



Nathan Deal
Governor

Matt Arthur
Commissioner

August 19, 2019

Acting President Martha Ann Todd
Columbus Technical College
928 Manchester Expressway
Columbus, GA 31904

Dear Acting President Todd:

Enclosed is the approved and signed copy of the 2019-2020 Emergency Operations Plan for your college. Your EOP has been approved without need for revisions. We appreciate the hard work and dedication you and your staff have shown.

Please contact me directly at lbeck@tcsg.edu or 404-679-1666 if I can be of service to you or your college in any way with concerns you may have in these areas. We wish you a safe and secure academic year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lisa Anne Beck", is written over a light blue horizontal line.

Lisa Anne Beck
Emergency Manager

(Please send a copy to your College Emergency Operations Coordinator, Chief Tom Barnes for college distribution.)

**Emergency Operations Plan
Columbus Technical College
2019 - 2020**

REVIEWED: *7L Bares* DATE: *4-29-19*
EMERGENCY OPERATIONS COORDINATOR
Columbus Technical College

APPROVED: *Yousuf M. Jawad* DATE: *4-29-19*
PRESIDENT
Columbus Technical College

REVIEWED: *Lisulimfane* DATE: *08/19/19*
EMERGENCY MANAGER
Technical College System of Georgia

APPROVED: DATE:
GENERAL COUNSEL
Technical College System of Georgia

Approved
REVIEWED: *James P. [Signature]* DATE: *8/19/19*
DIRECTOR OF CAMPUS SAFETY
Technical College System of Georgia



Columbus Technical College
Emergency Operations Plan
2019-2020

Promulgation Statement

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

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

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

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



President
Columbus Technical College



Date

Approval and Implementation

This plan supersedes the Columbus Technical College Emergency Operations Plan dated April 9, 2018.

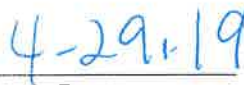
The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing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

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

1. President
2. Vice President of Operations
3. Chief of Campus Police



President
Columbus Technical College



Date

Columbus Technical College Emergency Operations Plan

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1. Overview

1.1 Purpose

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

1.2 Scope

This EOP applies to all participating operating units and agencies of the jurisdictions contained within the geographical boundaries of the Columbus Technical College.

1.3 Situation Overview

Characteristics

Columbus Technical College is located within Columbus/Muscogee County Georgia. Columbus is a city in the U.S. state of Georgia and the county seat of Muscogee County, with which it is consolidated. According to the 2013 estimates from the U.S. Census Bureau, Columbus has a population of 202,824 residents, with 316,554 in the greater Columbus-Phenix City metropolitan area. The metro area joins the nearby Alabama cities of Auburn and Opelika to form the Columbus-Auburn-Opelika Combined Statistical Area, which has an estimated population of 501,649. Columbus is directly to the east across the Chattahoochee River from Phenix City, Alabama.

Columbus lies 100 miles (160 km) southwest of Atlanta. Fort Benning, home of the United States Army Infantry School and a major employer, is located south of the city in Chattahoochee County. Columbus is home to museums and tourism sites, including the National Infantry Museum, dedicated to the United States Army's Infantry Branch. It has the longest urban whitewater rafting course in the world constructed on the Chattahoochee River. Coordinates 32° 29' 32" N, 84° 56' 25" W.

Columbus is served by the Columbus Metropolitan Airport. Major highways are Interstate 185, US 27, US 80, US 280 and US 431. Metra Transit System is the primary provider of mass transportation. Greyhound Lines provides intercity bus service in and out of Columbus.

Hazard Vulnerability Assessment

Columbus Technical College completed the latest hazard vulnerability assessment on the Hazard Vulnerability Assessment Instrument: Columbus Technical College, dated April 8th, 2019 in consultation with administration, faculty staff and external stakeholders of the Columbus Technical College. This hazard vulnerability assessment rated potential hazards on their frequency of occurrence. Each hazard is then rated as to potential impacts to life, property and environment, as well as to potential impacts on operations. A summary of the hazard vulnerability assessment for Columbus Technical College is as follows:

The Columbus Technical College Hazard Vulnerability Assessment revealed the below listed hazards as attaining a rating of high in at least one of the three categories; Probability, Business Continuity Impact, Financial Impact.

- Tornado/Winds/Thunderstorm
- Floods/Dam Failure
- Lightning
- Earthquake
- Structural Collapse
- Utility Failure
- Power Failure
- Major Structure Fire
- Armed Intruder
- Hostage Situation

Hazard Vulnerability Assessment appended to this document.

1.4 Planning Assumptions

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

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

1.5 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Concept of Operations

2.1 General

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

2.2 Plan Activation

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

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

The President maintains executive control of the EOP. Columbus Technical College personnel and equipment will be utilized to provide priority protection of life, preservation of property, and restoration services to the college. The members of the Policy Group will determine the manner in which resources are utilized.

Note: No Emergency Operations Incidents over the past year.

3. Organization and Assignment of Responsibilities

This portion of the EOP defines the roles and responsibilities of members of the Policy Group involved in the emergency management process. This EOP describes the responsibilities during the activation of the EOP. The following is a generalized accounting; individual technical college organization and assignment of responsibilities will dictate the specific organizational structure.

3.1 Policy Group Membership, may include, but is not limited to:

Columbus Technical College President's Leadership Team

3.2 The Policy Group responsibilities may include, but are not limited to:

1. Strategic
 - a. Makes major policy, strategic or resource decisions when critical functions of the college are interrupted.
 - b. Provides leadership and motivation.

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

4. Direction, Control, and Coordination

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

The ICS is organized into the following functional areas:

- A. Incident Command:** Directs the incident management activities using strategic guidance provided by the Policy Group. Responsibilities and duties include, but are not limited to:
 - Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
 - Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including all constituencies and responders).
 - Coordinate media relations and information dissemination with Policy Group.
 - Develop working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident; and assist in accessing services when the need arises.
 - Document all activities.
- B. Operations Section:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and

protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students. Specific responsibilities include but are not limited to:

- Implement an incident action plan.
- Assist in securing facility.
- Monitor utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off if danger exists or directed by Incident Commander.
- Establish medical triage and request additional supplies from the Logistics Section.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Analyze technical college staffing to develop plans for reunification.
- Document all activities.

C. Planning Section: Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Duties include but are not limited to:

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

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

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

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

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

F. Coordination with First Responders

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

Mutual Aid Agreements:

Columbus Police Department; additional manpower, investigative services and tactical response
Muscookee County Sheriff’s Office; additional manpower, investigative services and tactical response

5. Information Collection, Analysis, and Dissemination

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

Sources include, but are not limited to the following:

- National Oceanic and Atmospheric Administration: <http://www.noaa.gov/>
- National Weather Service: <http://www.weather.gov/>
- Georgia Emergency Management Agency/Homeland Security: <http://www.gema.ga.gov/>

I. Community Agencies providing information and/or support to:

1. Resources for Communication and Warning, and provide assistance, consultation, information, coordination, educational materials, speakers, emergency support functions (e.g., crisis/grief counseling, First Aid training, medical services)

2. Agencies:

A. Columbus Consolidated Government - Dept. of Homeland Security/EMA

Mr. Riley Land (706) 653-3267

B. Crisis/Grief Counseling - Organizations:

The Pastoral Institute 2022 15th Ave. Columbus GA - (706) 649-6500

C. Volunteer Organizations:

- 1. American Red Cross West Central GA - 3940 Rosemont Dr. Phone - (706) 323-5614**
- 2. Salvation Army - 1718 Second Ave. Phone - (706) 327-0275**
- 3. United Way of the Chattahoochee Valley Inc. - 1100 Fifth Ave. Phone - (706) 327-3255**
- 4. Uptown Outreach Ministries - 208 Eleventh Ave. Phone - (706) 571- 8700**

D. Emergency Medical Services (EMS) Columbus Consolidated Gov. 911

E. Law Enforcement Columbus Consolidated Gov. 911

F. Fire Department Columbus Consolidated Gov. 911

G. Hospitals:

- 1. St. Francis Hospital (706) 596-4121**
- 2. Midtown Medical Center (706) 571-1000**
- 3. Northside Medical Center (706) 494-2100**

H. Local Television Stations

1. **WTVM (ABC) 706-494-5400**
2. **WRBL (CBS) 706-323-3333**
3. **WXTX (FOX) 706-561-0038**
4. **WLTZ (NBC) 706-561-3838**

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

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

6. Training, Drills and Exercises

Tornado and Fire Drills:

Campus closed due to Hurricane Michael October 10th, 2018 and October 11th, 2018
Campus tornado warning activation on March 3rd, 2019. Select buildings closed the following day.

Campus fire drills will be scheduled as follows; weather permitting. July 17th, 2019 Patrick Hall, Library, Hartline Building and Richardson Building. July 18th, 2019 Wright Building and Economic Development Training Center.

Armed Intruder Exercise: The technical college recognizes the imperative requirement from the TCSG System Office with regard to participating in an Armed Intruder Exercise. The Armed Intruder exercise will be held in conjunction with local law enforcement agencies, as well as other emergency services.

Columbus Technical College held a President's Leadership Team Active Shooter tabletop exercise on April 18th, 2018. An active shooter scenario was presented to the leadership team. They were tasked to activate incident command and discuss the Business Continuity Plan.

Columbus Technical College Campus Police in conjunction with the Muscogee County Sheriff's Office held an Armed Intruder Exercise on main campus on November 2nd, 2018. Multiple scenarios were presented to test the officer's response to an active shooter situation.

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

Additional Training: *Columbus Technical College* engages in the following training, drills and exercises: *Employee annual trainings which are conducted on the anniversary hire date of each employee consist of Blood Borne pathogens, Hazardous Materials, Unlawful Harassment, computer and internet use, Safety and Security training, Family Medical Leave act training, workers compensation, OSHA training, Sexual Harassment all training requires a quiz after each section and the employee must have a passing score of 70 or above.* The college engages in Active Shooter training, Evacuation emergency lift chair training, fire and tornado drills. The protocol for the retention of training records is maintained in

the Human Resources department located at 928 Manchester Expressway Columbus Georgia 31904
Contact person **Director of HR Mr. Henry Gross 706-649-1883 hgross@columbustech.edu**

7. Administration, Finance, and Logistics

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

8. Plan Development and Maintenance

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

A. The President of Columbus Technical College will:

1. Appoint an Emergency Operations Coordinator (Chief of Police) to assist in planning.
2. Coordinate with the Columbus Consolidated Government Dept. of Emergency Management and other community agencies with emergency support responsibilities in development of the plan.
3. Establish a Crisis Team to coordinate plans. The team shall include, but not be limited to, the Emergency Operations Coordinator (Chief of Police), the Vice President of Operations, the Vice President of Student Affairs, the Vice President of Academic Affairs, Director of Institutional Advancement, and other designated College Faculty/Staff, and the Columbus Consolidated Government Deputy Director of Emergency Management.
4. Approve appropriate funds for Emergency/Disaster/Preparedness
5. Develop and coordinate in-service training and curriculum development on Emergency/Disaster Preparedness for Faculty/ Staff
6. The protocol for the annual review of the EOP will be provided to the Presidents Leadership Team (PLT) which consist of Vice Presidents, Executive Directors, Directors of all college functions to review, make any necessary changes/recommendations and provide current employee critical functions contact information up to date.
7. The protocol for the retention of the EOP is *posted on the college intranet and hard copy located in the Department of Operations 928 Manchester Expressway Columbus Georgia 31904 contact **Vice President of facilities and operations Twilson@columbustech.edu 706-649-1894***

9. Authorities and References

2017 Georgia Emergency Operations Plan (GEOP); Georgia Emergency Management Agency (GEMA). Available at [http://www.gema.ga.gov/Plan%20Library/GEOP%20-%20Base%20Plan%20\(2015\).pdf](http://www.gema.ga.gov/Plan%20Library/GEOP%20-%20Base%20Plan%20(2015).pdf)

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

Georgia Pandemic Influenza Planning advisement document. Available at <http://health.state.ga.us/pandemicflu/doc/Georgia%20Pandemic%20Influenza%20Standard%20Operating%20Guide%206-7-06.pdf>

Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education. June 2013. U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, Federal Emergency Management Agency. Available at http://rems.ed.gov/docs/REMS_IHE_Guide_508.pdf.

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

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

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

10. College Risk Assessment Instrument

Hazard Vulnerability Assessment Instrument: Columbus Technical College (4-8-19)

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

Functional Annexes

Evacuation

This annex focuses on procedures executed to evacuate all constituencies from buildings, facilities and grounds associated with the technical college.

Exhibit plans that meet each of these goals:

1. Account for individuals located in various locations at different points in the day/week.
2. Safely move individuals from unsafe areas to designated assembly areas including but not limited to classrooms, student housing facilities, campus grounds, dining halls, stadiums, conference centers and other locations.
3. Establish alternate routes when primary evacuation routes are unusable.
4. Evacuate individuals with disabilities (along with service animals and assistive devices, e.g., wheelchairs) and others with access and functional needs, including language, transportation and medical needs.
5. Reunify individuals in a safe and efficient manner.

These procedures are detailed in the following documents:

- CTC Emergency Operations Plan
- Emergency Building Procedures Safety Cards
- Safety Coordinator materials
- Employees Requesting Emergency Assistance materials
- Building evacuation maps

Deny Entry/Closing/Lockdown Annex

This annex focuses on procedures required to secure buildings, facilities, and grounds during incidents that pose an immediate threat or hazard including, but not limited to, crime, bomb threat or the event of a chemical or biological hazard in or around the technical college. In the event of a chemical or biological hazard, all constituencies may be required to move to areas that can be sealed. The primary objective of secure-in-place is to quickly ensure all constituencies are secured in areas away from immediate danger.

Exhibit plans to meet each of these goals:

1. Account for individuals located in various locations at different points in the day/week.
2. Secure exterior accesses to buildings and facilities when it may or may not be safe to do so.
3. Identify building characteristics (i.e., windows, doors) which may impact possible deny entry/closing/lockdown procedures.
4. Employ variations of deny entry/closure/lockdown procedures (when outside activities are curtailed, doors are locked, and visitors closely monitored but all other activities continue as normal).

These procedures are detailed in the following documents:

- CTC Emergency Operations Plan
- Emergency Building Procedures Safety Cards
- Safety Coordinator materials
- Employees Requesting Emergency Assistance materials
- Building evacuation maps