GEORGIA INSTITUTE OF TECHNOLOGY

EMERGENCY OPERATIONS PLAN

August 2018

Georgia Tech

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.

_____   7/19/18
G.P. "Bud" Peterson   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.
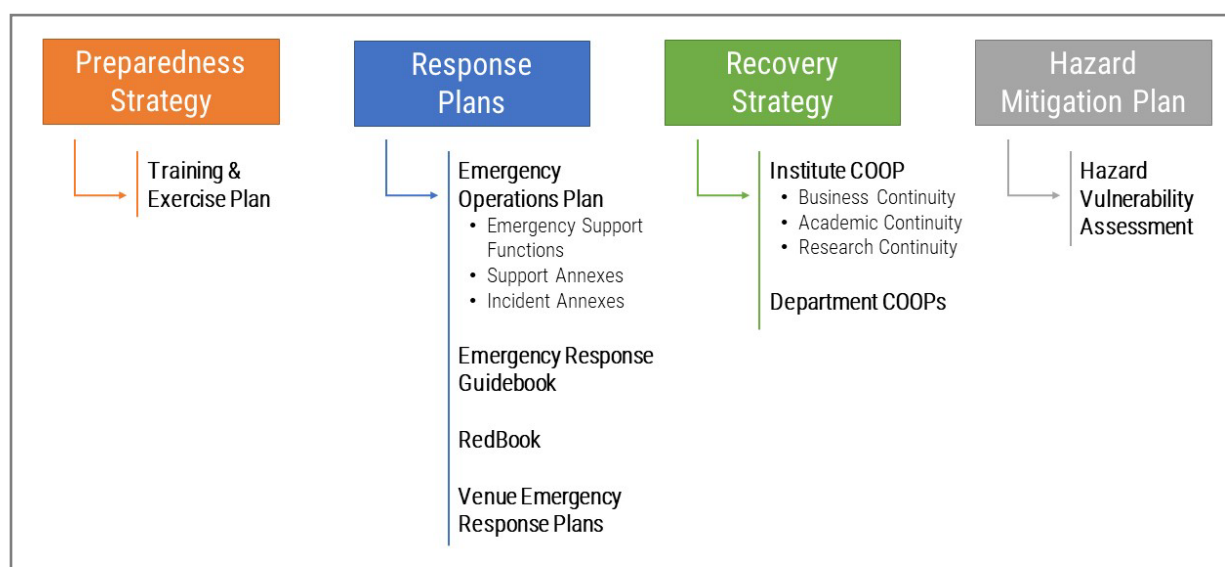
Preparedness Strategy
The Preparedness Strategy (under development) is a multi-year approach to implement solutions to improve GT readiness and solve or reduce gaps in preparedness of the GT whole community. The purpose of the Preparedness Strategy is to organize and guide efforts to strengthen preparedness, 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 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

TABLE OF CONTENTS

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 grad 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.

> ## 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 a 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.
>
> **APPENDICES** Provides supporting documentation.

4. Incident Annexes
   These annexes address a specific incident that may affect campus (e.g. Water Shortage 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.

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 Plans, 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 operating 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

The Concept of Operations (ConOps) is designed to give, in general terms, the intent of how Georgia Tech will respond to an event that disrupts 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/or 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.

Leadership	Executive Leadership Team
Coordination	Operations Group or the Emergency Operations Center (EOC)
Field	Tactical/Field Operations
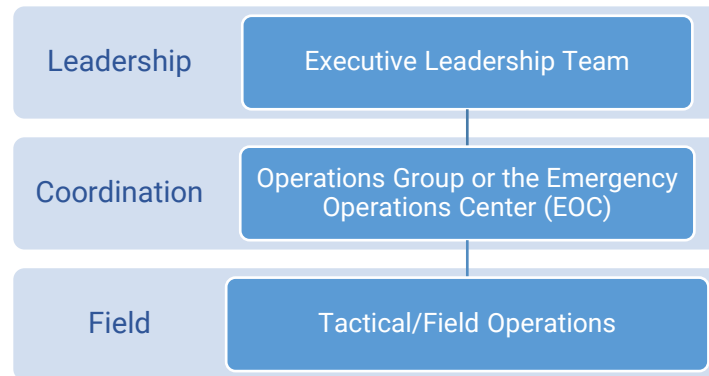
Figure 1: Response Structure

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 led by the President.

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 limited to, Office of Emergency Preparedness, GT Police, Facilities Management, 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 centralized location for command, control and coordination to manage emergency response.

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

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. 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.
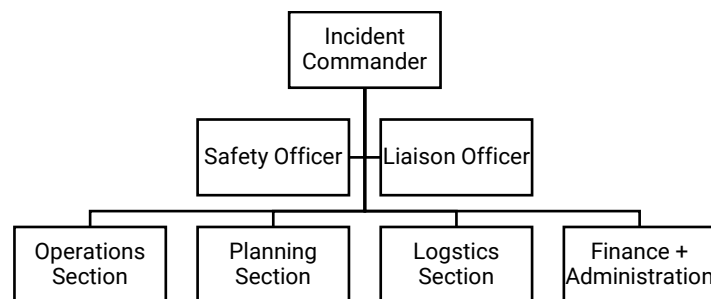
Figure 2: Incident Command Structure

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 department s can be found in Table 2: ESF Overview, and more detailed information on the ESFs can be found in Section II. Emergency Support Function Annexes.

Table 1: ESF Overview

Emergency Support Functions	Coordinating Department	Primary Responsibilities
ESF #1 Transportation	Facilities Management	• Oversee repair to damaged transportation infrastructure and systems
ESF #2 Emergency Communications	Georgia Tech Police Department (GTPD)	• Provide and maintain emergency communications • Ensure interoperable communications with agencies outside of Georgia Tech • Facilitate the restoration of emergency communication infrastructure
ESF #3 Infrastructure + Utilities	Facilities Management	• Coordinate with public utilities to restore electrical power for essential buildings • Maintain emergency power to support emergency response and recovery operations • Manage landscape damage and debris removal
ESF #4 Firefighting	GTPD	• Firefighting is provided externally by the Atlanta Fire Rescue Department and other responding agencies.
ESF #5 Emergency Management	OEP	• Manage mass notification systems and operations. • Provides situational awareness, incident updates and other decision support tools. • Provides the core management and administrative functions in support of the Emergency Operations Center (EOC).
ESF #6 Mass Care	Campus Services	• Coordinate and manage congregate sheltering, feeding, and distribution of emergency supplies. • Coordinate long-term housing needs
ESF #7 Logistics	Procurement + Business Services	• Coordinate federal contracts and resource support as required or needed. • Maintain inventory and availability of all Georgia Tech resources and facilities that may be utilized in an emergency.
ESF #8 Health + Medical Services	Campus Services	• Coordinate responding health and medical resources • Provide disaster medical triage
ESF #9 Search + Rescue	GTPD	• Urban Search and Rescue is provided externally by the Atlanta Fire Department and other responding agencies.
ESF #10 HazMat	EH+S	• Provide primary response to hazardous materials spills and releases on campus.

Emergency Support Functions	Coordinating Department	Primary Responsibilities
ESF #11 **Natural Resources**	Facilities Management	• Addressed in ESF #3
ESF #12 **Energy**	Facilities Management	• Addressed in ESF #3
ESF #13 **Law Enforcement**	GTPD	• Provide for the safety and security of impacted faculty, staff, and students • Provide security for response operations
ESF #14 **Recovery**	N/A	• Addressed in Departments' Continuity of Operations Plans (COOP)
ESF #15 **External Affairs/** **Communication**	Institute Communications	• Coordinate media relations • Provide information updates
ESF #16 **Academic Affairs**	Provost for Academic Affairs	• Coordinate temporary relocation of disrupted classes • Serve as liaison between faculty and command staff
ESF #17 **Research Affairs**	Provost for Research	• Coordinate research and grant related issues arising from emergency • Coordinate care of research animals and other sheltered animals
ESF #18 **Network +** **Communication** **Infrastructure**	OIT	• Coordinate internal and external communication resources, including private sector companies • Facilitate the restoration of non-emergency communication infrastructure

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 Preparedness (OEP) is responsible for the development and maintenance of this EOP. The OEP 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.

Sections II – IV are for official use only.

SECTION V. APPENDICES

APPENDIX A – ACRONYMS

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
EH+S	Georgia Tech Environmental Health + Safety
ELT	Executive Leadership Team
EOC	Emergency Operations Center
EOP	Georgia Tech Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GTENS	Georgia Tech Emergency Notification System
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
OEP	Georgia Tech Office of Emergency Preparedness
OIT	Georgia Tech Office of Information Technology
PAFN	People with Access and Functional Needs
PTS	Georgia Tech Parking + Transportation Services
SOG	Standard Operating Guidelines
SOP	Standard Operation Procedures
TEP	Training and Exercise Plan

APPENDIX B – GLOSSARY

Activate	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
After Action Report	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
Authority	A right or obligation to act on behalf of a department, agency, or jurisdiction
Building/ Facility Manager	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
Command	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority
Concept of Operations	A description of how a set of capabilities may be employed to achieve desired objectives or end state
Continuity Planning	Actions taken to protect the Institute's mission from disruption
Crisis	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
Executive Leadership Team (ELT)	Provides executive level oversight and serves as policy decision-making body during a crisis situation
Critical Infrastructure	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
Damage Assessment	An appraisal or determination of the effects of the disaster on human, physical, economic, and natural resources
Emergency	Any incident, whether natural or manmade, that requires responsive action to protect life or property

Emergency Management	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
Emergency Operations Center (EOC)	The physical location at which the coordination of information and resources to support incident management activities takes place
Emergency Operations Plan (EOP)	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
Emergency Support Function (ESF)	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
Evacuation	A protective action of moving threatened individuals completely out of a building, facility, or the campus
Finance/ Administration Section (EOC)	The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident
Hazard	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
Hazardous Material	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
Incident Action Plan (IAP)	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
Incident Command Post (ICP)	The field location where primary incident operation functions are managed

Incident Command System (ICS)	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
Incident Commander	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
Logistics Section (EOC)	The Incident Command System Section responsible for providing facilities, services, personnel and material support for the incident
Management Section (EOC)	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
Mitigation	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
Mutual Aid Agreement	Written agreement between agencies and jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and expertise in a specified manner
National Incident Management System (NIMS)	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
Operational Period	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
Operations Section (EOC)	The Incident Command System (ICS) Section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups
Planning Section (EOC)	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

Recovery

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

Shelter-in-Place

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

Situation Report

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

Unified Command

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

Hazard Vulnerability Analysis

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.

Georgia Institute of Technology

INSERT NAME OF BUILDING

Building Emergency Plan
REDBOOK

Date Adopted: September 1, 2005

Date of Review: January 1, 2011

Prepared by:

Introduction

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.

Much of this template has been completed using the Institute Emergency Action Plan, which can be found online at http://www.police.gatech.edu/documents/eap.pdf. 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. Please submit your updated Redbooks to Jennifer Mattingly at jennifer.mattingly@police.gatech.edu.

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.

Table of Contents

Recommended Documents to include in Appendix:

- Maps
- Evacuation Routes
- Bomb Threat Checklist
- HVAC Floor Plan
- Utility Shutoff Valve Locations
- Any Applicable Policies & Procedures
- List of Hazardous Materials Including Quantities & Locations

1.0   INSTRUCTIONS FOR COMPLETING TEMPLATE

The development of a Building Emergency Plan will be an integral part of the Incident Command System (ICS) that Georgia Tech will deploy as the basis for emergency planning, evacuation, sheltering-in place and response activities. Redbooks 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.
- When a response protocol has been changed, especially as it relates to evacuation procedures.

The Redbook will be checked during the annual Safety Inspection by the Environmental Health and Safety's Fire Safety Office.

If multiple departments are located in a building, the department representatives should meet to Develop one Redbook.

In order to properly complete the Redbook template, the following information will be needed:

- Responsible personnel, by floor or department, with associated contact information
- Location of assembly areas after evacuation
- Identification of safe shelter locations within the facility
- Identification of all hazardous materials (Work with EH&S on what is specifically designated as HazMat)
- Identification of all fire pull stations
- Identification of all fire extinguishers
- Begin determining evacuation routes to assembly areas

Once all the data is available, download the template and begin filling in the applicable areas.

Since we will be identifying the Emergency Building Plans as "Redbooks" from now on, it is recommended a Red 1 1/2 inch three ring plastic covered binder be procured along with section tabs.

Once the information is filled in to the template, please return the completed plan to the Office of Emergency Preparedness at <u>jennifer.mattingly@police.gatech.edu</u> or mail code: 0440 for documentation and filing purposes.

2.0 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.

3.0 BUILDING INFORMATION

3.1 Building Name/Number (Include any common names):
- Insert Building Name/Number Here

3.2 Building Location:
- Insert Building Location Here

3.3 Department Name:
- Insert Department Name Here

3.4 Emergency Preparedness Coordinators

Emergency Preparedness Coordinator Information	
Name	Insert EPC Information Here
Campus Address	
Office	

Cell Phone #	
Pager #	
24 hr Contact #	
Email	

Alternate Emergency Preparedness Coordinator Information	
Name	Insert Alternate EPC Information Here
Campus Address	
Office	
Cell Phone #	
Pager #	
24 hr Contact #	
Email	

3.5   Building Emergency Staff

Responsibility	Name	Dept	Phone	Room #
Ex: Floor Monitor				
Ex: Roll Taker				

3.6   Employees Trained in CPR/First Aid

Name	Position
Insert Employees Trained in CPR Here	

3.7   First Aid Kit/AED Locations

- Insert location or designated area of each first aid kit and/or automated external defibrillator (AED) located in the facility.

Please visit http://www.redcross.org/services/hss/courses/aed.html for more information on AED's.

3.8   Emergency Relocation Sites

The emergency relocation section should identify where staff will be relocated in the event of an emergency. Contact information for a designated person at the relocation site should be listed below, if possible or applicable. Arrangements should be made prior to a disaster occurring. Consider designating only one site within walking distance.

Primary Site:

Location Name	Address	Contact Person	Work Phone	Home Phone
Insert Site Here				

Alternate Site:

Location Name	Address	Contact Person	Work Phone	Home Phone
Insert Site Here				

3.9 Visitors

- Insert information referencing policies and procedures on handling visitors entering the facility.

3.10 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:

- Example – Select Agent of Anthrax located in Room 7005 requiring access through a badge reader, safe and alarm system.

3.11 Critical Operations Found in this Building

- There are no critical operations in this building.
- If yes, list them by room number.

4.0 NIGHT SHIFT OPERATIONS

This portion of the plan should include after hours operations of faculty and staff that perform their normal work after 5pm and before 8am or on the weekends.

4.1   Night Shift Emergency Preparedness Coordinators

Emergency Preparedness Coordinator Information	
Name	Insert Night Shift EPC Information Here
Campus Address	
Office	
Cell Phone #	
Pager #	
24 hr Contact #	
Email	

Alternate Emergency Preparedness Coordinator Information	
Name	Insert Night Shift Alternate EPC Information Here
Campus Address	
Office	
Cell Phone #	
Pager #	
24 hr Contact #	
Email	

4.2   Night Shift Building Emergency Staff

Responsibility	Name	Dept	Phone	Room #
Ex: Floor Monitor				
Ex: Roll Taker				

4.3   Night Shift Employees Trained in CPR/First Aid

Name	Position
Insert Night Shift Employees Trained in CPR Here	

5.0　EMERGENCY NUMBERS

5.1　Life Threatening Emergency Numbers:

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

5.2　Non Life Threatening Emergency Numbers:

- Georgia Tech Police　　　　　404-894-2500
- Environment, Health & Safety　404-894-6224
- Facilities　　　　　　　　　　404-894-1613
- Add additional numbers that apply to building…

5.3　Building Alarms

This building has an audible alarm.

This building also contains individual room alarms in which the GTPD will respond. (add room numbers if applicable).

- The evacuation/fire alarm is a high pitched annunciator. When you hear the evacuation/fire alarm, leave the building. Follow evacuation procedures (see section below).
- The elevator alarm is a high pitched annunciator (and is not as loud). When you hear the elevator alarm, call Campus Police at 911 or 404-894-2500.
- Fire alarm panel alarm is also a high pitched annunciator heard throughout the building and very loud. Follow evacuation procedures (see section below).

5.4　Emergency Notification Procedures

Call 9-1-1 from a campus phone or 404-894-2500 from a cellular 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

6.1   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

6.2   Evacuation Staging Area

Evacuation Staging Site:

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.
- 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 Emergency Evacuation Site 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.

6.3   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.

6.4   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.***

7.0   SHELTERING-IN PLACE

Primary SIP Site:

Alternate SIP Site:

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 [INSERT SIP SITE]. 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. Windows, doors and HVAC systems should be closed.

8.0   EMERGENCY PROCEDURES

8.1   Natural Disasters

8.1.1   Earthquake

An earthquake is a movement of the earth's tectonic plates, which causes the violent movement of the earth's crust endangering structures and occupants. Georgia rests on two earthquake zones. The southern part of the state is designated a number one or "minor-expected damage" zone. The northern part of the state is designated a number two or "moderate-expected damage" zone.

- Movement inside the structures should be restricted.

- All persons should stay in place, seek cover under a desk or other sturdy furniture, and cover the neck and head as much as possible. Person's outdoors should move away from structures and avoid utility lines.

- After the tremors have stopped, the building structures should be evacuated following the fire drill evacuation plan. If the normal fire evacuation route is blocked, evacuation should proceed by the least restricted route. The building structures should not be reentered. Employees should move to an area free from debris and power lines.

- If possible, utilities should be turned off to prevent fires due to possible gas leaks. Information should be gathered from staff and "building check" teams to determine missing persons. Injuries should be assessed and qualified staff should render first aid assistance at evacuation site.

8.1.2   Flood

During the probability of flooding, the designated person should monitor situation reports issued by the National Weather Service and/or the National Oceanic and Atmospheric Administration via http://www.srh.noaa.gov/ffc/. If an evacuation is required, the staff should be notified immediately. Should the situation not permit an evacuation, employees should remain at the facility or an alternate safe location to be determined based upon weather conditions.

SEE Appendix " " for diagram of floor plans to reference shutoff valves.

8.1.3   Hurricane

The designated person should monitor situation reports issued by the National Weather Service and/or the National Oceanic and Atmospheric Administration via http://www.srh.noaa.gov/ffc/. If an evacuation is required, the staff should be notified immediately. Should the situation not permit an evacuation, employees should remain at the facility or an alternate safe location to be determined based upon weather conditions.

The use of gas lanterns, matches, or other flammable items should be prohibited.

8.1.4   Tornado

Tornado Watch: Conditions are favorable for a tornado or severe weather. Take shelter indoors.

Tornado Warning: A Tornado has been sighted in our area; take immediate action.

SIGNALS:

1.   Upon forecast of severe inclement weather, the office should monitor the weather radio [INSERT WHERE IT WILL BE LOCATED]. Weather radio information can be found at http://www.weather.gov/nwr/.

2.   If a warning is issued, an alert should be given over the facility intercom (if available) and a tornado drill should occur.

STEPS OF ACTION:

1.   Upon forecast, ensure that the weather radio and weather is being monitored.

2. Signal beginning of drill/Tornado alarm over intercom.

3. Building occupants should proceed to the designated position <mark>[INSERT SHELTER-IN PLACE SITE]</mark> and will assume a kneeling position, facing the wall, and head down with hands covering the head.

8.2   Hazardous Materials

Procedures

If you witness a hazardous materials spill evacuate the area immediately and warn others to stay away.

Call GA Tech Police at 9-1-1 from a campus phone or 404-894-2500 from a cell phone if you believe the spill may be life threatening. If you can determine that the spill is not life threatening follow the procedures outlined below:

If you are an authorized hazardous materials user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If, as a user, you spill a hazardous material or materials:

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
    o Isolate the spill area to keep everyone away, and pest signs as necessary.
    o If you require assistance to clean up the spill: During normal business hours (8 AM-5 PM, M-F), you can call Environment Health & Safety (EH&S) directly (404-894-6224). During off-hours, call Georgia Tech Police (404-894-2500). Georgia Tech Police will call EH&S.
    o If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call Georgia Tech Police (404-894-2500).

Refer to the Georgia Tech Emergency Action Plan, Appendix I, Hazardous Materials Procedures, for more detailed information.

8.3   Acts of Violence

8.3.1 Bomb Threat

In the event of a bomb threat or suspicious package immediate contact GTPD. GTPD may request that the supervisor or his/her designee will be responsible for performing a building "sweep" to identify the location of the device or package. This information should then be reported to emergency responders upon their arrival.

Most bomb threats are made by telephone. Estimates are that about 95% of all written or telephoned bomb threats are hoaxes, so the first line of defense is threat analysis.

1. Fill out a Bomb Threat Call Checklist. SEE Appendix " "

2. Note exact time of call.

3. Is the caller male or female? Does he/she speak with broken English or have any kind of identifying accent?

4. Pay close attention to the caller and listen and make note of background sounds (train, heavy traffic, church bells, amusement center game sounds, loud talking or laughter).

5. Make every attempt to determine the location of the bomb, time it is expected to go off and type of explosive device.

6. At the conclusion of the call, notify the supervisor.

7. Call 9-1-1 from a campus phone or 404-894-2500 from a cell phone to report the incident and warn building occupants, if necessary, to evacuate the building.

8. If a suspicious package is left at the reception desk without a name as to whom the package is for, do not handle the package. If unsure about a package, call the supervisor for instructions and/or advice. The same rule applies for packages received in the mail. However, postal authorities may have screened all packages delivered by Postal Service employees.

9. If you see suspicious packages or bags inside or outside the building, notify the supervisor for advice.

10. Do not touch suspicious packages.

8.3.2 Suspicious Letters, Packages, and Unknown Substances

Immediately contact GTPD.

Procedures

1. Do not smell, touch, taste, look closely at, or shake the contents of the package or letter. Wash hands with soap and water if you touched package and isolate yourself from others. Evacuate all non-exposed people from the building.

2. Call 9-1-1 for Law, Fire and EMS assistance.

3. Shut off the HVAC ventilation system. SEE Appendix " " for floor plan of HVAC units.

4. Notify the supervisor.

8.3.3   Hostage/Armed Intruder

1. Assess the situation and remain calm.

2. Call 9-1-1 from a campus phone or 404-894-2500 from a cell phone and notify the supervisor of situation when time permits.

3. Obtain accurate information:

a.   Where in the building is the event occurring?

b.   How many are involved (perpetrators and hostages)?

c.   What demands, if any, have been made?

4. Render appropriate assistance provided it is safe to do so.

During an active/armed shooter situation, it is important to either:

1. Seek safety in a locked room. Once inside, call police and keep quiet until help arrives; or
2. Distance yourself from the shooter by moving away from the immediate path of danger, which may include exiting the building. Remember, the police will not know you from the shooter so listen and comply with all commands as you exit.   Always have something between you and the shooter.

Thinking and planning about a shooter on campus NOW, will help you make better decisions during an emotional and highly volatile event.

Responsibilities of the Supervisor

1. Direct that 9-1-1 is called.

2. Await the arrival of the police, and provide needed assistance.

3. If the decision is made to evacuate the unaffected portion of the building, accountability for all evacuated staff becomes a critical issue.

4. Facilitate the efforts of emergency responders.

Staff Responsibilities

1. Attempt to summon help if it can be accomplished without placing yourself or others in further danger.

2. Await the arrival of police.

3. Remember, time is on your side. Do not threaten or attempt to intimidate or disarm the intruder.

4. When notified, follow established procedures.

5. Be able to account for all building occupants under your supervision.

8.3.4 Intruder/Suspicious Person

An intruder/suspicious person is someone who is alien to the facility environment and whose presence in the facility environment is uninvited and unwelcome. An intruder/suspicious person represents the potential to jeopardize the safety of staff.

All exterior doors that have been designated as secured doors should be checked periodically thereby restricting free access to the building. Signs should be posted at all entrances that ALL visitors are expected to report to the reception area on main floor.

Consider researching available information on egress design and access control systems.

Should a person be identified as an intruder/suspicious person, the supervisor or his/her designee should be notified immediately. As much information as possible should be provided regarding the person's description, location and what behavior that person is exhibiting. The supervisor or his/her designee should determine if police presence is necessary.

8.3.5 Violent Incidents

When confronted with a credible report of a violent incident, the supervisor should be notified immediately. As much information as possible should be provided regarding the person's description, location, type of weapon and what behavior that person is exhibiting, or the nature of the incident. In an active shooter situation, people in the building should either lock themselves into a secure room and keep quiet, or if possible, evacuate the building.

GTPD should be notified of the incident immediately at 9-1-1 from a campus phone or 404-894-2500 from a cell phone

8.4   Fire

DEFINITION:

A fire in the building OR on the premises

STEPS OF ACTION:

No matter how small the fire seems to be, sound the alarm and call GTPD at 9-1-1 from a campus phone or 404-894-2500 from a cell phone immediately — large fires start as small ones.

If smoke is evident in the corridor of the nearest exit, use your alternate route.

If you must use an escape route where there is smoke, stay as low as possible. Smoke rises, and crawling lets you breathe the cleaner air near the floor as you move toward an exit.

1.   Leave the fire area as quickly as possible, closing the door to the room where you saw the fire.

2.   The last person through a door should close the door that they pass through on the escape.

3.   Proceed directly to the nearest fire exit.

4.   Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack -- be prepared to slam it shut if heat/smoke starts to rush in.

5.   Proceed to the emergency relocation site and form a group. A headcount should be taken to ascertain if anybody has been left in the building.

6.   Do not go back inside the building.

a.   Fire Prevention Procedures

- To prevent fire, this building maintains a good housekeeping policy, which includes:

- Storing flammable and combustible materials in an approved manner Avoiding accumulation of flammable and combustible materials in work areas

The EPC or Building Manager works with the Campus Fire Marshal at EH&S to ensure that there is no excess accumulation of flammable and combustible materials in this building. The EPC or Building Manager also works with Facilities to maintain fire extinguishers, fire alarm systems and fire sprinkler systems in this building and to keep them in good working condition.

Custodial services are provided to this building by Facilities, Custodial Services, at 404-894-6860.

A schedule of custodial services in this building may be obtained by contacting them. The EPC or Building Manager also works with maintenance staff to maintain fire extinguishers, fire alarm systems, and fire sprinkler systems in this building and to keep them in good working condition.

b.   Potential Fire Hazards

Following are the potential* fire hazards identified in International House:
- Combustible materials (e.g. paper, cardboard, wood, etc.)
- Flammable/combustible gases in maintenance shop
- Flammable fuel at the emergency generator

*Fire hazards are controlled by proper storage and housekeeping procedures.

9.0   Other Incidents

9.1   Utility Failures

In the event of a major utility failure, notify Facilities Operations and Maintenance (404-894-1613).

Before 8:00 AM and after 5:00 PM or on weekends and holidays, notify the Georgia Tech Police (404-894-2500).

Evacuate the building if the fire alarm sounds and/or upon notification by the police (see "General Evacuation Procedures" above).

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

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored. (For more information, refer to the Georgia Tech Emergency Action Plan, Hazardous Materials, Appendix I or Utility Failures, Appendix K)

9.2   Elevator Failure

- Call GTPD at 9-1-1 from a campus phone or 404-894-2500 from a cell phone.
- GTPD Dispatch will contact E.S.I. to respond.
- **Do not attempt to remove the passenger from the elevator.**
- Assign someone to maintain communication with the passenger until E.S.I. arrives.

9.3   Plumbing Failure

If flooding occurs (due to a plumbing) failure or other problem):
- Cease using all electrical equipment.
- Notify the Georgia Tech Police (404-894-2500). If necessary, evacuate the building (see "General Evacuation Procedures" above).
- Call Facilities Operations and Maintenance (404-894-1613)

9.4   Gas Leak

<u>If you smell natural gas:</u>
- Cease all operations immediately.
- Do not switch lights on or off.
- Notify the Georgia Tech Police (404-894-2500).
- Call Facilities Operations and Maintenance (404-894-1613)
- Evacuate as soon as possible (see "General Evacuation Procedures' above).

Refer to the Georgia Tech Emergency Action Plan, Appendix P, Release of Hazardous Gas or Vapor, for more detailed information

9.5   Steam Line Failure

<u>In the event of a steam line failure:</u>
- Notify the Georgia Tech Police (404-894-2500).
- Evacuate as soon as possible (see "General Evacuation Procedures" above).
- Call Facilities Operations and Maintenance (404-894-1613)

9.6   Ventilation Problem

<u>If odors come from the ventilation system:</u>
- Immediately notify the Environment Health & Safety (EH&S) Hazardous Materials Office (404-894-9258).
- If necessary, cease all operations and evacuate area (see "General Evacuation Procedures" above).
- If smoke is present, activate the fire alarm system by pulling the pull station and call 9-1-1 from a campus phone or 404-894-2500 from a cell phone from a safe location.

10.0 EMERGENCY PREPAREDNESS

10.1   Supplies

Location of emergency supply boxes: 1) Primary Location 2) Secondary or additional locations if necessary.

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. <u>The following supplies are recommended for your personal kit:</u>

- 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

10.2 Training and Documentation

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 <u>responsibility of the occupant</u> 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.

10.3 Drills

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.

11.0 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.

SAMPLE

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.	

12.0 Summary

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, alternate hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. 'Emergency Guidelines for People with Disabilities' is available from your Building Manager through the Georgia Tech Emergency Action Plan Appendices E and F.

If you have questions about this campus policy or need additional information, contact one of the organizations below:

• Evacuation policies: Office of Emergency Preparedness   404-385-7675
• Disabled Student Services: Office of Student Affairs   404-894-2560
• Fire regulations, safe areas: EH&S, Fire Marshal   404-894-2990

APPENDIX

APPENDIX A: ACRONYMS AND TERMS

Acronym	Meaning
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

TERM	DEFINITION
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: 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.

Facilities Operations and Maintenance   **404-894-1613**
http://www.facilities.gatech.edu/

Georgia Tech Police   **404-894-2500**
Information on personal safety in the workplace
http://www.police.gatech.edu

Communications and Marketing   404-894-0870

 http://www.gatech.edu/comm/
Office of Emergency Preparedness   **404-385-7675**
Information on disaster preparedness
 http://www.police.gatech.edu/emergencypreparedness/
Office of Environmental, Health & Safety   **404-894-4635**
Information on various safety topics, including hazard evaluations and employee training http://www.ehs.gatech.edu/

Office of Radiation Safety   **404-894-3605**
Information on radioactive materials and lasers
 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 Action Plan www.police.gatech.edu/documents/eap.pdf
- Emergency Notification http://www.gatech.edu/emergency/notification.html
- Emergency Guidebook www.
- GT Emergency Preparedness Facebook www.facebook.com/pages/Atlanta-GA/Georgia-Tech-Office-of-Emergency-Preparedness
- GT Emergency Preparedness Twitter http://twitter.com/GTPDalerts

APPENDIX C: 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.

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 people with special needs during an evacuation. A "buddy system', where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.

- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

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**

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.

APPENDIX D: Preparedness Guidelines for People with Disabilities

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make 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 disabled people 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.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK disabled people 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 E: AFTER HOURS EVENT EMERGENCY PLAN

1.0   Overview

Georgia Tech is a very diverse institute, not only it 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

3.1   Building Name

3.2   Building Location

4.0   Event Contact Information

4.1   Event Manger

Name:
Campus Address:
Telephone #:
Email:

4.2   Alternate Point of Contact for Event

Name:
Campus Address:
Telephone #:
Email:

5.0   Event Emergency Procedures

5.1   Life Threatening Emergency Numbers

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

5.2   Non Life Threatening Emergency Numbers

- Georgia Tech Police   404-894-2500
- Environment, Health & Safety 404-894-6224
- Facilities   404-894-1613
- Add additional numbers that apply to building…

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   TBD
  (Activated in emergency situations only)

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:
    o Where is the emergency located?
    o What is the emergency? (fire, medical, hazardous material, etc.)
    o How did it happen?

    o When did it happen?
    o 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 Site:

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 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.

7.0   Sheltering In Place

Primary SIP Site:

Alternate SIP Site:

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 [INSERT SIP SITE]. 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 – CAMPUS MAPS

Facilities Zone Map

GT Facilities Zone Map
Operations & Maintenance
151 Sixth St. NW, Atlanta, GA 30332

1 in = 500 ft

Maintenance Zones
- Area 1
- Area 2
- Area 3
- Area 4
- Area 5
- GTAA
- Housing
- Non-GT
- Parking

Maint. Zone	Manager
Area 1	Jaimme Gaines
Area 2	Bill Halabi
Area 3	Onkar Auzla
Area 4	David Tate
Area 5	Andy Sheffield

Parking Zone Map
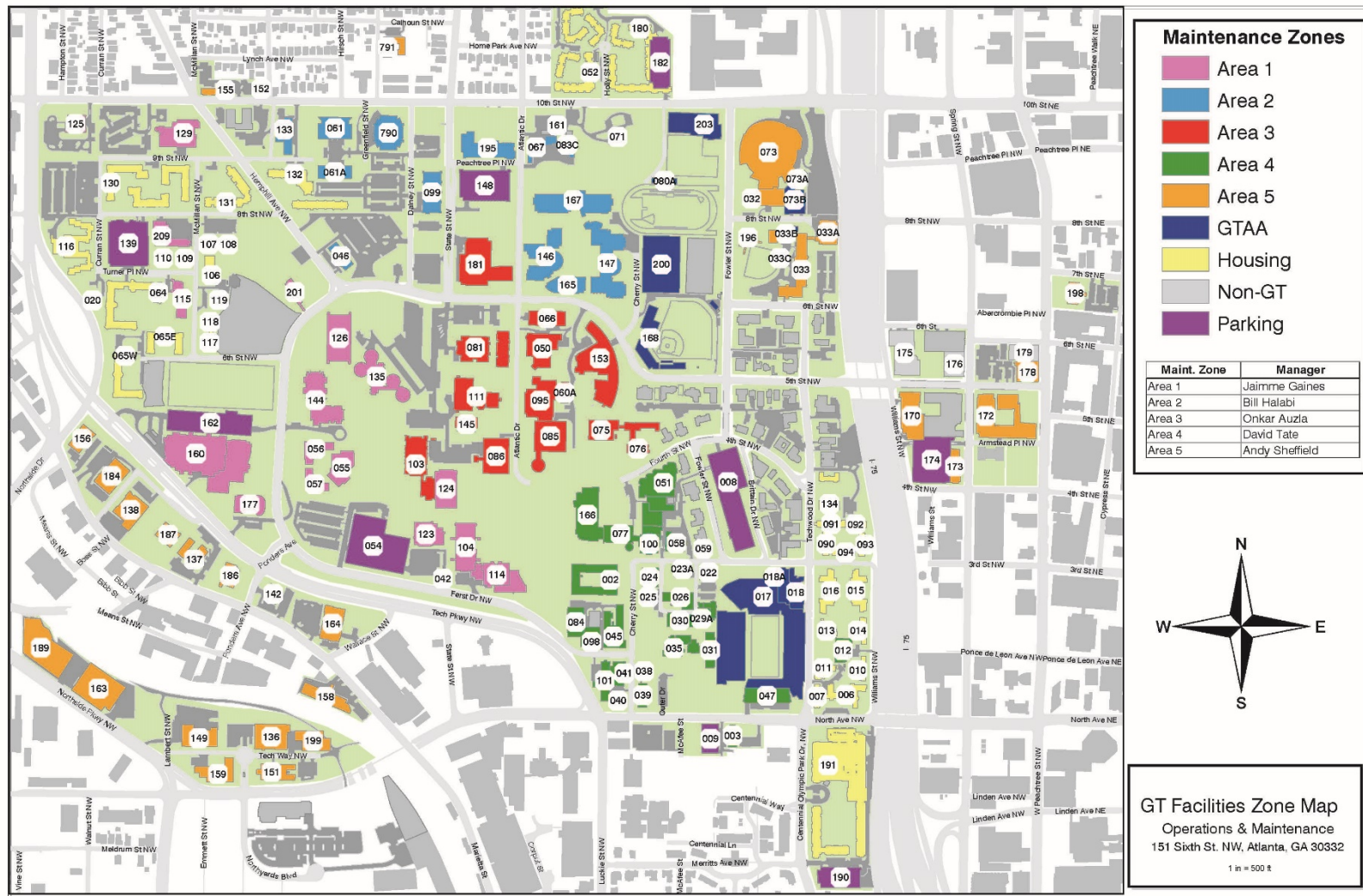
Housing Map - Residence Halls

Georgia Tech Residential Properties

B1	1	8th St Apartments
C1	2	Graduate Living Center
D1	3	Family Apartments
D1	4	Tenth & Home
A2	5	Woodruff Residence Hall
A2	6	Undergraduate Living Center - (ULC)
A2	7	Shell Residence Hall
A2	8	Maulding Residence Hall
B2	9	Eighth Street Apartments
B2	10	Crecine Residence Hall
B2	11	Folk Residence Hall
B2	12	Caldwell Residence Hall
B2	13	Hefner Residence Hall
B2	14	Nelson Residence Hall
B2	15	Armstrong Residence Hall
B2	16	Fulmer Residence Hall
B2	17	Center Street Apartments
B2	18	Fitten Residence Hall
B2	19	Zbar Residence Hall
B2	20	Montag Residence Hall
B2	21	Freeman Residence Hall
C3	22	Housing Office
D3	23	Stein House
D3	24	Hayes House
D3	25	Harris Residence Hall
D3	26	Brown Residence Hall
E3	27	Fourth Street Apartments
E3	28	Goldin House
E3	29	Gray House
E3	30	Matheson Residence Hall
E3	31	Field Residence Hall
E3	32	Hopkins Residence Hall
E3	33	Perry Residence Hall
E3	34	Glenn Residence Hall
E3	35	Hanson Residence Hall
E3	36	Glenn-Towers Connector
E3	37	Towers Residence Hall
E3	38	Cloudman Residence Hall
E3	39	Harrison Residence Hall
E3	40	Howell Residence Hall
E3	41	Smith Residence Hall
E4	42	North Avenue Apartments

Housing Map - Greek

D2	1	Pi Kappa Alpha
D2	2	Phi Mu
D2	3	Delta Tau Delta
D2	4	Pi Kappa Phi
D2	5	Sigma Alpha Epsilon
D2	6	Phi Kappa Theta
D2	7	Alpha Tau Omega
D2	8	Beta Theta Pi
D2	9	Sigma Nu
E2	10	Kappa Sigma
E2	11	Phi Gamma Delta
E2	12	Zeta Tau Alpha
E2	13	Sigma Phi Epsilon
E2	14	Zeta Beta Tau
E2	15	Alpha Gamma Delta
E2	16	Alpha Sigma Phi
E2	17	Alpha Phi
E2	18	Delta Chi
E2	19	Theta Chi
E2	20	Phi Kappa Tau
E2	21	Greek House
E2	22	Tau Kappa Epsilon
E2	23	Alpha Xi Delta (Mewborn & Dull House)
E2	24	Delta Upsilon
E2	25	Psi Upsilon
E2	26	Lambda Chi Alpha
E2	27	Phi Sigma Kappa
E2	28	Delta Sigma Phi
E2	29	Alpha Delta Chi
E2	30	Sigma Chi
E2	31	Kappa Alpha
E2	32	Chi Psi
E2	33	Phi Kappa Sigma
E2	34	Theta Xi
D3	35	Phi Delta Theta
D3	36	Chi Phi
E3	37	Alpha Chi Omega
E3	38	Alpha Delta Pi
E3	39	Alpha Epsilon Pi

Housing Map – Off Campus

Name	Address
⭐ Seventeen West Apartments	391 17th St. NW., Atlanta, GA 30363
⭐ Element Condominiums	390 17th St. NW., Atlanta, GA 30363
⭐ The Exchange	470 16th St. NW., Atlanta, GA 30318
⭐ WestMar Student Lofts	800 West Marietta St. NW., Atlanta, GA 30318
⭐ Arium Westside Apartments	1000 Northside Dr. NW., Atlanta, GA 30318
⭐ 1016 Lofts	1016 Howell Mill Rd. NW., Atlanta, GA 30318
⭐ The Flats Student Housing	450 16th St, NW., Atlanta, GA 30363
⭐ The Local on 14th	455 14th St. NW., Atlanta, GA 30318
⭐ Elan Westside Apartments	691 14th St. NW., Atlanta, GA 30318
⭐ The Brady Apartments	930 Howell Mill Rd. Atlanta, GA 30318
⭐ 935M Apartments	935 Marietta St. NW., Atlanta, GA 30318
⭐ M Street Apartments	950 Marietta St. NW., Atlanta, GA 30318
⭐ 100 Midtown Student Apartments	100 10th St. NW., Atlanta, GA 30309
⭐ Square on Fifth	848 Spring St. NW., Atlanta, GA 30308
⭐ University House	930 Spring St. NW., Atlanta, GA 30309
⭐ Home Park Rental Houses	
⭐ Georgia Tech Campus	

Georgia Tech Off-Campus Student-Marketed Housing