President will designate an alternate to serve in his/her absence.

Concept of Operations:

In most cases, notification of an actual or imminent local disaster will originate from the Local Emergency Operations Center. Upon direction, the President, or at his/her direction, the designated administrator will report to the Emergency Operations Center for command and control.

Initial notification of a potential local weather disaster will likely occur through Local County Emergency Services via emails. Other means of notification may be used, if available, including WCTV-6, WALB-10, WTXL-27, and local radio stations.

Decisions regarding the closing of colleges and major commitment of resources will be at the direction of the President via one of the methods described in the above paragraph or other local media.

The President or his/her designated representative will provide information as required to the local media. The system's news media area will be the Board room in SRTC Thomasville Building A. The alternate location is SRTC Thomasville Building B Board room B203.

The President or his/her designated representative will provide direction to the Safety Committee regarding major commitment of resources. The Safety Committee members will maintain the status of personnel, equipment, and facilities, and advise the President of any significant changes. The President, as the College Emergency Coordinator will exercise his/her responsibility outlined in this plan. The President will advise the appropriate members of the Safety Committee of all existing or changed conditions.

III Basic Plan

Purpose, Scope, Situation Overview, and Assumptions

A. Purpose

It is the purpose of this Plan to define the actions and roles necessary to provide a coordinated response within Southern Regional Technical College. This plan provides guidance to agencies within Southern Regional Technical College with a general concept of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

B. Scope

This plan applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of Southern Regional Technical College.

C. Situation Overview

1. Characteristics

a. Location(s)

i. Southern Regional Technical College includes Camilla, GA/Mitchell County, Cairo, GA/ Grady County, Moultrie, GA/Colquitt County, Thomasville, GA/ Thomas County, Tifton, GA/Tift County, Ashburn, GA/Turner County, Sylvester, GA/Worth County and Chula, GA/Tift County.

ii. Adult Education Site(s):

1) Main Sites:

- a) SRTC Camilla
44 South Ellis Street, Camilla, GA 31730
- b) SRTC Cairo
1550 Highway 84 West, Cairo, GA 39828
- c) SRTC Moultrie IDC Campus
361 Industrial Drive, Moultrie, GA 31788
- d) SRTC Thomasville
15689 US Hwy 19 North, Thomasville, GA 31792
- e) SRTC Tifton Campus
52 Tech Drive, Tifton, GA 31794
- f) City Youth Resource Center
424 South Jefferson Street, Ashburn, GA 31714
- g) Turner Special Services School
330 Gilmore Avenue, Ashburn, GA 31714

- h) Sylvester-Worth County Adult Education Center
1210 N. Monroe, Sylvester, GA 31791
- 2) Collaborative Sites:
 - a) Mitchell County Correctional Institute
4838 Hwy 37, Camilla, GA 31730
 - b) DRC Thomasville
800 W Jackson St, Thomasville, GA 31799
 - c) Thomas County Correctional Institute
324 County Farm Road, Thomasville, GA 31757
 - d) Tifton Housing Authority
325 Old Omega Road, Tifton, GA 31794
 - e) Day Reporting Center
115 S. Davis Avenue, Tifton, GA 31794
 - f) Colquitt County Correctional Institute
200 S. Vandenberg Drive, Moultrie, GA 31766
 - g) Turner RSAT
514 South Railroad Avenue, Sycamore, GA 31790
- b. Geographic/Demographic and Economic Base/Infrastructure
 - i. Camilla, GA - <http://en.wikipedia.org/wiki/Mitchell, Georgia>
 - ii. Cairo, GA - <http://en.wikipedia.org/wiki/Grady, Georgia>
 - iii. Moultrie, GA— <http://en.wikipedia.org/wiki/Moultrie, Georgia>
 - iv. Thomasville, GA - <http://en.wikipedia.org/wiki/Thomas, Georgia>
 - v. Tifton, GA— <http://en.wikipedia.org/wiki/Tifton, Georgia>
 - vi. Ashburn, GA— <http://en.wikipedia.org/wiki/Ashburn, Georgia>
 - vii. Sylvester, GA— <http://en.wikipedia.org/wiki/Sylvester, Georgia>
 - viii. Chula, GA— <http://en.wikipedia.org/wiki/Chula, Georgia>

2. Hazard Profile

a. Potential Hazards

Camilla, GA/Mitchell County, Cairo, GA/Grady County, Moultrie, GA/Colquitt County, Thomasville, GA/Thomas County, Tifton, GA/Tift County, Ashburn, GA/Turner County, Sylvester, GA/Worth County, and Chula, GA/Tift County are subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.

Disaster conditions could be a result of a number of natural phenomena such as earthquakes, floods, severe thunderstorms, high water, drought, severe winter weather, fires (including urban, grass, and forest fires), epidemics, severe heat, or high winds. Apart from natural disasters, Camilla, GA/Mitchell County, Cairo, GA/Grady County, Moultrie, GA/Colquitt County, Thomasville, GA/Thomas County, Tifton, GA/Tift County, Ashburn, GA/Turner County, Sylvester, GA/Worth County, and Chula, GA/Tift County are subject to a myriad of other disaster contingencies, such as derailments, aircraft accidents, transportation accidents involving chemicals and other hazardous materials, plant explosions, chemical oil and other hazardous material spills, leaks or pollution problems, dumping of hazardous wastes, building or bridge collapses, utility service interruptions, energy shortages, civil disturbances or riots, terrorism, warfare, applicable criminal acts, or a combination of any of these.

D. Planning Assumptions

1. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries.
2. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within Southern Regional Technical College. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.
3. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government.
4. Assistance to the affected jurisdiction(s) by response organizations from another jurisdiction(s) is expected to supplement the efforts of the affected jurisdiction(s) in an efficient, effective, and coordinated response when jurisdiction officials determine their own resources to be insufficient.
5. Federal and State disaster assistance, when provided, will supplement, not substitute for, relief provided by local jurisdictions.
6. It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.
7. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.

Concept of Operations

A. General

1. Communications is maintained between affected jurisdictions and area emergency management branch offices. Branch office personnel may respond to the jurisdiction to facilitate ongoing information exchange.
2. Camilla, GA/Mitchell, County, Cairo GA/Grady County, Moultrie, GA/Colquitt County, Thomasville, GA/Thomas County, Tifton, GA/Tift County, Ashburn, GA/Turner County, Sylvester, GA/Worth County, and Chula, GA/Tift County commissioners may declare local states of emergency and request State assistance. All requests for State assistance should go through the local emergency management area coordinator and the appropriate emergency management branch manager to the State Emergency Operations Center (EOC).
3. When the State EOC is activated, the Emergency Management Agencies becomes the office of primary responsibility for the State Emergency Response Team (SERT). The director of emergency management will normally serve as SERT leader.
4. Camilla, GA/Mitchell, County, Cairo GA/Grady County Colquitt County, Thomasville, GA/Thomas County, Tift County, Turner County, and Worth County EOCs will serve as clearinghouses for response and recovery operations and for deployment of resources within the counties, including cities within the counties.
5. Planning for recovery will be implemented at the same time local governments are taking the emergency response actions necessary to protect the public. Preparations will be made for rapid deployment of resources necessary to facilitate recovery.

B. Hazard Control and Assessment

1. Perceive the threat
2. Assess the hazard
3. Select control strategy
4. Control hazard
5. Monitor hazard

C. Protective Action Selection

1. Analyze the hazard
2. Determine protective action
3. Determine public warning
4. Determine protective action implementation plan

- D. Public Warning
 - 1. Determine message content
 - 2. Select appropriate public warning system(s)
 - 3. Disseminate public warning
- E. Protective Action Implementation
 - 1. Monitor progress of protective action implementation
 - 2. Control access and isolate danger area
 - 3. Evacuation support
 - 4. Decontamination support
 - 5. Medical treatment
 - 6. Special population support
 - 7. Search and rescue
- F. Short-term Needs
 - 1. Shelter operations
 - 2. Unite families
 - 3. Continued medical treatment
 - 4. Increase security
 - 5. Stabilize the affected area
- G. Long-term Needs
 - 1. Re-entry
 - 2. Recovery

Organization and Assignment of Responsibilities

A. General

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

B. Organization

1. Chief elected officials
2. Homeland security and emergency management agencies
3. Law enforcement agencies
4. Fire departments
5. Emergency medical services agencies
6. Health departments
7. Hospitals
8. Public works agencies
9. Departments of education
10. Legal department
11. Finance department
12. Local emergency planning committee
13. Office of family support or social services

C. Assignment of Responsibilities

1. Chief Elected Officials
 - a. Disaster declarations
 - b. Evacuation orders
 - c. Re-entry decisions
 - d. Other protective action decisions as necessary
2. Homeland Security and Emergency Management Agencies
 - a. EOC staffing and functioning
 - b. Communications
 - c. Operations of the shelter system in conjunction with the American Red Cross

- d. Emergency public information
 - e. Alert and warning systems
 - f. Assistance from other jurisdictions
 - g. State assistance
 - h. Federal assistance
 - i. Emergency control and use of resources
 - j. Homeland security and emergency preparedness training and education
 - k. Rumor control
 - l. Damage assessment
 - m. Comprehensive homeland security and emergency preparedness planning
3. Law Enforcement Agencies
- a. Maintaining law and order
 - b. Controlling traffic
 - c. Protecting vital installations
 - d. Controlling and limiting access to the scene of the disaster
 - e. Supplementing communications
 - f. Assisting with all evacuation efforts
 - g. Search and rescue
4. Fire Departments
- a. Providing fire protection and the combating of fires
 - b. Search and rescue
 - c. Decontamination
 - d. Damage assessment
5. Emergency Medical Services Agencies
- a. Emergency medical transportation
 - b. Emergency medical treatment
 - c. Triage or assisting with triage
 - d. Assisting with special needs evacuation
6. Health Departments
- a. Emergency medical care information and coordination
 - b. Emergency hospital treatment information and coordination
 - c. Medical support to shelters
 - d. Health advisories

- e. Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, and supplying and using medical and health items
 - f. Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing)
 - g. Emergency interment coordination
 - h. Insect and rodent control
 - i. Pest control as required
 - j. Inoculations for the prevention of disease
 - k. Sanitation
7. Hospitals
- a. Emergency medical care
 - b. Limited on-site decontamination
 - c. Hospital evacuation
 - d. Traditional hospital medical services
8. Public Works Agencies
- a. Maintaining designated major streets and avenues, highways, and other designated routes of travel
 - b. Assisting with heavy rescue
 - c. Decontamination
 - d. Engineering services as required
 - e. Transportation
 - f. Debris removal
 - g. Inspection of shelter sites for safe occupancy
 - h. Inspection of damaged buildings, public and private, for safe occupancy
 - i. Enforcement of building codes
 - j. Maintenance of vehicles and other essential equipment of the various departments and agencies
 - k. Development of a plan of priorities to be used during the period of increased readiness that addresses the repair of vehicles and equipment
 - l. Maintenance of a reserve supply of fuel
 - m. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits
9. Departments of Education
- a. Providing the use of facilities for emergency public education
 - b. Providing facilities for emergency housing of evacuees and relief forces

- c. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues
 - d. Providing personnel for shelter managers and staff
 - e. Providing recreation plans for shelter occupants' use during shelter-stay period
 - f. Coordinating transportation
10. Legal Department
- a. Providing legal advice as required
 - b. Performing other necessary legal functions
 - c. Serving as a liaison with other legal and judicial agencies and sections of the government
11. Finance Department
- a. Maintaining economic stabilization as required
 - b. Maintaining a list of suppliers, vendors, and items of critical emergency need (through the appropriate procurement division)
12. Local Emergency Planning Committee
- a. Furnishing information, including maps or materials, as needed, for the emergency management agency or emergency preparedness coordinator. This includes Tier II reports and other industry-specific information to produce general detailed planning for chemical, transportation, or industrial accidents.
 - b. Augmenting EOC staff as necessary
13. Office of Family Support or Social Services
- a. Supporting shelter managers
 - b. Emergency welfare services
 - c. Emergency lodging
 - d. Emergency feeding
 - e. Emergency clothing
 - f. Emergency registration and inquiry
 - g. Coordinating services for the area homeless population
 - h. Coordinating religious services
 - i. Coordinating private welfare groups
 - j. Identifying non-English-speaking persons and provisions for translation
 - k. Identifying special needs population (by culture, language, or age-specific requirements)
 - l. Maintaining an up-to-date list and supporting memorandums of agreement (MOAs) with shelter facilities and their points of contact

D. Support Functions

1. Support from the National Guard may be requested through the State office of emergency management. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain at all times under military command, but will support and assist response efforts.
2. Support from other State government departments and agencies may be made available in accordance with the State plan.
3. Private sector organizations within the jurisdiction may assist with a wide variety of tasks based on their capabilities.
4. Volunteer agencies, such as the American Red Cross, local church/synagogue congregations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.
5. Assistance from surrounding jurisdictions may be available through the execution of a memorandum of understanding (MOU) or MOA.

E. Continuity of Government

1. Succession of Command

Describes the hierarchy of command succession at the State and local levels.

a. State Government Succession

This will be arranged in accordance with the State Constitution. In general, the line of succession may be designated in a manner similar to the following:

- i. Governor
- ii. Lieutenant Governor
- iii. Secretary of State
- iv. Attorney General
- v. Treasurer
- vi. Presiding Officer of the State
- vii. Presiding Officer of the House of Representatives

b. Local Government Succession

Each jurisdiction has its own local government succession that usually is referred to within the local EOP.

2. Relocation of Government

Each jurisdiction is responsible for designating facilities that will accommodate the relocation of government. Refer to local EOPs for individual jurisdictions.

3. Preservation of Records

a. State Level

Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. It is the further responsibility of State officials to ensure that all records are secure and protected from elements of damage or destruction at all times.

b. Local Level

It is the responsibility of elected officials to ensure that all legal documents of both public and private nature recorded by the designated official (i.e., tax assessor, sheriff's office) be protected and preserved in accordance with applicable State and local laws. Examples include ordinances, resolutions, meeting minutes, land deeds, and tax records.

Direction, Control, and Coordination

A. Authority to Initiate Actions

1. Describe who is responsible for activating the EOP. The decision will be made by the responsible public official(s) and the on-scene commander within the jurisdiction.
2. Assign responsibility for implementation of the EOP.

B. Command Responsibility for Specific Actions

1. General guidance of emergency operations
Assign responsibility for general guidance of emergency operations.
2. Direction of response
Responsible for overall direction of the disaster response activities of all of the jurisdiction's departments and agencies. During emergencies, those responsibilities will be carried out normally from the EOC.
 - c. Each jurisdiction's chief elected official has the responsibility for addressing threats to his or her jurisdiction. This authority shall include, but not be limited to, the declaration of an emergency condition or disaster declaration within the political jurisdiction.
 - d. Each homeland security and emergency preparedness director will act as the chief advisor to his jurisdiction's chief elected official during any declared emergency affecting the people and property of the jurisdiction. Various agencies and departments under the direction of the jurisdiction's homeland security and emergency preparedness agency director will conduct emergency operations.
 - e. In order to be National Incident Management System (NIMS) compliant, information in this section should include, where required by law, that a State agency assumes command of an incident scene in this section. This section should also include information about the agency having designated personnel trained in the National Incident Management System (NIMS) Incident Command System (ICS).

- f. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives.
3. Incident Command System

The local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of on-scene incident operations. If a disaster affects multiple widely separated facilities or jurisdictions, separate incident command operations and an area command may be set up.
4. Assistance

If the jurisdiction's own resources are insufficient or inappropriate to respond to the emergency situation, a request may be made for assistance from other jurisdictions, the State, or Federal government. All response agencies are expected to fulfill mission assignments directed by the incident commander.

Information Collection and Dissemination

- A. Disaster information managed by the Southern Regional Technical College Emergency Operations Center is coordinated through agency representatives located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the Southern Regional Technical College Emergency Operations Center.

Communications

- A. Communication protocols and coordination procedures are described in detail in the **Southern Regional Technical College Public Relations Crisis Communication Plan**.

Training, Drills and Exercises

- A. Southern Regional Technical College, Steve Peacock, Director of Facilities (229-821-0297 or speacock@southernregional.edu), recognizes the imperative requirement from the TCSG System Office with regard to participating in an *Active Shooter* Exercise on or before December 31st, 2015.

Administration, Finance, and Logistics

- A. General Policies

This section outlines general policies for administering resources, including the following:

1. Appointment of Officials

Identify the positions of officials who have been appointed to participate in the decision-making process.
2. Funding and Accounting

Reference should be made to administrative requirements that are applicable to emergency operations (e.g., emergency purchasing procedures), which appear in other documents.

3. Records and Reports

The plan should include requirements for tracking the source and use of resources and expenditures.

- a. Responsibility for submitting local government reports to the State office of homeland security and emergency preparedness rests with each jurisdiction's homeland security and emergency preparedness director.
- b. Each jurisdiction's homeland security and emergency preparedness director maintains records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.

4. Agreements and Understandings

This section references any mutual aid agreements or emergency response and recovery contracts that exist. It also indicates who is authorized to activate those agreements or contracts.

Elements that should be addressed in MOA/MOUs include the following:

- c. General
 - i. Emergency use of resources and capabilities of organizations that are not part of a government structure will be pre-arranged through agreements to the maximum extent feasible. Duly authorized officials will enter into agreements, which will be formalized in writing whenever possible.
 - ii. Agreements between elements of the same government will be included in their respective plans. Details of such agreements, which are inappropriate for inclusion in these plans, will be set forth in an SOP, instructions, or other directives of the units of government concerned.
 - iii. Unless otherwise provided, agreements remain in effect until rescinded or modified. Annual or other periodic updates will prevent them from becoming outdated.
 - iv. A clear statement of agreement regarding payment reimbursement for personal services rendered, equipment costs, and expenditures of material is mandatory.
- d. Agreements
Agreements with private relief organizations provide immediate aid to disaster victims and provide some types of aid that the government is unable to render.
- e. Understandings
MOUs with adjoining counties or local governments recognize that certain situations require effective coordination and cooperation between jurisdictions to achieve effective response and provide for the general safety and health of residents. These documents formalize and focus attention on commitments and help avoid misunderstandings.

5. Assistance Stipulations
Local policies that have been established regarding the use of volunteers or accepting donated goods and services should be summarized. Elements that should be addressed in this section include:
 - f. Administration of insurance claims
 - g. Consumer protection
 - h. Duplication of benefits
 - i. Nondiscrimination
 - j. Relief assistance
 - k. Preservation of environment and historic properties

B. Additional Policies

1. When the resources of local government are exhausted or when a needed capability does not exist within a local government, the local units of government call for assistance from the State.
2. The incident commander will submit periodic situation reports to the appropriate authority during a major disaster using standard ICS formats.

Plan Development and Maintenance

A. Development

1. The State office of homeland security and the emergency preparedness coordinator are responsible for coordinating emergency planning.
2. The director of each jurisdiction's homeland security and emergency preparedness agency is responsible for supporting emergency planning.

B. Maintenance

1. Requirements

1. The emergency management coordinator will maintain, distribute, and update the EOP. Responsible officials in State or local agencies should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.
 - i. To comply with requirements outlined in Nuclear Regulatory Commission Regulation 0654/FEMA-REP-1, the plans of jurisdictions located within the emergency planning zones with nuclear power plants must annually review, update (if needed), and certify plans to be current.
 - m. Directors of supporting agencies have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.

2. Review and Update

n. Review

The Basic Plan and its appendices should be reviewed annually by local officials. The emergency management coordinator or, if no coordinator has been appointed, the local chief elected official, should establish a process for the annual review of planning documents by those tasked in those documents, and for preparation and distribution of revisions or changes.

o. Update

i. Changes

Changes should be made to plans and appendices when the documents are no longer current. Changes in planning documents may be needed:

- 1) When hazard consequences or risk areas change
- 2) When the concept of operations for emergencies changes
- 3) When departments, agencies, or groups that perform emergency functions are reorganized and can no longer perform the emergency tasks laid out in planning documents
- 4) When warning and communications systems change
- 5) When additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available
- 6) When a training exercise or an actual emergency reveals significant deficiencies in existing planning documents
- 7) When State/territorial or Federal planning standards for the documents are revised

ii. Methods of updating planning documents

1) Plan Revision

A revision is a complete rewrite of an existing EOP or appendix that essentially results in a new document. Revision is advisable when numerous pages of the document have to be updated, when major portions of the existing document must be deleted or substantial text added, or when the existing document was prepared using a word processing program that is obsolete or no longer available. Revised documents should be given a new date and require new signatures by officials.

2) Formal Plan Change

A formal change to a planning document involves updating portions of the document by making specific changes to a limited number of pages. Changes are typically numbered to identify them, and are issued to holders of the document with a cover memorandum that has replacement pages attached. The cover memorandum indicates which pages are to be removed and which replacement pages are to be inserted in the document to update it.

The person receiving the change is expected to make the required page changes to the document and then annotate the record of changes at the front of the document to indicate that the change has been incorporated into the document. A change to a document does not alter the original document date; new signatures on the document need not be obtained.

Authorities and References

A. Legal Authority

1. Federal

- p. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
- q. Other executive orders and acts pertaining to disasters enacted or to be enacted
- r. Public Employees Occupational Safety and Health Act (PEOSHA) regulations

2. State

- s. Insert State laws pertaining to homeland security and emergency management.

3. Local

- t. Insert applicable ordinances.

4. Volunteer, Quasi-Governmental

- u. Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.
- v. Mennonite Disaster Services – Agreement with FDAA, 1974.
- w. Public Law 93-288.

IV. System Response Protocols

A. Secure in Place

Background & General Information

In order to ensure that faculty, staff and students remain as safe as possible in the unlikely event that an intruder should attempt to enter a classroom, instructors will keep their doors locked while they are teaching. In addition, and in order to prevent unlawful entry into classrooms, instructors will ensure that classrooms are locked and the doors are closed whenever classrooms are not in use.

To help prevent, unlawful utilization of classrooms and offices, door windows will neither be covered nor the view to the inside of offices or classrooms obstructed in any way.

A hostage or dangerous intruder situation can occur at any time. It is important to remember that most injuries and deaths in hostage situations occur within the first few minutes of the situation. Control of the situation through a preplanned response is crucial. Once the situation can be stabilized, time works to decrease the probability that the suspect will use violence. Be prepared for a resolution that may take hours or even days.

This protocol is to be utilized for situations where an actual crisis situation has occurred. The protocol should be implemented for any situation involving:

- Shots being fired on or immediately adjacent to the campus.
- A stabbing on campus.
- An explosion near but not on the campus.
- A hostage situation or an armed barricaded subject on or immediately adjacent to the campus.
- Natural disasters, hazardous material incidents, or threats involving weapons of mass destruction, which indicate immediate danger to those on campus.

Traditionally, only building administrators/department heads have had the authority to initiate building lockdowns and evacuations. Experience in other regions has proven that this limitation is likely to cause additional injuries and deaths if the response is not immediate due to office staff having to locate the building administrator/director.

All Southern Regional Technical College employees and students are empowered to contact 911 without first informing their Supervisors, Instructors, or a member of the Safety Committee if a life-threatening situation exists which warrants immediate intervention by the authorities.

Secure in Place

It is extremely important that an immediate call to 9-911 be made as soon as an armed intruder or hostage situation is observed:

1. Personnel who have observed an armed intruder or hostage situation should ensure their personal safety and then contact 9-911 or have someone contact 9-911.
2. Give as much information about the intruder and the situation as possible, including exact location where the intruder was observed.
3. In order to initiate campus secure in place procedures, the same person should then contact the President’s office at 5069. If there is no immediate response, contact Administration. The person receiving the alert should also call 9-911 to ensure that the police have been notified and then initiate the intercom alert which states “This is a lockdown alert. Please move to your classroom or office, lock the door, and follow lockdown procedures. This is not a drill. This is not a drill” and then send the following email to all faculty & staff which states, “Please immediately initiate Secure in Place Procedures and stay in a secure area until notified otherwise. This is not a drill.”
4. If the crises occurs after 7:00 pm, after contacting 9-911 then the Evening Campus Administrator should be notified as follows:

Moultrie Veterans Pkwy/Industrial Drive
Lisa Griffin Mon.-Wed., 5:30 – 9:30 pm (229) 454-6850
Steve Fletcher Thurs., 5:30 – 9:30 pm (229) 821-0288
Tifton Campus
Sedric Carithers Mon.-Thurs., Security Guard, 4:00-9:30 pm (229) 850-0850
Steve Peacock Mon.-Thurs., 6:00 – 9:30 pm (229) 821-0297
David Evans (back up) (229) 821-6090
Susan Davis (back up) (229) 347-7119
Thomasville Campus
Dale Aldridge Mon.-Thurs., 6:30 – 10:00 pm (229) 672-0160
Zack Clark (back up) (229) 672-0661
Cairo Campus
Charlie McBee Mon.-Thurs., 4:00 -9:00 pm (229) 378-2901

The Evening Campus Administrator should first contact 9-911 to ensure that the emergency services have received the message, then the other Buildings should be notified by Cell Phone and emails to initiate Secure in Place procedures.

6. Once the Lockdown alert has been received, faculty and staff must immediately implement LOCKDOWN procedures.
7. If students are not in class when the Lockdown procedures are announced, students should proceed to their assigned classes.
8. If it appears unsafe to proceed to their class area, students should proceed to the nearest safe classroom.
9. Teachers should lock their classroom doors once the hallways near their room are clear of students.
10. Once the teachers have secured/locked the room they should immediately advise students to move away from doors and windows and to get on the floor.
11. Teachers should brief students that the College has been placed on a heightened security status as a response to an apparent crisis situation and to remain quiet until more can be learned about the situation.
12. Teachers should then begin calmly and quietly reviewing emergency evacuation procedures with students to prepare them for possible evacuation.
13. Students should not be allowed to leave classrooms unless the teacher receives instructions from the main office or the building administrator/department head.
14. Teachers should not open the door to the classroom unless they are instructed to do so by a staff member that they recognize by sight or voice. Public safety responders may enter the room using a master key.

RETURN TO NORMAL:

1. Once any danger has passed, and it has been determined that **EVACUATION** will not be required, the **Lockdown** will be terminated. Normal procedures will be initiated by phone or other means as quickly as possible. The Safety Committee will send mass broadcasts to office phones and computers to further notify faculty and staff.
2. **The normal functions of the college or department may resume at that time.**

B. Emergency Preparedness Kit

Background:

All colleges should develop an Emergency Preparedness Kit and it is essential that this kit be kept updated. The kit will be kept in the receptionist area at each site. These will be updated within the first four weeks of each semester.

This kit will become the portable “command center” for the designated Administrator during the first critical minutes of any crisis, which required the evacuation of the facility. The designated administrator shall take the kit whenever the building is evacuated. The information in the kit will allow the administrator to quickly integrate in the public safety response structure and provide critical information needed by responding agencies. This kit should also be utilized during drill for consistency with response protocols.

The Emergency Preparedness Kit should contain the following:

1. A copy of the College floor plan for each building on College property
2. Copy of the Emergency Response Booklet
3. Flashlight and extra batteries
4. Bullhorn and appropriate batteries
5. Current county phone book
6. Writing tablets and pencils
7. Basic First Aid kit

Emergency Preparedness Kit Procedures:

- a. The kit should quickly be taken to the area where first responders will arrive.
- b. The President should assist the public safety incident scene commander, who is designated to be in charge of the scene.
- c. For legal, technical, and practical reasons, College officials should never attempt to assume the role of the public safety incident commander.

C. Emergency Evacuations

Background:

Situations may arise which will require an off-campus evacuation to ensure the safety of students and staff. Procedures for an emergency off-campus evacuation should consist of the following minimum steps:

- a. Identify primary and secondary assembly areas in the event it becomes necessary to evacuate the College campus.
- b. Establish the desired evacuation routes to the holding areas/assembly areas on the evacuation plan.
- c. Provide for the special evacuation needs of the disabled.
- d. Maintain a copy of the evacuation plan at the administration office and other areas of the College so that instructors and administrators can evacuate with it and be able to refer to it once outside.
- e. Building coordinators should orient staff, faculty and students as to their specific duties; requirements and responsibilities should an off-campus evacuation become necessary.
- f. Maps indicating primary and secondary evacuation routes should be posted in all classrooms and in designated high visible areas.

Evacuation Procedures:

Emergency evacuations may be necessary for a number of incidents. An evacuation of a building(s) at SRTC will be signaled by the FIRE alarm for that building(s).

- a. Students, faculty and staff, employees and visitors should follow recommended evacuation routes that are posted. All personnel should follow the route for the location where they find themselves when the evacuation begins. **DO NOT RETURN TO YOUR OFFICE OR CLASSROOM!**
- b. **Designated Searchers** will be identified by local administrators. Each must search all rooms and bathrooms to ensure that everyone has evacuated the building and then report to the **Local Administrator** at the assembly area. Searchers must also assist handicapped personnel or others who need assistance in reaching the assembly area. **HOWEVER, SEARCHERS MUST NOT ENDANGER THEIR OWN LIVES TO COMPLETE THEIR DUTIES. INSTEAD THEY SHOULD NOTIFY CITY OR COUNTY EMERGENCY RESPONDERS.**
- c. Instructors should bring their **class record books** with them.
- d. Ensure that all students are out of their classrooms and adjoining restrooms and workrooms.
- e. Close all doors and windows after following students out of the building.
- f. Unlock the door to your room only if the delay will not endanger either your life or the life of others.
- g. Hosts should ensure that guests are evacuated.
- h. **DO NOT USE THE ELEVATOR!**
- i. Instruct the first student in line to hold the exit door(s) until all persons in the class have evacuated the building.

- j. Once the alarm has sounded, all personnel will proceed to one of the building's **designated assembly areas**. Once there, instructors should make note of students who are not present and furnish those names to the **Local Administrator** as soon as possible.
- k. **Do not allow anyone to return to the building to rescue a friend or retrieve valuables. The fire department will conduct all rescues!**
- l. Instructors should remain with their class until the "all clear" signal is sounded.

D. Media Protocol

Background:

The media can serve as a resource for information dissemination during a crisis. In order to utilize this tool, SRTC must provide factual response information to the media as quickly as possible during a crisis. Media personnel often monitor radio frequencies of local public safety agencies. It is highly likely that local media will have immediate knowledge that a crisis has occurred at SRTC and will respond quickly. The President's Office along with the Vice President for Institutional Advancement, Marketing and Public Relations will ensure that timely information is provided to the media.

Procedures:

- a. All information concerning an incident on campus will be coordinated through and released by the President's Office under the authority of the President.
- b. Local media contacts should be kept in the Emergency Preparedness Kit and updated annually.
- c. Immediately implement all communications with the President's Leadership Council (PLC) for updates.
- d. Quickly secure accurate information and avoid premature or unauthorized spread of information.
- e. The President's office will ensure that appropriate personnel respond to the media.
- f. All media inquiries should be made through the Vice President Institutional Advancement, Marketing and Public Relations in coordination with the President's Office.
- g. Determine safe and appropriate staging areas for the media personnel near the College to be utilized during a crisis.
- h. Compile questions and answers on subjects most likely to be addressed by the media.
- i. Present the positive side of the crisis resolution efforts.
- j. Prepare and approve news releases, if necessary, concerning the emergency and release the information to the media.

E. College Dismissal and Early Release Information

Background:

The President strives to operate Southern Regional Technical College efficiently, safely, economically, and according to well publicized pre-determined schedules. On those occasions when hazardous weather conditions indicate that colleges should take emergency measures or should not be opened in the morning, or closed early, timely notification will be given through the local news media to students and to employees concerning the revised operating schedules.

The decision to close/delay college rests solely with the President. The President will follow Southern Regional Technical College Procedure.

Procedures:

- a. The Office of the President will immediately notify the following administrators with the notification to include the time and any special instructions needed to facilitate the closing:

- Provost 217-4136 (CELL 229- 821-1157)
 - Vice President for Operations 391-2609 (CELL 229-821-6090)
 - Vice President for Institutional Advancement ,
Marketing & Public Relations 255-3977 (CELL 229-672-1122)
 - Vice President for Administrative Services 227-4098 (CELL 229-672-0159)
 - Maintenance Department 225-5294 (CELL 229-672-0157)
 - Executive Director for Information Technology 227-3182 (CELL 229-672-1123)
 - Vice President for Student Affairs 217-4143 (CELL 229-921-8300)
 - Vice President for Economic Development 227-2414 (CELL 229-672-0162)
 - Vice President for Institutional Effectiveness 225-3978 (CELL 229-672-6220)
 - Vice President for Academic Affairs 225-5200 (CELL 229-672-0156)
 - Vice President for High School Initiatives &
Enrollment Management 225-5062 (CELL 229-672-0161)
- b. Administrators and the Maintenance Department will not be released until authorized by the President.

F. Emergency Telephone Numbers:

EMERGENCY UNIVERSAL

911

College Administrators

President	Work: 225-5069 Cell: 672-0387
Vice President for Administrative Services	Work: 225-4098 Cell: 672-0159 Home: 551-9348
Vice President for Economic Development	Work: 227-2414 Cell: 672-0162 Home: 228-6835
Vice President for High School Initiatives & Enrollment Management	Work: 225-5062 Cell: 672-0161 Home: 228-6037
Vice President for Academic Affairs	Work: 225-5200 Cell: 672-0156 Home: 551-0975
Academic Dean-Thomasville	Work: 227-3177 Cell: 672-1797 Home: (706) 271-2505
Vice President for Institutional Effectiveness	Work: 225-3978 Cell: 672-6220 Home: 227-1122
Executive Assistant to President	Work: 225-5068 Cell: 672-0784 Home: 498-5439

Academic Dean-Thomasville Work: 225-5077
Cell: 672-0087
Home: 226-1827

**Vice President for
Institutional Advancement,
Marketing & Public Relations** Work: 225-3977
Cell: 672-1192
Home: 551-9964

Provost Work: 217-4136
Cell: 821-1157
Home: 343-5376

Vice President for Operations Work: 391-2609
Cell: 821-0003
Home: 423-1221

Academic Dean-Tifton Work: 217-4206
Cell: 672-0087
Home: 226-1827

**Assistant VP and Dean
Academic Affairs** Work: 217-4141
Cell: 777-1005
Home: 506-2491

**Vice President for Strategic
Initiatives** Work: 217-4188
Cell: 821-1156

**Vice President for Student
Affairs** Work: 217-4143

V. Threats & Violence

A. Bomb Threats/Explosions/Suspicious Packages

Background:

Bomb threats create a dilemma for college administrators. The caller can range from pranksters who are attempting to avoid a test, with no intention of setting off an explosive device, to the “terrorist” who is bent on creating mayhem.

- It is critical that an administrator collect as much factual information as possible during the limited amount of time available before he/she has to make a decision to evacuate or not.
- Prior planning and training of key personnel will enhance the credibility of that decision.

Preparation & Response Procedures:

- a. All rooms must be locked when not in use. Lock all doors after cleaning.
- b. Ensure all office personnel are trained in bomb threat protocol and recognition of suspicious packages. Anyone who answers the telephone for the college should be trained on what to listen for during a bomb threat call.
- c. If deemed necessary, the President will activate the Safety Committee upon notification of a bomb threat. He will determine the meeting location and briefing time, and assign tasks to the team.
- d. If a decision is made to evacuate, personnel will be sent home or sent to designated safe areas.

- e. Coordinate with public safety and designated search team personnel in reference to the decision on the removal of book bags from the classroom or leaving these items in the classroom during a bomb threat evacuation.
- f. Critical search areas are hallways, restrooms, lounges, and exterior perimeters of all buildings.
- g. Two-way radios and cellular phones will not be used since radio transmissions can cause detonation of electric blasting caps in a bomb. The team to effect communication between themselves and the administration will use the maintenance and college vehicles.
- h. A safe staging area must be planned for the media in all crisis situations.
- i. In most cases, law enforcement and fire departments will serve only in an advisory capacity and will not participate in threat evaluations or become involved in the decision to issue an evacuation order. When a suspected or actual explosive is located, decision making and crisis management responsibilities shift from the President to emergency response agencies. Law enforcement personnel will take over the control of the site at this point.

Suspicious Packages:

Suspicious packages may be received in the mail or via delivery. Upon receipt of a suspicious package, College personnel should not handle the package and should isolate persons from the immediate area. Immediately call 911 and provide a description of the package. Characteristics of a suspicious package may include some of the following:

1. If delivered by carrier, inspect for lumps, bulges, or protrusions, without applying pressure.
2. If delivered by carrier, balance check if lopsided or heavy sided.
3. Handwritten addresses of labels from companies depict incorrect information or address components. Check to see if the company exists and if they sent a package or letter to your facility.
4. Packages wrapped in string are automatically suspicious, as modern packaging materials have eliminated the need for twine or string.
5. Excess postage on small packages or letters indicates that the object was not weighed by the post office.
6. No postage or non-canceled postage.
7. A foreign address, foreign writing or foreign postage.
8. Handwritten notes, such as "To be opened in the privacy of," "Confidential," "Your Lucky Day is here," and "prize enclosed" should provoke further inspection before opening.
9. Improper spelling of common names, places or titles.
10. Generic or incorrect titles.
11. If the package has leaks, stains, or protruding wires, string, tape, etc.
12. No return address.
13. Any letters or packages arriving before or after a phone call asking if the item was received.

Bomb Threat Checklist

Ask the Caller:

- 1) Where is the bomb right now?
- 2) What does the bomb look like?
- 3) When is the bomb going to explode?
- 4) What kind of bomb is it?
- 5) What will cause the bomb to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your name?

Wording of Caller of Bomb Threat (write down what the caller says)!

Try to gather as much information as possible about the caller:

Sex: Race: Age:
Length of call:
Time of call: am or pm

Caller's voice (circle all that describe the voice):

Calm	Nasal	Slurred
Soft	Angry	Whispered
Stutter	Loud	Accent
Excited	Lisp	Disguised
Laughter	Slow	Cracking
Raspy	Crying	Normal

Familiar? (If voice is familiar, who did it sound like?)

Background Sounds (circle all that you heard):

Traffic	Voices
Music	House noises
Static	Clear
Office noises	Factory
Long Distance	Machinery
PA System	
Other (describe):	

Threat Language (Circle all that apply):

Incoherent
Offensive Words
Well spoken
Message read
Taped
Irrational

Notes:

Note time Agencies were notified:

911/Law Enforcement/Fire	_____	am or pm
President's Office	_____	am or pm
Emergency Management Agency	_____	am or pm

Call received by (your name):

Name: _____
Title/Position: _____
Telephone Number: _____
Date: _____

B. Civil Disturbance

Background:

A civil disturbance is any incident including riot or mass uprising, pandemonium or mass threats of violence.

College personnel should establish rapport with students and provide an open forum that encourages discussion of grievances and problems. A crisis may be avoided or minimized through early recognition of problems and prompt actions. Administration should be aware of local situations and any national crisis that may generate civil disturbances within the College through students or outsiders moving into student groups and inciting student participation.

Preparation:

- a. Create a Student Advisory Committee which represents special interest groups to discuss positive actions that college personnel can take to prevent internal occurrences.
- b. Establish a close working relationship with student government.
- c. Implement an effective and positive personal approach to promote a calming effect on student unrest.

Response Procedures:

- a. Any staff member who receives information that a situation may escalate to a civil disturbance shall immediately notify the President's office.
- b. The President then determines the next course of action. It may be to notify Local Emergency Authorities or other responding agencies as appropriate.
- c. Avoid verbal exchanges or arguments when a disturbance is escalating. College staff members should refrain from touching students.
- d. Record and report the names of all students and outsiders, if known, involved in the disturbance. Record and report details of all incidents.
- e. Arrange a meeting to resolve the problem with the perpetrator(s) away from the main group.
- f. Initiate evacuation protocol if appropriate.
- g. Initiate media responses protocol if appropriate (President's direction).
- h. Instructors should not leave students unattended.
- i. Personnel who are not supervising students should move to the area of disruption to assist unless otherwise notified.
- j. Consider videotaping the disturbance.

C. Intruder/Suspicious Person

Background:

Many incidents can cause the presence of an intruder or suspicious person on college property. These situations can be generated by activities within the building or in the surrounding area. Everyone on Southern Regional Technical College's campus should be ever vigilant in identifying suspicious persons on College property.

Site Preparation:

- a. Free access to the building should be restricted to as few doors as possible. All exterior doors that are to remain locked during the day should have a sign placed on the outside that provides directions to visitors advising them to use the main entrance. Students and staff should be discouraged from opening locked doors for others, as this makes locked doors vulnerable.
- b. A college employee should be designated to periodically check each exterior door that has been designated by the building safety team as a secured door.
- c. Employees and students should be trained to report to their instructor or an administrator whenever it is suspected that a person does not belong on campus. As much information as possible regarding the description of the suspicious person, their location, and any unusual or disruptive behavior should be noted.

Response Procedures:

- a. Only if there is no apparent danger, approach the individual(s) to determine the nature of their presence on the College campus.
 1. Ask for identification and calmly advise that no one is permitted on campus without proper authorization.
 2. If identification cannot be provided, ask them to leave the premises and notify the President.
 3. Gather the following information if possible:
 - Where he/she goes after being instructed to leave.
 - Make, model, color and license plate number of the vehicle.
 - What the person has in their possession.
 - Possible weapon(s).
 - Comments or attitudes toward staff member (threats, etc.)
- b. If the intruder seems hostile or threatening, call the Local Police Department and then call the office of the President immediately.

D. Missing Student

A student may be reported missing for a variety of reasons. It is critical that college faculty maintain an accurate account of all students under their supervision at all times. If information is received, regarding a missing student, College staff should take an immediate accounting of all students under their supervision, report findings to the President’s Office, and await further information.

Site Preparation:

- a. Southern Regional Technical College maintains accurate emergency contact numbers on all students, faculty and staff members.
- b. Ensure that sign-out procedures are strictly followed at all times.
- c. All intruders and suspicious persons should be immediately reported to the College President or the local police immediately.
- d. Establish procedures for a lock down if any threat is indicated that a kidnapping is about to occur.

Response Procedures:

- a. If appropriate, initiate a lockdown, if an additional threat or danger is perceived.
- b. If the situation appears to involve an abduction, notify 911 immediately and then notify the President’s office immediately.
- c. College administrators and staff should search the facility and grounds for the missing student.

- d. The President's Office should make contact with the parents/guardian of the missing student as directed by law enforcement.
- e. Provide information to college faculty and staff as available.

E. Report of Weapons Violator

Prompt attention, thorough investigation, and accountability are critical elements in responding to reports that someone other than a police officer has a weapon on campus. Threats must be taken seriously and investigated immediately. Many tragedies have occurred throughout the country in educational settings after a report of a weapon was made and action failed to be taken by the College.

Site Preparation:

- a. All colleges are required by Georgia Law to post at least one sign in a prominent location near the main entrance advising students and visitors of Georgia Code Sections 127.1 regarding weapons on college grounds. Signs are available from the Maintenance Department. It is recommended that additional posters or signs be placed in other locations in the building(s) as well as in the parking lots.
- b. **It is a criminal offense and a violation of College policy for a College administrator to fail to report a Weapons Violation. If any person has a weapon of any type on college property. Weapons on campus, it should be immediately reported to the President's Office. Under the Southern Regional Technical College Weapons Policy, a knife blade three inches or longer is considered to be a weapon.**
- c. Building administrators should insure that videos regarding weapons on campus are shown as part of annual staff development.
- d. All information gathered concerning weapon location must be provided to local law enforcement officials.

Response Protocol:

- a. All reports should be taken seriously and acted upon immediately.
- b. Upon receipt of a report that someone, other than a police officer, has a weapon on campus, a firearm has been discharged on campus, or an assault has taken place with any other type of weapon, a Lockdown should be instituted. Do not wait to verify the report or to notify the President.
- c. Immediately notify, 9-911, and then the President immediately. Do not wait to verify the report.
- d. If it is possible to do so, try to secure the area where the victim(s) are located to protect them from further harm.
- e. Attempt to obtain names and locations of any witnesses or suspects. Provide this information to responding police personnel upon their arrival.
- f. Make every effort to protect the crime scene from college personnel. The crime scene will be any area that was involved in the incident. Have any available staff block access to the general area. Only public safety responders should be allowed in the immediate area.
- g. Always consider the potential danger to students and staff if the weapons violator is still in the area. Staff members should remember that they cannot protect students if they do not protect themselves from harm.

F. Suicide-Threat/ Incident

Site Preparation:

- a. If an apparent suicide has occurred do not announce the situation, name, or particulars over a clear net.
- b. If an apparent suicide has occurred, do not disturb the crime scene.

Communication:

- a. Notify the Authorities.
- b. Notify the President immediately.
- c. The President's office will supervise notification of immediate family members.

Procedures:

- a. **Seek emergency assistance.**
- b. Call or have someone else call **9-911**.
- c. Follow the contact instructions on the first page of this procedure.
- d. **Remain with the victim. Do not attempt to move the victim.**
- e. **Secure the area** while awaiting law enforcement officers and emergency personnel.
- f. Do not allow onlookers to congregate in area; students should proceed to or remain in classrooms.
- g. Employees should offer assistance with dispersing onlookers; those not needed should return to their workplaces.
- h. Instructors should remain in classrooms with their students and keep them calm.
- i. **Name of victim should not be used over two-way radios and only as needed on cell phones.**

VI. Emergency Incidents

A. Fire

Fire is an ever-present danger. A fire may originate within a building or threaten from the outside. A small fire in a rural wooded or urban area can quickly become out of control and jeopardize the safety of a nearby college. Internal fires may result from a variety of causes, ranging from carelessness, accidents, or arson. Colleges should have a fire emergency procedure to respond to both internal and external situations.

Site Preparation:

- a. All College personnel and students should be familiar with the location and operation of alarm systems and fire extinguishers.
- b. All equipment (e.g. extinguishers, exit doors) should be marked and maintained in accordance with local and state regulations.
- c. Designated personnel in each building should be trained with PASS fire extinguisher procedures for incipient fires only.
- d. Fire drills should be conducted in accordance with local and state regulations.

Communications and Warnings:

- a. Every college is required by Georgia law to have an alarm system. The alarm sound should be distinct from any other warning signals used within the college.
- b. In case of malfunction, an alternate alarm system should be available (e.g. whistle, bullhorn, etc.). Students and college personnel should be familiar with the alternate alarm.

To Report a Fire:

- a. Unless very small, go to the nearest fire alarm and activate it. PULL HANDLE STRAIGHT DOWN AND RELEASE.
- b. **Dial 9-911 and report the exact location of the fire.**
- c. **Follow the contact instructions on the first page of this procedure.**
- d. Evacuate others from the immediate area.

Fire Evacuation:

- a. Turn off power to all machines and equipment (if this can be done quickly).
 - b. **Turn off all lights (except emergency lighting and exit lights).**
 - c. Students, faculty and staff, employees, and visitors should follow recommended evacuation routes that are posted. All personnel should follow the route for the location they find themselves when the evacuation begins. **DO NOT RETURN TO YOUR OFFICE OR CLASSROOM!**
- d. **Designated Searchers must search all rooms and bathrooms to ensure that everyone has evacuated the building, and then report to the Designated Administrator at the assembly area. Searchers must also assist handicapped personnel or others who need assistance in reaching the assembly area. HOWEVER, SEARCHERS MUST NOT ENDANGER THEIR OWN LIVES TO COMPLETE THEIR DUTIES. INSTEAD, THEY SHOULD NOTIFY CITY OR COUNTY EMERGENCY RESPONDERS**
- e. Instructors should bring their **class record books** with them.
 - f. Instructors should ensure that all students are out of their classrooms and adjoining restrooms and workrooms.
 - g. Instructors should close all doors and windows after following their students out of the building.
 - h. **DO NOT LOCK THE DOORS!**
 - i. Hosts should ensure that guests are evacuated.
 - j. **DO NOT USE THE ELEVATOR!**
 - k. The first student in line should be instructed to hold the exit door(s) until all persons in the class have evacuated the building.
 - l. Once the alarm has sounded, all personnel will proceed to one of the building's **designated assembly areas**. Once there, instructors should make note of students who are not present and furnish those names to the **Designated Administrator** as soon as possible.
 - m. **Do not allow anyone to return to the building to rescue a friend or retrieve valuables. The fire department will conduct all rescues!**
 - n. Instructors should remain with their class until the designated administrator sounds the "all clear" signal.

Fire Extinguishers & Personnel on Fire:

- a. If you have been trained to utilize the PASS method, use the nearest fire extinguisher to contain small fires only!
- b. Do not attempt to extinguish large fires!
- c. If a person's clothing is on fire, extinguish it. Do not let a person run. Water is most effective (melted synthetic clothing can cause serious burns if fire is extinguished by rolling on the floor or using a blanket).

d. DO NOT TAKE UNNECESSARY RISKS. IF THE FIRE IS TOO LARGE TO CONTAIN, EVACUATE THE BUILDING IMMEDIATELY!

B. Hazardous Materials

Thousands of types of hazardous materials are shipped daily throughout Georgia. Chances that SRTC may be affected by an accident involving a hazardous material carrier become greater with the growth of industry and demand for fuel and chemicals.

Site Preparation:

- a. Determine transportation routes (e.g. highway, railway, pipeline), industrial use, and storage areas of potentially dangerous materials within a five-mile radius of the College. Local Emergency Management Agency maintains this type of information.
- b. Determine safe areas to evacuate students and personnel in case an incident occurs on or near College property.

Communications and Containment:

Warning of a hazardous materials incident is usually received from the Fire Department or local Emergency Management Agency when it occurs near the college. In a rare situation, the incident may occur close to or on college property, and the college must relay the warning to appropriate emergency response agencies.

Hazardous Materials Protocol:

- a. Determine the need to evacuate and move crosswind, never directly with or against the wind carrying the fumes. If evacuation is necessary, implement evacuation protocol and procedures.
- b. Ensure that all faculty and students are inside and for those outside, have them move inside as quickly as possible. Close all doors and windows and remain inside until public officials have given the "all clear".
- c. Turn off ventilation systems, fans and heating/air conditioning units.
- d. Do not return students to college facility after evacuation until the Fire Department, Emergency Management Agency or other official agency declares the area safe.
- e. If evacuation of the facility is determined to be dangerous, shut down HVAC and initiate the Lockdown Protocol. Be prepared to quickly evacuate the facility if announced.
- f. Be prepared to render first aid, if necessary.
- g. Initiate early/late dismissal, as necessary.

Immediate Action Response:

Consult the material safety data sheet (MSDS) for the chemical, and proceed according to the instructions. All areas on campus that house chemicals have MSDS documentation.

Should the chemical represent a significant hazard, contact:

- Call or have someone else call **maintenance department for your campus** with your exact location and the nature of the spill.
- Isolate the area of the spill.
- Keep others away from the spill area.
- Have a copy of the MSDS available for emergency personnel.

C. Radiological Emergency

During use, processing, or transporting of radioactive materials, accidents may occur that will expose the college to the dangers of contaminants. In this situation, chances of illness are decreased when people know “what to do” and how to protect themselves.

Site Preparation:

Check with Local Emergency Management Agency as to the appropriate preparation actions.

Communications and Warning:

Check with Local County Emergency Management Agency on how warnings for these incidents are received and communicated.

Response Protocol:

- a. Determine the area of contamination inside and outside the building.
- b. Require that all students and personnel remain indoors. (Initiate a Code Yellow Protocol).
- c. Notify the following authorities:
 - Law enforcement officials who will notify the fire department, Emergency Medical Services of Georgia, Georgia State Patrol, and other concerned agencies.
 - Local County Emergency Management Agency.
 - President’s Office. Safety Committee.
- d. Call a meeting of the Safety Committee.
- e. Identify Chemicals(s) (MSDS).
- f. Determine the need to evacuate. If evacuation is deemed safe and appropriate, use FIRE drill as evacuation protocol.
- g. Set up decontamination area for those that might be contaminated.

D. Injury/Illness/Death

All accidents, regardless of how minor, must be reported to the Human Resources Director!

Site Preparation:

- a. Establish and maintain a list of emergency medical telephone numbers, including poison control.
- b. Establish and maintain a list of staff and students qualified to administer first aid.
- c. Maintain current contact cards on students, faculty, and staff of family business and home telephone numbers, or other individuals authorized by the family to make decisions regarding emergency treatment (located in the emergency kit).
- d. At least one person who is trained in FA/CPR must be available in each building whenever people are in the building. These personnel should be prepared to provide FA/ CPR until emergency responders arrive. They should also provide as much information as possible to the responders, including any information that may be on the student/staff emergency contact cards.
- e. Alert personnel not to disrupt any crime scene that may exist, except for the rendering of first aid or medical assistance.
- f. Do not use names of victims over any open net (walkie-talkie or two-way radio).

Minor Injury/ Illness:

- a. Administer first aid, if necessary.
- b. Notify families, if possible, and request that a family member transport student to home or doctor's office.
- c. Complete an incident report and provide to the President's Office. If family members cannot be reached, or if transportation cannot be arranged, act based on College policy.

Serious Illness/Injury:

- a. Call 911 or have someone else call 911 for an ambulance: State the specific location and the name and telephone number of the person placing the call.
- b. Call or have someone else call the President's Office.
- c. **Remain with the victim, make the victim comfortable, and provide appropriate first aid.**
- d. Keep the victim still.
- e. Loosen tight-fitting clothing.
- f. Avoid or overcome chilling by using blankets or covers, if available.
- g. Make sure the victim has adequate air. Give artificial respiration if necessary and get an AED.
- h. Control severe bleeding by applying pressure.
- i. **If first aid is needed – apply only that which is essential before the arrival of medical assistance.** Know the limits of your capabilities and make every effort to avoid further injury to the victim.
- j. **If the injury resulted from exposure to a chemical in the workplace or classroom, have someone locate the Material Safety Data Sheet (MSDS). Follow instructions, and have a copy available for emergency personnel.**
- k. **Seek additional information about the incident and the victim.**
- l. Find out exactly what happened. Information may be obtained from the victim and from persons who were present and saw the accident, or saw the individual collapse in the case of sudden illness.
- m. Look for an emergency medical identification, such as a card or bracelet, which may provide a clue to the victim's condition.
- n. If the victim is conscious, obtain the name and contact information for a family member who should be contacted.
- o. If the victim is unconscious and has no sign of external injury, and if the above methods fail to provide identity, try to obtain the proper identification either from bystanders, so that relatives can be notified. (It is advisable to have a witness when searching for identification).
- p. **Provide all available information to emergency personnel when they arrive.**
- q. **The President's Office will arrange to contact the victim's family member.**

In the event of a death:

- a. Notify 911 and the President's office.
- b. Personnel who are designated to make the death notification to the family should be provided pertinent information as to what occurred, what actions were taken in response, and where the student was taken. Initiate insurance documentation.
- c. Initiate media response protocol and statements in conjunction with the Southern Regional Technical College policy.
- d. Provide information to staff, faculty, and students as available.
- e. Prepare a statement to send home with students explaining the situation.

E. Transportation Disasters:

A van or car accident may occur at any time during the transportation of faculty, staff, employees or students to and from college, during college business trips, special field trips or in conjunction with transportation to or from an extracurricular activity (e.g. VICA competition or Foundation events). This includes parking lots and roads providing access to colleges, malls, stadiums, etc. which results in the following:

- a. A fatality.
- b. An injury to a person requiring treatment away from the scene of the accident.
- c. Disabling damage to vehicle requiring it to be towed from the scene.

Site Preparation:

During field trips, prepare and maintain a list of all students and staff.

Compile emergency contact information on all staff and students on field and other trips.

Communications:

The President's office will dispatch appropriate public safety personnel to the scene of the accident. The President will notify TCSG and the appropriate board members.

Site Response Procedures:

- a. Upon notification of an accident involving a SRTC vehicle(s), the President's office will direct the appropriate personnel to proceed to the scene of the accident to coordinate actions on the scene.
- b. The law enforcement officers on the scene will be in charge of the investigation and will coordinate with Southern Regional Technical College when to move the vehicle(s).
- c. Injured personnel will be transported at the direction of the medical personnel on the scene.
- d. The personnel dispatched by the President's Office will have the authority to make decision on behalf of Southern Regional Technical College.
- e. After the immediate needs of the injured students and staff have been addressed, a list should be compiled of all persons in the vehicle(s) and others involved in the accident.
- f. The President should implement the Illness/Injury/Death Response Protocol and Procedures.
- g. Administrator/hospital liaison should proceed to the medical facility where students and/or staff are transported.

F. Utility Failure

Utility failures or incidents are common occurrences and may happen anytime. An undetected gas leak may require only a spark to set off an explosion, flooding from a broken water main may cause extensive damage to property and building fixtures. Winter or other storms may cause electric power failure and may result in the loss of heat source.

Site Preparation:

- a. Identify possible adverse effects that utility losses could have on the college and develop procedures for emergency shutdown. (Example: Loss of electricity might disrupt heating and cooling systems). Consider the availability of an emergency generator to supply essential needs. (This type of equipment may be available via state or federal surplus property programs).
- b. Establish and maintain a list of phone numbers, including night and day emergency utility reporting and repair services.

Site Response Procedures:

- a. Should utility failure occur, notify college maintenance personnel, local utility company, the President, 911, and the President's office.
- b. The President's office will dispatch appropriate personnel to the scene of the accident and if necessary, initiate evacuation protocol.
- c. The law enforcement officers on the scene will be in charge of the investigation and will coordinate SRTC personnel when to move the vehicle(s).
- d. The injured will be transported at the direction of the medical personnel on the scene.
- e. The administrator on the scene will have the authority to make decisions on behalf of Southern Regional Technical College.

VII. Natural Disasters**A. Flooding**

Many areas in Georgia are subject to or affected by floods. Flooding may be caused by heavy rain, tidal surge from tropical storms off the coast or dam breaks. Except in the case of flash flooding, the onset to most floods is a relatively slow process with flooding taking several days.

Response Protocol:

- a. Monitor weather conditions in an affected area by radio/TV broadcasts or weather alert radio.
- b. Develop protocols for special needs individuals.
- c. Avoid downed power lines.
- d. Consult with public safety to determine a course of action.
- e. Evacuate students to homes immediately in accordance with established college policy. If the situation does not permit, keep students at the college or other safe location and make the following provisions:
 1. Shut off water at mains so contaminated water will not back up into college supply.
 2. Check all supplies if the college is designated as an evacuation shelter.
 3. Prepare for contaminated food, water, broken gas lines, and wet electrical equipment.
 4. If the college is dismissed, resume classes only after determination of building safety.

B. Hurricanes

Hurricanes can cause severe damage by combined effects of tidal surge, gale force winds, and/or torrential rains. Flooding and other effects of a tropical weather system can be experienced hundreds of miles inland even after the storm has decreased in intensity or has moved beyond the coast or gulf. The hurricane season extends from June to November. In Georgia, hurricane trends remain a concern throughout this season. College personnel should take special care to develop procedures for responding to hurricane watches and warnings. Some colleges may not be directly affected by the storm, but may have classes disrupted if facilities are needed to host storm evacuees. Often, secondary effects from hurricanes, such as tornadoes, impact inland communities. Beware of the "eye" of the storm. There may be a brief lull followed by more severe weather from the opposite direction.

Site Preparation:

- a. Prepare for utility failure. Establish backup generators for evacuation shelters.
- b. Identify and designate the most appropriate protective areas within buildings.
- c. Obtain materials to board windows and provide other protection to buildings and outdoor equipment, as necessary.

- d. Work with Local Emergency Management to determine the structural integrity of colleges designated to be used as evacuation shelters.
- e. Be alert for tornadoes.
- f. Maintain telephone numbers of the local emergency management agency.
- g. Designate a person to cut off the gas and water.

Communications and Warning:

The National Weather Service issues weather advisories for approaching hurricanes. Two types of advisories are issued depending upon the degree of certainty that a storm will strike an area. These are:

- a. A “Hurricane Watch” which indicates that a hurricane may threaten an area within 36 to 48 hours. It is a first alert for emergency agencies and the general public in a threatened area. When under a hurricane watch, continue normal activities, but listen to radio/television stations or weather alert radio for service advisories. The television stations are WCTV 6 (CBS), WALB 10 (NBC) and WTXL 27 (ABC).
- b. A “Hurricane Warning” indicates that a hurricane is expected to strike an area within 24 hours. The warning contains an assessment of flood danger in coastal, gulf and inland areas, small craft warnings, gale warnings for the storm periphery, and estimated storm effects.

Response Protocol:

- a. Designate staff to constantly monitor severe weather radios during periods of hurricane watches and warnings.
- b. Initiate Early Dismissal/College Closing policy as appropriate when severe weather threatens.
- c. If remaining in the facility, bring in all students and staff from outlying buildings to designated areas.
- d. Refrain from breaks which place students and staff outside of the facility. Store all portable equipment or loose items or tie items down securely.
- e. Board up all glass areas, lower, and securely fasten all Venetian blinds and drapes.
- f. Check all emergency facilities, portable and battery operated equipment (e.g. batteries and generators) for operating condition. Check the Emergency Preparedness Kit.
- g. Store all drinking water in clean, closed containers, such as glass or clear plastic jugs, bottles, or containers.
- h. Assemble tools necessary to make emergency repairs.
- i. Keep students in the college if time does not permit safe departure.
- j. Identify areas of the college least exposed to broken glass, flying debris, and possible flooding and downwind or in leeward part of the building. Note: Is this identified in writing?
- k. After the storm, avoid use of lanterns, matches or other flammable items until determined there are no leaking gas lines or other flammable materials present.
- l. Avoid wet or damaged electrical wires.
- m. Check emergency food and water supplies for possible contamination and boil tap water.
- n. Report any outdoor hazards such as loose debris, damaged power lines, broken water mains, sewage, snakes, washed-out roads and bridges to the Local Emergency Management Agency.
- o. Allow students to return home when traveling conditions are deemed safe.

Procedures in Response to a Hurricane WARNING:

1. Instructors:

- a. If in a lab: Have students turn off all utilities at their workstations.
- b. If in a lab: Turn off all the master utility controls switches if the lab is so equipped. Turn off room lights.
- c. The designated Severe Weather Assembly area is posted on the room maps for each building. Exit to the posted area. **Ensure that students with limited mobility receive assistance.**
- d. Instruct students to sit on floor with back against the wall, knees pulled up to chest, & arms folded over the head.
- e. Make certain that the hallway is not blocked.
- f. Join students on the floor.
- g. Sit on floor with back against the wall, knees pulled up to chest, & arms folded over the head.

2. Students:

- a. Turn off utilities at workstations.
- b. The designated tornado shelter area is posted in the classroom and office (blue map). Exit to the posted area.
- c. Sit on floor with back against the wall, knees pulled up to chest, & arms folded over the head.

3. Staff Personnel:

- a. Turn off equipment in the work area as well as all main power switches.
- b. Turn off lights.
- c. Designated tornado/severe weather shelter areas in the hallways are posted in classrooms. Exit to the posted area.
- d. Sit on floor with back against the wall, knees pulled up to chest, & arms folded over the head.

REMAIN IN THE SEVERE WEATHER ASSEMBLY AREA UNTIL THE “ALL CLEAR” IS GIVEN.

C. Thunderstorms

Thunderstorms are a frequent occurrence in Georgia. Lightning, damaging winds and hail often accompany them. A severe thunderstorm may be a prelude to a tornado.

Preparedness:

- a. Develop a policy for cancellation of classes, delayed college opening and /or late dismissal when road conditions are unsafe.
- b. Designate a “safe” sheltering location for students in portable classrooms.

Response:

The following, although not all inclusive, are recommended courses of action to take during a severe thunderstorm:

1. On College grounds:

- a. Get out of open areas and into an enclosed building as quickly as possible.
- b. Do not seek shelter under isolated trees or close to metal fences, playground equipment or shelters in exposed locations.
- c. Avoid open fields and high objects in areas where there is no shelter.
- d. Keep twice as far from isolated trees or objects as they are tall.
- e. Get into a crouch position if open areas cannot be avoided.
- f. Avoid electrically conductive overhead objects such as wires.
- g. Do not handle metal objects such as golf clubs, aluminum bats, fishing rods, etc.
- h. Remove shoes with metal cleats.
- i. If you are in a swimming area, leave the water immediately.

- j. If you are using a bicycle, motorcycle, scooter, or other open vehicle, seek a protected shelter immediately.
- k. Do not park vehicle(s) under electrical lines or trees.
- l. If there are no enclosed buildings, seek shelter in a vehicle, ravine, or ditch. Do not lie flat. Crouch so that only the balls of the feet touch the ground.
- m. If you are in an enclosed vehicle, stay inside and avoid touching exposed metal parts.

2. Inside College buildings:

- a. Stay indoors.
- b. Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm has passed.
- c. Avoid using the telephone, if at all possible. Lightning can and does travel through the telephone lines.
- d. Do not handle flammable liquids in open containers.
- e. If possible, TV sets, computer equipment, and all other electrical equipment should be unplugged.
- f. Students who are in portable classroom should be relocated to the main college building.
- g. Keep students away from glassed areas, especially if there are high winds.

D. Tornadoes

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed several hundred miles per hour. These storms are generally small and short-lived, yet they are the most violent of all atmospheric phenomena. They are often observable as a funnel-shaped appendage to a thunderstorm cloud. The funnel is initially composed of nothing more than condensed water vapor. However, when the circulation of the funnel reaches the ground, it usually picks up dust and debris, which eventually darkens the entire funnel. Tornado damage can occur even though the visible funnel does not seem to touch the ground.

Detailed information about tornadoes is available from the National Weather Service. Georgia is one of the principal areas of tornado frequency and all colleges must be prepared to take emergency action.

Site Preparation:

- a. Determine which areas within the buildings are safe areas such as interior rooms, hallways, lowest floors, enclosed smaller areas away from glass, or on the opposite side of corridor from which the storm is approaching.
- b. Use a diagram of the building and determine the quickest way to access available space and the number of persons that can use the area. Post the evacuation shelter plan and locate temporary space to be used by persons in the classroom should evacuation not be possible.
- c. Address how special education students and students, employees and visitors with mobility problems shall be sheltered during a tornado warning.
- d. Train staff on which areas they should evacuate to during a tornado warning.
- e. Conduct severe weather drills in conjunction with the Local Emergency Management Agency.
- f. Plan for afterhours events.

Communications and Warning:

The National Weather Service issues two types of tornado alerts:

- a. Tornado Watch – indicates that weather conditions are such that protective measures should be taken immediately.

- b. Tornado Warning: indicates that a tornado has been sighted and protective measures should be taken immediately.

Procedures in Response to a Tornado WARNING:

1. Instructors:

- a. If in a lab: Have students turn off all utilities at their workstations.
- b. If in a lab: Turn off all the master utility controls switches if the lab is so equipped. Turn off room lights.
- c. The designated Severe Weather Assembly area is posted on the room maps for each building. Exit to the posted area. **Ensure that students with limited mobility receive assistance.**
- d. Instruct students to sit on floor with back against the wall, knees pulled up to chest, and arms folded over the head.
- e. Make certain that the hallway is not blocked.
- f. Join students on the floor.
- g. Sit on floor with back against the wall, knees pulled up to chest, and arms folded over the head.

2. Students:

- a. Turn off utilities at workstations.
- b. The designated tornado shelter area is posted in the classroom and office (blue map). Exit to the posted area.
- c. Sit on floor with back against the wall, knees pulled up to chest, and arms folded over the head.

3. Staff Personnel:

- a. Turn off equipment in the work area as well as all main power switches.
- b. Turn off lights.
- c. Designated tornado/ severe weather shelter areas in the hallways are posted in classrooms. Exit to the posted area.
- d. Sit on floor with back against the wall, knees pulled up to chest, and arms folded over the head.

REMAIN IN THE SEVERE WEATHER ASSEMBLY AREA UNTIL THE “ALL CLEAR” IS GIVEN.

VIII. Appendix

A. Floor Plan Checklist

For purposes of emergency/disaster preparedness planning, the following should be included in a college floor plan and/or schematics to assist emergency response personnel in their respective response efforts:

- ✓ Clearly identify and label (on plan and doorway) all hallways, stairwells and classrooms.
- ✓ Identify all access doors to adjoining rooms.
- ✓ Identify and label (for example, Room 123A) all custodian closets, book room, lounge areas, restrooms, workrooms, loading docks and freight elevators.
- ✓ Note locations of all interior hallway doors.
- ✓ Identify location of Emergency Preparedness Kits.
- ✓ Identify the location of connection to external water source for the fire department.
- ✓ Identify building evacuation routes.
- ✓ Identify the location of all fire extinguishers.

B. Site Plan Checklist

For purposes of emergency response planning, a site plan is a process of mapping a college campus and the areas that border the college within 1,000 feet (college safety zone). The following should be included in a college site plan:

- ✓ Access points onto college facility (location and number).
- ✓ Parking lots.
- ✓ Site evacuation routes (labeled).
- ✓ Evacuation assembly areas (over 1,000 feet from the outer wall of the facility).
- ✓ Outbuildings identified and labeled (i.e. greenhouse, utility sheds, etc.).

C. Training & Continuous Improvement

Training:

Training for this plan will be conducted on an annual basis. New employees will receive the training prior to assuming their duties as a regular employee. Until the training has been administered, new employees will be treated as guests of the Human Resources Manager and their safety will be the responsibility of the Human Resources Manager.

If changes are made to this plan, training will be initiated immediately so that all employees will be familiar with the new procedures or other changes.

Continuous Improvement:

This plan will be reviewed on an annual basis by the Southern Regional Technical College Safety Committee, local fire department, local law enforcement and the Technical College System of Georgia. Any and all changes must be approved by the President. Once changes have been approved, training will be initiated in accordance with this plan's training requirements.