



Georgia Institute  
of Technology®

# EMERGENCY OPERATIONS PLAN

Updated October 2024

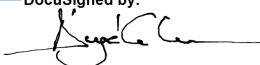
# APPROVAL AND IMPLEMENTATION

The Georgia Institute of Technology (Georgia Tech) has the responsibility to respond to natural and man-made emergencies in a prompt and proactive way to minimize impacts on life safety, as well as the impacts and consequences on the campus mission and reputation. In preparation for these emergencies, the campus has developed this Emergency Operations Plan (EOP) to enhance its capability to prepare for, respond to, and recover from all types of emergencies.

This EOP provides for the coordination of campus services and the use of available resources to minimize the effects of an emergency on life, property, and the environment. Departments having roles and responsibilities established by this EOP are expected to develop plans and procedures in support of this plan.

This EOP addresses emergency response activities at Georgia Tech – Atlanta campus. It does not address the emergency response activities at the Georgia Tech campuses in Savannah, Georgia; Metz, France and Shenzhen, China.

The representatives below hereby approved and formally recognize this EOP as effective immediately superseding all previous emergency operations plans.

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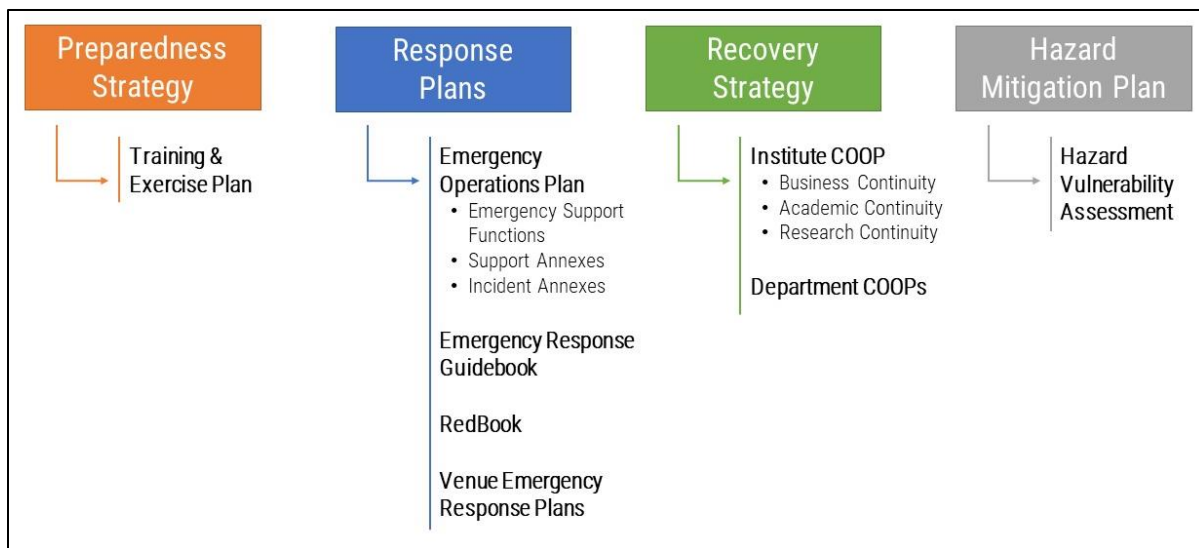
Date

President, Georgia Institute of Technology

# GEORGIA TECH PLANNING STRUCTURE

The Georgia Tech planning structure provides the Institute with flexible, scalable all-hazards guidance for all phases of emergency management (preparedness, response, recovery and mitigation). The documents of the planning structure include, the Emergency Operations Plan, departmental and Institute Continuity of Operations Plans (COOPs), the Hazard Mitigation Plan (HMP), and the Preparedness Strategy, among others.

Though each component of the planning structure is distinct and separate, they are complementary plans that together assist in building a culture of preparedness and resiliency at Georgia Tech. The planning structure is divided into four segments: Preparedness Strategy, Response Plans, Recovery Strategy and Hazard Mitigation Plan.



## Preparedness Strategy

The Preparedness Strategy (under development) is a multi-year approach to implement solutions to improve GT readiness and solve or reduce gaps in preparedness of the GT whole community. The purpose of the Preparedness Strategy is to organize and guide efforts to strengthen preparedness, incorporate lessons learned and track progress. The Strategy has three focus areas: outreach, training and exercise. It is comprised of preparedness goals, programs and activities, and is supplemented by the three-year Training and Exercise Plan.

## Response Plans

The main response plan is the Georgia Tech Emergency Operation Plan (EOP). The EOP provides an operational framework for GT emergency response to protect the safety and security of our students, faculty and staff, while minimizing disruptions. The EOP provides strategic direction to emergency response activities through the emergency concept of operations including roles and responsibilities and response structure. The EOP consists of this document (i.e., the Base Plan) as well as incident and support annexes and appendixes.

Companion documents to the EOP include building emergency response plans (Redbooks), the Emergency Response Guidebook and Venue Emergency Response Plans (VERPs). Redbooks provide building-specific emergency response information, such as evacuation procedures and the location of life safety equipment (fire extinguishers, automatic external defibrillators, etc.). The Emergency Response Guidebook, which is now housed in the LiveSafe app, identifies individual response actions to be taken by students, faculty and staff to ensure personal safety during an emergency. Venue Emergency Response Plans provide emergency response guidance for large, special event spaces on campus, including, but not limited to, Bobby Dodd Stadium, McCamish Pavilion and Russ Chandler Stadium.

## Recovery Strategy

Following an incident, once the safety of the GT community is assured, it is the goal of the Institute to return to normal as quickly as possible. Recovery operations consist of both short-term and long-term activities. Teaching, research, and other central activities must be resumed in order to continue the Institute's mission.

The Recovery Strategy (under development) is a guidance tool to enable resumption of those key activities quickly after a disaster. The Strategy is comprised of Institute- and department-level continuity of operations plans (COOPs). COOPs outlines recovery strategies to maintain critical or time-sensitive functions and processes. The plans identify stakeholders; alternative work sites; and personnel, procedures and resources that are needed while during recovering.

## Hazard Mitigation Plan

The Hazard Mitigation Plan (HMP) identifies hazards (outlined in the Hazard Vulnerability Assessment), assesses community needs, and describes a strategy for reducing risks associated with disasters. The HMP (under development) differs from previous preparedness plans in that it is meant to serve as a guide for future planning activities, rather than to be utilized during an actual emergency. The HMP is not intended to prevent a disaster; rather, it lessens the impact that a disaster would have on the Institute for risk to human life, disruption to mission-related activities and damage to physical infrastructure.

# RECORD OF CHANGES

DATE	PAGE/SECTION	REVISION SUMMARY
June 2021	Page 62/Section III	Added Annex I4: Communicable Disease Incident Annex
July 2021	Page 5/Section I	Updated Campus Response Structure to Include ELT+
September 2021	Page 172/Section V	Updated Redbook Template
September 2021		Refreshed Visual Identity
September 2021		Rearranged sections to put Support Annexes as Section III before Incident Annexes now Section IV
November 2021		Reformatted Incident & Support Annexes to standard template
August 2022	Section IV	Added Annex I5: Power Interruption Plan
August 2022	Section IV	Added Annex I6: Severe Weather Incident Annex
August 2022	Section IV	Added Annex I7: Winter Weather Incident Annex
August 2022	Section IV	Incident annexes reordered and renumbered
August 2022	Page 190/ Section IV	Added Annex I6: Ransomware Incident Annex
March 2023	Section IV	Updates to Annex I1: Water Interruption Incident Annex
June 2023	Page 97/Section III	Updates to Annex S6: Crisis Communications Support Annex
July 2023	Page 48/Annex S3	Updates to Annex S3: Georgia Tech Emergency Notification System (GTENS)
August 2023	Page 227/Section IV	Added Annex I9: HazMat Incident Annex
August 2023	Section IV	Removed Annex I3: Communicable Disease Plan

August 2023	Page 136/Section IV	Added Annex I3: Public Health Incident Annex
August 2023		Added Annex I10: Active Shooter Incident Annex
February 2024	Page 159/Section IV	Updates made to Annex I4: Severe Weather Incident Annex
February 2024	Page 9/Section I	Updates made to Table 1 ESF Chart
February 2024	Page 25/Section II	ESF 14 changed from Recovery to Volunteer & Donation Mgmt
May 2024	Page 225/Section IV	Added the Radiological Incident Sub-Annex to I9
May 2024	Page 109/Section III	Added Annex S7: Modified Operations Support Annex
October 2024	Page 237/Section IV	Added Annex I11: Facility Damage Response Plan
October 20024	Page 112/Section III	Added Annex S8: Finance Support Annex

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# **SECTION I. BASIC PLAN**

## PLAN OVERVIEW

### Introduction

The Georgia Tech Emergency Operations Plan (EOP) defines how Georgia Tech will respond, as a whole, to any incident that disrupts activities on campus. Each department on campus is very effective in managing their resources and carrying out their respective functions on a day-to-day basis. However, this EOP provides strategic direction to emergency response activities by outlining how the Institute's human and capital resources will be designated and utilized when Georgia Tech is NOT operating under normal conditions.

The EOP is the coordinating framework for all departmental plans and procedures addressing emergency response. It also provides the structure under which Georgia Tech response will collaborate and integrate with local, state and federal emergency operations when needed.

### Purpose

The Georgia Tech Emergency Operations Plan (EOP) is intended to establish official policies, procedures and the organizational structure that will be used by campus departments in response to incidents that affect the campus community and interrupt normal operations of the Institute.

### Scope

The Georgia Tech EOP is a campus-level plan that applies to all divisions, departments and offices of the main Atlanta campus. Concepts in the plan address any incident that affects or threatens the health, safety, and/or security of the students, faculty, staff, visitors, and any other person or entity with an interest in or involvement with the Institute on the main Georgia Tech campus, as well as other properties owned or leased by the campus; including those incidents that exceed the Institute's response capabilities and may require mutual aid or multi-jurisdictional response.

The Georgia Tech EOP assigns roles and responsibilities to departments and units that are directly responsible for emergency response efforts and critical support services.

### Situation Overview

Georgia Tech is a leading research university in the United States and has over 25,000 undergrad and graduate students. It is situated on 426 acres in the heart of midtown Atlanta, of which there are 312.5 acres of landscape, 3.5 acres of naturalized land and 110 acres of building footprints.

The Georgia Tech Atlanta Campus has nearly 150 buildings and there are international campuses in Metz, France and Shenzhen, China.

This EOP is organized into five sections:

### 1. Basic Plan

This is the main section of the plan. The information in this section is applicable to every emergency incident on campus, regardless of size. This section states the purpose and authority of the EOP and outlines the general response structure for Georgia Tech personnel. It also describes the general roles and responsibilities for responding personnel.

### 2. Emergency Support Functions (ESF) Annexes

The ESF Annexes describe the core functions that need to be met in an incident. It also assigns those functions to a department on campus, along with supporting departments, and outlines specific roles and responsibilities that must be met for that particular function.

### 3. Support Annexes

The annexes in this section address a specific aspect or consequence of an emergency; usually one of significant size and/or consequence (e.g. the Family Assistance Center Annex). While the annexes resemble stand-alone plans, they still operate under the framework of the Basic Plan.

### 4. Incident Annexes

These annexes address a specific incident that may affect campus (e.g. Water Outage Plan, Active Shooter Plan). These annexes may be used as a standalone plan, but still operate under the framework of the Basic Plan.

### 5. Appendices

The appendices provide supporting documentation to the previous four sections. It includes an explanation of acronyms, maps, glossary, etc.

## The EOP Sections

**BASIC PLAN:** General concepts, applies to every incident

**ESF:** Defines roles and responsibilities for Georgia Tech departments; none, some, or all ESFs may be activated for an incident.

**SUPPORT ANNEXES:** Outlines a plan for specific function; usually needed for larger incidents.

**INCIDENT ANNEXES:** Outlines a plan for a specific type of event; can be used as a standalone plan.

**APPENDICIES:** Provides supporting documentation.

## Policy and Authority

The following laws, regulations, and standards provided guidance, requirements, and/or authority to develop the Georgia Tech Emergency Operations Plan.

- Public Law 93-288, Federal Response Plan
- Public Law 100-707, The Stafford Act
- 34, Code of Federal Regulations 668.46 Clery Act
- Homeland Security Presidential Directive 5
- Homeland Security Presidential Directive 8
- National Response Framework (NRF)

- Comprehensive Preparedness Guide-101, Developing and Maintaining Emergency Operations Plan, Federal Emergency Management Agency (FEMA)
- National Incident Management System
- Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education United States Department of Education
- NFPA 1600 – Standard on Disaster/Emergency Management and Business Continuity
- Emergency Management Accreditation Program, 2016 Standard

### Operational Assumptions

- Departments with a lead role in the EOP will develop/maintain departmental standard operations guidelines (SOG) which support the objectives they are assigned. This plan does not replace or contain individual department SOGs unless explicitly listed, such as an annex.
- Departments tasked in this document are aware of their emergency response roles and responsibilities, and will fulfill these requirements in an emergency utilizing their capabilities, including staffing, equipment, supplies, and skills; and according to their own policies and procedures.
- This plan is in effect at all times.

## CONCEPT OF OPERATIONS

### Purpose

The Concept of Operations (ConOps) is designed to give, in general terms, the intent of how Georgia Tech will respond to an event that disrupt operations on campus. It will address the core capabilities necessary in an event, as defined in the National Response Framework by the Federal Emergency Management Agency (FEMA). It will also discuss direction and control, alert and warning, and continuity matters; all of which will be addressed more fully in annexes.

### Operational Priorities

The operational decisions made during a response, as well as the allocation of Georgia Tech resources, will be guided by the following priorities:

1. Protection of Life – Address the risk of death, injury and health to responders and any people on Georgia Tech campus; this includes stabilizing the incident.
2. Protection of Property – Limit the damage to property and the environment.
3. Restoration of Essential Utilities – Address cause of outage.
4. Restoration of Campus Functions – Re-establish instruction, research and other critical activities.
5. Coordination among appropriate stakeholders

### Campus Response Structure

There are three levels in the Georgia Tech response structure: leadership, coordination, and field. They have varying degrees of involvement and are not all groups are needed at every incident.



Figure 1: Response Structure

#### Executive Leadership Team+

The Executive Leadership Team+ (ELT+) is responsible for executive oversight and policy-based decision-making during emergency response and recovery. The ELT+ is comprised of the following members:

- President (ELT)
- Executive Vice President, Administration & Finance (ELT)
- Provost & Executive Vice President for Academic Affairs (ELT)
- Executive Vice President, Research (ELT)
- Senior Vice President & Chief of Staff (ELT)
- Vice President, Institute Communications
- *Others\**

ELT+ members have a designated alternate that may serve in their place. Any member of the ELT+ or the Chief of Police or the Director of Emergency Management may call the ELT+ together.

#### Operations Group

The Operations Group manages an incident (which does not require an Emergency Operations Center) at a high level. This group will include the Incident Commander, as well as management/supervisory staff from key operational departments including, but not

*\*The ELT+ may invite others on an ad hoc basis depending on the nature of the incident.*

limited to, Office of Emergency Management, GT Police, Infrastructure & Sustainability, Housing, Dining Services, Institute Communications, Parking and Transportation, and Office of Information Technology.

### Emergency Operations Center

In the event of an incident that requires prolonged response or vast coordination amongst multiple Emergency Support Functions, the Director of the Office of Emergency Management and Communications (or designee) may activate the Institute's Emergency Operations Center (EOC). The EOC is a centralized location for command, control and coordination to manage emergency response.

### Incident Command, Tactical/Field Operations

Tactical/Field Operations includes the personnel from the emergency support functions (ESFs) that have a role in the response of an incident, as well as the General Staff from ICS.

## COMMAND AND CONTROL

### Purpose

All response operations at Georgia Tech are conducted using the National Incident Management System (NIMS). NIMS is a standardized approach to incident management that is applicable at all jurisdictional levels and across all response disciplines.

The primary component of NIMS is the Incident Command System (ICS). The ICS is a standardized emergency management structure used to organize incident response. Other components of NIMS that may be utilized for a response include the Emergency Operations Center (EOC) and a Joint Information Center (JIC).

The first responder on the scene will establish incident command and assume the role of Incident Commander (IC). As higher ranking, or more qualified, personnel arrive on scene, they will take over as IC. The IC will communicate the need for resources to the ESFs (Emergency Support Functions). Figure 2 illustrates a typical ICS organization chart. The ICS organization is scalable and flexible based on the incident needs.

If the incident requires multiple ESFs or outside agencies, the EOC may be activated, and requests for resources will be managed through there. If the event exhausts the resources managed by Georgia Tech, additional resources and assistance will be requested through the Atlanta-Fulton County Emergency Management Agency (AFCEMA). The EOC works closely with the Executive Leadership Team in determining response strategies and allocation of resources.

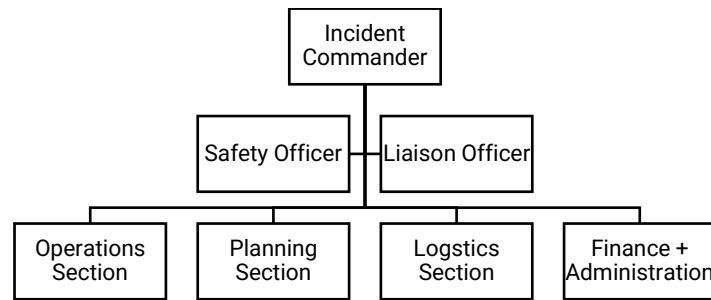


Figure 2: Incident Command Structure

### Emergency Support Functions (ESFs)

In order to facilitate the effective use of resources, campus departments and units with similar capabilities have been grouped functionally into Emergency Support Functions (ESFs) as defined by the National Response Framework. The ESFs provide support, resources and services that are needed in a response effort. An overview of the ESFs and assigned departments can be found in Table 2: ESF Overview and more detailed information on the ESFs can be found in Section II. Emergency Support Functions Annexes.

Table 1: ESF Overview

Emergency Support Functions	Coordinating Department	Primary Responsibilities
ESF #1 Transportation	Infrastructure & Sustainability	<ul style="list-style-type: none"> <li>Oversee repair to damaged transportation infrastructure and systems</li> </ul>
ESF #2 Emergency Communications	Georgia Tech Police Department (GTPD)	<ul style="list-style-type: none"> <li>Provide and maintain emergency communications</li> <li>Ensure interoperable communications with agencies outside of Georgia Tech</li> <li>Facilitate the restoration of emergency communication infrastructure</li> </ul>
ESF #3 Infrastructure + Utilities	Infrastructure & Sustainability	<ul style="list-style-type: none"> <li>Coordinate with public utilities to restore electrical power for essential buildings</li> <li>Maintain emergency power to support emergency response and recovery operations</li> <li>Manage landscape damage and debris removal</li> </ul>
ESF #4 Firefighting	GTPD	<ul style="list-style-type: none"> <li>Firefighting is provided externally by the Atlanta Fire Rescue Department and other responding agencies.</li> </ul>
ESF #5 Emergency Management	OEM	<ul style="list-style-type: none"> <li>Manage mass notification systems and operations.</li> <li>Provides situational awareness, incident updates and other decision support tools.</li> <li>Provides the core management and administrative functions in support of the Emergency Operations Center (EOC).</li> </ul>
ESF #6 Mass Care	Campus Services	<ul style="list-style-type: none"> <li>Coordinate and manage congregate sheltering, feeding, and distribution of emergency supplies.</li> <li>Coordinate long-term housing needs</li> </ul>
ESF #7 Logistics	Procurement + Business Services	<ul style="list-style-type: none"> <li>Coordinate federal contracts and resource support as required or needed.</li> <li>Maintain inventory and availability of all Georgia Tech resources and facilities that may be utilized in an emergency.</li> </ul>
ESF #8 Health + Medical Services	Campus Services	<ul style="list-style-type: none"> <li>Coordinate responding health and medical resources</li> <li>Provide disaster medical triage</li> </ul>
ESF #9 Search + Rescue	GTPD	<ul style="list-style-type: none"> <li>Urban Search and Rescue is provided externally by the Atlanta Fire Department and other responding agencies.</li> </ul>
ESF #10 HazMat	EH+S	<ul style="list-style-type: none"> <li>Provide primary response to hazardous materials spills and releases on campus.</li> </ul>



Emergency Support Functions	Coordinating Department	Primary Responsibilities
ESF #11 Natural Resources	Infrastructure & Sustainability	<ul style="list-style-type: none"> <li>Addressed in ESF #3</li> </ul>
ESF #12 Energy	Infrastructure & Sustainability	<ul style="list-style-type: none"> <li>Addressed in ESF #3</li> </ul>
ESF #13 Law Enforcement	GTPD	<ul style="list-style-type: none"> <li>Provide for the safety and security of impacted faculty, staff, and students</li> <li>Provide security for response operations</li> </ul>
ESF #14 Volunteer & Donation Mgmt	Dean of Students	<ul style="list-style-type: none"> <li>Manage volunteers and donations</li> </ul>
ESF #15 External Affairs/Communication	Institute Communications	<ul style="list-style-type: none"> <li>Coordinate media relations</li> <li>Provide information updates</li> </ul>
ESF #16 Academic Affairs	Provost for Academic Affairs	<ul style="list-style-type: none"> <li>Coordinate temporary relocation of disrupted classes</li> <li>Serve as liaison between faculty and command staff</li> </ul>
ESF #17 Research Affairs	EVP for Research	<ul style="list-style-type: none"> <li>Coordinate research and grant related issues arising from emergency</li> <li>Coordinate care of research animals and other sheltered animals</li> </ul>
ESF #18 Network + Communication Infrastructure	OIT	<ul style="list-style-type: none"> <li>Coordinate internal and external communication resources, including private sector companies</li> <li>Facilitate the restoration of non-emergency communication infrastructure</li> </ul>

## Crisis Communications

Reliable and interoperable communication, along with emergency notifications are essential to incident response, situational awareness and coordination. Initial communications during the response phase of an incident are executed by Georgia Tech Police Department (GTPD) or through the EOC. Once there are no longer any immediate life safety issues or at an incident-driven agreed upon time, Institute Communications will take the lead in internal and external communications.

Understanding that timely receipt of emergency communications is critical, Georgia Tech utilizes multiple means of communication for emergency notification:

- Georgia Tech Emergency Notification System (GTENS) – phone call, text and email (Detailed information on GTENS may be found in Introduction)
- Social Media – Twitter (GTPDalerts; @GaTechPD; @GaTech)
- Outdoor Siren Warning System
- LiveSafe Mobile App
- Campus Digital Signage

Additional information regarding crisis communications is provided in Annex S6 – Crisis Communications Plan.

## EVACUATION AND SHELTER-IN-PLACE

Evacuation and Shelter-in-place procedures are addressed at the facility level. The information is contained in the Redbook (See Appendix D – Redbook Template for a sample Redbook) developed for each building, and is maintained by the facility manager. There are few incidents which would necessitate a large-scale evacuation or campus-wide shelter in place; those procedures are outlined in the incident annexes in which they would be used.

## PLAN DEVELOPMENT AND MAINTENANCE

The Office of Emergency Management (OEM) is responsible for the development and maintenance of this EOP. The OEM will conduct a formal review and reissue of the Base Plan and Annexes every three years. Revisions may be made based on operational and regulatory changes, best practices and corrective actions identified through exercises, real world response efforts and assessment processes. Minor changes will be recorded in a Record of Changes section as needed.

# SECTION V. APPENDICES

## APPENDIX A: ACRONYMS

<b>Acronym</b>	<b>Meaning</b>
AAR	After Action Report
AED	Automated External Defibrillator
AFCEMA	Atlanta Fulton County Emergency Management Agency
AFR	Atlanta Fire Rescue Department
APD	Atlanta Police Department
Comms	Communications
ConOps	Concept of Operations
COOP	Continuity of Operations
EHS	Georgia Tech Environmental Health & Safety
ELT	Executive Leadership Team
EOC	Emergency Operations Center
EOP	Georgia Tech Emergency Operations Plan
ESF	Emergency Support Functions
FEMA	Federal Emergency Management Agency
GTENS	Georgia Tech Emergency Notification System
GEMA	Georgia Emergency Management Agency
GTPD	Georgia Tech Police Department
HVA	Hazard Vulnerability Assessment
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MAA	Mutual Aid Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OEM	Georgia Tech Office of Emergency Management
OIT	Georgia Tech Office of Information Technology
OHS	Office of Homeland Security
PTS	Georgia Tech Parking and Transportation Services
SOG	Standard Operating Guidelines
SOP	Standard Operation Procedures
TEP	Training and Exercise Plan

## APPENDIX B: GLOSSARY

<b>Activate</b>	To begin the process of mobilizing a response team or to set in motion an emergency operations response or recovery plan, process, or procedure for an actual emergency incident
<b>After Action Report</b>	Structured review that analyzes a response to an incident that includes the development of a timeline and reviews the actions that occurred; at the end of this process, a document is created that includes an overview of the response and incident as well as actions that can be improved
<b>Authority</b>	A right or obligation to act on behalf of a department, agency, or jurisdiction
<b>Building/ Facility Manager</b>	Responsible for leading preparedness, readiness, and response activities for assigned buildings, including developing and implementing a Building Emergency Plan (RedBook) and serving as a liaison between building occupants and campus services/agencies during emergencies
<b>Command</b>	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority
<b>Concept of Operations</b>	A description of how a set of capabilities may be employed to achieve desired objectives or end state
<b>Continuity Planning</b>	Actions taken to protect the Institute's mission from disruption
<b>Crisis</b>	Any unexpected event or series of events that has the potential to, or does presently, significantly impact and/or harm to students, faculty, staff, local community, operations, buildings, assets, finances, image, reputation, or the environment
<b>Executive Leadership Team (ELT)</b>	Provides executive level oversight and serves as policy decision-making body during a crisis situation

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<b>Critical Infrastructure</b>	Assets, systems, and networks, whether physical or virtual, so vital to the campus that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, public health or safety, the campus mission, or any combination of those matters
<b>Damage Assessment</b>	An appraisal or determination of the effects of the disaster on human, physical, economic, and natural resources
<b>Emergency</b>	Any incident, whether natural or manmade, that requires responsive action to protect life or property
<b>Emergency Management</b>	The science of managing complex systems and multi-disciplinary personnel to address emergencies and disasters, across all hazards, and through the phases of mitigation, preparedness, response, and recovery
<b>Emergency Operations Center (EOC)</b>	The physical location at which the coordination of information and resources to support incident management activities takes place
<b>Emergency Operations Plan (EOP)</b>	An all-hazards document that specifies actions to be taken in the event of an emergency or disaster; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities
<b>Emergency Support Function (ESF)</b>	A structured group of tasks and resources, brought together to effectively manage the impacts of an emergency or disaster within a given jurisdiction. ESFs are typically comprised of entities that have similar roles, responsibilities, resources, authority, and training
<b>Evacuation</b>	A protective action of moving threatened individuals completely out of a building, facility, or the campus

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<b>Finance/ Administration Section (EOC)</b>	The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident
<b>Hazard</b>	A potential or actual force, physical condition, or agent with the ability to cause human injury, illness and/or death, and significant damage to property, the environment, critical infrastructure, agriculture and business operations, and other types of harm or loss
<b>Hazardous Material</b>	Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination), and requires special care in handling because of the hazards posed to public health, safety, and/or the environment
<b>Incident Action Plan (IAP)</b>	An oral or written plan containing general objectives that reflect the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachment that provide direction and important information for management of the incident during one or more operational periods
<b>Incident Command Post (ICP)</b>	The field location where primary incident operation functions are managed
<b>Incident Command System (ICS)</b>	Standardized emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries
<b>Incident Commander</b>	The individual responsible for all incident activities in the field, including the development of strategies and tactics and the ordering and the release of resources
<b>Logistics Section (EOC)</b>	The Incident Command System Section responsible for providing facilities, services, personnel and material support for the incident

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<b>Management Section (EOC)</b>	The Incident Command System (ICS) Section, led by EOC Director, who has overall authority and responsibility to direct all EOC activity; the Management Section includes the Public Information Officer, Safety Officer, and Liaison Officer
<b>Mitigation</b>	Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of an emergency and providing value to the public by creating safer communities
<b>Mutual Aid Agreement</b>	Written agreement between agencies and jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and expertise in a specified manner
<b>National Incident Management System (NIMS)</b>	A system that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity
<b>Operational Period</b>	The time scheduled for executing a given set of operation actions as specified in the Incident Action Plan; operational periods can be of various lengths, although usually not over 24 hours
<b>Operations Section (EOC)</b>	The Incident Command System (ICS) Section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups
<b>Planning Section (EOC)</b>	The ICS Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP and Situation Reports. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident



<b>Recovery</b>	The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstituting these systems to a new condition that is less vulnerable
<b>Shelter-in-Place</b>	A protective action of maintaining the current location of individuals for a certain period of time as the best option to a life-threatening emergency
<b>Situation Report</b>	Document created by Planning Section that provides information and data of all the response operations occurring in an operational period; this information informs decisions for the next operational period
<b>Unified Command</b>	Authority structure in which the role of Incident Commander is shared by two or more individuals, each already having authority in a different responding agency
<b>Hazard Vulnerability Analysis</b>	The process of identifying potential and anticipated impacts of a hazard

## APPENDIX C: MASTER MOU/MAA LIST

Agency	MOU/MAA	Managing Department	Effective Date
Atlanta Fulton County Emergency Management Agency	Extraterritorial assistance	GTPD	01/2010
City of Atlanta Police Department	Extraterritorial assistance	GTPD	08/2011
City of Atlanta Police Department	Emergency assistance	GTPD	04/2005
Emergency Relief Tree Removal	Debris management	FM	11/2017
Fulton County Department of Health and Wellness	Effective and rapid response to our citizens during a public health emergency	GTPD	05/2010
Fulton County Police Department	Extraterritorial assistance	GTPD	12/2005
Fulton County Police Department	Tactical teams	GTPD	04/2005
Fulton County Sheriff's Office	Extraterritorial assistance	GTPD	02/2010
Fulton County Sheriff's Office	Jail services and emergency assistance	GTPD	11/2005
Georgia Bureau of Investigations	Bomb Support and Special Investigations	GTPD	04/2005
Georgia Tech Hotel and Conference Center	Large scale emergency to Georgia Tech	GTPD	08/2013
Metropolitan Atlanta Rapid Transport Authority Police (MARTA)	Additional support during disaster operations or Georgia Tech special events	GTPD	04/2015

## APPENDIX D: REDBOOK TEMPLATE

The Georgia Institute of Technology Building Emergency Plan (referred to as the “Redbook”) is a component of the GT Planning Strategy Response Plans, and serves as a building-level emergency action guidance for building occupants. The Redbook contains building-specific information (location, emergency staff, hazards, critical operations), evacuation and emergency procedures and emergency preparedness information.

Each facility/building manager is responsible for updating the Redbook at least annually, when a building gets a new facility/building, when the building has undergone significant construction and/or remodeling, and/or when a response protocol has been changed, especially as it relates to evacuation procedures.

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**Burdell Building  
Building Emergency Response Plan**

**Plan Prepared by:**  
Building Managers  
**SELECTIONS PENDING APPROVAL (Last Update: Tue Sep 14 2021)**

**Georgia Institute of Technology  
Office of Emergency Management  
Second Edition**

This document supersedes all previous versions of the Georgia Tech Building Emergency Response Plan (also referred to as “Redbook”) for Burdell Building

**Table of Contents****Introduction & Plan Maintenance****General Building information****Building Emergency Contacts**

Non-GT Emergency Contacts

Building Safety Team

Contract Security Contact

**Building Emergency Information**

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Building Alarms

First Aid Kit/AED Locations

Floor Plan

Utility Shutoff Valve Location(s)

Unique Hazards Found in this Building

Critical Operations Found in this building

Building Labs

**Business Continuity**

GT Continuity of Operations (COOP) Contacts  
Non-GT Continuity of Operations (COOP)  
Contacts Emergency Relocation Sites

**Evacuation Procedures**

General Evacuation Information  
Evacuation Staging Area  
Evacuation Policy for People with Disabilities  
Evacuation Building Check Procedures  
Accountability Procedure

**Severe Weather Shelter****Emergency Procedures****Emergency Preparedness**

Supplies Weather Radio  
New Employee Orientation Training and Documentation Drills

**Building Uploads****Admin Uploads****Summary****APPENDIX A: Acronyms and Terms****APPENDIX B: Institute Resource List****APPENDIX C: Preparedness Guidelines for People with Disabilities****APPENDIX D: After Hours Event Emergency Plan****APPENDIX E: Hazardous Materials List****APPENDIX F: Additional Applicable Plans, Policies, and Procedures****Introduction & Plan Maintenance***Occupational Safety & Health Administration*

Everyone on campus is responsible for emergency preparedness, safety and security. The Redbook is an integral part of preparing for, and responding to an emergency in your

building. Facility/Building Managers must take ownership of this document, which includes updating and managing it.

Your Redbook must be updated at least annually, when a building gets a new building/facility manager, when the building has undergone significant construction and/or remodeling, and/or when a response protocol has been changed, especially as it relates to evacuation procedures. Updating a Redbook is an important, but not a time consuming project.

Focus on evacuation procedures, safe shelter locations (for severe weather) and educating/training your building occupants. Please see Appendix B: Resource List (page 29) for additional information that will help you prepare and update your Redbook.

### Overview

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Facility Manager or Department Representative for your section. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report for roll call after evacuating the building. When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency such as fire extinguishers pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area. Additional responsibilities (such as being a roll taker or floor monitor).
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

### Plan Evaluation, Monitoring, Updating

*The Emergency Preparedness Coordinator or his/her designee should annually review and update the emergency procedures contained in this plan. The plan should be part of new employee orientations and all employees should be expected to routinely familiarize themselves with this plan.*

This section should include additional delineations of Emergency Plan responsibilities including each key staff position.

Responsibility	Position
Update Emergency Plan annually.	
Update telephone rosters monthly.	
Conduct alert and notification tests.	

Develop and lead Emergency Plan training.

Conduct Emergency Plan exercises.

*General Building Information*

**Building Number: 000**

**Building Name: Burdell Building**

**Building Address: 00 GT Lane**

**Department:**

**Building Emergency Contacts**

FIRST NAME	LAST NAME	DEPARTMENT	OFFICE LOCATION	OFFICE PHONE	CELL PHONE
------------	-----------	------------	-----------------	--------------	------------

*Non-GT Emergency Contacts*

FIRST NAME	LAST NAME	PHONE NUM	EMAIL	COMPANY
------------	-----------	-----------	-------	---------

*Building Safety Team*

FIRST NAME	LAST NAME	DEPARTMENT	OFFICE LOCATION	OFFICE PHONE	CELL PHONE	CPR	CERT	EVACUATION ROLE
------------	-----------	------------	-----------------	--------------	------------	-----	------	-----------------

*Contract Security Contact*

**Contract Security Contact**

Company Name:

Point of Contact  
Contact Name:

Phone Number:

Email:

## Building Emergency Information

### *Building Access*

**Building Hours**

**Building Access Policies**

**Visitor Access Policies**

### *Building Alarms*

TYPE	INSTRUCTIONS
------	--------------

### *First Aid Kit/AED Locations*

LOCATION	FIRST AID	AED
----------	-----------	-----

**Floor Plan**

**Utility Shutoff Valve Location(s)**

### *Unique Hazards Found in this Building*

Specific items may need to be inspected and possibly stabilized after an emergency. These items are listed below with their location:

ROOM NUM	NAME	PRECAUTIONS	DEVICES
----------	------	-------------	---------



*Critical Operations Found in this Building*

ROOM NUM	DESCRIPTION
----------	-------------

*Building Labs*

ROOM NUM	CONTACT NAME	CONTACT NUM	HAZARDS	PREC DEV
----------	--------------	-------------	---------	----------

**Business Continuity**

*GT Continuity of Operations (COOP) Contacts*

FIRST NAME	LAST NAME	DEPARTMENT	OFFICE PHONE	CELL PHONE	EMAIL
------------	-----------	------------	--------------	------------	-------

*Non-GT Continuity of Operations (COOP) Contacts*

FIRST NAME	LAST NAME	PHONE NUM	EMAIL	COMPANY
------------	-----------	-----------	-------	---------

*Emergency Relocation Sites*

The emergency relocation section should identify where staff will be relocated to continue to conduct daily business in the event of an emergency and your current building cannot be occupied. Contact information for a designated person at the relocation building site should be listed below, if possible or applicable. Arrangements should be made prior to a disaster occurring.

*Do not confuse this with an evacuation staging area (Section XX), which is normally outdoors and used when the fire alarm has been activated.*

**Primary Site**

Location Name:

Address:

Point of Contact

Name:

Office Phone:

Cell Phone:

Email:

**Alternate Site**

Location Name:

Address:

Point of Contact

Name:

Office Phone:

Cell Phone:

Email:

## Evacuation Procedures

### *General Evacuation Information*

- Each facility is required to have an emergency evacuation plan posted including evacuation routes, fire alarm pull stations, and fire extinguishers.
- Each floor utilizing the “You are Here” identification method.
- Maps of Evacuation Staging Site.
- Handicapped Rooms

### *Evacuation Assembly Area*

**Designated Evacuation Assembly Area**

All building occupants are required to evacuate the building when the evacuation/fire alarm sounds.

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.

- Safely stop your work.
- If safe, close your office door and window.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Evacuation Assembly Area and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

### *Evacuation Policy for People with Disabilities*

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

### *Evacuation Building*

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

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

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

RESPONSES TO EMERGENCIES:

For BLINDNESS or VISUAL IMPAIRMENT

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

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

- Give other verbal instructions or information (i.e. elevators cannot be used).

#### For DEAFNESS or HEARING LOSS

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

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

#### For MOBILITY IMPAIRMENT

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

- Some buildings have “Areas of Refuge” in designated areas. Check with the Emergency Preparedness Coordinator for identification of these areas.

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

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

##### Power Outages:

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

#### *Evacuation Building Check Procedures*

During an evacuation, a “building check” is conducted by the designated floor monitor in order to account for personnel.

Building checks should not to be carried out if there are unsafe conditions such as smoke, fire, or hazardous materials releases along the route.

Only trained and properly equipped emergency responders should re-enter a building to perform a check.

Floor monitors should have employee rosters and visitor logs to account for people and assess the status of the evacuation at the assembly area. The status of the evacuation should be communicated to emergency responders.

Floor monitors should follow these “building check” procedures:

- In an evacuation of the building, the floor monitor checks the area between their location and the nearest exit.
- Knock LOUDLY on closed locked doors and close any open doors (if possible leave doors unlocked).
- Instruct any lingering occupants to evacuate the building immediately. If anyone refuses to leave, a department supervisor should be notified immediately upon exiting the building.
- Exit the building using the designated evacuation route and proceed to the assembly area.
- Report any emergency information to the supervisor or senior person at the assembly area.
- The floor monitor or supervisor should report the evacuation status to emergency responders.

### *Accountability Procedure*

All building personnel should report to the designated assembly area upon evacuating the building. At the assembly area, the roll taker or department designee should question the location of those not reporting to the assembly area and as to any hazardous conditions noticed upon evacuation. This information should then be relayed to the supervisor or emergency responders. *It is recommended that the person in charge wear a reflective vest so they can be easily identified by emergency responders.*

## Severe Weather Shelter

### *Designated Severe Weather Shelter*

LOCATION
----------

## Emergency Procedures

### *Active Shooter*

#### *Run, Hide, Fight!*

##### Run

- Evacuate to a safe location
- Leave your belongings
- Help others if possible

##### Hide

- Silence your phone and be quiet
- Lock all doors and windows
- Barricade doors and windows

##### Fight

- Fight ONLY as a LAST RESORT
- Act aggressively and throw objects
- Have a backup plan

### *Fire*

#### *Fire or visible smoke*

- Activate the fire alarm pull station or use other emergency alerting procedures and proceed to the nearest exit and evacuate the building immediately.
- Call Georgia Tech Police at 9-1-1 from any campus phone or at 404-894-2500 from a cellular phone.
- Attempt to extinguish the fire if you are trained and comfortable with using a fire extinguisher
- Do NOT attempt to extinguish a fire if any of the following conditions exist:
  - You are not trained in using a fire extinguisher
  - You are unable to identify what is burning
  - The fire is spreading
  - A fire extinguisher is unavailable
  - Your back is not toward the exit
  - You might inhale smoke
  - Doubt or insecurities develop
  - If the first attempt to put out the fire with a fire extinguisher is unsuccessful, evacuate immediately through the nearest exit.

#### *Evacuation*

- Call GTPD from a safe location to report all fires.
- Report to the designated evacuation assembly area for the building and do not leave.
- Do not use the elevator.
- Stay calm, do not rush or panic.
- Use the nearest stairs and proceed to the nearest exit. Proceed to your designated assembly area and report to your roll taker.

- Wait for any instructions from emergency responders.
- Do not re-enter the building until you have been instructed to do so by emergency responders.
- Those with access and functional needs, notify supervisors/co-workers if you need assistance evacuating.
- If applicable, proceed to your area of refuge.

### *Hazmat*

#### *General Reporting Procedures*

- Report the incident to GTPD at 9-1-1 from any campus phone or 404-894-2500 from a cellular phone, include the following details:
  - Your location (building, floor/room, etc).
  - If anyone was exposed to Hazardous Materials by inhalation, ingestion, or contact.
  - If there are any injuries. Describe injuries.
  - The nature of the spill/release (name of chemical, amount, is there an odor, are there irritants?).

#### *General Guidance*

- Remove yourself from the immediate area, but do not contaminate others if you have come into contact with the material.
- If contaminated, limit the spread of the material by isolating yourself from others.
- If eyes are contaminated, immediately flush your eyes in an eyewash station for a minimum of 15 minutes.
- For exposed skin and clothes, stand under an emergency decontamination shower for a minimum of 15 minutes.
- Safely notify occupants in the immediate area, appropriate supervisory personnel, and the Building Manager.

### *Medical Emergency*

#### *Reporting Procedures*

- Be as specific as possible when giving GTPD your location. What building are you in? What floor? Which room?
- Describe the injuries/symptoms that the patient is experiencing.
- If the patient can speak, try to get their name and any medication they are on to give to GTPD.

#### *General Guidance*

- Ask someone else to meet police and/or ambulance outside the building to aid their ability to locate the victim in a timely manner.
- Provide first aid to the best of your ability.
- Use precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient doesn't have a pulse and is not breathing, begin CPR (only if you have been trained in this technique).
- Stay calm and reassure the patient that help is on the way.

- Try to make the patient as comfortable as possible.
- Clear the area for emergency responders if possible.
- Try to keep the patient awake by engaging them in conversation.

### *Suspicious Package*

#### *General Reporting Procedures*

- If at all possible, use a campus phone and avoid using a cell phone.
- Describe the characteristics of the package and why it is believed to be suspicious.
- If there is a visible chemical or powder being emitted from the package:
  - Seal the room by closing doors and windows if possible.
  - Evacuate, but isolate any persons that made contact with the chemical/powder. Keep them isolated until cleared by fire/medical personnel.
  - Shut off air moving equipment (HVAC) to the effected room if possible.
- If the package has an identifying name on it (business card, addressee, sender, etc.), try and contact the person for more information. Many times suspicion may be allayed and the package cleared by this method. NOTE: If that information was not gathered during the initial interaction with the package, do not approach the package again to retrieve that information.
- Communicate all pertinent information about the incident and package to the responding police/bomb squad or fire personnel, including whether the package was moved or handled and who handled it.

#### *General Guidance*

- Stay calm.
- DO NOT TOUCH THE PACKAGE.
- If you are already holding it, carefully and gently place it on the nearest level surface.
- Evacuate the area around the package. If the package is briefcase/backpack size, evacuate the immediate room or area around the package, as well as any adjacent rooms or hallways, and any rooms immediately above and/or below the affected room.
- Do not use radios or cell phones within 100 feet of the package.
- Be aware of the possibility of secondary devices.

### *Weather Situations*

#### *Tornado Watch vs Tornado Warning*

A tornado warning means that a small, defined area is immediately in danger from a sighted or suspected tornado. This means you must take action immediately when a tornado warning is issued:

- Seek shelter immediately in an interior room, away from exterior doors and windows.
- Lowest levels of buildings are best.
- Many buildings have identified severe weather shelter areas; use these for shelter.

A tornado watch is often issued well in advance of a storm system that may produce tornadoes. Use a tornado watch to prepare:



- Adjust your schedule so you aren't driving through severe weather.
- Adjust events so that patrons are not in danger in an unprotected area.
- Review plans and procedures, etc.

### *Lightning Strikes*

As a standard on campus, the Georgia Tech Office of Management recommends that outdoor activity be suspended for at least 30 minutes when lightning is detected within 8 miles of the campus. When there has been no lightning within 8 miles for 30 minutes, outdoor activity can resume. This is especially encouraged for all outdoor events and a requirement for Georgia Tech Athletics events & competitions. Event managers should always plan for inclement weather when planning outdoor events, to include a means for receiving lightning alerts, a plan to communicate a suspension or cancelation, and finally a shelter location for participants. Event managers are encouraged to work with our department for this type of planning, in addition to weather forecasting and decision support.

### *Emergency Notification*

#### **GTENS**

The Georgia Tech Emergency Notification System (GTENS) is a system to immediately disseminate emergency information to the Georgia Tech community. The core of GTENS sends alerts by text, voice message, and by email. GTENS is only used when there is an imminent threat that requires the community to take immediate action. The only exception is to announce closure to campus or suspension of classes. The system also connects with the Georgia Tech homepage, with our social media accounts, and digital signs across campus. The system is an opt-in system just for the Georgia Tech community. To sign-up for GTENS, log into [passport.gatech.edu](https://passport.gatech.edu) to add your contact information.

### *Siren Warning System*

The Siren Warning System consists of 8 sirens that are strategically located throughout campus to provide alerts to students, faculty and staff who are outdoors. The Siren Warning System relays an alarm tone followed by an audio message explaining the emergency situation.

## Emergency Procedures

### *Supplies*

#### **Location of Emergency Supply Boxes**

Primary Location

Secondary Location

#### **Supplies List**

### *Weather Radio*

#### **Weather Radio Location**

### *Personal Preparedness*

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry out of the office to the Evacuation Staging Site when evacuating the building. The following supplies are recommended for your personal kit:

- Drinking water (1 gallon a day; 3 days' supply recommended and replace quarterly)
- Food (keep airtight in pest-proof packaging and replace annually)
- Flashlight and extra batteries
- Utility knife
- Personal first aid kit with any special personal needs included
- Sturdy, comfortable shoes and clean socks
- Heavy duty work gloves Cash (some in quarters)
- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Customized items such as prescription glasses or contacts, medicine, etc.
- Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- A copy of the building roster

### *New Employee Orientation*

### *Training*

Training is an integral part of the safety program for your building and it is the responsibility of each department to ensure all their employees are trained on the Building Emergency Plan for the building(s) they occupy. It is the responsibility of the occupant to become familiar with the Building Emergency Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, the Building Manager posts information in the building to ensure all occupants and guests can safely exit during an emergency.

The EPC or Alternate EPC makes the Building Emergency Plan and other safety information available to department employees. Training is initially required upon work assignment to the building. All department employees should get annual refresher training on the contents of the Building Emergency Plan for buildings they work in.

Other training recommended for building occupants are CPR, first aid, and fire extinguisher training. The department can request fire extinguisher training from EH&S. Annual refresher training is recommended.

### *Drills and Exercises*

Building evacuation drills will be conducted periodically by the Office of Emergency Preparedness, in conjunction with the GT Fire Marshal, along with tabletop exercises, as well as a major exercise as appropriate. If your building wishes to have a drill, the EPC is responsible for conducting the drill and documenting it. The Office of Emergency Preparedness can help you in your planning.

## Summary

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

## APPENDIX A: Acronyms and Terms

<u>Acronym</u>	<u>Meaning</u>
BM	Building Manager
BSC	Building Safety Committee
EPC	Emergency Preparedness Coordinator
EOC	Emergency Operations Center
EH&S	Environment Health & Safety
OHS	Office of Homeland Security
FAC	Facilities
RT	Roll Taker

<u>Term</u>	<u>Definition</u>
Emergency Preparedness Coordinator	A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares building response plans and coordinates education and planning in this area for all building occupants. In addition, he or she serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the Emergency Preparedness Coordinator position description.
Building Emergency Plan	A document, which consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
Building Emergency Staff	The occupants of the building (in both volunteer and appointed positions) who work on building safety issues, such as members of the Building Safety Committee, Role Takers, Floor Monitors and the EPC.
Building Safety Committee	A group composed of members of each department in the building, generally chaired by the EPC, charged with building emergency preparedness or overseeing building safety concerns.
Emergency Operations Center	The headquarters for emergency responders and designated Center (EOC) representatives of campus essential services, where resources are allocated during a disaster.

Emergency Responder(s)	Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from the GT Police, local fire departments, EH&S, Facilities, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.
Floor Monitor	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.
Roll Taker	A building occupant assigned to take roll at the Emergency Evacuation Site after a building evacuation.

## APPENDIX B: Institute Resource List

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

A list of telephone numbers and web sites is provided below; please use the Campus Telephone Directory for up-to-date telephone numbers.

<b>Facilities Operations and Maintenance</b> <a href="http://www.facilities.gatech.edu/">http://www.facilities.gatech.edu/</a>	<b>404-894-1613</b>
<b>Georgia Tech Police</b> Information on personal safety in the workplace <a href="http://www.police.gatech.edu">http://www.police.gatech.edu</a>	<b>404-894-2500</b>
<b>Communications and Marketing</b> <a href="http://www.gatech.edu/comm/">http://www.gatech.edu/comm/</a>	<b>404-894-0870</b>
<b>Office of Emergency Management</b> Information on disaster preparedness <a href="http://www.police.gatech.edu/emergencypreparedness/">http://www.police.gatech.edu/emergencypreparedness/</a>	<b>404-385-7675</b>
<b>Office of Environmental, Health &amp; Safety</b> Information on various safety topics, including hazard evaluations and employee training <a href="http://www.ehs.gatech.edu/">http://www.ehs.gatech.edu/</a>	<b>404-894-4635</b>
<b>Office of Radiation Safety</b> Information on radioactive materials and lasers	<b>404-894-3605</b>

<http://www.ors.gatech.edu/>

**University Health Services****404-894-1420**

Assistance with various topics including psychiatric services, student medical and dental evaluations/treatment, and staff/faculty first aid.

<http://www.health.gatech.edu>

**Additional Online and Social Media Resource**

- Emergency Notification <http://www.gatech.edu/emergency/notification.html>
- GT Emergency Management Twitter <http://twitter.com/GTPDalerts>

## APPENDIX C: Preparedness Guidelines for People with Disabilities

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

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

- Occupants should be invited to volunteer ahead of time to assist persons with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- Always ASK people with disabilities how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.

## APPENDIX D: After Hours Event Emergency Plan

### 1.0 Overview

Georgia Tech is a very diverse institute, not only in its curriculum, its student, staff and faculty population, but also in its operations. We are not an 8am to 5pm facility, although no evening classes are held, but we do continue through the evening and weekends with meetings, seminars, scholastic and athletic events, and night shift employee operations that require the same, if not more intense, emergency plans.

Personnel assigned to developing the plans should take into consideration who will be responsible for these after hour activities, how floor monitors will be assigned and function, as well as proximity to the facility if emergency response is essential.

Plans should include a method of communication before the start of the event, alerting all parties to the location of exit routes, evacuation procedures, fire pull stations, fire extinguishers, and assembly areas.

The responsible person, identified ahead of time and knowledgeable of the emergency response requirements, will be the conduit for emergency responders about an emergency in the building or work area.

### 2.0 After Hours Events

This plan annex should be used for all after hour activities that fall into the following categories:

- Meetings with 20 or more GA Tech personnel.
- Meetings hosted by GA Tech personnel with 5 or more non GA Tech personnel.
- Any seminar, symposium, or activity advertised and open to the public for academic or business purposes.
- Any sporting activity regardless of sponsoring authority, i.e. the Georgia Tech Athletic Association, Fraternity/Sorority events, Campus Recreation Center sponsored events, etc.

### 3.0 Event Location

#### 1.1 Building Name

#### 1.2 Building Location

### 4.0 Event Contact Information

#### 1.1 Event Managers

FIRST NAME	LAST NAME	DEPARTMENT	OFFICE LOCATION	OFFICE PHONE	CELL PHONE	EMAIL
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## 5.0 Event Emergency Procedures

### 5.1 Life Threatening Emergency Numbers

911 from any phone	911
Georgia Tech Police	404-894-2500

### 5.2 Non Life Threatening Emergency Numbers

Georgia Tech Police	404-894-2500
Environmental, Health & Safety	404-894-6224
Infrastructure & Sustainability	404-894-1613
Building Managers (Building Manager/Primary Representative)	Office Phone: Cell Phone:

### 5.3 FM-AM Dial Numbers

WREK Radio Station (Georgia Tech)	91.1 FM
WKLX Radio Emergency System	92.9 PM
Emergency Preparedness Coordinator Information Line (Activated in emergency situations only)	TBD

### 5.4 Emergency Notification Procedures

Call 9-1-1 from a campus phone or 404-894-2500 from a cell phone for emergency assistance. Call from a safe location and remember to:

- Stay calm.
- Be Prepared to answer the following questions: Where is the emergency located?
  - What is the emergency? (fire, medical, hazardous material, etc.) How did it happen?
  - When did it happen?
  - Who are you? (your name)

Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?). Do not hang up until instructed to so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

## 6.0 Evacuation Procedures for Event Location

### 6.1 Evacuation Staging Area

*Evacuation Staging Area*



The evacuation staging section should identify where personnel are to be located in the event that an evacuation is required. This area should be an on-site location (within walking distance) where building occupants can assemble and be accounted for prior to dismissal or transportation to other designated sites.

A building occupant is required to evacuate the building when the evacuation/fire alarm sounds.

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, and lock them for security reasons.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator. Proceed to the designated Emergency Assembly Area (EAA) and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

## **6.2 Evacuation Building Check Procedures**

During an evacuation, a “building check” is conducted by the floor monitor in order to account for personnel.

Building checks should not to be carried out if there are unsafe conditions such as smoke, fire, or hazardous materials releases along the route.

Only trained and properly equipped emergency responders should re-enter a building to perform a check.

Floor monitors should have employee rosters and visitor logs to account for people and assess the status of the evacuation at the assembly area. The status of the evacuation should be communicated to emergency responders.

Floor monitors should follow these “building check” procedures:

- In an evacuation of the building, the floor monitor checks the area between their location and the nearest exit.
- Knock LOUDLY on closed locked doors and close any open doors (if possible leave doors unlocked).
- Instruct any lingering occupants to evacuate the building immediately. If anyone refuses to leave, a department supervisor should be notified immediately upon exiting the building.

- Exit the building using the designated evacuation route and proceed to the assembly area.
- Report any emergency information to the supervisor or senior person at the assembly area.
- The floor monitor or supervisor should report the evacuation status to emergency responders.

### 6.3 Accountability Procedures

All building personnel should report to the designated assembly area upon evacuating the building. At the assembly area, the roll taker or department designee should question the location of those not reporting to the assembly area and as to any hazardous conditions noticed upon evacuation. This information should then be relayed to the supervisor or emergency responders.

## 7.0 Severe Weather Shelter

### Designated Severe Weather Shelter Locations

LOCATION

The term “shelter-in-place” means to seek immediate shelter and remain there during an imminent event instead of evacuating. There are occasions when the option to evacuate the area cannot be considered. Unless otherwise instructed to evacuate, sheltering in a pre-determined safe location is the preferred method of safely waiting out events. Personnel should gather the “Evacuation Kit”, along with cellular phones and proceed calmly to one of the designated severe weather shelter locations listed above. An attempt should be made to notify the appropriate personnel. Within this shelter should be a kit with several items like snack food, towels, flashlights, and batteries.

## APPENDIX E: Unique Hazards in the Building

ROOM NUM

NAME

PRECAUTIONS

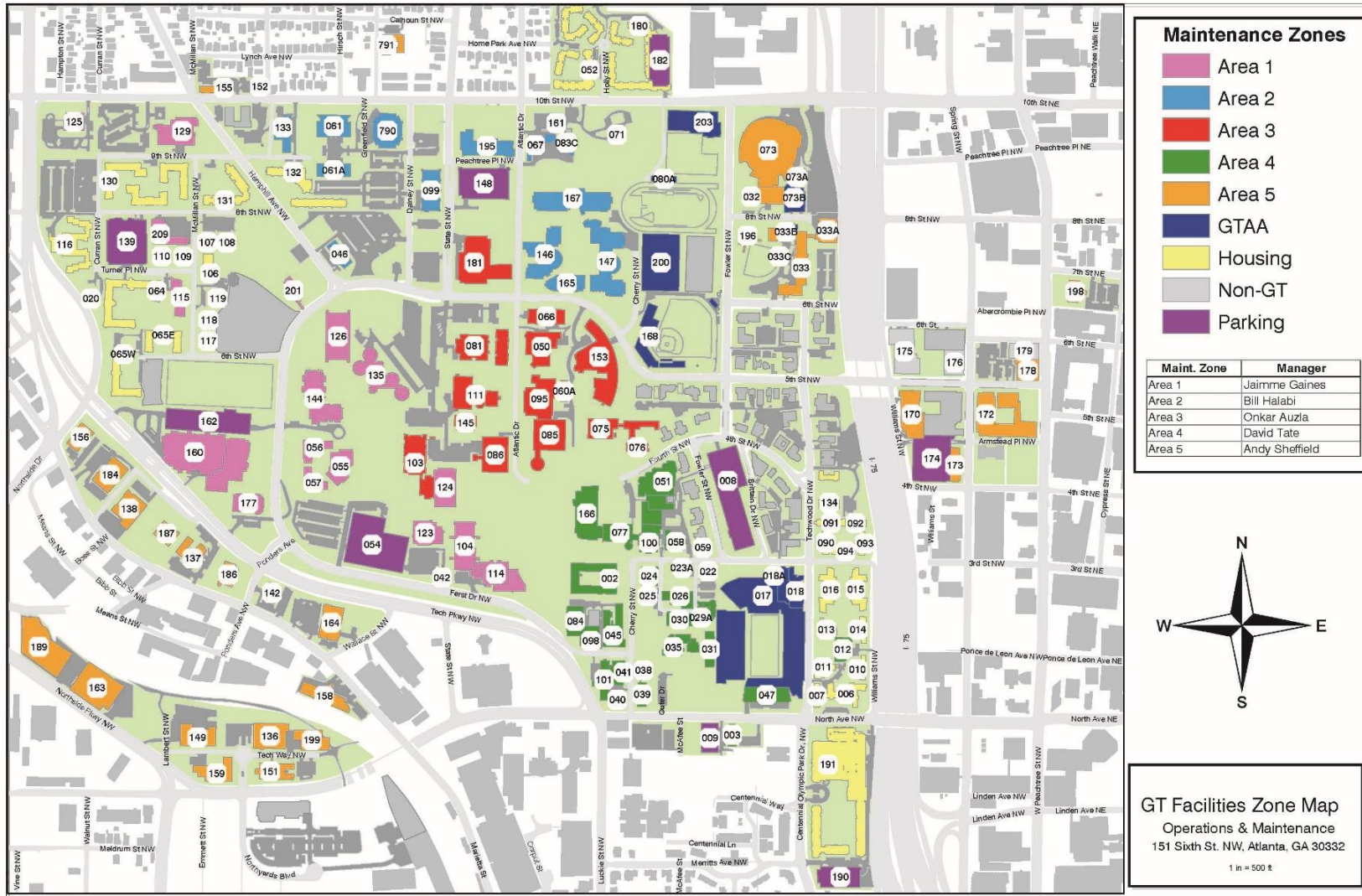
DEVICES

**APPENDIX F: Additional Applicable Plans, Policies and Procedures**

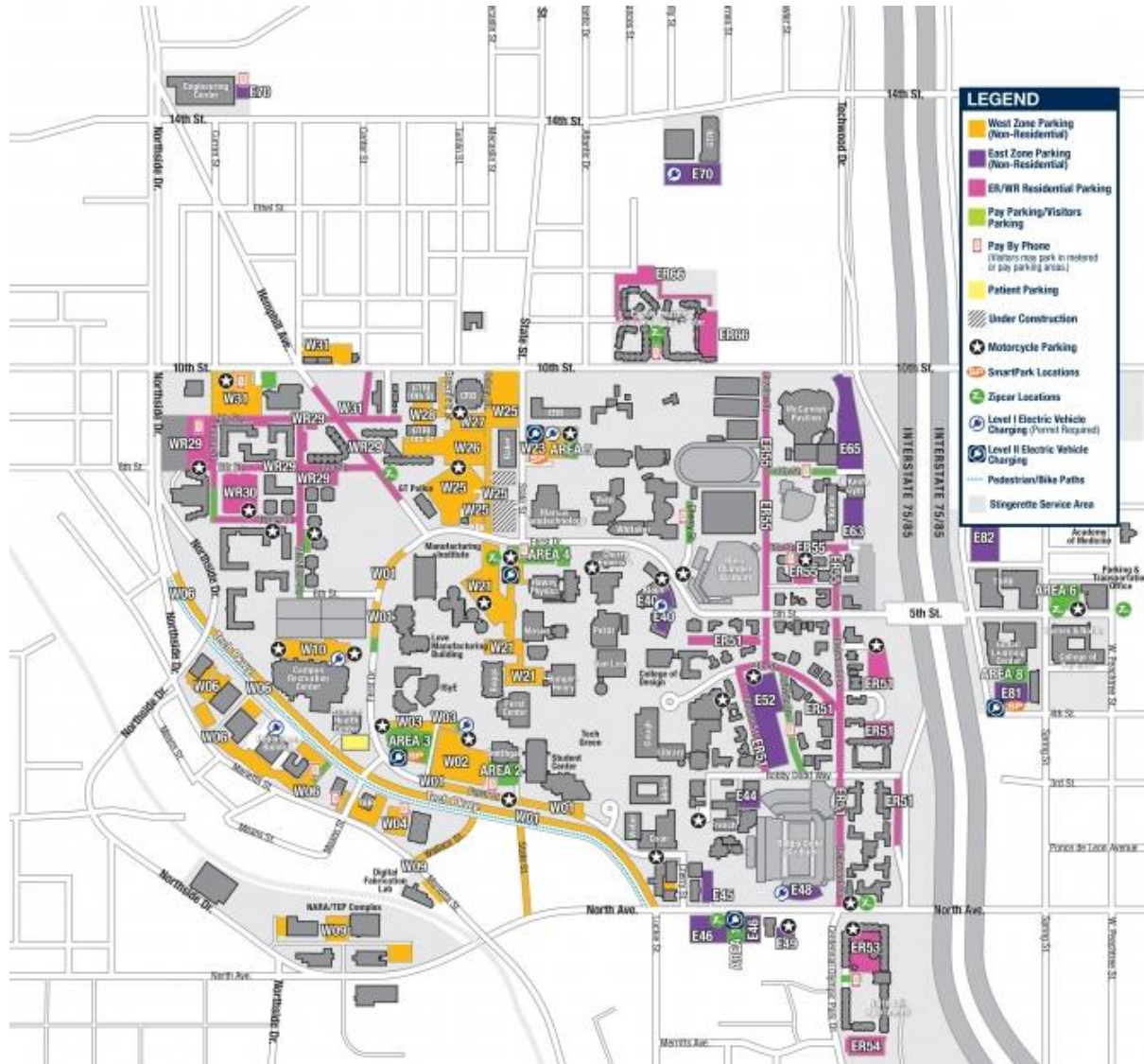
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## APPENDIX G – CAMPUS MAPS

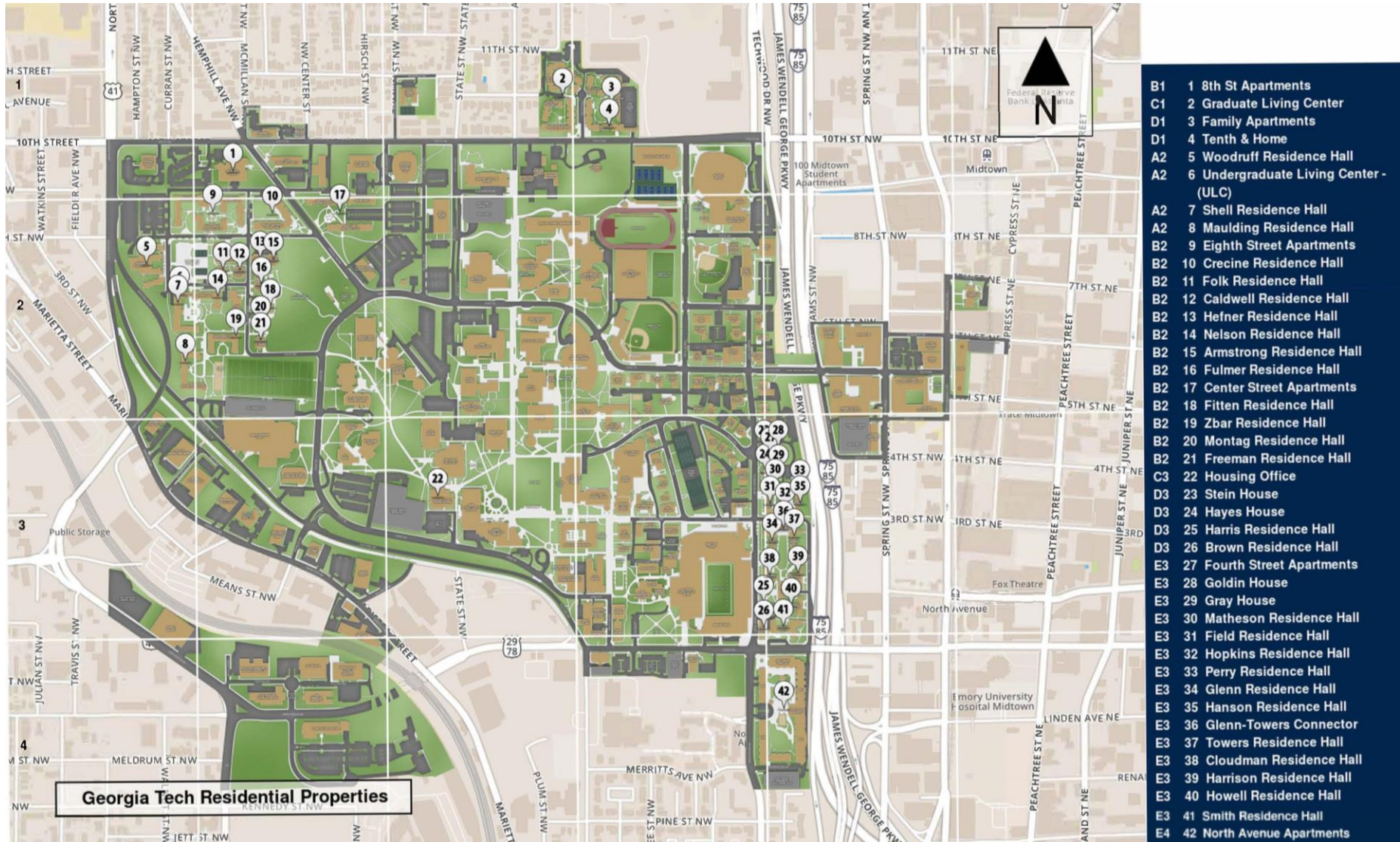
### Facilities Zone Map



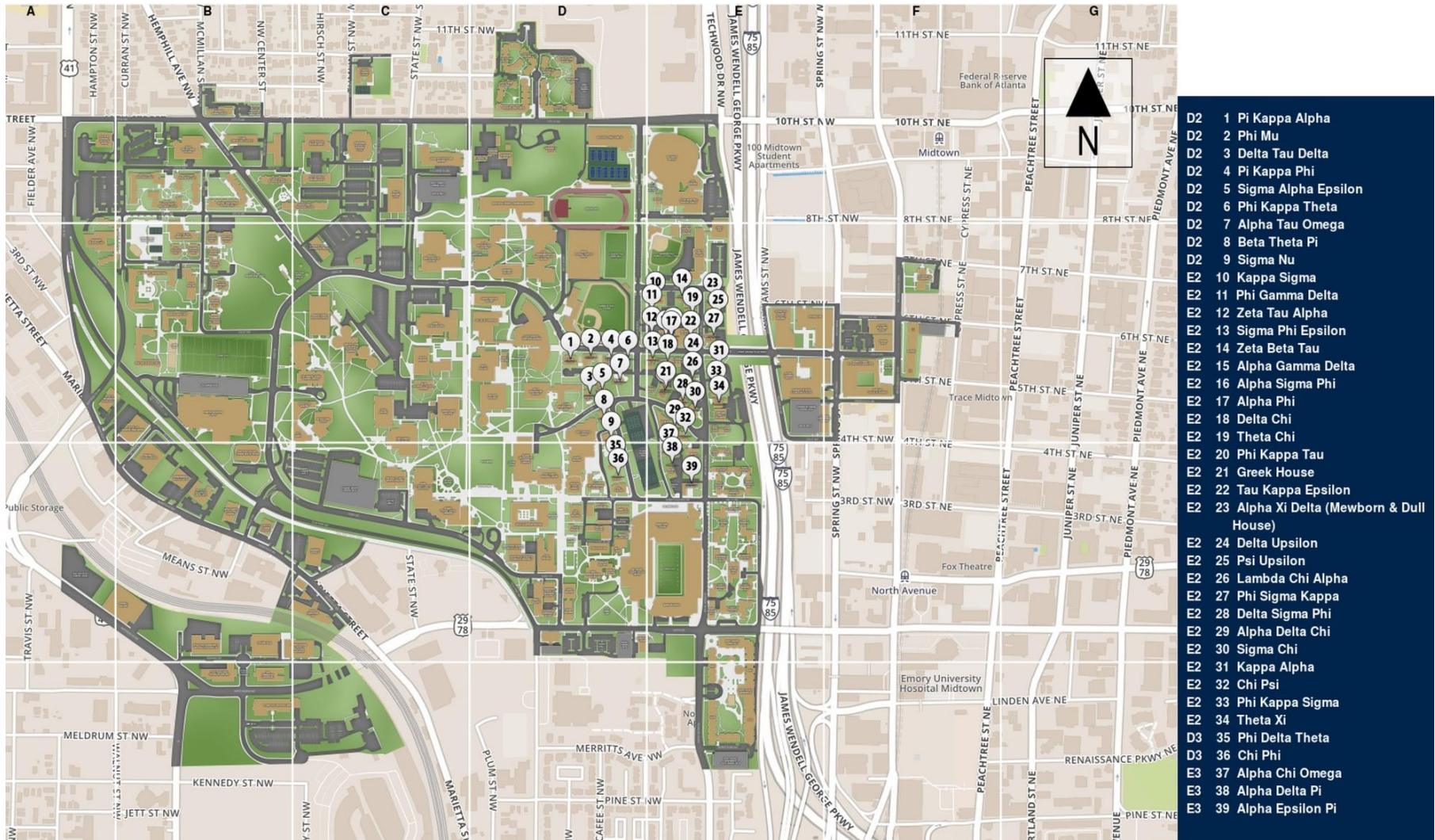
Parking Zone Map



Housing Map – Residence Halls



Housing Map – Greek



Housing Map – Off Campus

