

RED BOOK

Savannah State University

Emergency Response Plan

2024-2025



SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

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SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

PURPOSE

The purpose of the Savannah State University 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 Savannah State University community.

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 campus. **NOTE: 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 Savannah State University to include those properties leased by the university.

The Emergency Response Plan uses 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 use to conduct response and recovery operations. See Appendix A.

Nothing in this plan shall be construed in a way that limits the use of good judgment and common sense in matters not foreseen or covered by the plan's elements.

AUTHORITY

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

MUTUAL AID AGREEMENTS

Savannah State University has the legal authority to enter into reciprocal agreements with City, County, or Municipal authorities (Mutual Aid Agreements) (MOU) to provide additional coverage during times of need. Savannah State University has mutual aid agreements with the City of Savannah Police Department (Savannah Police Department), the City of Thunderbolt Police Department, and the Chatham County Sheriff's Office.

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 Savannah State University Police Department.

STATE OF EMERGENCY DECLARATION

The President or his/her designee, 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:

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

The President or his/her designee and/or the Department of Public Safety Chief of Police or his/her designee 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 University Chief of Police serves as the Incident Commander and the Chief of Police, or his/her designee notifies the Emergency Preparedness Taskforce.

NOTIFICATION OF EMERGENCY SITUATION

IF YOU HAVE AN EMERGENCY CALL **9-1-1** or **912-358-3004**

Direct calls can be dialed from any telephone on campus (**912-358-3004**), to include **9-1-1** in the event of an emergency:

1. Emergency Medical Service (EMS)
2. A crime is in progress.
3. Fire Department
4. University Police
5. Persons or property are at risk.
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 Public Safety. The University Chief of Police or his/her designee will notify the Vice President of Business and Finance or his/her designee 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

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determine if there is a potential emergency. If there is a potential emergency, the Public Safety Department should be notified immediately.

The SSU Public Safety Department will follow standard procedures in assessing the information. If the University Chief of Police or his/her designee determines that the situation requires the activation of the Emergency Response Plan, the University Chief of Police or his/her designee will immediately notify the President or his/her designee.

The President or his/her designee 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.

If the President cannot be contacted by the Vice President of Business & Financial Administration, the following chain will be followed:

1. (Provost) Vice President for Academic Affairs
2. Vice President for Enrollment Management & Student Affairs

During emergency conditions, it is the responsibility of the University Chief of Police or his/her designee to determine the appropriate notification and avenues for notification of all emergencies including a State of Emergency declaration.

The Vice President of Advancement, Marketing and Communications or his/her designee will be the contact for distribution of information to the public.

EMERGENCY ALERT

These emergency systems are a means of communication with the University Police Communications Center.

The emergency intercom system is a red four by four-speaker box affixed inside buildings label “Press for Emergency.” The emergency intercom systems are designed for **emergency use only** and not for information or routine requests.

University Emergency Notifications are disseminated through Everbridge. 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 notified in an emergency include administration, faculty, staff, students and other public safety officials.

The Emergency Intercom Systems are in the following building:

Drew Griffith, Herty Hall, Howard Jordan, Tiger Arena, Hubert A, B, C, & D, Kennedy Fine Arts, Marine Biology, Payne Hall, Whiting Hall, Asia Gordon Library, Social Science Building, NROTC (Navy Reserve Officer Training Corps), Harris McDrew Health Center, Bowen Smith, Camilla Hubert, Wright Hall, Tiger Place, Adams Hall, Morgan Hall, Hammond Hall, Bostic Hall, Freshman Living & Learning Center, Wiley Wilcox, Tiger Court, and King Frazier.

EMERGENCY PREPAREDNESS TASKFORCE

Incident Commander: [REDACTED]

Chief of Police

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Team Members:

Chief of Police

President

VP of Advancement, Marketing and Communications

VP for Business and Financial Administration

Provost/ VP for Academic Affairs

VP for Enrollment Management & Student Life

University Counsel

Director of Human Resources

Emergency Management Coordinator

Director of Facilities and Physical Plant

Chief Information Officer

Director of Food Services as applicable

Athletic Director

Appendix B contains the current members and contact information for the Emergency Preparedness Taskforce.

In case of absence of and/or injury to the President, control shall be vested in the provost, after consultation with the Chancellor.

EMERGENCY OPERATIONS CENTER

The Department of Public Safety, Hubert-C Technology Building, will serve as the primary Command Center during emergencies. The second-floor conference room of Colston Administration will serve as an alternate location. In the event either location is deemed unsafe, a new location will be established.

CAMPUS CLOSURE

The decision to close the university shall originate from the President or his/her designee and is defined as suspending classes and all other activities except for essential services. The President or his/her designee shall work with the University System of Georgia Chief of Staff and Chancellor or his/her designee to inform the University System of Georgia of the proposed action. Afterward, the president or his/her designee will advise the Vice President of Advancement, Marketing, and Communications or his/her designee to inform media outlets. The decision will be conveyed internally by the Everbridge system and an email to ALL USERS. When the campus is closed, persons without a valid Savannah State University Identification Card shall be prohibited from entering the campus unless required via this plan.

PUBLIC INFORMATION AND PRESS

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The Vice President of Advancement, Marketing and Communications or his/her designee is responsible for the dissemination of news and will coordinate with the President or his/her designee for necessary approvals.

CONSIDERATIONS FOR PERSONS WITH DISABILITIES

The University hazards which present a threat to a person with disabilities are 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 Residential Directors and/or Community Assistants will assist the disabled person with emergency evacuations.
3. In the workplace, the immediate supervisor and/or an assigned person will assist the disabled person with emergency evacuations. [OBJ]
4. At special events, the coordinator and /or University Police will assist the disabled person with emergency evacuations.
5. At activities geared toward the public, the building supervisor, program coordinator, University Police officers and other emergency personnel will assist with the emergency evacuation of persons with disabilities.

LOCATION INFORMATION RELATIVE TO PERSONS WITH DISABILITIES

The Dean of Students should meet with all disabled persons to discuss emergency evacuation procedures or establish a meeting for the student/employee to meet with the Department of Public Safety and the Emergency Management Coordinator. The disabled person may assist with the development of an emergency evacuation plan based on his/her capabilities, limitations and special needs. The Department of Public Safety 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.

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The Emergency Management Coordinator will meet with building supervisors, secondary building supervisors, residence hall counselors, residential life staff, employee (s) with disabilities' immediate supervisor, and the Department of Public Safety employees annually to discuss information regarding evacuation procedures for persons with disabilities.

PLAN RESPONSIBILITY

The Department of Public Safety is responsible for the University Emergency Response Plan.

The Department of Public Safety is responsible for maintaining the Savannah State University's 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 team for approval. However, continual revision will occur as significant changes are identified during scheduled exercises or actual emergency events.

The Department of Public Safety employees are charged with continually re-evaluating their responsibilities considering changes in global, national, state or local situations well as technological changes. The Department of Public Safety employees must provide recommendations for updated information about their emergency responsibilities and operations to the Emergency Management Coordinator for incorporation into policy and the Emergency Response Plan.

PLAN DISTRIBUTION

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

1. The Office of the President
2. The Department of Public Safety
3. The members of the President's Cabinet
4. University Deans
5. The University System of Georgia Board of Regents
6. SSU Public Safety website

DISTRIBUTION OF EMERGENCY PREPARATION INFORMATION

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

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

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- Campus Signs, including digital marque signs
- Website

TRAINING

The Department of Public Safety's Emergency Management Coordinator will coordinate annual drills, tabletop 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 Emergency Management Coordinator will provide training to individuals and/or units as needed.

The University Chief of Police or his/her designee will ensure personnel assigned as primary first responders for the University will 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 Public Safety receives at least 4 hours of Emergency Management training per year (NIMS/ICS, EOC principles, etc.).

SPECIFIC INCIDENT ACTION PLANS

SEVERE WEATHER

COMMUNICATION

The Emergency Management Coordinator will monitor CEMA (Chatham Emergency Management Agency) alerts and advisories and those of the National Weather Service for updates and tracking information on storms that may threaten the university. The University Chief of Police or his/her designee and the President or his/her designee will be updated immediately tropical systems that could affect the campus.

The Emergency Management Coordinator will schedule a meeting with the Emergency Preparedness Taskforce after receiving notification that inclement weather could affect the campus.

The Emergency Management Coordinator will communicate with the City of Savannah Police Department (Savannah Police Department), the City of Thunderbolt Police Department and the Chatham County Sheriff Office, and Emergency Management Officials to ascertain the road conditions and the weather forecasts.

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

The Emergency Management Coordinator will notify the Emergency Preparedness Taskforce of any adverse road conditions. The Emergency Preparedness Taskforce will determine further actions in accordance with the road and weather conditions, including any decisions made regarding closing the university, dismissing classes, relieving employees of duty, etc.

The Vice President of Advancement Marketing and Communications or his/her designee will notify the media of campus closure announcements.

Due diligence will be applied to move residential students to safety once the decision has been made that the campus should be evacuated.

SPECIAL ASSIGNMENTS

University Police

- All employees will be placed on "**stand-by.**"

Plant Operations

- The Director of Facilities will place necessary employees on "**stand-by.**"

TRANSPORTATION

The Vice President for Business & Financial Administration is responsible for securing transportation for students and temporary housing if necessary.

ELECTRICAL OR POWER FAILURE

University Police will contact the following:

- Utility Departments (Georgia Power as applicable)
- The Vice President of Business & Financial Administration or his/her designee

Severe Weather

- The VPBF will notify the President while Public Safety/Campus Police notifies others on the communication channel
- Facilities Director/ Heat, Ventilation and Air Condition Supervisor
- Information Technology
- Marketing and Communications

Medical Emergency

Report all medical emergencies occurring on campus to Savannah State University (SSU) Police, 912-358-3004 and/or contact 911.

- Always determine and report if the person is conscious or unconscious.
- SSU Police Dispatch will direct officers to the scene.
- SSU Police Dispatch will call EMS whenever necessary.
- The person reporting the emergency must stay on the telephone line with the dispatcher until released by them to assure that all necessary information is completed.
- SSU 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.
- SSU Public Safety Officer will generate a detailed report of the incident.
- Depending on the severity of the incident, The Dean of Students Affairs will be notified by SSU Public Safety Communication Center or The University Chief of Police or his/her designee.
 - Below, is a list of pertinent information to be obtained and relayed to Vice President of Student Affairs / Dean of Students
 - Student's name
 - Living assignment
 - Student Identification Number
 - Date of Birth
 - Brief synopsis of incident

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Fire/Bomb Threat

FIRE

ACTIVATION

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

- Report on 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

In the event of a fire or if there is a strong smell of smoke, the observer should immediately locate the closest fire alarm and activate it. Upon activating the fire alarm, the observer should go to the safest building or nearest telephone and call “912-358-3004 or 911”.

ACTION PLAN

All university buildings are equipped with fire extinguishers, smoke alarms and fire alarms, which are audible and bear flashing lights for the hearing impaired. Floor plans depicting evacuation routes and exits are placed throughout each building. In addition, lighted exit signs are located at every exit. If possible, extinguish the fire. If the fire is not extinguishable, pull the fire alarm system to alert other occupants in the building.

In the event of a fire or if there is a strong smell of smoke, the observer should immediately locate the closest fire alarm and activate it. Upon activating the fire alarm, the observer exits the building to a safe location.

1. The Savannah State University Department of Public Safety and the Savannah Fire Department (SFD) will respond to any campus emergency that involves fire. The Chief of Police or his/her designee will inform the Vice President of Business and Financial Administration who will then notify the President or his/her designee.

Since there is no way of knowing which alarms false or which ones are real, all alarms are taken seriously. The communications officer shall place a phone call to the Fire Department after receiving confirmation of a fire. Police personnel shall keep the area clear and keep all persons a safe distance from the building.

DISPATCH

The Savannah State University Police shall immediately respond to the call, assess the situation, and evacuate the building. When the fire department personnel arrive, they will aid in the building search to ensure that it is completely evacuated and/or provide necessary assistance. If a fire is not discovered, and the building is determined safe, the fire alarm will be reset, and the occupants will be allowed to re-enter the building.

University Police shall make every effort to determine the party that activated a false alarm. If the alarm was activated for precautionary reasons, an officer will meet with the activator and make a written report of the incident. A complete written report shall follow any fire alarm activation.

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Fire/Bomb Threat

The dispatcher will contact the following agencies/persons and advise with message:

- Savannah Fire Department
- University Chief of Police
- Plant Operations Director of Facilities
- Off duty University Police personnel (as needed)

If the surrounding community is threatened, the Chatham Emergency Management Agency shall be notified and their emergency procedures activated, if necessary.

OFFICERS

The Officer on duty (first responder to scene) shall be Incident Commander of the scene until superior ranking Officers arrive at the site, (superior ranking Officers: Chief of Police, Major, Commander and Sergeant, of the University Police Department).

The Officer in command is responsible for:

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

The University Chief of Police or his/her designee, will notify the President or his/her designee as information is available and as soon as possible.

Emergency first responders will clear the building. Once the building is cleared for re-entry, all occupants will be instructed to return to their duty stations.

The responding Officer will generate a detailed report and all other responding Officers will generate a supplemental report to the initial report taken.

TRAINING

Simulated Fire Drills will be conducted by the Emergency Management Coordinator and in partnership with the Vice President of Enrollment Management/ Student Affairs, Dean of Students and the Housing Director to get the University family acquainted with evacuating buildings quickly. The occupants shall follow routes outlined on the evacuation charts, 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).

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Fire/Bomb Threat

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. See Appendix C.
- 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 Chief will make the determination if 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 important to decrease panic.
- The Officers shall advise occupants to leave the building as quickly as possible and remain at a safe distance from the building.
- Once the Officers feel that the building is free of occupants, the Officer will assign other employees 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."**

- University Chief of Police
 - a) Who will then notify the Vice President of Business & Financial Administration
 4. Who will then notify the University President & the VP of Advancement, Marketing & Communication as applicable
- Savannah Bomb Squad
- Savannah Fire Department
- Alcohol, Tobacco & Firearms (ATF)
- Ft. Stewart Emergency Ordinance Disposal (EOD)
- Off duty University Police personnel (as needed)

If a threat is made by way of a letter,

- All evidence will be carefully collected so that any fingerprints, typewriting, inks, handwriting, or the paper itself can be preserved for analysis.
- Note: The response to the suspected location of the threat made by letter will be the same as that for a phone call.

If a threat is made by way of an email,

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Fire/Bomb Threat

- The message should be forwarded to Information Technology Services (ITS) at e-mail address cyber@savannahstate.edu as well as the Department of Public Safety Chief of Police and Emergency Management Coordinator.
- A phone call, to Information Technology (I.T.) outlining the details of the situation, should follow the email

The University Chief of Police or designee will notify the Emergency Preparedness Taskforce.

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: Chief of Police, Major, Commander or Sergeant, of the University Police Department, Savannah Police Department (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
- c) 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) Seek assistance as needed from individuals with explosives expertise
- c) Alert Officers to remove crowd to "safety" away from the area.

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

Police and emergency first responders, or the person designated by the University Chief of Police or his/her designee, as the threat expert, will clear the building(s).

Once the 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.

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 University Police.

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Fire/Bomb Threat

- Keep emergency telephone lines 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 the department.
- Assign persons to assist in searching/evacuating public areas, such as bathrooms, lounges, stairwells, hallways, elevators, etc.
- Notify the Director of Physical Plant.
- Should there be an explosion, implosion, and/or a community threat of, notify CEMA and GBI.
- If the university community is displaced, the American Red Cross shall be requested to open shelters to house residence hall students. University buses and vans and those requested through CEMA will be used to transport students who do not have a local residence, transportation, and those with special needs.

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Demonstration and/or Disruption

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 (University System of Georgia) 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 University Chief of Police.

BOR policy 12.2 Disruptive Behavior can be reviewed at

<http://www.usg.edu/policymanual/section12/C1765?highlight=disruptive+behavior>

NOTIFICATION

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

PLAN OF ACTION

1. The Emergency Preparedness Taskforce will meet to discuss the situation.
2. If the dissident group is a student group,
 - a. The Vice President of Enrollment Management & Student Affairs and his/her staff will make every 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 or his/her designee will direct these discussions in consultation with the Vice President for Enrollment Management /Student Affairs and the Officers of the Student Government Association.
3. If the dissident group is a non-student group,

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Campus Demonstration and/or Disruption

- a. The respective Vice President will make every 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 or his/her designee will direct these discussions in consultation with the appropriate members of the Emergency Preparedness Taskforce.
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.
 - a. 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 people from demonstrators when they are being attacked and when necessary to protect the university property from severe damage from disturbance.
5. Negotiations will be conducted as follows.
 - a. Students involved in the disruption shall be asked to utilize the Student Government Association to meet with the President or his/her designee, and the Vice President of Enrollment Management & Student Affairs. The President or his/her designee may consult with others as needed during the negotiation period.
6. After negotiations are underway or if the students refuse to negotiate, the President or his/her designee 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.
7. 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.
 - b. The President or his/her designee shall request an injunction through the Office of the Executive Secretary of the Board of Regents.
 - c. Evidence gathered through the tape recordings and photographs of the disruption shall be made available for use to secure the injunction.
 - d. 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.
8. In case of a violent or destructive disruption when time and circumstance prevent the procuring of an injunction the following action will be taken:
 - a. The University Chief of Police or designee will request assistance from surrounding agencies.
 - b. The campus would be locked down to all non-residents.
 - c. Officers will utilize the least intrusive method to disperse the gathering.
 - d. 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: O.C.G.A. 16-11-35 of the Criminal Code of Georgia (Georgia Laws 1982, page 1345).***
 - e. Arrest and student disciplinary actions taken shall be made for noncompliance and for offenses committed within view of the Officers on duty.
 - f. Warrants may be secured from the Magistrate Court Judge, using the evidence gathered by the photographs, the tape recordings and the testimony of observers.
 - g. Officers will identify the injured and provide and/or request emergency assistance as needed.

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Campus Demonstration and/or Disruption

SPECIAL ASSIGNMENTS

The President or his/her designee and the University Chief of Police or his/her designee shall share the responsibility of all activities relating to on-the-scene disturbances and shall serve as the negotiating agent and liaison officer with the demonstrators.

Members of The Department of Public Safety shall not ever discuss this with the demonstrators. The Department of Public Safety shall act as stabilizing agents to prevent violence and **will not attempt to negotiate.**

The Department of Public Safety shall have the responsibility for securing all campus buildings.

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

The President of the Student Government Association shall select several representatives to serve as Student Leaders to maintain order. Student Leaders shall serve as a stabilizing force to prevent violence and attempt to point out those students who are directly involved in the disruption.

Faculty, Staff and Student Crisis Response:

Savannah 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 focus is to narrow down the time and focus on intervention.

Crisis Defined:

Crisis: 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 a crisis incident and convey it to the appropriate resources. In the event of a crisis call **Savannah State University Department of Public Safety 912-358-3004 or 911)**

Critical incidents: shall include situations involving threats of harm to students, personnel or facilities. Critical incidents include natural disasters, fire, use of weapons/explosives, and taking hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies.

Other Resources for a Crisis:

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 Talkline 1(800)246-7743
5. Suicide Prevention 1(800)273-8255
6. GA Crisis Line 1(800)715-4225

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Natural Disasters

NATURAL DISASTERS

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

Authority for this plan is contained in the Georgia Emergency Management Agency Act, 1982. In the event Chatham County is affected by a natural disaster, for example, **tornado, flood, fire, hurricanes and other catastrophic events**, action will be taken by the local government as appropriate and practicable to minimize loss of life and property. [06]

NOTIFICATION

The Chatham Emergency Management Agency, referred to as “CEMA,” is the agency entrusted to provide residents of Savannah-Chatham County with the latest information on threatening conditions and storms that threaten the area. CEMA will provide information about an approaching storm and advisories on the need to evacuate and evacuation coordination. Watches and warnings are issued by the National Weather Service National Center.

The Savannah State University Department of Public Safety will maintain contact with CEMA and will monitor CEMA alerts and advisories as well as those of the National Weather Service for updates and tracking information on storms that may threaten the university.

The University Chief of Police or his/her designee will notify the President or his/her designee that a tropical system has formed that could impact the campus and will continue to track the storm’s development and provide daily updates to the President or his/her designee.

The President or his/her designee will convene a meeting of the Emergency Response Team after receiving the initial notification that a storm that could impact the campus.

Emergency Notification

Savannah 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 that poses an immediate threat to the health and safety of campus community members. Savannah State University uses the Everbridge emergency notification system. Everbridge is a community outreach notification tool designed to aid in the distribution of valuable information. A message can be sent on or off campus by Marketing & Communications and University Police to communicate with students, faculty, staff, community and parents about emergency situations, school events and critical issues impacting Savannah State University. **Messages are sent via voice and/or text messages to homes, work or cell phones.** We can make one phone call that reaches faculty, staff, students, parents and the community within minutes.

Everbridge is an emergency notification service available to students, staff, and anyone in the University community who wants to subscribe. Everbridge can be used to send emergency messages within minutes of an incident.

Emergency messages will also be sent to ALL USERS via email. This message will be sent from Marketing & Communications.

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Natural Disasters

Warning Systems and Stages:

Tropical Storm Watch: An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified coastal area within 48 hours.

Tropical Storm Warning: An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected within the specified coastal area within 36 hours.

Hurricane Watch: An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible somewhere within the specified coastal area. Because hurricane preparedness activities become more difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Warning: An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified coastal area. Because hurricane preparedness activities become more difficult once winds reach tropical storm force, the hurricane watch is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

Enrollment in local colleges, 2005

CATEGORY	MPH	DAMAGE
1	74-95	Minimal
2	96-110	Moderate
3 (major)	111-130	Extensive
4 (major)	131-155	Extreme
5 (major)	155+	Catastrophic

Tornado Watch: The National Weather Service (NWS) issues tornado watch when conditions are favorable for the formation of a tornado. The “watch” is exactly as it is stated. There should be a careful watch for funnel shaped clouds and/or erratic cloud movements.

Tornado Warning: The NWS issues a tornado warning when a tornado has been sighted. This means that people should take shelter immediately. A tornado is totally unpredictable.

Savannah State University performs an annual test of the system. The following procedures outline the process the University uses when issuing emergency notifications.

RESPONSIBILITIES

Response team members shall meet with their respective units to ensure that all units are aware of the impending threat and shall review the readiness plan for the unit, including preparations to implement protective measures for vital records and data and preparations for evacuation.

SSU OPERATIONS

When it becomes imminent that the campus must be evacuated, the Emergency Preparedness Taskforce shall hold a meeting to ensure that all plans have been completed and that all authorized activities have been carried out, i.e., all students have been properly informed and are at the loading zones, all records have been relocated and secured and all other property has been secured, etc. The remote command

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Natural Disasters

center shall be established. A date and time shall be established for all taskforce members to meet and assemble at the command center to begin recovery and re-entry procedures.

PUBLIC INFORMATION

The Vice President of Advancement, Marketing and Communications or his/her designee will be the primary contact for the press.

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Active Shooter/Barricaded Gunman

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.

Savannah 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 is that of mass murder, rather than other criminal conduct such as robbery or hostage taking. For this plan, the term “active shooter” will also include anyone who uses another deadly weapon or device to inflict serious bodily injury or death systematically or randomly to others over a continuous or extended timeframe.

NOTIFICATION

- a. The shift supervisor will immediately notify the Police Command Staff and apprise them of the current situation.
- b. The University Chief of Police or his/her designee will immediately notify the Vice President of Business & Financial Administration who will then notify President or his/her designee and apprise the President or his/her designee of the situation.
- c. The on-duty communications specialist/dispatcher will be instructed to immediately activate the warning notification procedures.
- d. The campus will go under an immediate lockdown procedure consisting of securing perimeter gates to prevent anyone from entering or exiting the campus. All residential, academic, athletic, and other facilities will be immediately locked and secured by the building coordinators and residential directors who will report their status as well as provide student and personnel accountability to the Savannah State University Department of Public Safety.
- e. The on-duty communication specialist/dispatcher will notify the Savannah Police Department (SPD) to request assistance and tactical support of their Emergency Response Team (ERT) and any other additional personnel needed to secure or eliminate the threat and minimize harm to others. In addition, notify the Chatham Emergency Management Agency (CEMA), emergency medical facilities (Memorial and/or Candler/Saint Joseph Medical Hospitals), Georgia Bureau of Investigation (GBI), and the Georgia State Patrol (GSP) to request assistance and additional needed personnel.
- f. The President or his/her designee shall convene an emergency meeting of the Emergency Preparedness Taskforce as soon as possible to review all task to be performed, media notification; and timetable to notify the President or his/her designee of preparedness status.
- g. Task force members will meet with or contact their respective departments/units to ensure individuals are aware of the impending threat and inform them of precautionary measures deployed to eliminate the threat.
- h. The Incident Commander will establish and identify a safe staging area for medical units and treatment of the injured.
- i. The Incident Commander and Vice President of Advancement, Marketing and Communications or his/her designee shall identify a joint information center (JIC) area for public information releases and updates.

ACTION PLAN

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Active Shooter/Barricaded Gunman

- a. All on-duty officers not on an emergency call will respond to the active shooter's scene. If shots are continuously heard by responding officer(s), the shift supervisor or senior officer will immediately put together a two to four-person contact team to engage/eliminate the threat.
- b. The senior officer on scene will serve as incident commander until relieved at the direction of the chief of police or other responding law enforcement force.
- c. All off-duty officers will be recalled for duty and will remain on duty until a new incident shift rotation can be established.
- d. Officers will gather information as rapidly as possible. This will be achieved through means including communication/dispatcher information, eyewitness information, video surveillance footage, reports of individuals fleeing the scene, sounds of gunfire/explosives, and officer observations.
- e. All personnel will adhere to restricted use of the radio to emergency traffic only and give priority to the contact team operating on the Savannah State University Department of Public Safety primary channel.
- f. Officers will use aimed directed fire only at targeted person(s) identified as an immediate threat of death or serious injury to another as demonstrated by their current or immediate past behavior.
- g. The team shall be sure of its desired target, what is between the team and the target, and what is beyond the target to avoid injury to bystanders.
- h. The team will confront, neutralize and, if practical, eliminate the assailant(s) responsible for the aggressive deadly behavior. In this situation, deadly force is authorized.
- i. Auxiliary services will arrange for meals and water for emergency response personnel and affected/displaced students, faculty and staff for the incident.
- j. Faculty and staff will follow notification instructions of Savannah State University Officers and external law enforcement guidance in responding to the incident.
- k. Absent other guidance, faculty and staff will maintain order and maintain students in the location where they are located when they receive notification of the incident, if the location does not appear to be involved in the shooting incident. Faculty, staff and students should remain in their location until receiving an all-clear notification from Savannah State University Department of Public Safety, the law enforcement team, or University Communications.
- l. The law enforcement team will advise "All clear" when the threat has been eliminated. Savannah State University Department of Public Safety and/or University Communications will notify campus constituencies of all-clear status.
- m. All personnel will prepare for after-action review, including maintenance of records of actions and communications.

AFTER ACTION

- a. The Savannah State University Department of Public Safety will conduct an internal investigation separate from the criminal investigation conducted by the GBI.
- b. The University Chief of Police or his/her designee will disband the response team(s) and other responding officers.
- c. All personnel associated with the incident will complete a written after-action report outlining their participation, roles, duties, and outcomes associated with the incident.
- d. The Incident Commander will ascertain a manifest of all parties secured and housed at the staging area.
- e. The Incident Commander will task the emergency coordination and mass care functional areas to account for students, faculty, and staff.

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Active Shooter/Barricaded Gunman

- f. A search and rescue team composed of law enforcement and fire safety personnel will search the affected location(s) in search of victims who might be hiding and frightened by the shooter.
- g. The team will remove, identify and secure all fatalities and any other injured parties.
- h. The Emergency Preparedness Taskforce will assess the incident by completing an Executive Summary, Incident Overview, Incident Synopsis, and Analysis Mission Outcomes and Identify the Critical Task Performance Objectives of the incident.
- i. The Director of Physical plant will recall all personnel for clean-up and hazardous material and debris removal.
- j. The Vice President of Advancement, Marketing and Communications or his/her designee will disseminate university statements to the media and/or set up a press conference for media updates and information on university operational status.
- k. All responding officers and agencies will generate either a detailed incident report with a supplement from support officers or an After-Action report (depending on the agency).
- l. SSU PD Criminal Investigations Supervisor or his/her designee will request CAD from all responding agencies for evidence purpose
- m. SSU Department of Public Safety representative will maintain a crime scene log or egress and ingress of all persons who enter the crime scene area.
- n. GBI will be notified as soon as it is safe to do so.

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Pandemic Influenza

BIOTERRORISM/SUSPICIOUS PACKAGES

There are three distinct instances when a response to a threat should be initiated: when a phone call, letter, or e-mail is received indicating an incident or when there has already been a detonation of a device.

If the threat has been made by letter, all evidence will be carefully collected so that any fingerprints, typewriting, inks, handwriting, or the paper itself can be preserved for analysis. The response to the suspected location of the threat made by letter will be the same as that for a phone threat.

The following are guidelines to help identify suspicious packages and envelopes and some visible characteristics.

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 titles 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 items on a stable surface.
- Do not sniff, touch, or taste the contents.
- Alert others in the area about the suspicious package.
- Wash hands with soap and water to prevent spreading potential infections.

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Pandemic Influenza

- Create a list of people who were in the room or area when the suspicious package was received.

PROTOCOL FOR HANDLING SUSPICIOUS PACKAGES OR ENVELOPES

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 the Department of University Police and Safety at 912-358-3004 or 912-358-3010 and 911.
 - a. The Chief of Police will notify the Vice President of Business & Financial Administration or their designee
 - i. The Vice President of Business & Financial Administration will notify the President.
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 the room where the letter suspicious items are located, identify victims fully. This information is 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 VP of Enrollment Management & Student Affairs. The Vice President of Enrollment Management & Student Affairs will notify the President.

The Dean of Students will notify the Emergency Preparedness Taskforce.

The Vice President of Advancement Marketing and Communications or his/her designee, in cooperation with the Office of Student Affairs and the Department of Human Resources will communicate to the campus community information as needed.

ACTION PLAN

The Emergency Preparedness Taskforce will meet and determine if there is a need for the campus to be closed to reduce the spread of the virus.

If a quarantine facility is identified on campus,

SAVANNAH STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Pandemic Influenza

The Office of Student Affairs will ensure that necessary supplies (i.e., mask, gloves, cots, blankets, water, and food rations) are sufficient.

The Office of Student Affairs will notify the President's Cabinet, Residential Life, Dining Services and University Police in case of an outbreak.

The Office of Student Affairs will receive instructions from the Center of Disease Control (CDC), local Health Department or our local designated Emergency Management Coordinator.

The Chief of Police or their designee is identified as the Incident Commander after an epidemic.

The Vice President of Advancement, Marketing and Communication or their designee will be notified reference notifying the news media.

In the event of a quarantine the Residential Life Director and the Dean of Student Affairs will determine which residential buildings will be utilized for the housing of students, faculty and staff affected by the epidemic and will be responsible for meal delivery.

TRAINING AND PREVENTION

The Office of Student Affairs 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 into 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 100F and free of fever without taking fever reducing medication

Everyone is encouraged to have the Flu Vaccination to reduce the chances of contracting the flu.

APPENDIX A: 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 (SAR) 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.

SAVANNAH STATE UNIVERSITY

APPENDIX B: MANAGEMENT TEAM MEMBERS

Title	Name	Email	Phone
President	Cynthia Robinson Alexander	alexanderc@savannahstate.edu	912-856-8326
Chief of Staff	Karen Wheel Carter	Carterk@savannahstate.edu	912-755-0697
Senior VP of Organizational Effectiveness	Jerry Rackliffe	rackliffej@savannahstate.edu	404-232-9555
VP Business and Financial Administration	Megan Davidson	davidsonm@savannahstate.edu	706-506-4567
Provost	Dr. Richard Miller	Millerr@savannahstate.edu	270-799-7806
Associate VP of Academic Affairs	Sametria McFall	mcfalls@savannahstate.edu	912-596-0993
VP of Enrollment Management & Student Affairs	Raymond Clarke	clarker@savannahstate.edu	225-810-7930
VP of Advancement, Marketing & Communications	LeAndrea Mikell	mikell@savannahstate.edu	912-615-2921
Legal Affairs	Flora Devine	devinef@savannahstate.edu	912-675-0773

SAVANNAH STATE UNIVERSITY

APPENDIX C: EMERGENCY CONTACTS

AGENCY	BUSINESS TELEPHONE
Mike Coverson/USG Chief of Police	470-426-3706
University of GA Chancellor	404-962-3162
PUBLIC SAFETY	
Alcohol, Tobacco & Firearms (ATF)	650-6550
Board of Education Police	912-395-5536
Chatham County Sheriff	912-652-7600
Federal Bureau of Investigations	912-232-3716
Ft. Stewart Emergency Ordinance Disposal (EOD)	912-767-8717 or 8718
Georgia Bureau of Investigation	478-445-4173
Georgia State Patrol	912-754-1180
Savannah State University Public Safety Department	912-358-3004
Savannah Fire/Hazmat	912-651-6758
Savannah Metro Police Department	912-652-6667
Savannah-Chatham Bomb Squad	652.6502
Thunderbolt Police Department	912-354-3818
Tybee Police	
UTILITIES	
Atlanta Gas	1-877-427-4321
City of Savannah Water Service	912-651-6460
Georgia Power	1-800-390-2894
HOSPITALS	
Candler Hospital	912-819-6000
Memorial Hospital	912-350-8000
Poison Center	912-355-5528
St. Joseph Hospital	912-819-4100
EMERGENCY MANAGEMENT	
Chatham County Emergency Management	912-201-4500
Red Cross	912-203-7332
Savannah Communications	912-964-1479

SAVANNAH STATE UNIVERSITY

APPENDIX D: BOMB THREAT CALL CHECKLIST

STAY CALM

NUMBER on caller ID _____

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. Where is the bomb right now?
2. What will cause the bomb to explode?
3. When is the bomb going to explode?
4. What kind of bomb is it? _____
5. What does it look like? _____
6. Who placed the bomb? _____
7. Why was the bomb placed? _____
8. How do you know this information? _____
9. What is your name? _____
10. Where are you calling from? _____
11. What is your address? _____

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 the voice is familiar, who did it sound like? _____

SAVANNAH STATE UNIVERSITY

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

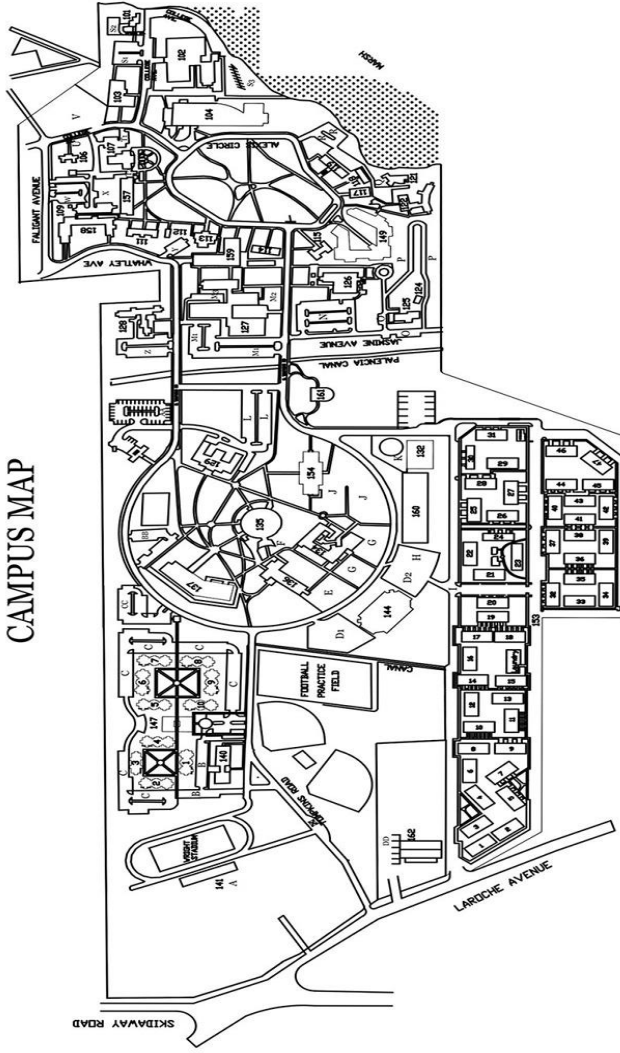
Date: _____

Report calls immediately to: UNIVERSITY POLICE DISPATCH

APPENDIX E: CAMPUS MAP

SAVANNAH STATE UNIVERSITY

SAVANNAH STATE UNIVERSITY CAMPUS MAP



LEGEND:

- 101- GARNER HALL
- 102- WILEY-WILCOX GYM
- 103- COLSTON ADMINISTRATION
- 104- KING FRAZIER STUDENT CENTER
- 105- INFORMATION HOUSE
- 106- HODGE HALL
- 107- HILL HALL
- 109- LIFT STATION
- 111- MORGAN HALL
- 112- MORGAN ANNEX
- 113- ADAMS HALL
- 114- HERTY HALL
- 115- POWELL HALL
- 117- HAMMOND HALL
- 118- PUBLIC SAFETY
- 119- C. HUBERT RESIDENT HALL
- 121- MARINE BIOLOGY
- 122- BOWEN-SMITH RESIDENT HALL
- 124- COTTAGE 9
- 125- HEALTH CLINIC
- 126- FAYNE HALL
- 127- HUBERT TECHNOLOGY
- 128- HUBERT RESIDENT HALL
- 129- J.E. KENNEDY FINE ARTS
- 131- PUMP HOUSE
- 132- EYERS PHYSICAL PLANT
- 134- MORGAN BUSINESS SCHOOL
- 135- A.H. GORDAN LIBRARY
- 136- WHITING HALL
- 137- DREW-GRIFFITH SCIENCE
- 140- NROTC AND FIELD HOUSE
- 141- T.A. WRIGHT STADIUM
- 144- TIGER ARENA
- 147- UNIVERSITY VILLAGE
- 149- FRESHMEN LIVING/LEARNING CENTER
- 153- UNIVERSITY COMMONS
- 154- SOCIAL SCIENCE BUILDING
- 155- TIGER EXPRESS
- 156- GLAND HUT
- 157- TIGER POINT RESIDENCE HALL
- 158- TIGER PLACE RESIDENCE HALL
- 159- TIGER COURT RESIDENCE HALL
- 160- NEW STUDENT CENTER
- 161- THE PATILLO
- 162- FOUNDATION HOUSE

PARKING LOT LEGEND:

- A- Wright Stadium (F/V/R)
- B- ROTC (F/S/R)
- C- University Village (RD)
- D- Tiger Area (West) (F/S/C/V/R)
- E- Tiger Area (East) (F/S/R)
- F- Whiting Hall (F/S/C/V/R)
- G- Howard Jordan (F/S/R)
- H- New Student Union (V/C)
- I- University Commons (RD)
- J- Social Sciences (F/S/C/V/R)
- K- Physical Plant (F/S/R/V)
- L- Kennedy (F/S/C/V/R)
- M- Hubert Tech (F/S/C)
- N2- Hubert Tech (Campus Police) (Service Vehicles Only)
- N3- Hubert Tech (F/S/R)
- N4- New Student Union (V/C)
- O- Harris McIvor Health Center (Patients) (F/S/C/V/R)
- P- FLC & Bowen-Smith (RD)
- Q- Hammond Hall (F/S)
- R- Camilla Hubert (RD)
- S- Wiley Wilcox Gym (F/S/R)
- S2- Gardier Hall (F/S/R)
- S3- Cafeteria (F/S/R/V)
- T1- Hill Hall (East/Side) (R/V)
- T2- Hill Hall (North/Behind) (R/V)
- U- Hodge Hall (R/V)
- V1- Colson (North) (R)
- V2- Colson (East) (F/S/R/C/V)
- W- Tiger Place (RD)
- X- Tiger Point (RD)
- Y- Morgan Hall (R/F/S/V)
- Z- Basic (RD)
- AA- Tiger Express (RD/C/V/B)
- BB- Drew Griffith (F/S/R/C/V)
- CC- University Village (Overflow) (R/V/C)
- DD- University Advancement (Alumni House) (F/S)
- EE- Harris Hall (F/S)
- FF- Alast Grede (F/S/V)

APPENDIX F: GLOSSARY OF TERMS

Active Shooter- a subject(s) who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others.

Campus Closure - Measure order in which all classes are suspended; most campus academic, administrative, and support operations are closed. Minimal utilities will be supplied to buildings. Routine housekeeping and maintenance activities will cease until the reopening of campus buildings is announced. Buildings will be secured in a way to prevent reentry by all but approved essential employees. SSU DPS, safety and facilities staff and a few other essential employees will be available to maintain safe, secure, and hazard-free buildings if conditions allow them to do so without jeopardizing their health and safety.

Command Center - The physical location where information and resources to support incident management activities take place. The SSU Command Center serves a comparable function to an emergency operations center (EOC) in a government setting.

Crisis- Crises shall include but are not limited to situations involving death of a student, staff member, faculty member, or member of a student's immediate family be it suicide, substance abuse, illness, or accident.

Critical Incidents- Situations involving threats of harm to students, personnel, or facilities. Critical incidents include natural disasters, fires, use of weapons/explosives, and taking hostages.

Crisis- Pertaining to computers and their support systems, such as servers, routers, and switches.

Emergency- A situation or event that requires immediate response to prevent or reduce imminent danger to human life and/or significant property damage. Regarding federal declarations of emergency, as defined by the Stafford Act, an emergency is "any occasion or instance for which, in the determination of the President or his/her designee, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States."

Emergency Action and Disaster Management Plan (EADMP)- The "steady-state" plan maintained by the university to assign responsibilities for mitigation, preparedness, response and recovery activities for an emergency incident impacting or potentially impacting the Savannah State University campus. The EADMP is comparable to an Emergency Response Plan (ERP).

Emergency Response Plan (ERP) is activated when emergencies affecting the campus cannot or should not be managed through normal operational procedures. Examples of an ERP are: Violent Criminal Acts, Severe Weather Emergencies, Extended Power Outages, Fire and Explosion, Hazardous Material Incidents, or Flooding.

Evacuation- Organized, phased, and supervised withdrawal, dispersal, or removal of students and personnel from dangerous or potentially dangerous areas, and their reception and care in safe areas.

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Everbridge- Electronic notification system that disseminates emergency notifications via email, telephone, and text messages.

Hazard- Something that is potentially dangerous or harmful that is often the cause of an unwanted outcome.

Hazardous Material- For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

Hazardous Substance- As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 USC. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 USC. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA (Environmental Protection Agency) Administrator has acted pursuant to section 7 of the Toxic Substances Control Act (15 USC. § 2601 et seq.).

Historic Property- Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 USC. § 470(w)(5)].

Hurricane Warning- An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Watch- An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Incident- An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

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Incident Command Post (ICP)- The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS)- A standardized on-scene emergency management construct designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC)- The individual responsible for on-scene incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Infrastructure- The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Joint Information Center (JIC)- A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Operations Center (JOC)- The JOC is the focal point for federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident. The JOC becomes a component of the JFO when the National Response Framework (NRF) is activated.

Jurisdiction- A range or sphere of authority. Public agencies have jurisdiction over an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, state, or federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer- A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government- A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; or a rural community, unincorporated town or village, or other public entity (as defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002)).

Lock-down- A temporary sheltering technique, intended to be used for minutes up to several hours as needed, used to limit civilian exposure to an active shooter or similar incident. Occupants of any

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building within the subject area will lock all doors and windows, not allowing entry or exit to anyone until an all-clear notification has been provided. Movement into, off, and within campus may be restricted by SSU DPS.

Major Disaster- As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mitigation- Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mutual Aid Agreements (MOU (memorandum of understanding))- Reciprocal agreements with City, County, or Municipal authorities to provide additional coverage during times of need.

National Disaster- An unexpected and unprovoked event that occurs, for example, tornado, flood, fire, hurricane, or other catastrophic events.

National Incident Management System (NIMS)- A system mandated by HSPD-5 that provides a consistent, nationwide approach for federal, state, and local governments; the private sector; and NGOs (Nongovernmental Organization) to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, and local capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Nongovernmental Organization (NGO): A nonprofit entity based on interests of its members, individuals, or institutions not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Pandemic- A global disease outbreak. An epidemic involves many people becoming ill with a communicable disease at one time; a pandemic is an epidemic in which cases are occurring worldwide. A few related terms (from the CDC):

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- The novel H1N1 flu is a new influenza virus causing illness in people. This new virus was first detected in the U.S (United States). in April 2009 and has spread to many countries around the world. • Bird flu is commonly used to refer to avian flu. Bird flu viruses infect birds, including chickens, other poultry and wild birds such as ducks. • Avian flu (AI) is caused by influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. Highly pathogenic H5N1 is deadly to domestic fowl, can be transmitted from birds to humans, and is deadly to humans. There is no human immunity and human vaccine availability is limited. • Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. • Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.
- Coronavirus (COVID-19) is a respiratory disease caused by SAR-CoV-2; a new coronavirus discovered in 2019. The virus is thought to spread from a person through respiratory droplets produced when an infected person coughs, sneezes, or talks. Some people who are infected may not have symptoms.

Preparedness- The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention- Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Public Health- Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO)- A member of the command staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Recovery- The development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

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Response- Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Search and Rescue- Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Terrorism- Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of a state or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Unaffiliated Volunteer: An individual not formally associated with a recognized voluntary disaster relief organization; also known as a spontaneous or emergent volunteer.

Unified Command- An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Volunteer: An individual accepted to perform services by an agency with authority to accept volunteer services when they perform services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 USC. § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center (VDCC)- Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

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APPENDIX G: LIST OF ACRONYMS

ARC	American Red Cross
ATF	Alcohol Tobacco and Firearms
BOE	Board of Education
BOR	Board of Regents
CEMA	Chatham Emergency Management Agency
CDC	Center for Disease Control and Prevention
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
EOD	Emergency Ordinance Disposal
EOP	Emergency Operations Plan
ERP	Emergency Response Plane
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JOC	Joint Operation Center
MOU	Memorandum of Understanding
NWS	Nation Weather Service
NIMS	National Incident Management System
NRF	National Response Framework
OCGA	Official Code of Georgia Annotated
OHS	Office of Health Services
PIO	Public Information Officer
POC	Point of Contact
SAR	Search and Rescue
SFD	Savannah Fire Department
SPD	Savannah Police Department
SSU	Savannah State University
USG	University Systems of Georgia

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APPENDIX H: EMERGENCY PREPAREDNESS TASK FORCE

Title	Name	Email	Phone
President	Cynthia Robinson Alexander	alexanderc@savannahstate.edu	912-856-8326
Chief of Police & Director of Public Safety	Frederick Denson	densonf@savannahstate.edu	912-675-4528
Emergency Mgmt. Coordinator	Sarah Toole	tooles@savannahstate.edu	912-665-4043
VP Business and Financial Administration	Megan Davidson	davidsonm@savannahstate.edu	706-506-4567
Associate VP (Provost) of Academic Affairs	Sametria McFall	mcfalls@savannahstate.edu	912-596-0993
VP of Enrollment Management & Student Affairs	Raymond Clarke	clarker@savannahstate.edu	225-810-7930
Interim VP of Advancement, Marketing & Communications	LeAndrea Mikell	mikell@savannahstate.edu	912-615-2921
Chief Legal Counsel	Flora Devine	devinef@savannahstate.edu	912-675-0773
Director of Facilities	Randall Lowery	loweryr@savannahstate.edu	912-675-5204

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Food Services	Aladdin Representative	Eric.Young@aladdinfood.com	796-610-8017
Director of Athletics	Opio Mashariki	Masharik@savannahstate.edu	912-596-4462