

Southern Regional Technical College

Emergency Operations Plan

2026-2027

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Southern Regional Technical College
2026- 2027

REVIEWED:  DATE: May 28, 2026
EMERGENCY OPERATIONS COORDINATOR
Southern Regional Technical College

APPROVED:  DATE: 5/28/2026
PRESIDENT
Southern Regional Technical College

REVIEWED: _____ DATE: _____
EMERGENCY MANAGER
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED: _____ DATE: _____
DIRECTOR PUBLIC SAFETY/CHIEF OF POLICE
TECHNICAL COLLEGE SYSTEM OF GEORGIA

Promulgation Statement

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

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

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

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



President

5/28/2026

Date

Approval and Implementation

This plan supersedes the Southern Regional Technical College Emergency Operations Plan dated April 2024-2025.

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

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

1. President
2. Executive Vice President
3. Vice President of Human Resources
4. Chief of Police



President

5/28/2026

Date

Record of Changes

[illegible]

Record of Distribution

[illegible]

Southern Regional Technical College

Emergency Operations Plan

Table of Contents

Emergency Operations Plan

1. Overview
2. Concept of Operations
3. Organization and Assignment of Responsibilities
4. Direction, Control, and Coordination
5. Information Collection, Analysis and Dissemination
6. Training, Drills and Exercises
7. Administration, Finance and Logistics
8. Plan Development and Maintenance
9. Authorities and References
10. College Risk Assessment Instrument

Functional Annexes

1. Evacuation
2. Deny Entry/Closing/Lockdown
3. Shelter-in-Place/Secure-in-Place
4. Accounting for All Persons
5. Communications and Notifications
6. Business Continuity
7. Recovery
8. Public Health, Medical and Mental Health
9. Security
10. Rapid Assessment

Hazard-Specific Annexes

Natural Hazards

1. Tornado/Winds/Thunderstorm
2. Winter Weather
3. Floods/Dam Failure
4. Wildfires
5. Lightning
6. Drought
7. Hurricane
8. Earthquake

Technological Hazards

1. Structural Collapse
2. Utility Failure

3. Power Failure
4. Network Failure/Cyber Attacks
5. Telecommunications Failure
6. Major Structure Fire
7. Vehicle/Air/Train Accident

Biological Hazards

1. Disease Outbreak
2. Contaminated Food Outbreak

Adversarial, Incidental & Human-Caused Hazards

1. Civil Disorder
2. Terroristic Threat (includes Bomb Threat and Suspicious Package)
3. Hazardous Materials Incident
4. Armed Intruder
5. Hostage Situation

Exhibits

1. Overview

1.1 Purpose

The purpose of the Southern Regional Technical College (SRTC) Emergency Operations Plan (EOP) is to outline preparedness and response activities with regard to the various hazards that exist in the Southern Regional Technical College location(s) and setting(s). It is designed to clarify expectations for an effective response and to seamlessly integrate the processes and procedures described in the National Response Framework and local emergency operation plans or procedures.

1.2 Scope

This EOP applies to all participating operating units and agencies of the jurisdictions contained within the geographical boundary(ies) of the Southern Regional Technical College.

1.3 Situation Overview

Characteristics

Southern Regional Technical College serves 11 counties in South Georgia, including: Colquitt, Decatur, Early, Grady, Miller, Mitchell, Seminole, Thomas, Tift, Turner and Worth. Substantial cities within this service delivery (SDA) area include Ashburn, Bainbridge, Blakely, Cairo, Camilla, Colquitt, Donalsonville, Moultrie, Sylvester, Tifton and Thomasville.

Hazard Vulnerability Assessment

The SRTC Safety Committee last completed the Hazard Vulnerability Assessment in March of 2024. This hazard vulnerability assessment rated potential hazards on their frequency of occurrence. Each hazard is then rated as to the potential impacts to life, property, and environment, as well as to potential impacts on operations. A summary of the hazard vulnerability assessment for the SRTC Service Area is as follows:

High Business Continuity Impacts include Tornado/Winds/Thunderstorm., Utility Failure, Power Failure, Network Failure/Cyber Attacks, and Telecommunications Failure.

High Financial Impacts include Tornado/Winds/Thunderstorm, Network Failure/Cyber Attacks, and Disease Outbreak.

(See Appendix 1 for Hazard Vulnerability Assessment Instrument.)

1.4 Planning Assumptions

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

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

- During response and recovery phases, officials under this EOP have the responsibility to save lives, protect property, relieve human suffering, sustain survivors, support constituencies, restore services, repair essential facilities, and protect the environment.

1.5 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Concept of Operations

2.1 General

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

2.2 Plan Activation

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

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

The President maintains executive control of the EOP. Southern Regional Technical College personnel and equipment will be utilized to provide priority protection of life, preservation of

property, and restoration services to the college. The members of the Policy Group will determine the manner in which resources are utilized. SRTC does not operate an Emergency Operations Center.

3. Organization and Assignment of Responsibilities

This EOP describes the responsibilities during the activation of the EOP. The following is a generalized accounting; individual technical college organization and assignment of responsibilities will dictate the specific organizational structure.

3.1 Collaborative Planning Team. For the purposes of Emergency Operations Planning, the President's Leadership Cabinet will serve as the Collaborative Planning Team for Southern Regional Technical College.

3.2 The President's Leadership Cabinet's responsibilities may include, but are not limited to:

1. Strategic
 - a. Makes major policy, strategic or resource decisions when critical functions of the college are interrupted.
 - b. Provides leadership and motivation.
 - c. Provides direction and vision for recovery and post-emergency restoration.
2. Resource Allocation
 - a. Ensures adequate resources provided to meet needs.
 - b. Empowers staff to implement response plans.
 - c. Establishes and authorizes emergency budgetary parameters.
 - d. Coordinates recovery with individual operating units.
 - e. Authorizes contingency contractual agreements.
3. Operations
 - a. Orders suspension or interruption of operations.
 - b. Approves extension of or waiving of deadlines.
 - c. Pursues means to resume normal operations as quickly as possible.
4. Communications
 - a. Notifies, informs and updates all constituencies and stakeholders.
 - b. Ensures applicable policy decisions are communicated.
 - c. Serves as interface with counterparts at local, state and federal levels as appropriate.
 - d. Authority over public information releases.
5. Incident Specific
 - a. Declares college emergency.
 - b. Establishes incident response level.
 - c. Determines overall college status and identifies needs/responsibilities.
 - d. Conducts post-emergency briefing.
6. Planning
 - a. Ensures organizational readiness through appropriate planning processes.
 - b. Authorizes overall college response strategies and plans.
 - c. Supports and participates in training, exercises and outreach.

4. Direction, Control, and Coordination

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

The ICS is organized into the following functional areas:

- A. Incident Command:** Directs the incident management activities using strategic guidance provided by the President's Leadership Cabinet. Responsibilities and duties include, but are not limited to:
 - Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
 - Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including all constituencies and responders).
 - Coordinate media relations and information dissemination with Policy Group.
 - Develop working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident; and assist in accessing services when the need arises.
 - Document all activities.
- B. Operations Section:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students. Specific responsibilities include but are not limited to:
 - Implement an incident action plan.
 - Assist in securing facility.
 - Monitor utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off if danger exists or as directed by Incident Commander.
 - Establish medical triage and request additional supplies from the Logistics Section.
 - Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
 - Analyze technical college staffing to develop plans for reunification.
 - Document all activities.
- C. Planning Section:** Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities. Duties include but are not limited to:

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

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

- Establish and oversee communications center and activities during an incident.
- Document all activities.

E. Finance/Administration Section: Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties include but are not limited to:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

F. Coordination with First Responders

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

Existing MOAs/MOUs and mutual aid agreements include: GEMHSA Logistical Staging Area agreement, Law Enforcement Mutual Aid MOU's with Bainbridge Public Safety and Decatur County Sheriff's Office.

5. Information Collection, Analysis, and Dissemination

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

Sources include, but are not limited to the following:

- National Oceanic and Atmospheric Administration: <http://www.noaa.gov/>
- National Weather Service: <http://www.weather.gov/>
- Georgia Emergency Management Agency/Homeland Security: <http://www.gema.ga.gov/>
- Local law enforcement agencies:
 - City Police Departments:

Ashburn Police Department:	229-567-2323
Bainbridge Police Department:	229-248-2038
Blakely Police Department:	229-723-3414
Cairo Police Department:	229-378-3096
Camilla Police Department:	229-336-2201
Colquitt Police Department:	229-758-1006
Donalsonville Police Department:	229-524-2175
Moultrie Police Department:	229-985-3131
Sylvester Police Department:	229-776-8501
Thomasville Police Department:	229-227-3249
Tifton Police Department:	229-382-3132
 - County Law Enforcement:

Colquitt County Sheriff's Office:	229-616-7430
Decatur County Sheriff's Office:	229-248-3044
Early County Sheriff's Office:	229-723-3214
Grady County Sheriff's Office:	229-377-5200
Miller County Sheriff's Office:	229-758-3421
Mitchell County Sheriff's Office:	229-336-2032
Seminole County Sheriff's Office:	229-524-5115
Thomas County Sheriff's Office:	229-225-3300
Tift County Sheriff's Office:	229-388-6020
Turner County Sheriff's Office:	229-567-2401
Worth County Sheriff's Office:	229-776-8211
- Local fire service agencies:
 - City Fire Departments:

Ashburn Fire Department:	229-567-2121
Bainbridge Fire Department:	229-248-2032
Blakely Fire Department:	229-723-5150
Cairo Fire Department:	229-377-3293
Camilla Fire Department:	229-336-2206
Colquitt Fire Department:	229-758-3311
Donalsonville Fire Department:	229-524-2116
Moultrie Fire Department:	229-985-1805
Sylvester Fire Department:	229-776-8511
Thomasville Fire Department:	229-227-7015
Tifton Fire Department:	229-391-3972

➤ County Fire Departments:

Colquitt County Volunteer Fire Dept:	229-890-1805
Decatur County Fire Dept:	229-248-3011
Early County Volunteer Fire Dept:	229-723-3029
Grady County Volunteer Fire Dept:	229-377-0628
Hopeful Volunteer Fire Department:	229-294-0055
Miller County Fire Department:	229-758-6688
Seminole County Fire Department:	229-524-2117
Thomas County Fire Department:	229-225-4191
Tift County Fire & Rescue Dept:	229-386-7924
Turner County Fire Department:	229-567-3501
Worth County Fire Department:	229-776-8223

• Local EMA director/agency:

Colquitt County:	colquitt.county@gema.ga.gov
Decatur County:	decaturcoema@bellsouth.net
Early County:	becema@earlycounty.org
Grady County:	grady.county@gema.ga.gov
Miller County:	emadir@millercountyga.com
Mitchell County:	mitchell.county@gema.ga.gov
Seminole County:	chiefbrooksdfd@yahoo.com
Thomas County:	thomas.county@gema.ga.gov
Tift County:	tift.county@gema.ga.gov
Turner County:	turner.county@gema.ga.gov
Worth County:	worthe.county@gema.ga.gov

• Local hazardous materials agencies: See emergency numbers above.

• Local media sources:

Television

WALB ABC (Albany, GA):	229-446-1010
WCTV CBS (Thomasville, GA):	229-228-1581
WTXL ABC (Midway, FL):	850-893-3127
WFXL FOX (Albany, GA):	229-435-3100

Radio

WTIF 107.5 FM (Tifton, GA):	229-382-1075
WABR 91.1 FM (Tifton, GA):	229-294-6501
WMTM 93.9 FM (Moultrie, GA):	229-985-1300
WTUF 106.3 FM (Thomasville, GA):	229-225-1063
WHGH 840 AM (Thomasville, GA):	229-228-4124

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

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

6. Training, Drills and Exercises

Active Shooter Training and Lockdown Drills: SRTC requires active shooter training to all new employees. Additionally, training is offered annually to all faculty, staff, and students. SRTC also performs active shooter lockdown drills on each campus once a year. Lockdown and Evacuation Drills were held on each campus in November of 2025.

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

All Coordinators for TCSG Emergency Preparedness, Health and Safety Plans including the Emergency Operations, Business Continuity, Hazard Communication and Exposure Control Coordinators are required to complete NIMS training before the beginning of the 2018-2019 period (includes IS 100, IS 700a.)

Training records are maintained and retained for the EOP with the Emergency Operations Coordinator.

7. Administration, Finance, and Logistics

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

8. Plan Development and Maintenance

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

Emergency Operations Coordinator attends state-wide peer group meetings initiatives annual review and provides information to the President's Leadership Cabinet. After approval by the President, the EOP is sent to the TCSG System Office for review. The current EOP is posted on the SRTC website, the previous two years' EOPs are retained in the President's Office.

9. Authorities and References

2017 (with 2019 updates) Georgia Emergency Operations Plan (GEOP); Georgia Emergency Management Agency (GEMA). Available at <https://gema.georgia.gov/document/document/geop-2017-2019-updates/download>

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

Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education. June 2013. U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, Federal Emergency Management Agency. Available at https://rems.ed.gov/docs/IHE_Guide_508C.pdf

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

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

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

Functional Annexes

Evacuation

General Evacuation Information

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

In a major emergency, the decision to implement evacuation procedures generally rests with the College President, the Chief of Police, or another designee of the President.

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

Campus Evacuation Procedures

- If the decision is made to evacuate, all available methods of public communication such as public address systems and SRTC Alert Mass Communication System, will be used to inform the college community.
- If a decision is made to evacuate the entire campus, exit the college property in an orderly manner following the given. Do not return to your place of work or study until directed to do so.
- Students, 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.
- A person with limited mobility, visual impairment, or other disabilities should be assisted with evacuation if necessary. Anyone who may need assistance during an evacuation may wish to establish “buddy system” with a volunteer prior to an emergency. If special assistance is needed beyond the capability of employees, students, or visitors in the immediate area, that information should be relayed to SRTC Campus Police and Security, or to the Local Emergency Medical Services.
- Individuals with declared disabilities receive advice either from Student Affairs (students) or Human Resources (employees).
- Notify any arriving Emergency Personnel of anyone remaining in the building.

- An “all clear” message will be given over the public address system and the SRTC Alert Mass Communication System when it is determined the emergency is over and employees, students, and visitors may return to their respective areas.
- Do not put your vehicle in a position where it may block the exit of others or impede access to college roadways. If a roadway is impassable and it is necessary to leave the campus, park your vehicle off the roadway and evacuate by foot.

In the event of an emergency, the College President or a designee is responsible for making the decision to lockdown or evacuate a building. In the event of building lockdown or evacuation, responsibility for notifying individuals and clearing the building will be with Campus Police and Security in coordination with local law enforcement and fire personnel.

Deny Entry/Closing/Lockdown Annex

An emergency lockdown of a campus is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from one or more armed persons.

The types of events triggering a lockdown include situations such as:

- Active Shooter/Mass Shooting
- Known or suspected armed criminal suspect on campus or in the vicinity of the campus.
- Barricaded Subject
- Riot/Large Uprising
- Other Emergency Situations where evacuation may pose greater danger than sheltering in place.

Lockdown:

- Individuals 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. Provide as much information about the armed intruder and the situation as possible, including the exact location where the intruder was observed.
- Initiate lockdown procedures by contacting Campus Police and Security at 229-726-937. The person receiving the alert should also call 9-911 to ensure that the police have been notified and then initiate the Lockdown notification.
- A lockdown notification will be given by multiple sources of information including public address systems and the SRTC Alert Mass Communication System. Once a Lockdown notification has been received, employees, students and visitors must immediately implement lockdown procedures.
- Anyone that recognizes they are in the immediate vicinity of an armed intruder should flee the area if possible. If unable to leave the immediate vicinity where the danger is present, go to the nearest area where a door or other barricade (furniture, etc.) can be secured against the threat. Anyone who is unable to flee must defend themselves by any means possible.
- Classroom and office doors that must be locked with a key from the outside should be kept in a condition where they will be locked when closed.
- Lock all doors into the room or area to be secured. If it is not possible to lock the door from the inside, attempt to barricade the door with furniture or other large objects.
- Turn off all lights and close any blinds or drapes for concealment.
- Put all cellphones on silent. If communication is necessary, use text messaging if possible.

- Remain under lockdown until evacuated by emergency personnel or further instructions have been given by law enforcement or SRTC Administration.

Shelter/Secure-in-Place Annex

Sheltering in place may be necessary as a response to severe weather such as tornadoes, a hazardous materials release near the campus, or when there is a threat of criminal violence not on the campus but in a location near enough to the campus that there could be a potential for it to affect the college. Shelter in place instructions will be given by public address systems and the SRTC Alert mass communication system.

Shelter-in-Place (Severe Weather)

- Move to an interior room or hallway away from windows and doors with glass much as possible. Ensure that all individuals with disabilities receive assistance.
- Ensure that hallways are not blocked.
- Remain in place until the “all clear” is given.

For Hazardous Materials Release

- Remain inside the building you are in when the announcement is made. If outside, go inside the nearest building that is safe to enter.
- Close all windows and exterior doors.
- Further instructions will be given by SRTC Campus Police and Security, local emergency responders, or SRTC Administration.
- Employees familiar with building mechanical systems may be instructed to turn off building ventilation systems temporarily to minimize outside air coming in the building.
- If a Hazardous Material is accidentally released inside or near a campus building that has the potential to cause harm to those persons in the immediate area, quickly notify Campus Police and Security so that a building evacuation can be initiated.
- Render first aid, if possible. If possible, provide a copy of the SDS to emergency personnel.

For Threats of Criminal Violence near the campus

- Go inside the nearest building if outside.
- Stay inside the building you are in when the Shelter in Place announcement is given.
- Exterior doors will be locked by Security and/or Maintenance personnel. Faculty should assist with locking down exterior doors of lab areas with multiple entrances (roll up doors, etc.)
- Normal operations may continue as much as possible unless a Lockdown Order is announced.
- When the Shelter in Place procedures are determined to no longer be necessary, and “all clear” announcement will be given.

Accounting for All Persons Annex

During an Emergency that requires an evacuation each person responsible for students or staff must direct and lead the evacuation of their area.

If possible, a written roster should be made.

If a person was unable to evacuate a building for any reason, that should be reported to the Campus Police and Security or local emergency responders as soon as possible.

Any person unaccounted for (students that were present when the class was evacuated, or staff that were present when the announcement was given) should be noted and that information given to Campus Police and Security as soon as possible.

See information found in Evacuation, Lockdown and Shelter-in-Place (Secure-in-Place) annexes.

Communications and Notifications Annex

The Director for Marketing and Public Relations maintains a relationship with local and regional media outlets and will coordinate all contact with the media.

As soon as possible after an emergency has been identified, the Director of Marketing and Public Relations should be notified.

The office of Marketing and Public Relations will, to the extent possible, keep faculty, staff, students, and the public informed of available information regarding the emergency as directed by the College President or designee. This may include media outlets, the SRTC Alert Mass Communication System, and social media.

All releases of information will be coordinated with the College President (or designee), the Chief of Police, and local law enforcement as applicable.

Communications and Notifications Protocol:

- In emergency events, individuals are encouraged to contact 9-911 to report the nature of the emergency.
- Next, contact should be SRTC Campus Police and Security at 229-726-9371.
- If necessary, notification will be initiated to the SRTC community, the appropriate local public safety/public health agency, TCSG System Office, and media.
- Appropriate means of notification will be employed depending on the nature of the emergency.
- SRTC will ensure that all communications meet requirements of Clery Act, the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and civil rights laws.
- Updated emergency contact information is available in the Business Continuity Plan.

Also see SRTC Procedure: Threats Management found on the SRTC website in the SRTC Procedure Manual, section 3.4.1sr.

Business Continuity Annex

The intent of the Southern Regional Technical College Business Continuity Plan is to guide response and recovery from a major emergency and where appropriate to be linked or combined with emergency operations and procedures. This DCP has been prepared through a collaborative process with a thorough examination of the critical mission functions, a systemic hazard vulnerability assessment, and comprehensive development of strategies for each critical mission function recognized at-risk during an emergency.

Academic Recovery:

The Academic recovery process will be directed by the VP of Academic Affairs as approved by the President.

Physical Recovery:

The Executive Director of Facilities will direct the physical recovery of the campuses as approved by the President, Vice President of Administrative Services, and Vice President of Human Resources.

Fiscal Recovery:

The VP of Administrative Services will direct the Fiscal recovery of the campuses as approved by the President.

1. Identify leadership to be included (Facilities, Student Affairs, Academic Affairs, etc.)
2. Communicate timely information regarding returning to campus in coordination with the President and Director of Marketing and Public Relations.
3. Identify sources for emergency relief funding.

See SRTC Business Continuity Plan.

Recovery Annex

See SRTC Business Continuity Plan and Academic, Physical and Fiscal recovery protocols.

For Psychological and Emotional Recovery: Contact both Offices of Student Services and Institutional Advancement/Marketing/Public Relations.

Public Health, Medical and Mental Health Annex

Southern Regional Technical College does not have a physician on staff to provide medical services to students, employees, or visitors. SRTC relies upon the Georgia Department of Public Health for guidance in public health emergencies, and local Emergency Medical Services for medical emergencies resulting from trauma or other medical emergencies caused by natural or man-made incidents.

Southern Regional Technical College does not have a mental health counselor on staff to provide mental health services to students, employees, or visitors. Mental health emergencies may be referred to the county Mental Health Center, Georgia Crisis & Access Line services, or law enforcement as appropriate.

See SRTC Exposure Control Plan, Pandemic Influenza Plan; contact the Exposure Control Coordinator as well as appropriate public safety/health agencies. First Aid kits are available in selected classrooms. AEDs are available on selected sites.

Security Annex

The primary goal of our security efforts is to serve and protect a social and academic environment that sustains and encourages moral and intellectual growth while preserving the legal rights of individuals. We will facilitate this goal by being as proactive as possible, anticipating and preventing unsafe conditions, protecting facilities and property, and protecting individuals from the imprudent or illegal acts of others.

Campus Police Officers employed by SRTC have the same law enforcement authority as local law enforcement officers. Pursuant to O.C.G.A. 20-4-39, police officers employed by the Technical College System of Georgia (TCSG) have the authority to make arrests for offenses committed upon any property under the jurisdiction of TCSG and within 500 feet of such property. Violations of college rules/code of conduct are referred to Student Affairs personnel for review/action.

All SRTC police officers have completed the Basic Mandate Training Course to become a certified Peace Officer in the state of Georgia. They also annually receive in-service and specialized training in firearms qualifications, Electronic Control Device training, Use of Force, De-escalation, and Community Policing, as well as completing additional training hours in various special topic areas such as Active Shooter.

Campus Security Officers employed at SRTC to respond to calls for service on campus property and uphold institutional rules and policies. Campus Security Officials do not have the authority to make arrests. SRTC is routinely patrolled by local law enforcement officers in the jurisdiction where each campus is located. SRTC police share jurisdiction with these agencies and rely on those local agencies for law enforcement assistance when needed.

SRTC contacts appropriate law enforcement/emergency management agencies as identified in the SRTC EOP.

See SRTC Procedure: Threats Management found on the SRTC website under Consumer Information.

Rapid Assessment Annex

If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, he or she should call 911 immediately. They should then call campus police and security at 229-726-9371 during normal operating hours.

The responding SRTC police, security, or other personnel should confirm the type of emergency and severity as soon as possible. This will include:

1. Hazard Type:
 - a. What is the Hazard? (fire, tornado, etc.)
 - b. What other resources are needed? (local law enforcement, fire department, EMS)
 - c. What is the impact to SRTC? (minor, major, disaster)
 - d. What is the potential for the situation to worsen?
 - e. Is the situation under control?
2. Life Safety/Property Protection
 - a. What is the potential for death or injury?
 - b. What is the potential for property damage?
 - c. What is the potential for disruption to the normal course of campus operations?

Outside resources needed to address the hazard or emergency will be requested as appropriate for the incident, which may include (but is not limited to) local law enforcement, fire, and EMS.

Emergency Notifications will be sent via the SRTC alert Mass Notification System and over the public address system in the event of a significant emergency or dangerous situation that poses an immediate threat to the health and safety of campus community members.

Timely Warnings will be issued for Clery Act reportable crimes that are reported to campus police and security or local law enforcement and represent a serious or continuing threat to students and employees. Timely Warnings will also be the SRTC Alert Mass Notification System with additional information provided by email or on the college website as necessary.

Threats of violence will be taken seriously, investigated and referred to the appropriate authorities as necessary.

See SRTC Procedure: Threats Management found on the SRTC website under Tuition and Aid.

Hazard-Specific Annexes

The Hazard-Specific annexes address specific hazards to the individual technical college. In the Emergency Operations Plan, the identification and prioritization of hazards is accomplished within the formal Business Continuity Plan; specifically, within the Hazard Vulnerability Assessment Instrument. The Hazard Vulnerability Assessment Instrument addresses natural hazards (including, but not limited to, tornado, winds, thunderstorm, winter weather, floods/dam failure, wildfires, lightning, drought, hurricane, earthquake; technological hazards (including, but not limited, to structural collapse, utility failure, power failure, network failure/cyber-attacks, telecommunications failure, major fire, vehicle/air/train accident; biological hazards (including, but not limited to, disease and contaminated food outbreaks; as well as adversarial, incidental and human-caused hazards (including, but not limited to, civil disorder, terroristic threat, hazardous materials, armed intruder, and hostage situation). Once identified, each of these hazards is individually assessed as to their probability, business continuity impact and financial impact.

Specific procedures as well as corresponding documents that address the hazards identified by the college are described in the following individual technical college identified annexes.

High Business Continuity Impacts include Tornado/Winds/Thunderstorm., Utility Failure, Power Failure, Network Failure/Cyber Attacks, and Telecommunications Failure. High Financial Impacts include Tornado/Winds/Thunderstorm, Network Failure/Cyber Attacks, and Disease Outbreak.

Power Failure and Telecommunications Failure:

- If appropriate, notify facilities personnel, local utility company(ies), the President's Office, and 9-911.
- The President's office will dispatch appropriate personnel to the site and if necessary, initiate appropriate emergency protocols.

Network Failure/Cyber Attacks:

- If appropriate, notify Information Technology, local providers, the President's Office, and 9-911.
- The President's office will dispatch appropriate personnel to the site and if necessary, initiate appropriate emergency protocols.

Tornado/Winds/Thunderstorm:

See Shelter-in-Place or Secure-in-Place Annex.

Disease Outbreak:

See Exposure Control Plan

Appendix C – Hazard Vulnerability Assessment Instrument Exemplar

Hazard Vulnerability Assessment Instrument

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