



Brian P. Kemp  
Governor

Gregory C. Dozier  
Commissioner

July 15, 2021

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

Dear President Todd:

Enclosed is the approved and signed copy of the 2021-2022 Emergency Operations Plan (EOP) 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@tcsge.edu](mailto:lbeck@tcsge.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".

Lisa Anne Beck  
Emergency Manager

(Please send a copy to your College Emergency Operations Coordinator, Tommy Willson for College distribution.)



# Emergency Operations Plan Columbus Technical College 2021 - 2022

REVIEWED: Tommy Wilson

DATE:

4/19/21

EMERGENCY OPERATIONS COORDINATOR  
Columbus Technical College

APPROVED:

Martha Ann Todd

Digitally signed by Martha Ann Todd  
DN: cn=Martha Ann Todd, o=Columbus Technical  
College, ou=President, email=mtodd@columbus-tech.edu,  
c=US  
Date: 2021.04.19 17:28:18 -04'00'

DATE:

4/19/2021

PRESIDENT  
Columbus Technical College

REVIEWED:

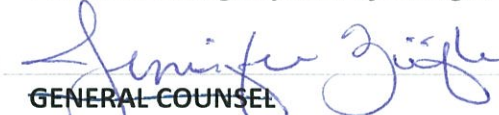


DATE:

07/14/21

EMERGENCY MANAGER  
Technical College System of Georgia

APPROVED:



DATE:

7/14/21

GENERAL COUNSEL  
Technical College System of Georgia

REVIEWED:

DATE:

DIRECTOR OF CAMPUS SAFETY  
Technical College System of Georgia



**Columbus Technical College**  
**Emergency Operations Plan**  
**2021-2022**

## 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.

**Martha Ann Todd**

Digitally signed by Martha Ann Todd  
DN: cn=Martha Ann Todd, o=Columbus Technical College,  
ou=President, email=mtodd@columbus-tech.edu, c=US  
Date: 2021.04.20 13:08:10 -0400

President

Columbus Technical College

**April 19, 2021**

Date

## Approval and Implementation

This plan supersedes the Columbus Technical College Emergency Operations Plan dated April 21, 2020.

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 if 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

**Martha Ann Todd**  
Digitally signed by Martha Ann Todd  
DN: cn=Martha Ann Todd, o=Columbus Technical College,  
ou=President, email=todd@columbusctech.edu, c=US  
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\_\_\_\_\_  
President  
Columbus Technical College

**April 19, 2021**

\_\_\_\_\_  
Date

## Record of Changes

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## Record of Distribution

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# **Columbus Technical College Emergency Operations Plan**

## **Table of Contents**

### **Emergency Operations Plan**

1. Overview
2. Concept of Operations
3. Organization and Assignment of Responsibilities
4. Direction, Control, and Coordination
5. Information Collection, Analysis and Dissemination
6. Training, Drills and Exercises
7. Administration, Finance and Logistics
8. Plan Development and Maintenance
9. Authorities and References
10. College Risk Assessment Instrument

### **Functional Annexes**

1. Evacuation
2. Deny Entry/Closing/Lockdown
3. Shelter-in-Place/Secure-in-Place
4. Accounting for All Persons
5. Communications and Notifications
6. Business Continuity
7. Recovery
8. Public Health, Medical and Mental Health
9. Security
10. Rapid Assessment

### **Hazard-Specific Annexes**

#### **Natural Hazards**

1. Tornado/Winds/Thunderstorm
2. Floods/Dam Failure
3. Earthquake

#### **Technological Hazards**

1. Structural Collapse
2. Utility Failure
3. Power Failure
4. Major Structure Fire

#### **Biological Hazards**

None

#### **Adversarial, Incidental & Human-Caused Hazards**

1. Armed Intruder
2. Hostage Situation

## **1. Overview**

### **1.1 Purpose**

The purpose of the Columbus Technical College Emergency Operations Plan (EOP) is to outline preparedness and response activities regarding 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 20<sup>th</sup>, 2020 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.
- 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 always.

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 concentrate on the tasks more fully 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 way resources are utilized.

**Note: No Emergency Operations Incidents over the past year.**

## **3. Organization and Assignment of Responsibilities**

4. 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.

### **4.1 Policy Group Membership, may include, but is not limited to:**

Columbus Technical College President's Leadership Team

### **4.2 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.

## **5. 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  
 Muscogee County Sheriff's Office; additional manpower, investigative services, and tactical response

## 6. Information Collection, Analysis, and Dissemination

During 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/>

### **Community Agencies providing information and/or support to:**

1. Resources for Communication and Warning, and aid, 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:

Espyr, [www.espyr.com](http://www.espyr.com), 1-866-734-5890, 24/7 availability

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. Piedmont Midtown Medical Center   | 706 -571-1000  |
| 3. Piedmont 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. 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.

## **7. Training, Drills and Exercises**

### **Tornado and Fire Drills:**

Campus tornado warning drill will be scheduled, weather permitting on August 19<sup>th</sup>, 2021.  
Campus fire drills will be scheduled as follows; weather permitting. July 22, 2021 Patrick Hall, Library buildings. Weather permitting July 27, 2021 Hartline, Richardson, "A" Perry Gordy (west Wing) and Wright buildings

**Armed Intruder Exercise:** The technical college recognizes the imperative requirement from the TCSG System Office about 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.

The Columbus Technical College Police Department was not able to conduct an Active Shooter Training course in 2020 due to the Covid – 19 Pandemic.

**NIMS & ICS:** The technical college has identified 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.

Throughout 2020, the President's Leadership Team as well as other identified key personnel were assigned and completed NIMS Training; IS-100 and IS-700.

On January 29<sup>th</sup>, 2020 the Presidents Leadership Team personnel participated in a training/tabletop exercise on the activation of our Incident Command. The training was facilitated by Rick Kelly, Business Continuity Manager, AFLAC Inc. As a result of the training, position checklist/booklets were developed and distributed.

**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, and 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](mailto:hgross@columbustech.edu)

## 8. 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.

## 9. 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](mailto:Twilson@columbustech.edu) 706-649-1894

## 10. 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](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](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>

## 11. College Risk Assessment Instrument

### Hazard Vulnerability Assessment Instrument: Columbus Technical College (4-15-21)

HAZARD	PROBABILITY			BUSINESS CONTINUITY IMPACT			FINANCIAL IMPACT		
	High	Med	Low	High	Med	Low	High	Med	Low
<b>Natural</b>									
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		
<b>Technological</b>									
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
<b>Biological</b>									
Disease Outbreak		x			x			x	
Contaminated Food Outbreak			x		x				x
<b>Adversarial, Incidental &amp; Human-Caused</b>									
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 multi colored safety brochures
- Safety Coordinator materials
- Employees Requesting Emergency Assistance materials
- Building evacuation maps

## **Shelter-in-Place/Secure-in-Place Annex**

This annex focuses on procedures needed when all constituencies are required to remain indoors, potentially for an extended period, because it is safer inside a building or a room than outside. Depending on the hazard, all constituencies may be required to move to locations without windows, or to a designated weather shelter (as in the event of severe weather).

Exhibit plans to meet each of these goals:

1. Determine supplies needed to seal the room and to provide for the needs of all constituencies (e.g., water).
2. Identify how a shelter-in-place directive can affect individuals with disabilities and others with access and functional needs who require durable medical equipment and personal assistance services.
3. Identify alternate shelter locations when the primary shelter location is unusable.
4. Determine how to locate and shelter all constituencies.
5. Determine the need for and integration of "safe rooms" for protection against extreme wind hazards (such as a tornado or hurricane) to provide immediate life-safety protection when evacuation is not an option.

These procedures are detailed in the following documents:

- CTC Emergency Operations Plan
- Emergency Building Procedures multi colored safety brochures
- Safety Coordinator materials
- Employees Requesting Emergency Assistance materials
- Building evacuation maps



## **Accounting for All Persons Annex**

This annex focuses on procedures for accounting for the whereabouts and well-being of all constituents and identifying those who may be missing.

Exhibit plans to meet each of these goals:

1. Determine who should attend the assembly area.
2. Determine what to do when an individual cannot be located.
3. Determine how personnel will report to the assembly supervisor.
4. Determine how and when individuals will be permitted to resume their activities.

These procedures are detailed in the following documents:

- CTC Emergency Operations Plan
- Emergency Building Procedures multi colored safety brochures
- Safety Coordinator materials
- Employees Requesting Emergency Assistance materials
- Building evacuation maps

## **Communications and Notifications Annex**

This annex focuses on procedures related to communication and coordination during emergencies. Included are procedures for internal communication with all constituencies as well as families; and communication with external stakeholders both before and after an emergency.

Exhibit plans to meet each of these goals:

1. Integrate communications systems into the local emergency response communications network (e.g., fire department, law enforcement agencies).
2. Communicate with community partners in accordance with pre-established agreements (e.g., memoranda of understanding).
3. Ensure relevant individuals can operate communications equipment/systems.
4. Communicate with all constituencies, families, and the broader community before, during, and after an emergency, including using alert and notification systems.
5. Account for technology barriers and language access barriers faced by individuals.
6. Communicate to the broader community, including off-campus student activities or events on technical college grounds sponsored by third parties.
7. Ensure effective communication with individuals with disabilities and others with access and functional needs.



8. Obtain and update emergency contact information for all constituencies.
9. Interact with emergency contacts, including international contacts, during or following an emergency.
10. Track individuals transported to other locations for care or shelter.
11. Coordinate information sharing among hospitals, families, and the technical college.
12. Verify consistency with the requirements in the Clery Act, the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and civil rights laws.
13. Communicate with individuals including members of the public who refuse to comply with safety instructions.

These procedures are detailed in the following documents:

- CTC Emergency Operations Plan
- Emergency Building Procedures multi colored safety brochures
- Safety Coordinator materials
- Employees Requesting Emergency Assistance materials
- Building evacuation maps

### **Business Continuity Annex**

This annex focuses on procedures to ensure essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (e.g., payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

Exhibit plans to meet each of these goals:

1. Design the Business Continuity Plan for immediate activation and to be sustained for at least 30 days.
2. Set priorities for re-establishing essential functions, such as restoring operations, and maintaining the safety and well-being of students and the learning environment.
3. Establish succession of command for executive leadership.
4. Ensure students receive related services (e.g., financial aid, instruction, food, and student housing) in the event of a prolonged closure.
5. Develop agreements with other institutions to prepare for emergency situations when the technical college may not be able to provide routine services for prolonged periods of time.

These procedures are detailed in the following documents:

- Business Continuity Plan
- Disaster Recovery Plan

## **Recovery Annex**

This annex focuses on how a technical college will recover from an emergency. The four most fundamental kinds of recovery are academic recovery, physical recovery, fiscal recovery, and psychological and emotional recovery.

Exhibit plans to meet each of these goals:

### **Academic Recovery:**

1. Delineate procedures for and authority structure for closure and reopening of the technical college.
2. Determine and arrange facilities for temporary location of functions.
3. Provide alternate educational programming if students cannot physically reconvene.

### **Physical Recovery:**

1. Document assets to assess damage.
2. Identify personnel with expertise concerning assets, and how and where records will be accessed for verification after an emergency.
3. Provide for the sheltering needs of individuals living on campus.
4. Address research facilities that contain sensitive information, materials, or animals.
5. Coordinate with utility and insurance companies before an emergency to support recovery.

### **Fiscal recovery:**

1. Identify leadership to be included (e.g., the president, chief business officer, personnel director, and risk manager).
2. Communicate timely and accurate information regarding returning to work or studies.
3. Identify sources for emergency relief funding.

### **Psychological and Emotional Recovery:**

1. Identify leadership and provide counselors.
2. Identify location of counseling and psychological first aid.
3. Create a calm and supportive environment, share basic information about the emergency, provide psychological first aid (if trained), and identify those who may need immediate crisis counseling.
4. Secure enough counselors and others trained in psychological first aid in the event of an emergency for immediate, short-, and long-term counseling needs of students, faculty, staff, and families.
5. Handle commemorations, memorial activities, or permanent markers and/or memorial structures (if any will be allowed), including concerns such as when a commemoration site will be closed, what will be done with notes and tributes, and how students will be informed in advance.
6. Determine how to strike a balance among honoring the loss, resuming routines and schedules, and maintaining hope for the future.
7. Provide plans for dealing with mass casualty incidents.

These procedures are detailed in the following documents:

- Business Continuity Plan
- Disaster Recovery Plan

## **Public Health, Medical and Mental Health Annex**

This annex focuses on procedures to address emergency medical (e.g., first aid), public health, and mental health counseling issues. These efforts should be coordinated with the appropriate emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives. (Mental health needs after an emergency are addressed in the Recovery Annex.)

Exhibit plans to meet each of these goals:

1. Describe the role of individuals in providing first aid during an emergency.
2. Determine location of emergency medical supplies (first aid kits, AEDs, etc.) and who is responsible for purchasing and maintaining those materials.
3. Identify staff with relevant training/credentialing in areas such as first aid or CPR.
4. Communicate and report information about outbreaks or epidemics or other unusual medical situations to the local/state health authorities.
5. Support the needs of all constituencies identified by the threat assessment team.

These procedures are detailed in the following documents:

- CTC Emergency Operations Plan
- Emergency Building Procedures multi colored safety brochures
- Safety Coordinator materials
- Employees Requesting Emergency Assistance materials
- Building evacuation maps
- Business Continuity Plan
- Disaster Recovery Plan

## **Security Annex**

This annex focuses on procedures implemented on a routine, on-going basis to secure the technical college from criminal threats originating from both inside and outside. This includes efforts done in conjunction and cooperation with law enforcement agencies.

Exhibit plans to meet each of these goals:

1. Establish agreements with law enforcement agencies to address the daily role of law enforcement officers in and around campus.
2. Ensure buildings and facilities are physically secure (may include, but not be limited to, implementation of Crime Prevention through Environmental Design [CPTED]).
3. Assist individuals in safely traveling to, from, and within campuses safely (including traffic control and pedestrian safety).

4. Keep prohibited items or materials off campus.
5. Respond to threats identified by the Threat Assessment Team.
6. Address issues related to cybersecurity and threats to information technology systems.
7. Provide security at stadiums, convention centers, arenas, and other large-event facilities.
8. Provide security for sensitive facilities, including research facilities/laboratories on the campus.
9. Share information with members of public safety agencies (maintaining requirements or limitations of applicable privacy laws, including FERPA, HIPAA, and other civil rights laws).

These procedures are detailed in the following documents:

- CTC Emergency Operations Plan
- Emergency Building Procedures multi colored safety brochures
- Safety Coordinator materials
- Employees Requesting Emergency Assistance materials
- Building evacuation maps
- CTC Police Policy and Procedures Manual

#### **Rapid Assessment Annex**

This annex focuses on procedures to be implemented when the technical college is notified of or becomes aware of an occurring or impending emergency situation.

Exhibit plans to meet each of these goals:

1. Immediately gather information to determine the type and scale of the incident.
2. Determine an appropriate response.
3. Determine which annexes should be implemented.
4. Take immediate action to protect life and property.
5. Verify procedures are consistent with the requirements of the Clery Act.
6. Ensure the Incident Commander has responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions. These actions and decisions are made in concert and in consultation with other community response partners and leaders as applicable.

These procedures are detailed in the following documents:

- CTC Emergency Operations Plan
- Emergency Building Procedures multi colored safety brochures
- Safety Coordinator materials

- Employees Requesting Emergency Assistance materials
- Building evacuation maps
- Business Continuity Plan
- Disaster Recovery Plan

### **Hazard-Specific Annexes**

The Hazard-Specific annexes address specific hazards to the individual technical college. In the Emergency Operations Plan, the identification and prioritization of hazards is accomplished within the formal Business Continuity Plan; specifically, within the Hazard Vulnerability Assessment Instrument. The Hazard Vulnerability Assessment Instrument addresses natural hazards (including, but not limited to, tornado, winds, thunderstorm, winter weather, floods/dam failure, wildfires, lightning, drought, hurricane, earthquake; technological hazards (including, but not limited, to structural collapse, utility failure, power failure, network failure/cyber-attacks, telecommunications failure, major fire, vehicle/air/train accident; biological hazards (including, but not limited to, disease and contaminated food outbreaks; as well as adversarial, incidental and human-caused hazards (including, but not limited to, civil disorder, terroristic threat, hazardous materials, armed intruder, and hostage situation). Once identified, each of these hazards is individually assessed as to their probability, business continuity impact and financial impact.

Specific procedures as well as corresponding documents that address the hazards identified by the college, are described in the following individual technical college identified annexes.

**Hazard Vulnerability Annex I**  
**Natural**

**Tornado/Winds/Thunderstorm**

**1. Communication and Warning**

The National Weather Service issues two types of tornado alerts:

**A. Tornado Watch** – indicates that weather conditions are such that a tornado may develop so be alert for changing weather conditions and listen for further updates.

**B. Tornado Warning** – indicates that a tornado has been sighted and protective measures should be taken immediately. The local emergency sirens will be sounded when a warning is issued.

**2. Preparation**

**A. Post tornado shelter plans** in each classroom and office which identifies tornado shelter locations to be used by persons in that room.

**B. Columbus Technical College** will participate in a statewide tornado drill each tornado season when announced by the State.

**3. Response**

**Watch:**

**A. Tune in to local TV/radio station broadcasts or weather alert radio** for updated information

**B. Take building or physical plant security measures** as appropriate

**Warning:**

**A. Upon hearing the emergency sirens sounding** Campus Police will announce the warning to move to hallway shelter areas, broadcast the warning on school radios and the group emergency notification system on school assigned cell phones, and send out an advisory e-mail to “Everyone at CTC” as time permits.

**B. Everyone should immediately move to a hallway shelter area, sit on the floor with back against wall with knees pulled up to the chest.** Persons in portable/temporary buildings should immediately move to an interior hallway of a permanent structure nearby following the posted tornado shelter plan in their room. Alternative shelter locations are posted in temporary buildings/classrooms.

**C. Turn off all lights and other electrical equipment** when leaving room and take cell phones and radios, if available to you, to the hallway upon leaving.

**D. Make certain that hallways are not blocked.**

E. Staff should monitor channel 1 on school radios, if available, for further instructions. Until the sheltering process is completed broadcasting on channel 1 should be avoided as the channel needs to be available for emergency instructions.

F. Remain in hallway until the "All Clear" is given by Campus Police personnel.

#### **4. Test and Evaluate Tornado Response**

A. Conduct drills/exercise so that students/ faculty and staff become familiar with tornado procedures.

### **Hazard Vulnerability Annex II**

#### **Natural**

##### **Flood/Dam Failure**

**If the College receives warning of a flood:**

1. Relocate students to higher elevation. In special cases it may be necessary to relocate students and employees. This decision must be made by the instructor or administrator.
  - A. Remain where relocated until you receive further instructions.
  - B. Account for all students/employees.
  - C. Students and staff should avoid all downed power lines.
2. Maintenance staff shall turn off utilities at main switches.
3. Muscogee County Emergency Response Agencies will be consulted to determine the safety of the situation.
  - Flood maps of the Georgia Department of Natural Resources identify the area where Columbus Technical College Campus is located as being a zone that has **not** had a flood on record for the area.

### **Hazard Vulnerability Annex III**

#### **Natural**

##### **Lightning**

In the event the National Weather Service issues a thunderstorm warning for the Columbus Technical College area, lightning can be expected. All students, faculty and staff should take cover indoors if possible. A notification may be sent via the Early Alert warning system "Everbridge" Mass Notification system that is utilized by the college.

See Tornado/Winds/Thunderstorm protocol, HVA Annex I.

## **Hazard Vulnerability Annex IV**

### **Natural**

#### **Earthquake**

Most earthquake related injuries are a result of people being struck by falling debris. During shaking crouch in a safe place under a sturdy table or kneel next to an interior wall and cover head. After shaking stops evaluate the immediate area and if no loose debris is falling evacuate buildings and move to an open area away from utilities. Account for students and employees.

## **Hazard Vulnerability Annex V**

### **Technological**

#### **Structural Collapse**

In the event of a structural collapse of a Columbus Technical College building, an Everbridge Mass Notification message will be sent activating Incident Command. Upon activation, the President and President Leadership Team will make the decision on the utilization of an alternative building in accordance with the Business Continuity Plan.

## **Hazard Vulnerability Annex VI**

### **Technological**

#### **Utility Failure**

Utility failures or incidents are common occurrences and may happen anytime. An undetected gas line leak may require only a spark to set off an explosion. Flooding from a broken water main may cause extensive damage to property and building fixtures. Winter storms may cause electric power failure and may result in the loss of heat source.

##### **1. Preparation**

- A.** Identify possible effects utility loss could have on the College and develop procedures for emergency shutdown. (Example: Loss of electricity might disrupt heating and cooling system.)
- B.** Consider the availability of an emergency generator to supply essential needs.
- C.** Keep an accurate blueprint of all utility lines and pipes associated with the facility and grounds.
- D.** Establish and maintain a list of phone numbers, including night and day emergency utility reporting and repair services.

##### **2. Response**

- A.** Evaluate whether it is necessary to evacuate the building immediately.
- B.** Notify maintenance personnel, Vice President of Operations, and Campus Police personnel who will contact the local utility company, Police and/or Fire Departments, and other appropriate College officials as necessary.
- C.** Shut off utilities and open the windows if necessary.
- D.** Maintenance personnel will assess the situation and recommend a course of action to the V.P. of Operations



## **Hazard Vulnerability Annex VII**

### **Technological**

#### **Power Failure**

Power failures or incidents are common occurrences and may happen anytime. Winter storms may cause electric power failure and may result in the loss of heat source.

##### **1. Preparation**

- A. Identify possible effects power loss could have on the College and develop procedures for emergency shutdown. (Example: Loss of electricity might disrupt heating and cooling system.)
- B. Consider the availability of an emergency generator to supply essential needs.
- C. Keep an accurate blueprint of all utility lines and pipes associated with the facility and grounds.
- D. Establish and maintain a list of phone numbers, including night and day emergency utility reporting and repair services.

##### **2. Response**

- A. Evaluate whether it is necessary to evacuate the building immediately.
- B. Notify maintenance personnel, Vice President of Operations, and Campus Police personnel who will contact the local utility company, Police and/or Fire Departments, and other appropriate College officials as necessary.
- C. Shut off utilities and open the windows if necessary.
- D. Maintenance personnel will assess the situation and recommend a course of action to the V.P. of Operations

## **Hazard Vulnerability Annex VIII**

### **Technological**

#### **Major Structure Fire**

##### **TO REPORT A FIRE**

- 1. Go to the nearest fire alarm and activate it. PULL HANDLE STRAIGHT DOWN AND RELEASE.
- 2. Call Campus Police at 706-649-1933, the College Information Center at 706-649-1800, or go to the nearest office and report the nature of the fire and its location.
- 3. The College Information Center should notify the Fire Department as follows:
  - Dial 9-911
  - Give caller name.
  - Give location of fire as Columbus Technical College, 928 Manchester Expressway.
  - Notify the Campus Police Office and the Vice President of Operations
- 4. Start evacuating the immediate area by following the fire evacuation procedures.

##### **FIRE EVACUATION (If this can be done quickly)**

1. Close all windows.
2. Turn off all power to machines and equipment if this can be done quickly.
3. Turn off all lights (except emergency lighting and exit lights).
4. Take your valuables and personal possessions with you. The last person out should close all doors in the office, laboratory, or classroom. Do not lock any doors inside the building when evacuating during a fire or fire drill so that the Fire Dept. can have rapid access into all areas of the building
5. If you are assigned a College radio or cell phone take it with you when you evacuate
6. Move to evacuate in a quick but orderly manner. Do not run.
7. See that individuals with limited mobility receive needed assistance
8. DO NOT use elevators
9. Follow the posted escape route to the nearest exit unless smoke or fire is seen in that area.
  - Once outside get at least 100 feet away from the building
  - Keep driveway entrances clear for emergency vehicles
  - Stay away from power lines
10. Remain outside until you have been given the all-clear signal by Campus Police

**Hazard Vulnerability Annex IV**  
**Adversarial, Incidental & Human-Caused**

**Armed Intruder**

If an armed or threatening intruder comes onto the campus the safety of all students and the College Faculty/Staff is our primary concern. The goal of any actions taken at this point will be to enhance the safety of these individuals with the apprehension of the suspect as a secondary concern.

**1. Communications and Warning**

The notification of the Campus Police of this type of incident will precipitate the response of local law enforcement agencies and the "Lock Down" of the College so it is extremely important that immediate notification be made.

**2. Preparation**

- A. A pre-determined signal of "Code Red" will be announced over the College public address system that will alert other faculty/staff and administrators of this type of situation.
- B. A pre-determined response should be in place that will be implemented in the event the alert code is given over the P.A. or bull horns.
- C. Training for faculty/staff and practice drills for students should be conducted periodically to insure familiarization with the intruder response plan.

**3. Response (Armed Intruder Inside the Building)**

- A. A "Code Red" warning will be announced by use of the P.A. system or Campus Police Officers using megaphones in the building where the threat exists. The Everbridge emergency notification system will be implemented to further notify key individuals. Any staff member who has a two-way radio in their office should turn it on and monitor channel # 1 for updated and further information. No one should transmit on this channel except Campus Police or law enforcement personnel unless they are asked for information as this channel will be in use to direct responding law enforcement officers.
- B. Once the alert code is heard, faculty/staff should immediately implement the "Lockdown" procedures:
  - 1. **Move all students out of halls and into classrooms**
  - 2. **Lock all classroom and hallway office doors and cover the window in the door**
  - 3. **If the doors cannot be locked barricade them**
  - 4. **Move all occupants of the room to an area out of sight from the door**
  - 5. **Cover door window with anything available to obscure view from hallway**
  - 6. **Turn off lights and keep students as quiet and as calm as possible**
  - 7. **Remain in place until Campus police unlocks the door and advises "All Clear."**
- C. Campus Police will immediately advise the local Columbus Police Department of the situation. Call 9-911 and give as much information about the intruder as possible. Under no circumstances should an armed intruder be challenged by the students, faculty or staff.
- D. Remain in a safe and secure place until evacuated by law enforcement personnel or until the "all clear" is given by College Administrators and/or Campus Police.

**4. Armed or Threatening Person Outside the Building**

- A. Should the College be advised by area law enforcement personnel that an armed or threatening individual is outside in the immediate area of the campus a determination will be made by the Emergency Coordinator or Assistant Emergency Coordinator as to whether "Lock Down" procedures should be implemented.
- B. If a "Lock Down" is ordered all exterior doors to buildings will be locked by Campus Police and Maintenance personnel and building occupants will be advised to remain inside for their own safety until the danger has cleared.
- C. Since the threat is from outside all classroom and office windows to the outside should be covered and/or students/staff moved to an area in the room out of view from exterior windows.

**Hazard Vulnerability Annex X**  
**Adversarial, Incidental & Human-Caused**

**Hostage Situation**

A situation involving a hostage taking is possibly one of the most difficult and dangerous situations to be addressed. A calm and measured response to this situation is the best assurance of a successful conclusion.

**1. Communications and Warning**

- A. A verbal "Code Red" warning will be given through use of P.A. systems or bullhorns by Campus Police Officers. All warnings given should be given in a calm and clear manner.
- B. Campus Police will give the warning using the group emergency notification system in the school assigned cell phones. Staff who are assigned two-way radios will be directed to tune to channel #1 for instructions.
- C. The Everbridge Emergency Notification System will be implemented.
- D. The College email system.

**2. Preparation**

- A. Training in hostage situations should be provided to all faculty/staff.
- B. Evacuation should not be attempted unless directed to do so by Campus Police or law enforcement personnel. Evacuation routes will be dictated depending on the location of the problem.
- C. A safe staging area for the media and the College Media spokesperson will be designated as soon as Law Enforcement Officials are on the scene.

**3. Response**

- A. Contact 911 and give as much information to the call taker as possible. As soon as the Emergency Police and Fire Dept. EMS teams are on the campus they take command of the scene and College Staff will take direction from them.
- B. If evacuation is called for, evacuate immediately under the direction of law enforcement personnel and/or faculty/staff on the scene.
- C. In the event you are taken hostage or are the first person to speak to the hostage taker, **MAKE NO PROMISES OR ATTEMPTS TO NEGOTIATE WITH THE HOSTAGE TAKER.** Anything you say may conflict with or complicate the law enforcement negotiations.
- D. Only law enforcement personnel or the designated College media person will make news releases to the media.