Fort Valley State University
Emergency Response Plan

Revised March 2018
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PURPOSE

The purpose of the Fort Valley State University (FVSU) Emergency Response Plan is to safeguard the University community and facilities against potential threats from natural disaster, severe weather, domestic unrest, terrorist attacks, accidents, and other situations that threaten the safety/security of the University. The Emergency Response Plan establishes procedures for communication, command-and-control, effective coordination and use of institution and community resources in response to a potentially hazardous event.

This plan provides specific guidance for a variety of potential emergencies that may occur on our campuses. However, this plan does not cover all possible scenarios.

SCOPE

The Emergency Response Plan applies to all personnel, facilities, grounds and property owned, operated and/or controlled by Fort Valley State University to include those properties leased by the university.

The Emergency Response Plan utilizes the fundamentals of the Incident Command System (ICS). It was developed using the National Incident Management System (NIMS) guidelines for development of a unified incident command system. The NIMS is a nationwide standardized approach to incident management and response which establishes a uniform set of processes and procedures that emergency responders at all levels of government utilize to conduct response and recovery operations.

Nothing in this plan shall be construed in a manner that limits the use of good judgment and commons sense in matter not foreseen or covered by the elements of the plan.

AUTHORITY

This plan is developed under the authority of the Board of Regents of the University System of Georgia and the President of Fort Valley State University.

MUTUAL AID AGREEMENTS

Fort Valley State University has the legal authority to enter in to reciprocal agreements with county or municipal authorities (Mutual Aid Agreements) to provide for additional coverage during times of need. FVSU has mutual aid agreements with the City of Fort Valley Police Department, the Peach County Sheriff Office, the City of Warner Robins Police Department, the Houston County Sheriff Office and the Cities that house FVSU Head Start programs.

Officers of other agencies acting responding to requests for assistance under the Mutual Aid Act, O.C.G.A. 36-69-0, shall have the same powers of arrest, duties, privileges and immunities as if they are a member of the Campus Police Department.

STATE OF EMERGENCY DECLARATION

The President, or the President’s designee in the President’s absence, is the only individual authorized to declare that the University is in a State of Emergency.

ACTIVATION
The Emergency Response Plan is activated when emergencies affecting the campus cannot or should not be managed through normal operational procedures.

Examples of the types of emergencies where the plan may be activated include:

- Severe Weather Emergencies
- Fires and Explosions
- Hazardous Material Incidents
- Extended Power Outages
- Floods
- Violent Criminal Acts

The University President, Chief of Staff or the Chief of Police of the Department of Campus Police and Safety (PD) will make the determination as to when the plan is activated. The plan may be activated even if a declaration of a State of Emergency has not been made. The Campus Police Chief serves as the Incident Commander and notifies the Emergency Management Team.

**NOTIFICATION OF EMERGENCY SITUATION**

IF YOU HAVE AN EMERGENCY CALL 825-6211 or 478-825-6500 or Text 911fvsu@fvsu.edu

8-9-1-1 can be dialed from any telephone on campus, in the event of an emergency including:

1. In need of Emergency Medical Service (EMS)
2. In need of the Fire Department
3. In need of Campus Police
4. When persons or property are at risk.
5. When a Crime is in progress.
6. When there is a fire or threat of fire.
7. To report suspicious or strange person(s).
8. Other incidents or situations that are deemed emergencies.

Any employee that becomes aware of an active emergency should immediately notify the Department of Campus Police and Safety (PD). The University Police Chief will notify the President immediately in the event of an actual emergency.

Any employee that becomes aware of conditions that have the potential to lead to an emergency should immediately notify their direct supervisor. The direct supervisor should review the information and determine if there is a potential emergency. If there is a potential emergency, the University Police Department should be contacted immediately.

The University Police Department will follow standard procedures in assessing the information. If the University PD determines that the situation requires the activation of the Emergency Response Plan, the University PD will immediately notify the President and the Risk Management Coordinator. The President will be notified as soon as reasonably possible when conditions exist, or the potential is great for conditions to develop, that may threaten the safety/security of the University.

In the event that the President cannot be contacted, the following chain will be followed.

1. Chief of Staff, (Office of the President)
2. Provost & Vice President for Academic Affairs
3. Vice Provost for Student Success
4. Vice President of Business and Finance
5. Vice Provost for Enrollment Management
During emergency conditions, it is the responsibility of the Campus Police Chief to determine the appropriate notification and avenues for notification of any emergency situations including a State of Emergency declaration.

The Director of Marketing and Communications will be the contact for distribution of information to the public.

EMERGENCY TELEPHONES AND CALL BOXES

The Fort Valley State University campus is equipped with emergency telephones in strategic locations. These emergency telephones serve as a means of communication with the Campus Police in times of emergency. The emergency phones are placed for convenience and easy detection for all persons on campus.

Many of the emergency telephones are emergency call boxes which are approximately seven feet tall with a blue light on the top. After dark the blue light automatically illuminates and remains in the operative state until day light. The emergency call boxes are designed for emergency use only and not for information or routine requests.

OPERATION OF EMERGENCY CALL BOXES

- Press the Big Red Button for service.
- Depressing the Big Red Button will dial the Office of Campus Police and Safety.
- A voice activated recorder will state the location from which the call is being made.
- The blue light on top of the Call Box will flash and remain flashing for approximately two to three minutes. The flashing light makes it easy for officer to detect location of the caller.

Campus Emergency Notifications are disseminated through the Blackboard Connect system. The type of emergency will determine who will be notified and in what order. The avenues of notification are through email, telephone and text messages. The individuals or groups being notified in the event of any emergency include: faculty, staff, students and other public safety officials.

EMERGENCY TELEPHONE LOCATIONS

The Emergency Call Boxes are located near parking zones and walk ways around the campus, at the following locations:

**B - Zone Parking Lot**

An Emergency Call Box is located on the East Lawn of the Hubbard Education Building on the end of lawn nearest Carver Drive.

**E - Zone Parking Lot**

An Emergency Pole Telephone is located on the West Lawn of Horace Mann Bond Building, in the rear parking lot and near the walk way leading to Watson Hall.
An Emergency Call Box is also located on front lawn of the **CTM Building** and in the parking lot east of the Student Apartment Complex facing Memorial Drive.

**F - Zone Parking Lot and Infirmary and G - Zone Parking Lot**

An Emergency Call Box is located on the Northeast Lawn of the **C. V. Troup Building** near G zone parking lot and the walk way that leads to Josie Hall.

**H - Zone (Quadrangle)**

An Emergency Call Box is located on the East Lawn of **Samuel Bishop Hall** near the walk way in front of the building across from Quadrangle.

**Wildcat Commons**

An Emergency Call Box is located at the west side of Wildcat Commons 1 facing the parking lot.

An Emergency Call Box is located at the east side of Wildcat Commons building 1 on the lawn.

An Emergency Call Box is located at the south of Wildcat Commons building 2 near the door.

An Emergency Call Box is located at the south of Wildcat Commons building 2 and 3 near the fence on Loop Drive.

An Emergency Call Box is located in the parking lot Wildcat Commons building 5.

An Emergency Call Box is located in the parking lot of Wildcat Commons building 7.

An Emergency Call Box is located at the north end of Wildcat Commons building 7 on the lawn.

An Emergency Call Box is located at the north end of the HPE on the Lawn near the stadium.

An Emergency Call Box is located at the south end of the HPE in the parking lot facing Ira Hicks Blvd.

**X & Y Zones - (Farm Area)**

An Emergency Call Box is located across in front of the O’Neal Building on the north lawn of the Wilson Roberts Building.

**Food Service Center -** A Telephone Call Box is located on the west porch facing Moore Hall.

**Lyons Student Center** - A Telephone Call Box is located on the South porch facing Jeanes Hall.

**Woodward Gymnasium** - A Telephone Call Box is located on the South Wall of the building

An Emergency telephone is located inside of all elevators.
Incident Commander:
Chief of Police
Emergency Management - Director

Team Members:
President
Chief of Staff, (Office of the President)
Provost and VP for Academic Affairs
Vice Provost for Student Success and Enrollment
VP for Business and Finance
VP of Advancement
Director of Intercollegiate Athletics
Chief Legal Officer
Director of Compliance and Title IX
AVP for CDEP
Dean of Students
Special Assistant to the President for Marketing & Communications
Director of Facilities
Director of Information Technology
Risk Management Coordinator
SAFE Center Director
Dean of Agriculture, Family Sciences and Technology
Director of Head Start
General Manager of Food Services
AVP – Controller
Director of Human Resources

Appendix A contains the current members and contact information for the Emergency Management Team.

In case of absence of and/or injury to the President, control shall be vested in the Chief of Staff or Provost and Vice President for Academic Affairs, after consultation with the Chancellor.
Current Organization

Unified Command

FOSC  
SOSC  
RPIC  

Safety Officer

Liaison Officer

Information Officer

Operations Section  Planning Section  Logistics Section  Finance Section

Div./Group

Div./Group

Div./Group

Div./Group

Div./Group
EMERGENCY OPERATIONS CENTER
The FVSU Campus Police Department shall serve as the Emergency Operations Center during disruptive periods.

In the event that FVSU Campus Police is deemed unsafe, then the HPE Hospitality Suite will be utilized as the Emergency Operations Center.

The Campus Police Department, located in Bywaters Building, shall assume the responsibility for directing all activities.

CAMPUS CLOSURE
If an event that could adversely affect the wellbeing of the Fort Valley State University, FVSU Warner Robins Campus, property owned by Fort Valley State University, or property surrounding the campus, the President may instruct the University Police Chief, or designee, to close the campus(s) to persons outside the University Community.

If a campus is closed, persons without a valid Fort Valley State University Identification Card shall be prohibited from entering the campus, unless they are required for implementation of this plan.

Members of the news media will be required to coordinate with the Director of Marketing and Communications. For access to the main campus in Fort Valley, the member of the press shall be met at the main gate by the Department of Campus Police and Safety and escorted to the Pettigrew Center. They shall remain there during the course of the emergency event to insure their safety.

PUBLIC INFORMATION AND PRESS
The Director of Marketing & Communications is responsible for the dissemination of news and will coordinate with the President for necessary approvals.

The Pettigrew Center shall serve as headquarters for representatives of the news media.

CONSIDERATIONS FOR PERSONS WITH DISABILITIES
The campus hazards which present a threat to a person with disabilities are essentially the same hazards which affect the total university population. The degree of severity the hazard represents depends on the ability of the person to respond.

In many emergencies, such as fire or structural damage to a building, the best response is often to leave the threatened area. With persons who have ambulatory dysfunctions, blindness or other disabilities, the ability to leave a threatened area without assistance can be severely restricted. For example, in the event of a power failure or fire, the building elevator will not function, and escape via the stairs without proper assistance is almost impossible.

SPECIAL PROCEDURES FOR PERSONS WITH DISABILITIES
Special procedures have been recommended to evacuate persons with disabilities from threatened areas.
1. The supervising authority of classes or events should assist handicapped persons out of an emergency area.
2. In the residence halls, the manager and/or an assigned person will assist the disabled person with emergency evacuations.
3. In a class room, the building supervisor, secondary building supervisor, instructor and/or an assigned person will assist the disabled person with emergency evacuations.
4. In the workplace, the immediate supervisor and/or an assigned person will assist the disabled person with emergency evacuations.
5. At special events the coordinator and/or Campus Police will assist the disabled person with emergency evacuations.
6. At activities geared toward the public, the building supervisor, program coordinator, campus police officers and other emergency personnel will assist with the emergency evacuation of persons with disabilities.

LOCATION INFORMATION RELATIVE TO PERSONS WITH DISABILITIES

To ensure that the appropriate staff can appraise officers and other emergency personnel at the scene that persons with disabilities may be present in the threatened area, the Department of Campus Police and Safety should have a listing of students and employees with disabilities. The Office of Differently Abled Services will maintain a list of the current residential room assignments, class schedules or work assignments for students with disabilities. The list will be disseminated at the beginning of each academic session to the Campus Police Department. The Office of Human Resources will maintain a list of the current employees and their work assignment for employees with disabilities. The list will be provided to the Department of Campus Police and Safety when updates have been made.

The Office of Differently Abled Services or the Office of Human Resources should meet with the disabled person to discuss emergency evacuation procedures or establish a meeting for the student/employee to meet with the Police Department Fire and Safety Officer. The disabled person may assist with the development of an emergency evacuation plan based on his/her capabilities, limitations and special needs. The Police Department Fire and Safety Officer should familiarize the person(s) with disability and other necessary persons with:

- The location of accessible entrance and exits.
- The location of alternate exits.
- The location of the fire alarm pulls stations.
- The sound of the fire alarm when the alarm has been activated.
- The visual signal, flashing lights, when the alarm is active.

The Fire and Safety Officer will meet with building supervisors, secondary building supervisors, residence hall counselors, residential life staff, employee(s) with disabilities’ immediate supervisor, and the Department of Campus Police and Safety employees annually to discuss information in regards to evacuation procedures for persons with disabilities.

PLAN RESPONSIBILITY

The Department of Campus Police and Safety (PD) has overall responsibility for coordinating and implementing the University Emergency Response Plan.

The PD has the responsibility for the maintenance of the FVSU Emergency Response Plan. Minimally, the plan will be reviewed annually. If any significant changes are deemed necessary, the updated plan will be submitted to the President’s Cabinet for approval. However, continual revision will occur as significant changes are identified during scheduled exercises or actual emergency events.
Department of Campus Police and Safety (PD) employees are charged with continually re-evaluating their responsibilities in light of changes in global, national, state or local situations as well as technological changes. The PD employees must provide recommendations for updated information about their emergency responsibilities and operations to the Campus Police Chief for incorporation into policy and the Emergency Response Plan.

The Department of Campus Police and Safety will ensure that each campus building has designated Emergency Coordinators and that emergency evacuation procedures are posted throughout each facility. The Office of Business and Finance will disseminate the Emergency Coordinators List to the Department of Campus Police and Safety, the Office of Facilities and the Office of Risk Management quarterly.

The GEMA Mitigation Planning Method is used to keep current with Emergency Response Operation procedures to better safeguard the personnel and facilities located at FVSU. The website where this updated information can be found is http://www.gema.ga.gov/gemaohsv10.nsf/4f697eb5f4cbd51d85257729004931f8/d6ec879fe4efe74385257c540054eafe?OpenDocument

**PLAN DISTRIBUTION**

Current copies of the Emergency Response Plan will be distributed to:

1. The Office of the President
2. The Department of Campus Police and Safety
3. The members of the President’s Cabinet
4. University Deans
5. The University System of Georgia Board of Regents

The Condensed Emergency Response Plan will be posted on the University’s Campus Police website at [http://www.fvsu.edu/about_fvsu/campus_safety](http://www.fvsu.edu/about_fvsu/campus_safety).

**DISTRIBUTION OF EMERGENCY PREPARATION INFORMATION**

The following methods may be utilized to issue warning statements and increase awareness of emergency procedures:

- Fire Alarm System
- Blackboard Connect System
  - This system provides information via phone, email and/or text message.
- Telephone
- Email
TRAINING

The Department of Campus Police and Safety will coordinate annual drills, table-top exercises or full-scale exercises to test the Emergency Response Plan’s validity. After evaluating the results of the exercise and/or mock disaster drill, the Department of Campus Police and Safety will provide training to individuals and/or units as needed.

The Police Chief will ensure personnel assigned as primary first responders for the University train with local and state emergency units when training is available and that training for first responders is provided as required by O.C.G.A. 38-3-57, Georgia Emergency Management Act of 1981.

Each member of the Department of Campus Police and Safety receives at least 2 hours of Emergency Management training per year (NIMS/ICS, EOC principles, etc.).

Training workshops for Building Supervisors, Designees and Search Teams will be coordinated through the Office of Campus Police annually.

Training for member of the Emergency Management Team will be coordinated through the Office of Campus Police.

The workshops will be coordinated with the Office of Risk Management for maximum effectiveness.
COMMUNICATION

The Department of Campus Police and Safety is the primary point of contact for all emergency notifications. The Department of Campus Police and Safety should be notified immediately of a potential severe weather threat.

The Department of Campus Police and Safety will communicate with the City of Fort Valley Police Department, the Peach County, Bibb County, Houston County, Crawford County and Macon County Sheriff Departments, and Emergency Management Officials to ascertain the road conditions and the weather forecasts.

Appendix G contains the listing of local emergency agencies and the contact information.

The Department of Campus Police and Safety will notify the Emergency Management Team of any adverse road conditions. The Emergency Management Team will determine further actions in accordance with the road and weather conditions, to include any decisions made in respect to closing of the university, dismissing classes, relieving employees of duty, etc.

The Director of Marketing and Communications will notify the broadcast stations listed in Appendix H which are the primary stations utilized for campus closure announcements. Other stations will be notified if appropriate.

SPECIAL ASSIGNMENTS

Campus Police
- All employees will be placed on "stand-by."

Plant Operations
- The AVP of Facilities will place necessary employees on "stand-by."

ROTC - Military Science
- The Office of Military Science will place necessary staff personnel on "stand-by."

TRANSPORTATION

Campus Police will contact the following Departments for vehicles.
- Plant Operations.
- Agricultural Research.
- Military Science.
- Logistical Services

Vehicles will be utilized by the Department of Campus Police and Safety employees and designees from Plant Operations and Agricultural Research to provide transportation for:
- Administrative Officials
- University Health Services Personnel
- Accident Victims
- Food Service Center Personnel
- Students will be transported to and/or from locations ONLY in extreme emergency.

ELETICAL FAILURE
Severe Weather

Campus Police will contact the following:
- Director of Facilities
- Vice President for Business and Finance
- Heat, Ventilation and Air Condition Supervisor
- Utility Departments (Fort Valley Utilities, Flint Energies and/or Georgia Power as applicable)

The following departments will coordinate to provide Temporary **LIGHT** and **HEAT**.
- Plant Operations
- Campus Police Department
- Student Success
- Residential Life

Portable generators will be provided and distributed by Plant Operations. They will be utilized in the following areas:
- Computer Service Area (CTM Building, if necessary.)
- Lift Station (Sanitation Pump)
- Lottie B. Lyons Student Center
- Food Service Center
- Florence Hunt Infirmary

Although four portable units are outlined, three could serve the purpose adequately. It would be done by alternating one generator between the Food Service Center and the Student Center during usage of the locations. The usage of the portable units and lights will be checked by Campus Police for "SAFETY" and the Office of Facilities will ensure the generators are functioning properly.

The Department of Campus Police and Safety will coordinate with the Office of Facilities and the Office of Risk Management to assist the Vice President for Student Success and the Director of Residential Life with transferring students to a centralized location where sufficient heating and lighting can be provided.

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**FUEL**

Fuel will be provided by Plant Operations or the Campus Police Department.

The manual pump for the containers (if needed) will be provided by the Campus Police Department.

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**OTHER EMERGENCY SERVICES**

The Department of Campus Police and Safety and/or Plant Operations Department will provide transportation for Food Service employees; and, if necessary and with proper food handling instruction, will aid in preparation of food.

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**Medical Emergency**
Severe Weather

Report all medical emergencies occurring on campus to FVSU Police, 478 825-6211 and contact 911.

☐ Always determine and report if the person is conscious or unconscious.
☐ FVSU Police Dispatch will direct officers to the scene.
☐ All FVSU University Police and Security officers are trained in first-aid, AED and CPR.
☐ FVSU Police Dispatch will call EMS whenever necessary.
☐ The person reporting the emergency must stay on the telephone line with the dispatcher until released by the dispatcher in order to assure that all necessary information is completed.
☐ FVSU Police and Security Officers will provide first-aid until the EMS squad arrives.
☐ The EMS will take over the treatment of injured or sick persons and transport them to a local hospital, whenever necessary.
FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Bomb Threat

FIRE

ACTIVATION
The plan will be activated for any of the following reasons:
- Report of Fire on campus which creates a real or a potential threat to safety for members of the university family and to the destruction of property.
- To test the activation of the plan or conduct an exercise (simulated drill).

NOTIFICATION
The Department of Campus Police and Safety should be notified IMMEDIATELY if a fire is detected by anyone on campus.
The fire alarm should be activated immediately in the building if a fire is detected.
The University Police Chief or designee will notify the Emergency Management Team.

ACTION PLAN

BUILDING OCCUPANTS
Notify Campus Police Department.

If possible, extinguish the fire. If the fire is not extinguishable, pull the fire alarm system to alert other occupants in the building.

Occupants should exit the building IMMEDIATELY.
- DO NOT PANIC! Remain calm.
- If room is smoky, get on hands and knees or stomach and crawl to exit.
- Feel door knob.
  - If hot, do not open door.
  - If cool, open slowly.
- If hallway is smoky, stay next to wall and count the doors as you crawl to exit.
- Do not prop open doors to exit staircase.
- Proceed to nearest fire exit.
- Use handrail and walk DOWN exit staircase.
- Pull the fire alarm as you evacuate, if the building alarm is not already activated.
- Do not use elevators.
- If possible, assist any occupants with disabilities.

If you cannot leave the room,

- Check to see if there is smoke outside the window; if there is no smoke, and if the window can be opened, hang a sheet or light colored material outside. Leave the window slightly open for ventilation. If smoke comes in through the window or smoke is pulled into the room, close the window completely leaving the sheet or light colored material outside.
- If room is smoky, fold a towel (wet if possible) into a triangle and tie over your nose and mouth; stay low, try to place clothing or bedding around cracks in the doors to keep additional smoke out.
- Occupant should try to be visible to rescue personnel through any window or balcony; but should not jump.
- Keep fighting fire until help arrives and do not give up.
FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Bomb Threat

DISPATCH
If a call is received in reference to a fire,
- The dispatcher will record information on the daily log including time of report and name of person making the report (if possible) and site where fire is located.
- Alert the Officers on duty, state the site (building, ground, etc.) where the alleged fire is located.

The dispatcher will contact the following agencies/persons and advise with message as included on the "Dispatcher's Call Sheet." (Call 9911 to alert all Emergency Service Agencies)

- Fire Department (City/County)
- University Police Chief
- Fire Safety Officer
- Peach County Sheriff
- Fort Valley Police
- Off duty Campus Police personnel

OFFICERS
- The Officers will respond to the site immediately.

The Standard Fire Evacuation Plan will be used to alert occupants to vacate the building.

- The Officer will activate the Fire Alarm System upon entering the building, if it has not been activated.
- The Officers will check all floors and rooms of the building and advise any occupants to use the nearest and safest exit to leave the building. This is very important to decrease panic.
- The Officers shall advise occupants to leave the building as quickly as possible and remain in a safe distance from the building.
- Once the Officers feel that the building is free of occupants, the Officer will assign other employees, counselors, residential assistants, night clerks, and evening supervisors or other responsible persons to guard entrance and exit doors to the facility to prevent entry/re-entry by occupants or others.

The Officer on duty (first responder to scene) shall be in command of the scene until superior ranking Officers arrive at the site, (superior ranking Officers: Director, Chief, Captain, Lt., and Sgt., of the Campus Police Department, Peach County Sheriff or Expert in the field).

The Officer in command is responsible for:

a) Maintaining control of the scene
b) Briefing other Officers and agencies about the incident

The University Police Chief, or his/her designee, will notify the Emergency Management Team as information is available and as possible.

Police and emergency first responders will clear the building.

Once building is cleared for re-entry, all occupants will be instructed to return to their duty stations.
TRAINING

Simulated Fire Drills will be conducted to get the University family acquainted with evacuating buildings quickly. The occupants shall follow routes outlined on the evacuation charts which are located on the walls in each building for safety.

BOMB THREAT

ACTIVATION

The plan will be activated for any of the following reasons:

- Report of Bomb on campus which creates a real or a potential threat to safety for members of the university family and to the destruction of property.
- To test the activation of the plan or conduct an exercise (simulated drill).

ACTION PLAN

If a call is received in reference to a "bomb",

- The dispatcher will record information on the daily log including time of report and name of person making the report (if possible) and site where "bomb" is located.
- Alert the Officers on duty, state the site (building, ground, etc.) where the alleged "bomb" is located.
- The Officers will respond to the site immediately. Upon arrival at site, the Officer will advise dispatcher to cease radio transmission to his/her unit.
- All units on the scene will be advised to turn portable units to "OFF" position.
- The Standard Fire Evacuation Plan will be used to alert occupants to vacate the building.
  - The Officer will activate the Fire Alarm System upon entering the building.
  - The Officers will check all floors and rooms of the building and advise any occupants to use the nearest and safest exit to leave the building. This is very important to decrease panic.
  - The Officers shall advise occupants to leave the building as quickly as possible and remain in a safe distance from the building.
  - Once the Officers feel that the building is free of occupants, the Officer will assign other employees, counselors, residential assistants, night clerks, and evening supervisors or other responsible persons to guard entrance and exit doors to the facility to prevent entry/re-entry by occupants or others.

The dispatcher will contact the following agencies/persons and advise with message as included on the "Dispatcher's Call Sheet." (Call 9911 to alert all Emergency Service Agencies)

- Fire Department (City/County)
- University Police Chief
- Fire Safety Officer
- Peach County Sheriff
Bomb Threat

- Fort Valley Police
- Off duty Campus Police personnel

The University Police Chief or designee will notify the Emergency Management Team.

The Officer on duty (first responder to scene) shall be in command of the scene until superior ranking Officers arrive at the site, (superior ranking Officers: Director, Chief, Captain, Lt., and Sgt., of the Campus Police Department, Peach County Sheriff or Expert in the field).

The Officer in command is responsible for:

  c) Maintaining control of the scene  
  d) Briefing other Officers and agencies about the incident  
  e) Assisting others in the search for possible explosive device(s) inside and/or around the building

If a suspicious and/or unknown device which appears to be a bomb or explosive device is located, the Officer shall:

  a) Exercise precautions  
  b) Alert the University Police Chief and/or Peach County Sheriff  
  c) Alert Officers to remove crowd to "safety" away from the area.  
  d) The University Police Chief and/or Peach County Sheriff will seek assistance as needed from individuals with explosives expertise.

Once the building is evacuated, search teams will be formed and advised to mark areas with a green tape upon completion, if "no" suspicious items were located. The search team will mark areas with suspicious items or objects with red adhesive tape. Campus Police Personnel will be informed of the locations.

The University Police Chief, or his/her designee, will notify the Emergency Management Team as information is available and as possible.

Police and emergency first responders, or the person designated by the Campus Police Chief as the threat expert, will clear the building(s).

Once building is cleared for re-entry, all Officers will turn portable radio to ON position and will advise the dispatcher that units are back on the air.
CAMPUS DEMONSTRATION AND/OR DISRUPTION

The University System of Georgia’s Board of Regents (BOR) has a policy regarding disruptive behavior in any institution of the University System. This policy states:

“Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held at any USG institution is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment (BOR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98).”

Free speech vs. campus disruption:

- Students engaged in a demonstration whereby the rights and free speech of others is not obstructed will be deemed orderly:
- In the event the demonstration becomes violent towards students, faculty, staff or administrators and disrupts the normal operation of the university, causes damage to university or personal property the demonstration will be deemed disruptive and the appropriate law enforcement action of restoring order will be initiated as per the order of the Chief of Campus Police.

BOR policy 6.0 Disruptive Behavior can be reviewed at

https://www.usg.edu/policymanual/section6/

NOTIFICATION

The Department of Campus Police and Safety should be informed promptly if it becomes apparent that a demonstration is planned. The Chief of Police will notify the Incident Command Team. Appendix B contains the current members and contact information for the Emergency Management Team.

PLAN OF ACTION

1. The Emergency Management Team will meet to discuss the situation.
2. If the dissident group is a student group,
   a. The Vice Provost for Student Success and Enrollment and his/her staff will make every possible effort to resolve the existing conflict.
b. If the dissident group has followed the proper procedures outlined in the Official document "Student Rights and Responsibilities" concerning demonstrations, discussions and negotiations will be conducted. The President will direct these discussions in consultation with the Vice Provost for Student Success and Enrollment and the Officers of the Student Government Association.

3. If the dissident group is a non-student group,
   a. The respective VP will make every possible effort to resolve the existing conflict.
   b. If the group has followed the proper procedures concerning demonstrations, discussions and negotiations will be conducted. The President will direct these discussions in consultation with the appropriate members of the Emergency Management Team.

4. If escalation appears eminent, if disruption occurs during negotiation or if a demonstration occurs without prior approval then the following procedures will be followed.
   i. The President or his designee shall declare that an emergency situation exists on campus and will instruct the Chief of Police or another designee to activate the Emergency Management Team.
   ii. The designated marshals, as listed in Appendix C, will be contacted by the Vice Provost for Student Success and Enrollment and will be asked to immediately report to a designated place and wait for further instructions from the President.
   iii. If the situation should continue past six hours, two administrative negotiating and control groups will be immediately established to serve during the period of emergency. The control groups will serve rotating shifts of twelve hours each. The control groups are listed in Appendix D.
   iv. The Dean of Students will insure that a log is maintained of each disruption. The log should contain the time and nature of each disruption including the names of the persons involved who can be identified by photographs or observations.
   v. The Director of Marketing and Communications shall be responsible for obtaining the tape recorder from the work room of the University Activities Center and taping the proceedings surrounding the disorder.
   vi. The Vice President for Student Success shall secure a camera and/or a video camera to obtain pictures of the persons involved in the disruption. In the event the Vice President for Student Success is not available, the Director of Marketing and Communications will assume duties. These pictures will be utilized for showing the demonstration and the individuals and group actions involved. A log of the pictures should be maintained showing dates, time and place of action of each participant involved in the demonstration.
   viii. Every effort will be made by all concerned to keep the demonstration peaceful and as orderly as possible. Physical force will be used only to protect persons from demonstrators when they are being attacked and when absolutely necessary to protect the university property from severe damage from the disturbance.
5. Negotiations will be conducted as follows.

Students involved in the disruption shall be requested to select three to five students to meet with the President, Vice Provost for Student Success and Enrollment and the President of the Student Government Association. The President shall consult with others as needed during the negotiation period.

6. After negotiations are underway or if the students refuse to negotiate, the Vice Provost for Student Success and Enrollment shall inform the persons involved in the disruption of the specific regulations of which they are in violation and demand that they cease and desist. The Vice Provost for Student Success and Enrollment shall read PHASE I ANNOUNCEMENT (Appendix D).

7. If after a reasonable time (one hour or less) has lapsed, the disruption continues, the Vice Provost for Student Success and Enrollment shall read PHASE II ANNOUNCEMENT (Appendix E).

8. Should the disruption continue, the President will issue a written statement of violation and read PHASE III ANNOUNCEMENT (Appendix F).

9. If the demonstrators refuse to disperse, then the post negotiation period procedures will be implemented as follows:
   a. In disruption of a non-violent, non-destructive nature every effort will be made to secure a court injunction.
      - The President shall request an injunction through the Office of the Executive Secretary of the Board of Regents.
      - Evidence gathered through the tape recordings and photographs of the disruption shall be made available for use to secure the injunction.
      - If not already done, an announcement shall be made to the demonstrators that appropriate legal remedies will be sought. Enough time shall be given for the demonstrators to disperse.
      - The restraining order will be served by the Sheriff or his Deputy.
   
   b. In case of a violent or destructive disruption when time and circumstance prevent the procuring of an injunction the following action will be taken:
      - The President shall announce to the demonstrators the specific regulation of which they are in violation and demand that they disperse.
      - During the announcement, written requests specifying the violation will be circulated. The President shall read PHASE IV ANNOUNCEMENT (Appendix G).
FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Demonstration and/or Disruption

c. The following steps will be taken immediately by the University Police Chief or designee:
1. Increase patrol.
2. Check all locks.
3. Be alert for strange or suspicious vehicles.
4. Increase patrol of public areas.
5. Close or limit vehicles and personnel access to premises.
6. Check fire extinguisher and control systems to determine if they have been removed or tampered with.
7. Provide for timely removal of combustible materials used to fuel a fire (gas, paint, etc.).
8. Protect or remove all materials that might aid saboteurs.
9. Check all outside lights.
10. Check all emergency equipment.
11. Be sure fences are secure.
12. Be sure all gates are locked except the designated entrances.
13. Instruct everyone to report all suspicious acts.
14. All persons other than faculty, students and employees of the university shall be asked to leave the campus. **If such person fails to do so, he/she shall be arrested and charged with the Violation of Code Section: 16-11-35 of the Criminal Code of Georgia (Georgia Laws 1982, page 1345).**
15. Arrest shall be made if the offenses are committed within view of the Officers on duty.
16. If the offenses occur outside the view of an officer on duty, warrants shall be secured from the Magistrate Court Judge, using the evidence gathered by the photographs, the tape recordings and the testimony of observers. The warrants shall be served and arrest made as peacefully and quietly as possible.

FIRST AID

Fort Valley State University provides first aid through University police, who can respond anywhere on campus within four minutes. Trained in first response and certified in first aid and CPR, the University police have immediate access to an emergency medical team. Police supervisors carry in their vehicles an AED for cardiac emergencies. First-aid services are also offered at the University Health Services, staffed with registered nurses, a family nurse practitioner, and a physician (during appointed times of the day). In addition, any department may request a first-aid kit for which the safety officer will provide training.

SPECIAL ASSIGNMENTS

The President and Vice Provost for Student Success and Enrollment shall be in charge of all activities relating to on-the-scene disturbances and shall serve as the negotiating agent and
liaison officer with the demonstrators. The Vice Provost for Student Success and Enrollment shall make requests for assistance directly to the University Police Chief.

Members of the Department of Campus Police and Safety shall not at any time engage in discussion with the demonstrators. The Department of Campus Police and Safety shall act as stabilizing agents to prevent violence and will not attempt to negotiate.

The Department of Campus Police and Safety shall have the responsibility for securing all campus buildings.

The Provost and Vice President for Academic Affairs shall have the responsibility for informing the Deans and Departmental Heads of the situation that exists.

The Provost and Vice President for Academic Affairs shall develop a list of interested faculty to serve as Marshals in an attempt to maintain order. Marshals will assist with maintaining order and directing individuals affected by the emergency to where emergency services, counseling etc., are located. Appendix H contains the list of Marshals.

The President of the Student Government Association shall select several representatives to serve as Student Leaders in an attempt to maintain order. Appendix I contains the list of Student Leaders. Student Leaders shall serve as a stabilizing force to prevent violence and attempt to disperse those students who are not directly involved in the disruption. However, Student Leaders shall at no time attempt to negotiate.

The Risk Management Coordinator shall work directly with the Department of Campus Police and Safety to ensure that fire regulations are not violated. He/she shall also consult with the Director of Facilities in the event that the electrical power of any building is affected.

The Registrar shall be responsible for securing the safety of all physical files and records.

The Director of Information Security shall be responsible for securing electronic information.
Faculty, Staff and Student Crisis Response:

Fort Valley State University has resources and professionals in place to deal with a crisis that may take place on its campus to include classroom settings. First identify the crisis, confront and resolve the crisis, restore order, and support appropriate adaptive responses. The main focus is to narrow down the time and focus on intervention.

Crisis Defined:
Crises: shall include but not limited to situations involving the death of a student, staff member, faculty member, or member of a student’s immediate family be it suicide, substance abuse, illness, or accident. The principals shall have authority to determine what a crisis incident is and to convene that information to the appropriate resources (Health and Counseling Services 478 825-6174, Fort Valley State University Police Department 478 825-6211 and Fort Valley 911)

Critical incidents: shall include situations involving threats of harm to students, personnel or facilities. Critical incidents include but are not limited to natural disasters, fire, use of weapons/explosives, and the taking of hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies.

Other Resources for Crises:

1. HODAC Center (478) 953-4675
2. Benchmark Mobile Crisis Response Services 24 hour hotline 1(800) 715-4225
3. Georgia Crime Victims Compensation Program 1(800) 547-0060
4. GLBT National Youth Talk line 1(800)246-7743
5. Suicide Prevention 1(800)273-8255
6. GA Crisis Line 1(800)715-4225
7. Behavior Intervention Team (BIT) 478 825-6174 (Mrs. Jackie Caskey-James)
NATURAL DISASTERS

This plan has been developed in cooperation with the local Peach County, Georgia Emergency Management Agency and its director and is coordinated with local community planning.

Authority for this plan is contained in the Georgia Emergency Management Agency Act, 1982. In the event Peach County is affected by a natural disaster, for example, tornado, flood, fire, earthquakes and other catastrophic events, action will be taken by the local government as appropriate and practicable to minimize loss of life and property.

NOTIFICATION

The FVSU AVP for Facilities receives notifications directly from the Peach County EMA Director.

Radio Station WIBB 97.9 announces all "Tornado Watch" and "Tornado Warning" alerts provided to them by the United States Weather Bureau.

The Fort Valley Emergency Management Agency has been authorized to sound the "Alert" Signal on the local Siren System when the reported sighting of a funnel cloud structure is detected in the Fort Valley area.

The Department of Campus Police and Safety should be informed promptly of any notifications. The Chief of Police will notify the Emergency Management Team. Appendix B contains the current members and contact information for the Emergency Management Team.

Emergency Notification

Fort Valley State University is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. Fort Valley State University uses the emergency notification system Blackboard Connect or ConnectEd. Blackboard Connect is a community outreach notification tool designed to aid in the distribution of important information. A message can be sent on or off campus by Marketing and Communications, Campus Police, Plant Operations, Student Success: to communicate with students, faculty, staff, community and parents about emergency situations, school events and important issues impacting FVSU. Messages are sent via voice and/or text messages to homes, work or cell phones. Essentially, we can make one phone call that reaches faculty, staff, students, parents and the community within minutes or a district message can be sent to reach all the families within minutes.

Blackboard Connect is an emergency notification service available to students, staff, and anyone in the University community who wants to subscribe. Blackboard Connect can be used to send emergency messages within minutes of the occurrence of an incident. Alerts sent by Blackboard Connect are simulcast to the University community via our news wire at www2.fvsu.edu, Fort Valley State University’s Facebook page, Twitter, or at the subscriber’s choice, their e-mail account. All of the campuses have full access to Blackboard Connect for posting local emergency alerts.
Fort Valley State University performs a University-wide annual test of the system. The following procedures outline the process the University uses when issuing emergency notifications.

**RESPONSIBILITIES**

The City of Fort Valley and Peach County Georgia Emergency Management Agency will establish and/or provide:

- c. Flash Tornado Warnings
- d. Damage Assessments
- e. Public Information
- f. Coordination Of Activities
- g. Claims Advice

The City of Fort Valley Police Department, the Peach County Sheriff's Office and the Fort Valley State University Police shall:

- a. Sound Alert Upon Sighting A Funnel Or Funnel Cloud,
- b. Notify Radio Stations
- c. Limit Access To Damage Or Accident Areas
- d. Prevent Looting
- e. Control Traffic

The City of Fort Valley Fire Department shall:

- a. Extinguish Fires
- b. Perform Light Rescue and Body Recovery

**FVSU SHELTER OPERATIONS**

Fort Valley State University will provide temporary housing for the homeless. The facilities listed below will be utilized for this purpose. The Director of Facilities will manage the set-up of these locations.

- Residence Halls
- HPE Complex
- Patton Hall
- Woodward Gymnasium (utilized for Safe Center parents)
- Davison Hall
- Commons Club House
- Founders Hall

The Fort Valley State University Food Service operation will coordinate the provision of food on campus. The following locations will be utilized as needed.

- Food Service Center
- Lottie B. Lyons Student Center
- Student Activities Center
Natural Disasters

- Red Cross Food Service Center

Minor and superficial injuries will be treated by:

- Fort Valley State University Infirmary
- Peach Medical Center
- Peach County Health Department

Transportation will be coordinated by the following:

- Director of Facilities
- University Police Chief
- Director of Transportation/Logistical Services

Communication will be coordinated by the following:

- Campus Police Department
- Department of Plant Operations

Service Space (Field Hospital) will be as follows.

- Athletic Field
- Woodward Gymnasium

Shelter in Place Operation:

The Director of Residential Life will be in charge of business continuity following a shelter in place operation.

- The short term period of operation will last from 0 to 1200 hours;
- with the long term period of operation being from 1200 hours till the time that normal operations can be resumed safely and effectively.

PUBLIC INFORMATION

The Special Assistant to the President for Marketing and Communications will be the primary contact for the press.
ACTIVE SHOOTER/BARRICADED GUNMAN

An Active shooter incident involves one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Fort Valley State University, like many other institutions of higher education, can be vulnerable to acts of violence involving armed assailants. The overriding objective of an active shooter appears to be that of mass murder, rather than other criminal conduct such as robbery or hostage taking. For the purpose of this plan, the term “active shooter” will also include anyone who uses another deadly weapon or device to systematically or randomly inflict serious bodily injury or death to others over a continuous or extended timeframe.

NOTIFICATION

Call Campus Police (478) 825-6500, 825-6211, 911, or

Emergency Text Messaging 911fvsu@fvsu.edu

ACTION PLAN

If the Department of Campus Police and Safety receives an active shooter call, the dispatchers will immediately dispatch officers to the location of the active shooter and relay essential information to the Officers and other responding emergency personnel.

Individuals involved in an active shooter crisis situation should follow the following fundamental principles.

Remain calm and answer the dispatcher’s questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.

If safe to do so, stop and take time to get a good description of the person. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics.

All of this takes only a few seconds and is of the utmost help to the responding officers.

An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for an active shooter event are listed below.

IF OUTSIDE WHEN A SHOOTING OCCURS

- Drop to the ground immediately, face down as flat as possible.
- If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, stay down and do not move.
- Wait and listen for directions from Public Safety and/or public agency personnel.
FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Active Shooter/Barricaded Gunman

IF SUSPECT IS OUTSIDE YOUR CLASSROOM/OFFICE/RESIDENCE HALL

- Stay inside the classroom/office/room.
- If possible, close and lock the outside door to the room.
- Close the blinds, turn off the lights, remain quiet and move behind available cover.
- Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- If possible, and safe to do so, report the location of the assailant.

IF SUSPECT IS IN CLOSE PROXIMITY

- Lie motionless and pretend to be unconscious.
- Do not attempt to apprehend or interfere with the suspect except for self-protection.
- An individual must use his/her own discretion about when he or she must engage a shooter for survival.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow officers’ instruction.
- Put all items down on the ground.
- Immediately raise hands and spread fingers part.
- Keep hands visible at all times.
- Avoid making quick movement towards officers such as holding to them for safety.
- Avoiding pointing, screaming and/or yelling.
- Do not stop to ask officer for help or direction when evacuating. Just proceed in the direction from which officer are entering the premises.

The first officers to arrive to the scene will not stop to help injured persons.

Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified.
Fort Valley State University

***QUICK REFERENCE GUIDE***

FVSU Police Dispatch: 478 825-6211  
Emergency Number: 911

***EMERGENCY PROCEDURES***

1. Notify FVSU Campus Police as soon as possible of the incident or conditions of concern: **REMAIN CALM**!
2. Immediately assess the situation to determine best course of action:

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<thead>
<tr>
<th>Evacuation of Facility / Clearance of Area</th>
<th>Lockdown / Stay-in-place</th>
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<td>Fire</td>
<td>Tornado</td>
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<td>Gas Leak</td>
<td>Severe Weather</td>
</tr>
<tr>
<td>Hazardous Material Release or Spill</td>
<td>Active Shooter</td>
</tr>
<tr>
<td>Suspicious Package</td>
<td>Civil Disturbance</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Riot</td>
</tr>
</tbody>
</table>

**EMERGENCY RESPONSE INSTRUCTIONS**

**Evacuation Instructions**

- When a fire alarm is activated, evacuation of that building is mandatory
- Do not use elevators in an evacuation
- Close doors as you exit
- Move to a safe area, 500 feet from the building or facility (follow instructions from onsite emergency responders)

**Lockdown / Stay-in-Place Instructions**

**Lockdown (Violent Acts)**

- Lock the doors to your area; call 911 if safe to do so
- If possible choose a room without windows that has a locking door (barricade door if possible)
- Turn out lights, draw blinds, and remain quiet, quiet cell phones
- Wait for “All Clear” signal or notice from emergency response personnel

**Stay-in-Place (Severe Weather)**
• If possible, move to designated severe weather areas of the building
• Do not use elevators
• Avoid glass doors & windows
• Wait for an “all Clear” signal or notice from emergency response personnel
BIO-TERRORISM/SUSPICIOUS PACKAGES

Personnel throughout the campus community should check their work areas daily for suspicious packages or items. Suspicious items should be reported immediately the employees supervisor and the Campus Police Department.

The following are some guideline to assist in identifying suspicious packages and envelopes and some of the visible characteristics thereof.

1. Inappropriate or unusual labeling.
   - Excessive postage
   - Handwritten or poorly typed address
   - Misspelling of common words
   - Strange return address or no return address
   - Incorrect titles or title without a name
   - Not addressed to a specific person
   - Marked with restrictions, such as “Personal, “Confidential,” or Do not x-ray
   - Marked with a threatening language
   - Postmarked from a city or state that does not match the return address

2. Appearance
   - Powdery substance felt through or appearing on the package or envelope
   - Oily stains, discolorations, or odor
   - Lopsided or uneven envelope
   - Excessive packaging material such as masking tape, string, etc.

3. Other Suspicious Signs
   - Excessive weight
   - Ticking sound
   - Protruding wires or aluminum foil

ACTION PLAN

If suspicious package or envelope is identified:

- If a package or envelope appears suspicious, DO NOT OPEN IT.
- Do not shake or empty the contents of the package or envelope.
- Do not carry the package or envelope, show it to others, or allow others to examine the package.
- Place suspicious item on a stable surface.
- Do not sniff, touch or taste contents.
- Alert others in the area about the suspicious package.
- Wash hands with soap and water to prevent spreading potential infections.
- Create a list of persons who were in the room or area when the suspicious package was received.
1. If you handle a suspicious package or envelope with substance, odor or threat of anthrax, stop. Immediately place the item down and restrict access to the area.
2. Notify supervisor immediately.
3. Call Department of Campus Police and Safety at 825-6211 or 825-6500 and 911.
4. If possible, put the envelope in a plastic bag that can be sealed (such as a large sandwich bag). This is an option, if you do not feel comfortable with this, omit this step.
5. Isolate victim or victims. If possible, close off room where letter suspicious item is located, identify victims fully. This information is very important for fire, health and rescue personnel.
6. Remain calm. There are no instance effects. Exposure can be treated. There is plenty of time to seek medical advice or help.
7. Decontamination can be as easy as washing hands, washing clothes and taking a shower.
8. Anthrax spores are harmful only if inhaled or ingested, or when introduced into an open wound or the eyes. Person exposed to Anthrax are not contagious.
PANDEMIC INFLUENZA

NOTIFICATION

If any confirmed cases of pandemic influenza are known by any member of the University community, this information should be reported immediately to the Vice Provost of Student Success and Enrollment.

The Office of Student Success and Enrollment will notify the Emergency Management Team.

The Special Assistant to the President for Marketing and Communications, in cooperation with the Office of Student Success and Enrollment Management and the Office of Human Resources will inform students, faculty and staff of confirmed cases.

ACTION PLAN

The Emergency Management Team will meet and determine if there is a need for the campus to be closed to reduce the spreading of the virus.

If a quarantine facility is identified on campus,

- The Office of Health and Counseling Services will assist with the coordination of necessary supplies (i.e. mask, gloves, cots, blankets, water, and food rations) are sufficient.

- The Office of Health and Counseling Services will notify the Office of Student Success and Enrollment who will notify the Executive Cabinet, Residential Life, Dining Services and Campus Police in the event of an outbreak.

- The Office of Health and Counseling Services will receive instructions from the CDC, local Health Department or our local designated emergency preparedness coordinator.

- The Chief of Police or his designee is identified as the Incident Commander in the wake of an epidemic.

- The Office and Marketing and Communication will be notified reference notifying the news media.

- In the event of quarantine the Residential Life Director and the Director of Health and Counseling Services will determine which residential buildings will be utilized for the housing of students, faculty and staff affected by the epidemic.

TRAINING AND PREVENTION

The Office of Health Services will provide educational information for students, faculty and staff concerning prevention techniques such as good hand washing skills, covering their mouth when
they cough, and discarding tissues and other waste materials in to the hazardous waste containers.

Additionally:

- Avoid contact with ill persons
- Do not place hands near face
- Use alcohol based hand sanitizer
- Remain at home for 24 hours if you are recovering from an illness with a temperature of 100 degrees Fahrenheit and free of fever without taking fever reducing medication

Everyone is encouraged to have the Flu Vaccination to greatly reduce the chances of contracting the flu. A vaccination for the Swine Flu is being developed.

**SPECIAL ASSIGNMENTS**

Building supervisor and/or designee will:

- Implement and orientate all building occupants with the plan of action.
- Specify the Official Signal of Warning for evacuation of the building (fire alarm).
- Seek adequate training for all occupants, so they will know what to do in the event of a bomb threat in the building.
- Make sure that all employees know what to do if they receive a bomb threat over the telephone.
  - Remain calm and gather information from messenger
  - Refer to Bomb Threat Checklist and follow instructions.
  - Notify the Building Supervisor or designee and the Office of Campus Police.
  - Keep emergency telephone line FREE.
- Establish search and evacuation teams on all floors.
- Assign duties to each team in reference to searching for items of suspicious objects within areas of department.
- Assign persons to assist in searching/evacuating public areas, such as bathrooms, lounges, stairwells, hallways, elevators, etc.
- Emergency telephone extension will be designated.

**Building Supervisors:**
<table>
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<th>Building</th>
<th>Supervisor</th>
<th>Office Number</th>
<th>Emergency/Cell Phone Number</th>
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</thead>
<tbody>
<tr>
<td>ACL (New Science Bldg)</td>
<td>George Mbata</td>
<td>6550</td>
<td></td>
</tr>
<tr>
<td>Ag Communications/Print Shop Building</td>
<td>Marquinta Gonzales</td>
<td>6546</td>
<td></td>
</tr>
<tr>
<td>Ag Technology Conf. Center</td>
<td>Cynthia Willis</td>
<td>3977</td>
<td></td>
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<tr>
<td>All other Research Farm Facilities</td>
<td>Jared Fluellen</td>
<td>6457</td>
<td></td>
</tr>
<tr>
<td>Alva Tabor Agriculture Building</td>
<td>Seyedmehdi Mobini</td>
<td>6427</td>
<td></td>
</tr>
<tr>
<td>Anderson Building (Museum)</td>
<td>Ed Boston</td>
<td>1064</td>
<td></td>
</tr>
<tr>
<td>Art Gallery/Urban Trends</td>
<td>Bobby Dickey</td>
<td>6387</td>
<td></td>
</tr>
<tr>
<td>Bishop Hall</td>
<td>Joe Thomas</td>
<td>6200</td>
<td></td>
</tr>
<tr>
<td>Boyd Hall (Off-Line)</td>
<td>Joe Thomas</td>
<td>6200</td>
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<tr>
<td>Bywaters</td>
<td>Samuel Gyapong</td>
<td>6271</td>
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<tr>
<td>C.V.Troup Administration</td>
<td>Allison Thomas</td>
<td>6436</td>
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<tr>
<td>Carnegie Hall</td>
<td>Andrew Lee</td>
<td>827-3241</td>
<td></td>
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<tr>
<td>Computer Technology and Mathematics 1- (CTM) Building</td>
<td>Charlie Weaver</td>
<td>6228</td>
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<tr>
<td>Crisp County Head Start</td>
<td>John Clark</td>
<td>6171</td>
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<tr>
<td>Davison Hall (Off Line)</td>
<td>Joe Thomas</td>
<td>6780</td>
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<tr>
<td>Dooly County Head Start (Vienna)</td>
<td>John Clark</td>
<td>6171</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Contact Name</td>
<td>Phone</td>
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<tr>
<td>Dooly County Head Start (Unadilla)</td>
<td>John Clark</td>
<td>6171</td>
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<tr>
<td>Ellison Building</td>
<td>Archie Williams</td>
<td>6275</td>
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<tr>
<td>Evans Building</td>
<td>Luwanna Williams</td>
<td>1354</td>
<td></td>
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<tr>
<td>Faculty Apartment 1-8 (on Memorial Drive)</td>
<td>Business and Finance (Allison Thomas)</td>
<td>6436</td>
<td></td>
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<tr>
<td>Faculty Apartment 9-11 (on Memorial Drive)</td>
<td>Shawn Modena</td>
<td>3965</td>
<td></td>
</tr>
<tr>
<td>Faculty Apartment (4) (on State University Drive)</td>
<td>Joe Thomas</td>
<td>6200</td>
<td></td>
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<tr>
<td>Faculty Apartment (2) (on State University Drive)</td>
<td>Joe Thomas</td>
<td>6200</td>
<td></td>
</tr>
<tr>
<td>Family Child Development Center</td>
<td>Vivian Fluellen</td>
<td>6236</td>
<td></td>
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<tr>
<td>Food Service Center</td>
<td>Jason Tate</td>
<td>3104</td>
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<tr>
<td>Founders Hall</td>
<td>Bobby Dickey</td>
<td>6387</td>
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<tr>
<td>Gano Building and Annex</td>
<td>LTC Antonio Perez</td>
<td>6340</td>
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</tr>
<tr>
<td>General Grounds</td>
<td>Ronnie Scott</td>
<td>6200</td>
<td></td>
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<td>John Clark</td>
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<td>Track and Field</td>
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<td>Ashley Ballard</td>
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### Pandemic Influenza

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<td>Woodward Gymnasium</td>
<td>Donald Moore</td>
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## APPENDIX A: CURRENT EMERGENCY MANAGEMENT TEAM MEMBERS

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Phone</th>
<th>Cell Phone</th>
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<tr>
<td>President</td>
<td>Paul Jones</td>
<td>6315</td>
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<tr>
<td>University Police Chief</td>
<td>Ken Morgan</td>
<td>6304</td>
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<tr>
<td>Emergency Management Coordinator</td>
<td>Ken Morgan</td>
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<tr>
<td>Chief of Staff</td>
<td>Kendall Isaac</td>
<td>6374</td>
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<tr>
<td>Provost and Vice President for Academic Affairs</td>
<td>Ramon Stewart</td>
<td>6330</td>
<td></td>
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<tr>
<td>Vice Provost for Student Success</td>
<td>Jesse Kane</td>
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<tr>
<td>Interim Vice President for Business and Finance</td>
<td>Pat Wilkins</td>
<td>6436</td>
<td>6374</td>
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<td>Vice President for Advancement</td>
<td>Anthony Hollomon</td>
<td>6054</td>
<td>6450</td>
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<tr>
<td>Director of Intercollegiate Athletics</td>
<td>Darryl Pope</td>
<td>6238</td>
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<tr>
<td>Chief Legal Officer</td>
<td>Kendall Isaac</td>
<td>6374</td>
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<tr>
<td>Special Asst. to the President for Marketing &amp; Communications</td>
<td>Cedric Mobley</td>
<td>6319/6167</td>
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<tr>
<td>Director of Compliance and Title IX</td>
<td>Patrice Terrell</td>
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<tr>
<td>AVP for CDEP</td>
<td>Issac Crumbly</td>
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## Current Incident Command Team Members

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<th>Position</th>
<th>Name</th>
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<tr>
<td>Dean, School of Agriculture, Family Sciences and Technology</td>
<td>Govind Kannan</td>
<td>6322</td>
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<tr>
<td>Dean of Students</td>
<td>Wallace Keese</td>
<td>6931</td>
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<tr>
<td>Director of Information Technology</td>
<td>Charlie Weaver</td>
<td>6228</td>
<td>6122</td>
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<tr>
<td>Risk Management Coordinator</td>
<td>Derrius Butler</td>
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<tr>
<td>Director of Facilities</td>
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<tr>
<td>SAFE Center Director</td>
<td>George McCommon</td>
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<td>Interim Director of Head Start</td>
<td>Willie Mae Johnson</td>
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<td>6423</td>
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<tr>
<td>General Manager of Food Services</td>
<td>Jason Tate</td>
<td>6332</td>
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<tr>
<td>CBO – Comptroller</td>
<td>Akwai Agoons</td>
<td>3229</td>
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<tr>
<td>Director of Human Resources</td>
<td>Carole Clerie</td>
<td>6404</td>
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<tr>
<td>Director of Residential Life</td>
<td>Shawn Modena</td>
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<tr>
<td>Director of Counseling Services</td>
<td>Jackie Caskey-James</td>
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## APPENDIX B: LOCAL EMERGENCY AGENCIES

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>BUSINESS TELEPHONE</th>
<th>PHYSICAL ADDRESS</th>
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<tbody>
<tr>
<td>Peach County Sheriff</td>
<td>(478) 825-5144</td>
<td>1007 Spruce Street</td>
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<tr>
<td>Peach Emergency Management Agency</td>
<td>(478) 827-3171</td>
<td>1750 US Highway 341/GA 7</td>
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<tr>
<td>Fort Valley Police</td>
<td>(478) 825-3383</td>
<td>204 W Church Street</td>
</tr>
<tr>
<td>Fort Valley Utility</td>
<td>(478) 825-7701</td>
<td>500 Anthoine Street</td>
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<tr>
<td>Flint Energies</td>
<td>(478) 847-3415</td>
<td>494 Perry Pkwy</td>
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<tr>
<td>Georgia Power</td>
<td>(478) 477-9615</td>
<td>312 Spaulding Rd.</td>
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<tr>
<td>Houston County Sheriff</td>
<td>(478) 542-2125</td>
<td>202 Carl Vinson Pkwy.</td>
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<tr>
<td>Crawford County Sheriff</td>
<td>(478) 836-3116</td>
<td>21 Hortman Mill Road</td>
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<tr>
<td>Macon County Sheriff</td>
<td>(478) 472-6457</td>
<td>121 S Sumter St.</td>
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<tr>
<td>Bibb County Sheriff</td>
<td>(478) 746-9441</td>
<td>668 Oglethorpe Street</td>
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Local Emergency Agencies
### APPENDIX C: BROADCAST STATIONS

<table>
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<td>Perry</td>
<td>WKXK 97.7</td>
<td>Fort Valley</td>
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<td>WIBB 1280</td>
<td>Macon</td>
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<td>Fort Valley</td>
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<td>WMAZ 940</td>
<td>Macon</td>
<td>WIBB 97.9</td>
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<td>WDDO 1240</td>
<td>Macon</td>
<td>WAYS 99.1</td>
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<td>WDEN 1500</td>
<td>Macon</td>
<td>WXFM 100.1</td>
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<td>WRBN 1600</td>
<td>Warner Robins</td>
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<td>WALG 1590</td>
<td>Albany</td>
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<td>WHIE 1320</td>
<td>Griffin</td>
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<td>Cordele</td>
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<td>WKEU 1450</td>
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**Television**

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<td>WGXA - 24</td>
<td>Macon</td>
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APPENDIX D: NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

NIMS, is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of the NIMS at the University facilitates the University’s ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

As a management system, NIMS helps to mitigate the incident risks by providing accurate information, strict accountability, planning and cost-effective operations and logistical support for any incident. NIMS can be used on any kind or size of an incident. It can also be used for planned non-emergency events. Some of the kinds of incidents and events that have been managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

ORGANIZATION

NIMS, is organized around five major management activities.

A. Command. Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy. In all incidents there is an identified Incident Commander or a unified command team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.

B. Operations. Develops the tactical organization and directs all resources to carry out the Incident Action Plan.

C. Planning Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains status of assigned resources.

D. Logistics Provides resources and all other services needed to support the organization.

E. Finance/Administration Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

On small incidents, the five major activities may be managed by a single individual. Large incidents usually require each of these activities to be established as a separate section within the organization.

Not all sections need to be established within NIMS organization. The Incident Commander will make this decision based on the demands of the incident. Each of the primary Incident Command System sections may be further subdivided as reflected in the organization chart.
(To be read at the outset of any disruptive and obstructive behavior by Vice President for Student Success.)

I am __________________________, and _______________________________ to make a brief statement regarding the University's position in reference to this disruption. In order to develop and maintain an environment conducive to the learning process, we cannot allow disruptive behavior that threatens to endanger the safety of students and faculty, to damage property, to interfere with the educational process, or to attempt to close the university. Therefore, it must be understood that disturbance and disruption of the educational process will not be tolerated, and all persons associated with such action will be held accountable. Further, if it becomes necessary in our efforts to protect students and staff and effectively operate the university, we fully intend to ensure the enforcement of all rules and regulations and to seek the prosecution of those who would violate these restrictions. We cannot abdicate our responsibilities for the maintenance of a positive educational program to the special interests of any particular group or organization. Should you desire to discuss your views or issues with University Officials, choose a representative group to go to _____________within an hour.
APPENDIX F: PHASE II ANNOUNCEMENT

(To be read at the outset of any disruptive and obstructive behavior by Vice President for Student Success.)

I am __________________ Fort Valley State University. I am asking those of you who are Fort Valley State University students to return to your classes or other activities, and those who are not, to leave the campus. If you remain here you are violating the rules and regulations of Fort Valley State University as printed in the Student Handbook regarding disorderly conduct and assembly and the Regents Statement on Disruptive and Obstructive Behavior (as reaffirmed).

Those who choose not to respond to this request within a reasonable time will be subject to disciplinary action by the University and possible prosecution for the violation of several of the Criminal Codes of the State of Georgia. Please avoid additional trouble by leaving at this time.
APPENDIX G: PHASE III ANNOUNCEMENT

(Timing of this announcement should be in accord with prevailing conditions; i.e., 15-60 minutes after Phase II Announcement.)

I am _________________________, President (or designee title) of Fort Valley State University. As President (or designee title) of the University, I am responsible for the safety and wellbeing of the people and property on this campus. You have been informed that your remaining on this property is in violation of both campus regulations and the Criminal Codes of the State of Georgia; you have been requested to leave. Since you have not done so, I have called for assistance. I am asking that charges be filed against you for prosecution as a violator of one or more of the following sections of the Criminal Code of Georgia (one or more as applicable):

If you vacate these premises within the next 15-minutes, no criminal charges will be filed. If you remain beyond that time, you will be prosecuted as I have indicated.

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<td>Conspiracy To Commit A Crime</td>
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<td>16-5-23</td>
<td>Simple Battery</td>
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<td>16-5-23.1</td>
<td>Battery</td>
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<td>16-5-41</td>
<td>False Imprisonment</td>
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<td>16-7-21</td>
<td>Criminal Trespass</td>
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<td>16-7-22</td>
<td>Criminal Damage To Property In First Degree</td>
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<td>16-7-23</td>
<td>Criminal Damage to Property In Second Degree</td>
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<td>Interference With Government/State Property</td>
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<td>16-7-62</td>
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<td>16-7-63</td>
<td>Criminal Possession Of An Explosive</td>
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<td>Theft- By-Taking</td>
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<td>16-8-18</td>
<td>Entering An Automobile/Other Motor Vehicle With Intent To Commit Theft Or A Felony</td>
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<td>16-10-24</td>
<td>Obstruction Or Hindering of Law Enforcement Officers</td>
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<tr>
<td>16-10-25</td>
<td>Giving False Name or Address To Law Enforcement Officers</td>
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<tr>
<td>16-10-27</td>
<td>Transmitting False Report Of A Fire</td>
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<td>16-10-28</td>
<td>Transmitting A False Public Alarm</td>
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<td>16-10-30</td>
<td>Refusal To Obey Official Request At Fire Or Other Emergency</td>
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<td>Hindering Apprehension Or Punishment Of A Criminal</td>
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<td>Tampering With Evidence</td>
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<td>Failure To Leave Campus Or Facility Or Unit Of University System When Directed</td>
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<td>Criminal Possession of an Incendiary</td>
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<td>16-11-37</td>
<td>Terroristic Threats And Acts</td>
</tr>
<tr>
<td>16-11-38</td>
<td>Wearing Mask, Hood, or Device Which Conceals</td>
</tr>
<tr>
<td>16-11-39</td>
<td>Use of &quot;Fighting Words&quot; Obscene And Vulgar or Profane Language; Harassing Phone Calls</td>
</tr>
<tr>
<td>16-11-43</td>
<td>Obstructing Highways, Streets, Sidewalks, Or Other Public Passages</td>
</tr>
<tr>
<td>16-11-62</td>
<td>Eavesdropping, Surveillance, Etc., Which Invades Privacy Of Another</td>
</tr>
<tr>
<td>16-11-102</td>
<td>Pointing Gun Or Pistol At Another</td>
</tr>
<tr>
<td>16-11-106</td>
<td>Possession Of Firearm Or Knife During Commission Of Or Attempt To Commit Certain Crimes</td>
</tr>
<tr>
<td>16-11-126</td>
<td>Carrying A Concealed Weapon</td>
</tr>
<tr>
<td>16-11-127</td>
<td>Carrying a Deadly Weapon To Or At Public Gatherings</td>
</tr>
<tr>
<td>16-11-127.1</td>
<td>Carrying A Deadly Weapon On School Property</td>
</tr>
<tr>
<td>16-11-128</td>
<td>Carrying Pistol Without License</td>
</tr>
<tr>
<td>50-16-14</td>
<td>Security Personnel Of Georgia Building Authority, Georgia State Patrol, And The GBI</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>50-16-14</td>
<td>Security Personnel Of Georgia Building Authority, Georgia State Patrol, And The GBI</td>
</tr>
<tr>
<td>50-16-16</td>
<td>Penalty For Refusal To Obey Security Personnel Or Law Enforcement Officer</td>
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<tr>
<td>16-7-64</td>
<td>Criminal Possession of an Incendiary</td>
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<tr>
<td>16-11-37</td>
<td>Terroristic Threats And Acts</td>
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<tr>
<td>16-11-38</td>
<td>Wearing Mask, Hood, or Device Which Conceals</td>
</tr>
<tr>
<td>16-11-39</td>
<td>Use of &quot;Fighting Words&quot; Obscene And Vulgar or Profane Language; Harassing Phone Calls</td>
</tr>
<tr>
<td>16-11-43</td>
<td>Obstructing Highways, Streets, Sidewalks, Or Other Public Passages</td>
</tr>
<tr>
<td>16-11-62</td>
<td>Eavesdropping, Surveillance, Etc., Which Invades Privacy Of Another</td>
</tr>
<tr>
<td>16-11-102</td>
<td>Pointing Gun Or Pistol At Another</td>
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<tr>
<td>16-11-106</td>
<td>Possession Of Firearm Or Knife During Crimes</td>
</tr>
<tr>
<td>16-11-126</td>
<td>Carrying A Concealed Weapon</td>
</tr>
<tr>
<td>16-11-127</td>
<td>Carrying a Deadly Weapon To Or At Public Gatherings</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
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<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>16-11-127.1</td>
<td>Carrying A Deadly Weapon On School Property</td>
</tr>
<tr>
<td>16-11-128</td>
<td>Carrying Pistol Without License</td>
</tr>
<tr>
<td>16-13-30</td>
<td>Violation Of Georgia Controlled Substance Act</td>
</tr>
<tr>
<td>50-16-14</td>
<td>Security Personnel Of Georgia Building Authority, Georgia State Patrol, And The GBI</td>
</tr>
<tr>
<td>50-16-14</td>
<td>Security Personnel Of Georgia Building Authority, Georgia State Patrol, And The GBI</td>
</tr>
<tr>
<td>50-16-16</td>
<td>Penalty For Refusal To Obey Security Personnel Or Law Enforcement Officer</td>
</tr>
<tr>
<td>16-13-30</td>
<td>Possession, manufacture, or distribution of controlled substances</td>
</tr>
</tbody>
</table>
APPENDIX H: DISPATCHER CALL SHEET - BOMB THREAT

THIS FORM SHALL BE READ WHEN INFORMING THE EMERGENCY OPERATOR AT 911 THAT BOMB THREAT HAS BEEN RECEIVED AT THE UNIVERSITY.

DIAL 911 AND STATE: THIS IS (Caller’s Name)___________ WITH THE FORT VALLEY STATE UNIVERSITY CAMPUS POLICE DEPARTMENT.

WE HAVE A REPORT OF A BOMB THREAT AT THE_________ BUILDING. WE HAVE OFFICER(S) AT THE SCENE AND THE THREATENED AREA HAS BEEN CLEARED AND SECURED.

IF THE EMERGENCY OPERATOR OR OTHER OFFICIALS ASK FOR ADDITIONAL INFORMATION ON THE "EMERGENCY", THE DISPATCHER SHALL PROVIDE ONLY THE INFORMATION WHICH HAS BEEN SPECIFICALLY REPORTED IN REGARDS TO THE EMERGENCY. THE DISPATCHER SHALL STRESS TO THE PERSON(S) HE/SHE SPEAKS WITH THAT THIS IS NOT A DRILL-THIS IS AN ACTUAL EMERGENCY.
APPENDIX I: BOMB THREAT CALL CHECKLIST

Exact time of call________________________________________________________

Exact words of caller____________________________________________________
_____________________________________________________________________

QUESTIONS TO ASK
1. When is bomb going to explode? _______________________________________
2. Where is the bomb? ___________________________________________________
3. What does it look like? _______________________________________________
4. What kind of bomb is it? _____________________________________________
5. What will cause it to explode? _________________________________________
6. Did you place the bomb? _____________________________________________
7. Why? ______________________________________________________________
8. Where are you calling from? _________________________________________
9. What is your address? _______________________________________________
10. What is your name? _________________________________________________

CALLER’S VOICE (circle)
Calm disguised nasal angry broken
Stutter slow sincere lisp rapid
Giggling deep crying squeaky excited
Stressed accent loud slurred normal

If voice is familiar, whom did it sound like? _____________________________
Were there any background noises? ________________________________
Remarks: ________________________________
_____________________________________________________________________

Person receiving call: _________________________________________________
Telephone number call received at: ________________________________
Date: _______________________________________________________________
Report call immediately to: UNIVERSITY POLICE DISPATCH
APPENDIX J: DISPATCHER CALL SHEET - FIRE

This form shall be read when informing the 911 Emergency Operator of Peach County that a Fire has been reported at the University.

THIS IS (Caller’s Name)__________, WITH THE FORT VALLEY STATE UNIVERSITY CAMPUS POLICE DEPARTMENT.

WE HAVE A REPORT OF A FIRE AT ______________ BUILDING/LOCATION.

WE HAVE OFFICERS AT THE SCENE AND THE THREATENED AREA HAS BEEN CLEARED AND SECURED.

If the 9911 Emergency Operator or other Officials ask for additional information on the EMERGENCY, the Dispatcher shall provide ONLY the information that has been specifically reported in regards to the emergency.

The dispatcher shall stress to persons he/she talks to that, THIS IS NOT A DRILL, BUT AN ACTUAL EMERGENCY
APPENDIX K: RESIDENTIAL FACILITIES COMMUNICATION PLAN

The following communication plans should be used in the event of an emergency at student residential facility.

CONTROLLED EMOTIONAL EVENT
Notify Residential Assistant

The following chain of notification should then be activated.

Between 4:00 pm and 12:00 am, Residential Life Coordinator notifies Residential Hall Counselor.
Between 12:00 am and 8:00 am, Residential Life Coordinator notifies Evening Supervisor.

UNCONTROLLED EMOTIONAL EVENT
SUICIDE ATTEMPT
SUSPECTED DEATH
VIOLENT ATTACK
DRUG/ALCOHOL OVERDOSE
TOXIC REACTION/POISON
RAPE

Call 911
Notify Campus Police Department
Notify Residential Assistant

The following chain of notification should then be activated.
Residential Hall Counselor
Director of Residential Life
Dean of Students
Provost for Student Success and Enrollment

FIRE OR BOMB THREAT
Activate fire alarm system
Call 911
Notify Campus Police Department
Notify Residential Assistant

The following chain of notification should then be activated.
Residential Hall Counselor
Director of Residential Life
Dean of Students
Provost for Student Success and Enrollment

INJURY/ILLNESS
Notify Residential Assistant

The following chain of notification should then be activated.
Residential Life Counselor
Campus Police Department
Director of Residential Life
**APPENDIX L: RESIDENTIAL HALL SAFETY TIPS**

This listing should be posted on doors of all rooms inside of the residential halls.

1. Smoking Prohibited.
2. Locate fire exits in buildings/on this floor.
3. Locate fire extinguishers; learn how to work them.
4. Count the number of doors nearest to the exit, check for possible obstruction.
5. Check any windows to see if they can be opened; if so, determine how they open.
6. Keep your room key available next to you.
7. DO NOT PLAY and/or TAMPER with Fire Extinguishers or Fire Alarms.
8. If you leave your room, keep door closed/locked and take your key.
9. Always leave the building when you hear the fire alarm.
## APPENDIX M: FACULTY MARSHALLS

Responsibilities are to assist in maintaining order and minimizing violence in the event of a disruption or disaster:

<table>
<thead>
<tr>
<th>OFFICIALS</th>
<th>UNIVERSITY EXTENSIONS</th>
<th>Cell Phones#</th>
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</thead>
<tbody>
<tr>
<td>Jesse Kane</td>
<td>6397</td>
<td></td>
</tr>
<tr>
<td>Bobby Dickey</td>
<td>6387</td>
<td></td>
</tr>
<tr>
<td>Lt. Col. Raymond Perez (ROTC)</td>
<td>6340</td>
<td></td>
</tr>
<tr>
<td>Berlithia Pitts</td>
<td>6454</td>
<td></td>
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<tr>
<td>Dr. Samuel Gyapong</td>
<td>6271</td>
<td></td>
</tr>
<tr>
<td>OFFICIAL</td>
<td>BUSINESS TELEPHONE</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------</td>
<td></td>
</tr>
<tr>
<td>Chancellor, USG</td>
<td>(404) 656-2202</td>
<td></td>
</tr>
<tr>
<td>Assistant Attorney General</td>
<td>(404) 656-7063</td>
<td></td>
</tr>
<tr>
<td>Vice Chancellor</td>
<td>(404) 656-7063</td>
<td></td>
</tr>
<tr>
<td>Sergeant of State Patrol</td>
<td>(478) 987-1100</td>
<td></td>
</tr>
<tr>
<td>District Attorney</td>
<td>(478) 744-6295</td>
<td></td>
</tr>
<tr>
<td>Assistant District Attorney</td>
<td>(478) 825-8454</td>
<td></td>
</tr>
<tr>
<td>Fort Valley Chief of Police</td>
<td>(478) 825-3383</td>
<td></td>
</tr>
<tr>
<td>Peach County Sheriff</td>
<td>(478) 825-3435</td>
<td></td>
</tr>
<tr>
<td>Fort Valley Mayor</td>
<td>(478) 825-8567</td>
<td></td>
</tr>
<tr>
<td>GBI Agent</td>
<td>(478) 987-4545</td>
<td></td>
</tr>
<tr>
<td>FBI Agent</td>
<td>(478) 742-4576</td>
<td></td>
</tr>
<tr>
<td>USG Chief of Police, Bruce Homes</td>
<td>(404) 962-3157</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX O: UNIVERSITY POLICE PERSONNEL

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>University EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenneth Morgan, University Police Chief</td>
<td>6280</td>
</tr>
<tr>
<td>Jeanette Lucas, Secretary</td>
<td>6280</td>
</tr>
<tr>
<td>Tatotshia Grier, Police Inv. Sgt.</td>
<td>6072</td>
</tr>
<tr>
<td>HaBert Chapple, Police Cpl.</td>
<td>3255</td>
</tr>
<tr>
<td>Charles Pines, Police Sgt.</td>
<td>3256</td>
</tr>
<tr>
<td>Jerome Little, Police Cpl.</td>
<td>6304</td>
</tr>
<tr>
<td>Carlos Felton, Police Sgt.</td>
<td>6304</td>
</tr>
<tr>
<td>John Watson, Police Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Kenterrous Taylor, Police Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Gregory Homer Jr., Police Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Keldrik Cochran, Police Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Sherronda Bacon-Mercer</td>
<td>6304</td>
</tr>
<tr>
<td>Matthew Horne, Security Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Name</td>
<td>Phone</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Jackie Banks, Security Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Shatara Shine, Security Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Angela Carswell, Security Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Sharon Hall, Security Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Candashe Walker, Police Cadet</td>
<td>6304</td>
</tr>
<tr>
<td>Charlie Jefferson, Security Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Zykia James, Security Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Teresa Worsham, Security Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Edward Sellers, Security Officer</td>
<td>6304</td>
</tr>
<tr>
<td>Bernice Flowers, Dispatcher</td>
<td>6304</td>
</tr>
<tr>
<td>Porscha Davis, Dispatcher</td>
<td>6304</td>
</tr>
<tr>
<td>Benessa Mathis, Dispatcher</td>
<td>6304</td>
</tr>
<tr>
<td>Stephanie Howard, Dispatcher</td>
<td>6304</td>
</tr>
<tr>
<td>Carol Oates, Dispatcher</td>
<td>6304</td>
</tr>
<tr>
<td>Reveckeo Hill, Police Cadet</td>
<td>6304</td>
</tr>
</tbody>
</table>
## APPENDIX P: PLANT OPERATIONS PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>University Phone#</th>
<th>Cell phones#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darrin Simpson</td>
<td>6200</td>
<td></td>
</tr>
<tr>
<td>Desmond Williams</td>
<td>6200</td>
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<tr>
<td>Joe Thomas</td>
<td>6200</td>
<td></td>
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<tr>
<td>Ronnie Scott</td>
<td>6200</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX Q: FOOD SERVICES CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>University Phone</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sodexo General Manager</td>
<td>6332</td>
<td>803 290 8320</td>
</tr>
<tr>
<td>Jason Tate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sodexo Catering Manager</td>
<td>6332</td>
<td>803 290 6622</td>
</tr>
<tr>
<td>James Florence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sodexo District Manager</td>
<td></td>
<td>404 862 3317</td>
</tr>
<tr>
<td>Joseph Mitchell</td>
<td></td>
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</tr>
</tbody>
</table>
1. What is Smallpox?

Smallpox is a highly contagious viral infection. It is one of the most feared contagious diseases in humans.

2. How dangerous is Smallpox?

Smallpox has a 30% fatality rate and has no current treatment! Vaccines given immediately after an exposure can protect people from future exposures.

3. How is Smallpox spread?

Smallpox can be spread through the air, by direct person-to-person contact, and through infected clothing or linen.

4. If someone is exposed to Smallpox, how soon will symptoms show up?

The incubation period for smallpox is 7-17 days (average 12 days). During this time the victim will feel fine and have no signs of disease.

5. What are the symptoms of Smallpox?

After 2-3 days of fever and headache a rash appears starting inside the mouth, hands, face, arms, legs, and then spreading to the trunk. The lesions progress at the same time from red marks to bumps to vesicles (clear fluid filled bumps) to crusty contacts.

6. When does a person with Smallpox become contagious?

A person with Smallpox is contagious when the rash appears and for at least 7 days. Because the rash is usually preceded by a fever and headache, most victims are home in bed. This means that most of the spread occurs with direct family contacts.

7. What should a person do if exposed or think they have been exposed to smallpox?

The person should seek medical attention and/or advice from medical doctor.

Hazard Mitigation Information:
Process:

A representative of Public Safety was called upon to develop the Fort Valley State University Hazard Mitigation Plan based on previous plans and information. An opportunity for the campus community to review and comment on the plan was afforded by a printed copy being available in the Department of Public Safety.

The Peach County Mitigation Plan 2005 was used as one the primary planning documents for the completion of this plan. Information was compiled from historical sources, review of hazard locations using the FEMA and GEMA hazard mapping services, analyzing the risk to life, property and the environment that could potentially result from hazard events. The Hazard, Risk, and Vulnerability Assessment were completed by the following steps:

**Inventory of Critical Facilities.** Facilities are vitally important in the delivery of services to the university and surrounding community. They also play an important role protecting life during a potentially hazardous event. Critical facilities for Fort Valley State University.

**Hazard Identification.** Maps and historical data sources, including previous hazard mitigation plans completed by Peach County EMA were reviewed to identify the geographic extent and probability of the occurrence for various hazard events in Peach County and the City of Fort Valley.

**Profiling Hazard Events.** Causes and characteristics of each hazard, how it has affected Peach County and/or the university was analyzed.

**Vulnerability Assessment.** This step was completed by comparing each previously identified hazard with the inventory and hazard risk scores.

**Summary of Hazard Exposure, and Hazard Mitigation Goals and Objectives**

The risks to which the Fort Valley State University campus is exposed have been identified as follows:

1. **Severe thunderstorms, winds:** A severe thunderstorm as defined by the National Weather Service is a storm with hail equal to or greater than 3/4” in diameter or convective winds equal to or greater than 58 miles per hour. Even if a storm is not severe, it still remains a potential killer. Lightning, flash flooding, hail, and general thunderstorm, wind gusts pose a threat to life and/or property.
2. **Drought:** A drought is defined as a prolonged period of extremely dry weather sufficient to produce a serious hydrologic imbalance in the affected area.
3. **Winter storms:** A winter storm can range from a moderate snow over a few hours to blizzard conditions with blinding wind-driven snow that lasts several days. Some winter storms may be large enough to affect several states, while others may affect a single community. Many winter storms are accompanied by low temperatures and heavy and/or blowing snow, which can severely reduce visibility.
4. **Lightning:** Lightning is the most dangerous and frequently encountered weather hazard that most people experience each year. It is the second most frequent killer in the United States with nearly 100 deaths and 500 injuries each year.
5. **Flooding:** Flooding is an excess volume of water that is in a place or location where it is unwanted. Only a few inches of rapidly moving water can sweep an adult off of their feet and wash them downstream, causing serious injury or death.
6. **Hazardous materials spills:** Hazardous materials spills may involve any number of substances ranging from laboratory chemicals, cleaning products, fuels, petroleum products, or even office supply products. Any accidental or intentional release of any potentially hazardous substance may be considered a hazardous material spill. Spills may occur inside facilities, on roadways, railways, in creeks, streams or other waterways. Each individual case will dictate an appropriate response and cleanup.

7. **Wildfire:** Wildfire is an event where grassland, brush, and/or undergrowth are not intentionally set on fire for the purpose of a prescribed burn. Wildfires can rage out of control threatening life and property. Historical data was obtained from university records and interviews with community members.

8. **Fire:** For the purposes of this plan, a fire is defined as the unplanned burning of any university owned structure. The risks associated with fire on a university campus may rise where numerous buildings are in close proximity to one another increasing the possibility of rapid spread to other structures.

9. **Tornado:** Violent whirling wind accompanied by a funnel-shaped cloud is classified as a tornado. Severe weather conditions, such as a thunderstorm or hurricane, can produce a tornado. The extension may be up to 50 miles and move at speeds of 10 to 50 miles per hour. Through combined action of strong rotary winds and the impact of wind-born debris, destruction occurs. The official tornado season begins in March and continues through August, but may occur throughout the year. Weather band radios, tie-downs for mobile homes and warning systems are mitigating activities. Search and rescue damage assessment, and public information training are preparedness areas. Safe shelter-in-place is a key to response as well as assistance to persons injured, fires, and looting. After the tornado strikes, search and rescue, sheltering, provision of food and clothing to victims, and damage assessment are essential. Recovery may require total support to clear debris, repair utilities, rebuild, and return to a life of normalcy.

**Multi-Jurisdictional Considerations:**

Fort Valley State University enjoys the support of the local community in many efforts. Emergency preparedness, mitigation and response efforts are no exception. In 2005, the Peach County Hazard Mitigation Plan was completed. It is anticipated that the Fort Valley State University plan will be accepted by Peach County and may be used as an appendix item in the county mitigation plan.

The overriding goal of the Hazard Mitigation Plan is to develop and implement strategies to reduce or eliminate the threats to life and property associated with these nine identified risks. Each of the risks have been assessed to determine potential campus vulnerabilities to each risk and to develop strategies to address the specific liability exposure for each hazard. This information is contained in a separate document due to the sensitive nature of the information.

**List of Acronyms:**

Throughout this document there are commonly used abbreviations:

A list of the acronyms used is:

DNR………………………………………………………………………………………….Department of Natural Resources
IT Backup Storage:

The Information Technology Department is responsible for the secure back up storage of all information contained in the EOP. Due to the secure and sensitive nature of the documentation it is stored at an off campus site.
<table>
<thead>
<tr>
<th>Incident Name</th>
<th>Prepared by: (name)</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

**Map/Sketch**  
(include maps drawn here or attached, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)
## Initial Incident Objectives

## Summary of Current Actions

<table>
<thead>
<tr>
<th>Time</th>
<th>Action/Note</th>
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<td>Div./Group</td>
<td>Div./Group</td>
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</table>

**Unified Command**

- Safety Officer
- Liaison Officer
- Information Officer

**Current Organization**

- Operations Section
- Planning Section
- Logistics Section
- Finance Section

**FOSC**

**SOSC**

**RPIC**

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## Resources Summary

<table>
<thead>
<tr>
<th>Resources Needed</th>
<th>Time Ordered</th>
<th>Resources Identifier</th>
<th>On-Scene? (X)</th>
<th>NOTES: (Location/Assignment/Status)</th>
</tr>
</thead>
<tbody>
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