



Fort Valley State University Emergency Response Plan

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MESSAGE FROM THE PRESIDENT

Greetings,

Emergency Preparedness, in conjunction with safety and security, are top institutional priorities. In our ongoing efforts to enhance the safety and well-being of our campus community, we restructured the University Campus Safety Department and created a Director of Emergency Management role that has a reporting relationship to both Campus Safety and the Office of the President. This highly visible position is charged with providing strategic leadership to our emergency preparedness and response efforts to enable us to build a stronger culture of safety on campus. With a keen focus on educating and training the Wildcat Community, as well as partnering with various local, state, and federal emergency management agencies, we are fostering greater communication, collaboration and focus on what matters most: our students, faculty, staff and visitors who entrust us to provide a safe place to work, live and engage with one another. Indeed, by working together, we can collectively make Fort Valley State University a model for excellence in being prepared for emergencies.

This guide contains information on emergency preparedness measures and identifies the roles and responsibilities of everyone involved in managing emergency situations. Please take the time to read and understand it, because the acquisition of knowledge is a critical first step in doing our part to help ensure not only our own safety, but also the safety of the people surrounding us. Allow me to thank you, fellow Wildcats, for joining our effort to make emergency preparedness a top institutional priority. Your diligence today will undoubtedly help us to save lives tomorrow.

Dr. Paul Jones, President

CONFIDENTIALITY

Records, the disclosure of which would compromise security against sabotage or criminal or terrorist acts and the nondisclosure of which is necessary for the protection of life, safety, or public property will not be released to members of the public and/or in response to Open

Records Requests. O.C.G.A § 50-18-72(a) (15) (A). Sections of this manual, if released, would compromise the safety/security of Fort Valley State University

The disclosure of information in this plan could compromise the security of essential equipment, services, and systems of Fort Valley State University or otherwise impair the ability of Fort Valley State University to carry out essential emergency responsibilities. Distribution of this Emergency Action Plan in its entirety is limited to those Fort Valley State University associates who need to know the information in order to successfully activate and implement the plan.

Portions of this plan contain information that raises personal privacy or other concerns, and those portions may be exempt from mandatory disclosure under the Freedom of Information Act. See 5 U.S.C. §552, 41 C.F.R. Part 105 60.

Any decision to disclose information in this plan outside Fort Valley State University or to withhold information in this plan from a non-institution requester must be coordinated with the University Counsel.

Personnel must maintain the physical security of this plan whether in printed or electronic form. Dissemination is prohibited unless prior approval is received.

PURPOSE

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

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

SCOPE

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

The Emergency Response Plan utilizes the fundamentals of the Incident Command System (ICS). It was developed using the National Incident Management System (NIMS) guidelines

for development of a unified incident command system. The NIMS is a nationwide standardized approach to incident management and response which establishes a uniform set of processes and procedures that emergency responders at all levels of government utilize to conduct response and recovery operations.

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

AUTHORITY

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

MUTUAL AID AGREEMENTS

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

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

STATE OF EMERGENCY DECLARATION

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

ACTIVATION

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

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

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

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

The Campus Police Chief serves as the Incident Commander and notifies the Emergency Management Team.

NOTIFICATION OF EMERGENCY SITUATION

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

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

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

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

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

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

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

1. Chief of Staff, (Office of the President)
2. Provost & Vice President for Academic Affairs
3. Vice Provost for Student Success
4. Vice President of Business and Finance
5. Vice President of External Affairs

During emergency conditions, it is the responsibility of the Campus Police Chief to determine the appropriate notification and avenues for notification of any emergency situations including a State of Emergency declaration.

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

EMERGENCY TELEPHONES AND CALL BOXES

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

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

OPERATION OF EMERGENCY CALL BOXES

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

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

EMERGENCY TELEPHONE LOCATIONS

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

B - Zone Parking Lot

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

E - Zone Parking Lot

An Emergency Pole Telephone is located on the West Lawn of **Horace Mann Bond Building**, in the rear parking lot and near the walk way leading to Watson Hall.

An Emergency Call Box is also located on front lawn of the **CTM Building** and in the parking lot east of the Student Apartment Complex facing Memorial Drive.

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

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

H - Zone (Quadrangle)

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

Wildcat Commons

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

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

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

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

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

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

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

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

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

X & Y Zones - (Farm Area)

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

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

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

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

An Emergency telephone is located inside of all elevators.

EMERGENCY MANAGEMENT TEAM

Incident Commander:

Chief of Police

Emergency Management Director

Team Members:

President

Chief of Staff, (Office of the President)

Provost and VP for Academic Affairs

Vice Provost for Student Success and Enrollment

Vice President for Business and Finance

Vice President of University Advancement

Special Assistant to the President for Marketing & Communications

Director of Intercollegiate Athletics

Chief Legal Officer

Director of Compliance and Title IX

AVP for CDEP

Dean of Students

Director of Facilities

Chief Information Officer (Information Technology)

Director of Environmental Health, Safety and Transportation

SAFE Center Director

Dean of Agriculture, Family Sciences and Technology

Dean of Arts and Sciences

Dean of Education

Director of Head Start

General Manager of Food Services

AVP – Controller

Director of Human Resources

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

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

Communications Chain-of-Command

The President will be notified as soon as reasonably possible when conditions exist, or the potential is great for conditions to develop that may threaten the safety and security of the University community and facilities. In the event the President cannot be notified, then contact will be established in the following order: The Provost and Vice President of Academic Affairs, Vice President of Business and Finance, Vice Provost of Student Affairs, and Vice President of Institutional Advancement.

In an emergency, notifications to affected students, faculty, and staff will begin as the emergency response itself begins. At the University, the delivery of internal and external emergency information is planned and coordinated by the Public Information Officer. This coordinated approach to disseminating critical emergency announcements will provide quick, reliable, and consistent information to our community and will reduce general demand on vital emergency communication lines.

During a minor incident, response units alert departmental managers of the situation and provide updates throughout the course of the event. (In some cases, the Public Information Officer may issue bulletins to affected units). Making timely internal and external emergency announcements during an emergency requires a much broader approach involving many participants. In the event that emergency conditions disrupt power and telephone service, emergency information, along with all emergency communications, may be profoundly restricted. Messengers, radios, mobile phones, and ham radio may be used until systems can be restored.

Fort Valley State University State of Emergency Declaration

The President of the University may declare a State of Emergency in accordance with local, state, and federal law. In case of absence or illness of the President, a pre-identified senior administrative official, in coordination with the President's Cabinet, will assume this responsibility.

When a Campus State of Emergency exists, the President will release a statement explaining the following:

- Facts concerning the basis for the declaration.
- Facts concerning the types of individuals that are permitted to be on campus.

- Anyone who cannot be properly identified or show a legitimate reason for business on campus will be asked to leave. Unauthorized persons remaining on campus may be charged with criminal trespassing.
- Any suggested preventative/precautionary actions the campus community should take.

The PIO/Special Assistant to the President for Marketing and Communications along with the Chief of Police will be responsible for ensuring that all news media, faculty, and student resources are alerted to the declaration of the Campus State of Emergency by the President and that notices are prepared and posted as appropriate.

Fort Valley State University Emergency Notifications

None of the communication methods above are to be construed as to limit the ability of faculty and staff or the FVSU Police Department officials to notify the community of immediate, preventative actions to reduce potential injury or property damage such as evacuation orders, take cover instructions, or awareness information.

Any or all of the following communications methods may be employed:

- University e-mail accounts
- University web site
- Electronic bulletin boards
- Local radio and TV channels
- Blackboard Connect (text messaging, email, RSS Feed, social media, and voice mail notification system)
- Personal notification to community by University officials
- Building Coordinator communication to occupants of building
- Activation of University fire alarm mechanisms

Faculty and Staff Duty to Act without Notification

Power outages and downed telephone lines, which may occur during the rapid development of an emergency situation, may severely hinder or disrupt communications. Therefore, University employees must be prepared to act without a direct order in an emergency situation.

University employees must maintain an awareness of potentially hazardous conditions and react accordingly when a situation develops rapidly. Information for community responses are included in the Community Emergency Response Procedures, and will be distributed to all faculty and staff.

Media Communications

The Public Information Officer/Special Assistant to the President for Marketing and Communications is responsible for any news media contacts to include development and distribution of press releases, and initiate news broadcasts in reference to suspension of University operations with the approval of the President. In addition, the PIO/Special Assistant to the President for Marketing and Communications will assist in the development and/or distribution of information to faculty, staff, and students.

Faculty, staff and students will direct all requests for information from the news media to the PIO/Special Assistant to the President for Marketing and Communications. In emergency situations, faculty and staff are not authorized to communicate with the media without receiving prior approval from the Public Information Officer or the President.

Media Relations Incident Command

When the Incident Command System is established, in most situations, the PIO/Special Assistant to the President for Marketing and Communications will serve as a member of the command staff.

Emergency Management System, National Incident Management System Compliance

Federal Homeland Security Presidential Directive (HSPD) 5 established the National Incident Management System (NIMS). NIMS provides a single, comprehensive approach to domestic incident management to ensure that all levels of government across the nation have the capability to work efficiently and effectively together using a national approach to domestic

incident management. The NIMS concept is a consistent nationwide approach for federal, state, and local governments to work together to prepare for, respond to and recover from domestic incidents, regardless of the cause, size, or complexity. The NIMS approach establishes interoperability and

compatibility among federal, state, and local capabilities and includes a set of concepts, principles, terminology, and technologies covering the Incident Command System (ICS), Unified Command, training, management of resources, and reporting.

The presidential directive requires all Federal departments and agencies shall make adoption of the NIMS a requirement for providing federal preparedness assistance through grants, contracts, or other activities to local governments. The state of Georgia has enacted law (O.C.G.A. 38-3-57) that all local public safety and emergency response organizations, including emergency management agencies, law enforcement agencies, fire departments, and emergency medical services, shall implement the standardized unified incident command system and that those agencies that do not establish such a system shall not be eligible for state reimbursement for any response or recovery of related expenses.

Therefore, the University adopts the National Incident Management System (NIMS) as established under HSPD 5 and the Unified Command System as established under O.C.G.A. 38-5-57 as its system for preparing for and responding to disaster incidents and directs all incident managers and response activities at the University to train and expertise using the NIMS

Principles in their response operations.

The emergency management team is composed of two separate groups:

- **Executive Policy Group:** The Executive Policy Group is chaired by the President and is responsible for external communications, coordination, and policy review and development. Specifically, they will review, modify, or develop policies and procedures related to course attendance, grading, course completion requirements, student activities, residence life, financial aids, fiscal expenditures, and other fiscal disbursements. In addition, the Executive Policy Group will initiate continuity and recovery efforts to resume normal operations.
- **Incident Command Group:** This is the group or team that is organized under the Incident Command System (ICS) and focuses on the response and stabilization efforts. This group may include local emergency response personnel depending on the type and size of the event. This group is directed by the Incident Commander and additional personnel are identified within the Incident Command structure as determined by the Incident Commander.

Incident Command

Incident Command System (ICS) is established as soon as possible, even in potential, threatening situations. The Incident Commander is identified as one with the knowledge, training and skills and immediate access to resources appropriate for the specific incident. Incident Commanders must have completed the appropriate training as identified by the Federal Emergency Management Agency (FEMA) and the Georgia Emergency Management Agency (GEMA).

The IC determines if Section Chiefs are required. If so, the IC identifies appropriate personnel with the proper training, skills and knowledge required. As the incident changes from response to facility recovery, or as otherwise necessitated, command is then transferred to a more appropriate Incident Commander to continue the response and recovery efforts.

Incident Commander; Responsibilities and Authorities

The Incident Commander (IC) is the leader, manager of the incident response system and is an individual that "...is always a highly qualified individual trained to lead the incident response." The Incident Commander has overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics. The Incident Commander has primary responsibility for:

- Ensuring incident safety.
- Providing information services to internal and external stakeholders.
- Establishing and maintaining liaison with other agencies participating in the incident.

The Incident Commander also assigns personnel to additional ICS roles as required. Those assigned by the IC have the "...authority of their assigned positions, regardless of the rank they hold within their respective agencies."

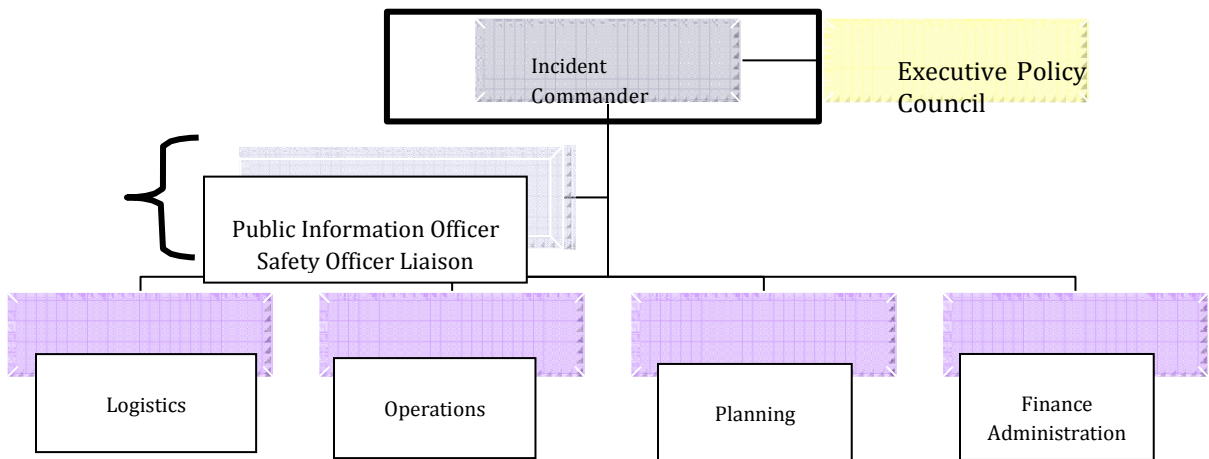
ICS Command Staff

Depending upon the severity of the situation, the IC may require the services of Command Staff which include; Safety Officer (SO), Liaison Officer (LO), or Public Information Officer (PIO). These individuals will be identified and Section Chiefs made aware.

- Public Information Officer/Special Assistant to the President for Marketing and Communications – responsible for sharing information with University constituencies and the media in reference to the incident. This position will maintain information activities with the Executive Policy Council.
- Safety Officer – ensures the safety of responding personnel.
- Liaison Officer – primary contact for supporting agencies and is generally only required when a multi-agency, multi-jurisdictional response is required.

Incident Command Staff

Table



ICS Organizational Structure

The ICS organizational structure can be expanded or reduced as required for specific situations. Often, the Incident Commander will serve as section head for all sections and direct Branch Directors, Supervisors, or Unit Leaders.

The organizational structure is sub-divided as to: Incident Commander, Command Staff,

The Incident Commander or Liaison Officer will ensure that the Executive Policy Group is notified of the following: nature of incident, location of Incident Command Post, names and titles of command staff.

General Staff

General Staff report to the IC. Section Chiefs oversee their assigned area and have the ability to expand their section as required. These positions are; Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance Administration Section Chief.

Pre-Designated Incident Commanders

In incidents relegated to University resources and facilities pre-designated Incident Commanders are designated for specific situations. Incident Commanders are responsible for completing required training as identified by FEMA and participating in University designated training programs.

ICS Organization

Organizational	Leadership Position	Primary Responsibilities/Assignments
Incident Command	Incident Commander	Overall responsibility for incident response
Executive Policy Council	President’s Cabinet	Identifies policy modifications, establishes directives for the University operations, and communicates situation reports to the University System Offices.

Command Staff	Officer	Public Information Officer (PIO); Safety Officer (SO); Liaison Officer (LO) supporting IC.
Section	Section Chief	Oversees section assigned (Operations, Planning, Logistics, Finance/Administration)
Branch	Branch Director	Reports to Section Chief
Divisions & Groups	Supervisors (Operations Only)	Provides supervision of assigned divisions
Unit	Unit Leader	(Applies to subunits of Planning, Logistics, and Finance/Administration Divisions)

Emergency Levels

➤ LEVEL I Minor Emergency

A Level I minor emergency is defined as a localized, contained incident that is quickly resolved with internal resources or limited help and does not affect the overall functioning capacity of the University. Examples of a Level I minor emergency include, but are not limited to:

- Small fire
- Small hazardous material incident
- Limited power outage

➤ LEVEL II Major Emergency (Based on Circumstances)

A Level II major emergency is defined as a serious emergency that completely disrupts one or more operations of the University and may affect mission-critical functions or life safety. Outside emergency services, as well as major efforts from campus support services, would be required. Major policy considerations and decisions would usually be required. Examples of a Level II major emergency include, but are not limited to:

- Hostage situation
- Major fire
- Civil disturbance
- Widespread power outage
- Bomb threat
- Chemical explosion
- Suicide
- Death of a student, faculty, or staff member (Based on Circumstances)
- Sexual Assault (Based on Circumstances)
- Firearm discharge or weapon attack (Based on Circumstances)
- National terrorist incident

➤ LEVEL III Major Emergency

A Level III major emergency is defined as a community-wide emergency that seriously impairs or halts the operation of the University. Outside emergency services would be needed. Major policy considerations and decisions would always be required. Examples of a level III emergency include, but are not limited to:

- Mass casualties
- Natural disaster such as a hurricane or tornado
- Large-scale hazardous material spill
- Health epidemic
- Major weather emergency

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Emergency Phases

- Preparedness Phase
 - Through training and awareness, the University will take aggressive action to prevent emergencies from occurring.
 - The University will take all actions necessary to maximize preparation for emergency situations.
- Response Phase
 - The University will ensure that there are sufficient resources available to handle routine emergencies on campus and will coordinate with local, state, and federal agencies for emergencies requiring additional assistance.
- Recovery Phase
 - The University will take all necessary actions to facilitate a rapid and thorough recovery from any emergency situation in order that normal University functions can be resumed expeditiously.

Departmental Policies/Procedures

Individual departments shall be responsible for developing specific policies and procedures for responding to emergencies, mitigating potential hazards, and protecting key information at the departmental level. At a minimum, departmental policies/procedures should contain:

- An up-to-date list of telephone numbers and emergency contact numbers of all department employees;
- Emergency evacuation routes for specific work areas;
- Procedures and methods for the continuity of critical department operations.

A sample format and guidelines are provided in Appendix A of this book.

Building Coordinators

Each building will have one main building coordinator and up to three building sub-coordinators per floor. Building coordinators are assigned to these locations to assist faculty and staff, students, and guests during emergencies.

Each designated main building coordinator will be responsible for a safety bag. Each safety bag will contain safety equipment to include but not limited to a yellow safety vest, a flashlight, and a first aid kit.

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Building coordinators are responsible for following the training guidelines and for understanding the evacuation procedures for the building they occupy.

The main building coordinator with assistance from sub-coordinators are responsible for inspecting the contents of the “red bag” every six months to make sure the emergency supplies are up to date, and that items such as flashlights, digital thermometers etc., are operational.

Executive Policy Group

In case of a major crisis, the President (or designee) will convene core members of the Executive Policy Group (EPG). Members will be the President’s Cabinet, the Police Chief, and the Public Information Officer. Other members may be added as needed, depending on the nature of the crisis.

The first order of business for the EPG will be to gather essential facts related to the crisis. The Chief of Police and Public Information Officer will provide relevant facts through consultation with others who have accurate information.

The Public Information Officer (or the designee) is responsible for coordinating all communication, including public and internal release of information. Under the President’s direction, the Public Information Officer is authorized to coordinate the release of all information to the news media. The Information Officer will also coordinate the release of non-media related communication.

The EPG will make determinations on such questions as the need for public and internal communication, targeted audiences (such as students, parents, members of the Board of Trustees, etc.), forms of communication, whether a news conference is needed, site of the news conference, the need for a news center, and selection of the most appropriate University spokesperson.

The Incident Commander will consult and advise the EPG on such matters as public safety and security. The Cabinet will consult with and advise the EPG on legal issues. The Public Information Officer will consult with and advise the EPG on public information and news media issues.

The EPG will consider all necessary issues and then will make its recommendations to the President. The course of action decided upon by the President will be communicated by the EPG to those responsible for its implementation. For example, in the event that a media briefing site or news conference is needed, the Public Information Officer/ Special

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Assistant to the President for Marketing and communications will be responsible for setting up the briefing site, notifying the news media, and helping prepare the designated University spokesperson. Unless otherwise decided by the Chancellor, only the designated spokesperson may make official statements on behalf of the University concerning the crisis. In such cases, additional factual or background information may be provided to the news media by the Public Information Officer/Special Assistant to the President for Marketing and Communications. .

In those instances, such as the occurrence of a major residence hall fire, where it is necessary to coordinate the release of information to the news media before the EPG can convene, the Public Information Officer will operate within the guidelines of the University's Press Policy. In case of a major crisis on campus, Public Information Officer will assign staff members to accompany and assist members of the news media, as needed, while they are on campus.

In case of a major crisis, the staff of Public Information Officer will place a linked headline concerning the emergency on the university's home page (<http://www.fvsu.edu/>). Depending on the nature of the crisis, the link will either go to a relevant departmental page (such as University Police) or to a special page dedicated to the crisis. If the latter, the content of the web page will be the responsibility of Public Information Officer.

Note: All employees are encouraged to dial extension x6211 on the Fort Valley State University main campus to report an active shooter. EMS units will respond quicker to emergencies on campus if all emergencies are reported to the University Police first.

In case of a major crisis, it may be necessary to establish a Central Information Center (CIC) to handle the anticipated high volume of telephone inquiries. The Public Information Officer/Special Assistant to the President for Marketing and Communications will have overall responsibility for this Center. The location will be determined by the President (designee) and the Special Assistant to the President for Marketing and Communications in a location that is safe and away from the incident area. It should be understood that calls from the news media will not be channeled to this Center. Such calls will still be directed to the PIO/Special Assistant to the President for Marketing and Communications. Each division will assign knowledgeable personnel as appropriate to help staff the Central Information Center.

The PIO/Special Assistant to the President for Marketing and Communications, working closely with the University Police (in conjunction with Student Affairs) will have responsibility for releasing the names of any deceased persons resulting from a crisis on campus. As a matter of standard procedure, such names will not be released until next-of-kin are notified and after University Counsel has been consulted concerning the

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applicability of privacy law requirements such as HIPAA. The Division of Student Affairs will have responsibility for notifying a student's next-of-kin if not accomplished in the normal protocols of police or health officials. The division where a deceased staff or faculty member worked will have the responsibility for notifying such individual's next-of-kin if not accomplished in the normal protocols of police or health officials. The Public Information Officer will rely on information provided by the Police or the local Sheriff's Office. Departments in obtaining the names of campus personnel who may be fatalities in a major campus crisis. As a general practice, the University does not release the names of student victims who are injured as a result of a major crime or accident on campus. Where educational records are concerned, except for what is termed directory information and specified exceptions, names of students are protected from public release by FERPA.

EMERGENCY OPERATIONS CENTER

The FVSU Campus Police Department shall serve as the Emergency Operations Center during disruptive periods.

In the event that FVSU Campus Police department is deemed unsafe or the Chief of Police/Director of Emergency Management feel the Police department is would not serve as the best EOC, then the HPE Hospitality Suite will be utilized as the Emergency Operations Center.

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

CAMPUS CLOSURE

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

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

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

PUBLIC INFORMATION AND PRESS

The Special Assistant to the President for Marketing & Communications is responsible for the dissemination of news and will coordinate with the President for necessary approvals.

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

CONSIDERATIONS FOR PERSONS WITH DISABILITIES

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

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

SPECIAL PROCEDURES FOR PERSONS WITH DISABILITIES

Special procedures have been recommended to evacuate persons with disabilities from threatened areas.

1. The supervising authority of classes or events/building coordinators should assist handicapped persons out of an emergency area.
2. In the residence halls, the manager and/or an assigned person will assist the disabled person with emergency evacuations.
3. In a class room, the building supervisor/coordinators, secondary building supervisor, instructor and/or an assigned person will assist the disabled person with emergency evacuations.
4. In the workplace, the immediate supervisor and/or an assigned person will assist the disabled person with emergency evacuations.
5. At special events the coordinator and /or Campus Police will assist the disabled person with emergency evacuations.
6. At activities geared toward the public, the building supervisor, program coordinator, campus police officers and other emergency personnel will assist with the emergency evacuation of persons with disabilities.

LOCATION INFORMATION RELATIVE TO PERSONS WITH DISABILITIES

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

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

- The location of accessible entrance and exits.
- The location of alternate exits.
- The location of the fire alarm pulls stations.
- The sound of the fire alarm when the alarm has been activated.

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- The visual signal, flashing lights, when the alarm is active.

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

PLAN RESPONSIBILITY

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

The Office of Emergency Management has the responsibility for the maintenance of the FVSU Emergency Response Plan. Minimally, the plan will be reviewed annually. If any significant changes are deemed necessary, the updated plan will be submitted to the President's Cabinet for approval. However, continual revision will occur as significant changes are identified during scheduled exercises or actual emergency events.

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

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

The GEMA Mitigation Planning Method is used to keep current with Emergency Response Operation procedures to better safeguard the personnel and facilities located at FVSU. The website where this updated information can be found is <http://www.gema.ga.gov/gemaohsv10.nsf/4f697eb5f4cbd51d85257729004931f8/d6eca79fe4efe74385257c540054eafe?OpenDocument>

PLAN DISTRIBUTION

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

1. The Office of the President
2. The Department of Campus Police and Safety

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3. The members of the President's Cabinet
4. University Deans
5. The University System of Georgia Board of Regents

The Condensed Emergency Response Plan will be posted on the University's Campus Police and Emergency Management webpages at http://www.fvsu.edu/about_fvsu/campus_safety.

DISTRIBUTION OF EMERGENCY PREPARATION INFORMATION

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

- Fire Alarm System
- Blackboard Connect System
 - This system provides information via phone, email and/or text message.
- Telephone
- Email
- Campus Signs, including digital marque signs
- Posters/Banners
- University and Emergency Management Webpages

TRAINING

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

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

Each member of the Department of Campus Police and Safety will receive training on Emergency Management procedures each year (NIMS/ICS, EOC principles, etc.).

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

Training for members of the Emergency Management Team will be coordinated through the Office of Emergency Management.

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

SPECIFIC INCIDENT ACTION PLANS

SEVERE WEATHER

COMMUNICATION

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

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

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

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

The Special Assistant to the President for Marketing and Communications will notify the broadcast stations listed in Appendix H which are the primary stations utilized for campus closure announcements. Other stations will be notified, if appropriate.

SPECIAL ASSIGNMENTS

Campus Police

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

Plant Operations

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

ROTC - Military Science

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

TRANSPORTATION

Campus Police will contact the following Departments for vehicles.

- Plant Operations.
- FVSU Transportation
- Agricultural Research.
- Military Science.
- Logistical Services

Vehicles will be utilized by the Department of Campus Police and Safety employees and designees from Plant Operations and Agricultural Research to provide transportation for:

- Administrative Officials
- University Health Services Personnel
- Accident Victims
- Food Service Center Personnel
- Students will be transported to and/or from locations **ONLY** in extreme emergency.

Severe Weather

ELETRICAL FAILURE

Campus Police will contact the following:

- AVP of Facilities
- Vice President for Business and Finance
- Heat, Ventilation and Air Condition Supervisor
- Utility Departments (Fort Valley Utilities, Flint Energies and/or Georgia Power as applicable)

The following departments will coordinate to provide Temporary **LIGHT** and **HEAT**.

- Plant Operations
- Campus Police Department
- Student Success
- Residential Life

Portable generators will be provided and distributed by Plant Operations. They will be utilized in the following areas:

- Computer Service Area (CTM Building, if necessary.)
- Lift Station (Sanitation Pump)
- Lottie B. Lyons Student Center
- Food Service Center
- Florence Hunt Infirmary

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

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

FUEL

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

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

OTHER EMERGENCY SERVICES

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

Severe Weather

Medical Emergency

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

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

FIRE

ACTIVATION

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

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

NOTIFICATION

The Department of Campus Police and Safety should be notified **IMMEDIATELY** if a fire is detected by anyone on campus.

The fire alarm should be activated immediately in the building if a fire is detected.

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

ACTION PLAN

BUILDING OCCUPANTS

Notify Campus Police Department.

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

Occupants should **exit** the building **IMMEDIATELY**.

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

If you cannot leave the room,

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

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Bomb Threat

DISPATCH

If a call is received in reference to a fire,

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

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

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

OFFICERS

- The Officers will respond to the site immediately.

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

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

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

The Officer in command is responsible for:

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

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

Police and emergency first responders will clear the building.

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

TRAINING

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

BOMB THREAT

ACTIVATION

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

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

ACTION PLAN

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

- The dispatcher will record information on the daily log including time of report and name of person making the report (if possible) and site where "**bomb**" is located.
- Alert the Officers on duty, state the site (building, ground, etc.) where the alleged "**bomb**" is located.
- The Officers will respond to the site immediately. Upon arrival at site, the Officer will advise dispatcher to cease radio transmission to his/her unit.
- All units on the scene will be advised to turn portable units to "**OFF**" position.

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

- The Officer will activate the Fire Alarm System upon entering the building.
- The Officers will check all floors and rooms of the building and advise any occupants to use the nearest and safest exit to leave the building. This is very important to decrease panic.
- The Officers shall advise occupants to leave the building as quickly as possible and remain in a safe distance from the building.
- Once the Officers feel that the building is free of occupants, the Officer will assign other employees, counselors, residential assistants, night clerks, and evening supervisors or other responsible persons to guard entrance and exit doors to the facility to prevent entry/re-entry by occupants or others.

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

- Fire Department (City/County)

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Bomb Threat

- University Police Chief
- Fire Safety Officer
- Peach County Sheriff
- Fort Valley Police
- Off duty Campus Police personnel

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

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

The Officer in command is responsible for:

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

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

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

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

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

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

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

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Demonstration and/or Disruption

CAMPUS DEMONSTRATION AND/OR DISRUPTION

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

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

Free speech vs. campus disruption:

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

BOR policy 12.2 Disruptive Behavior can be reviewed at

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

NOTIFICATION

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

PLAN OF ACTION

1. The Emergency Management Team will meet to discuss the situation.
2. If the dissident group is a student group,
 - a. The Vice Provost for Student Success and Enrollment and his/her staff will make every possible effort to resolve the existing conflict.

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Demonstration and/or Disruption

- b. If the dissident group has followed the proper procedures outlined in the Official document "Student Rights and Responsibilities" concerning demonstrations, discussions and negotiations will be conducted. The President will direct these discussions in consultation with the Vice Provost for Student Success and Enrollment and the Officers of the Student Government Association.
3. If the dissident group is a non-student group,
 - a. The respective VP will make every possible effort to resolve the existing conflict.
 - b. If the group has followed the proper procedures concerning demonstrations, discussions and negotiations will be conducted. The President will direct these discussions in consultation with the appropriate members of the Emergency Management Team.
4. If escalation appears eminent, if disruption occurs during negotiation or if a demonstration occurs without prior approval then the following procedures will be followed.
 - i. The President or his designee shall declare that an emergency situation exists on campus and will instruct the Chief of Police or another designee to activate the Emergency Management Team.
 - ii. The designated marshals, as listed in **Appendix C**, will be contacted by the Vice Provost for Student Success and Enrollment and will be asked to immediately report to a designated place and wait for further instructions from the President.
 - iii. If the situation should continue past six hours, two administrative negotiating and control groups will be immediately established to serve during the period of emergency. The control groups will serve rotating shifts of twelve hours each. The control groups are listed in **Appendix D**.
 - iv. The Dean of Students will insure that a log is maintained of each disruption. The log should contain the time and nature of each disruption including the names of the persons involved who can be identified by photographs or observations.
 - v. The PIO/Special Assistant for the President of Marketing and Communications shall be responsible for obtaining the tape recorder/recording device and taping the proceedings surrounding the disorder.
 - vi. The Vice Provost for Student Success shall secure a camera and/or a video camera to obtain pictures of the persons involved in the disruption. In the event the Vice Provost for Student Affairs is not available, the Director of Marketing and Communications will assume duties. These pictures will be utilized for showing the demonstration and the individuals and group actions involved. A log of the pictures should be maintained showing dates, time and place of action of each participant involved in the demonstration.
 - viii. Every effort will be made by all concerned to keep the demonstration peaceful and as orderly as possible. Physical force will be used only to protect persons from demonstrators when they are being attacked and when absolutely necessary to protect the university property from severe damage from the disturbance.

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Demonstration and/or Disruption

5. Negotiations will be conducted as follows.

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

6. After negotiations are underway or if the students refuse to negotiate, the Vice Provost for Student Success and Enrollment shall inform the persons involved in the disruption of the specific regulations of which they are in violation and demand that they cease and desist. The Vice Provost for Student Success and Enrollment shall **read PHASE I ANNOUNCEMENT (Appendix D)**.
7. If after a reasonable time (one hour or less) has lapsed, the disruption continues, the Vice Provost for Student Success and Enrollment shall **read PHASE II ANNOUNCEMENT (Appendix E)**.
8. Should the disruption continue, the President will issue a written statement of violation and **read PHASE III ANNOUNCEMENT (Appendix F)**.
9. If the demonstrators refuse to disperse, then the post negotiation period procedures will be implemented as follows:
 - a. In disruption of a non-violent, non-destructive nature every effort will be made to secure a court injunction.
 - The President shall request an injunction through the Office of the Executive Secretary of the Board of Regents.
 - Evidence gathered through the tape recordings and photographs of the disruption shall be made available for use to secure the injunction.
 - If not already done, an announcement shall be made to the demonstrators that appropriate legal remedies will be sought. Enough time shall be given for the demonstrators to disperse.
 - The restraining order will be served by the Sheriff or his Deputy.
 - b. In case of a violent or destructive disruption when time and circumstance prevent the procuring of an injunction the following action will be taken:
 - The President shall announce to the demonstrators the specific regulation of which they are in violation and demand that they disperse.
 - During the announcement, written requests specifying the violation will be circulated. **The President shall read PHASE IV ANNOUNCEMENT (Appendix G)**.

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Demonstration and/or Disruption

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

FIRST AID

The Health and Counseling Services Center shall serve as the primary First Aid Center during the disturbance. The Health and Counseling Services Center shall ensure that adequate supplies are available. The FVSU Police Department (Bywaters Building, Office of Environmental Health & Safety (Troup Bldg. Rm 214) and Office of Human Resources (Troup Bldg. Rm 204) have large mounted first aid kits/centers. Each building coordinator shall have a first aid kit in their buildings emergency Red Bag.

SPECIAL ASSIGNMENTS

The President and Vice Provost for Student Success and Enrollment shall be in charge of all activities relating to on-the-scene disturbances and shall serve as the negotiating agent and

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Demonstration and/or Disruption

liaison officer with the demonstrators. The Vice Provost for Student Success and Enrollment shall make requests for assistance directly to the University Police Chief.

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

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

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

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

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

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

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

The Director of Information Security shall be responsible for securing electronic information.

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Demonstration and/or Disruption

Faculty, Staff and Student Crisis Response:

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

Crisis Defined:

Crises: shall include but not limited to situations involving the death of a student, staff member, faculty member, or member of a student's immediate family be it suicide, substance abuse, illness, or accident. The principals shall have authority to determine what a crisis incident is and to convene that information to the appropriate resources (**Office of Student Counseling and Outreach Services 478 825-6278, Fort Valley State University Police Department 478 825-6211 and Peach County 911**)

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

Other Resources for Crises:

1. Benchmark/Georgia Crisis and Access line 24 hour hotline 1(800) 715-4225
2. Georgia Crime Victims Compensation Program 1(800) 547-0060
3. TrevorLifeline 24/7 availability (LGBTQ assistance) 1(866) 488-7386
4. Suicide Prevention 1(800)273-8255
5. FVSU Behavioral Intervention Team (BIT) 478 825-6174

NATURAL DISASTERS

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

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

NOTIFICATION

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

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

The Fort Valley Emergency Management Agency has been authorized to sound the "**Alert**" Signal on the local Siren System when the reported sighting of a funnel cloud structure is detected in the Fort Valley area. However the Peach County Emergency Management Agency has all external sirens tied to the National Weather Service which also sounds the sirens when a funnel cloud structure is detected.

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

Emergency Notification

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

Blackboard Connect is an emergency notification service available to students, staff, and anyone in the University community who wants to subscribe. Blackboard Connect can be used to send emergency messages within minutes of the occurrence of an incident. Alerts sent by Blackboard Connect are simulcast to the University community via our news wire at www2.fvsu.edu, Fort Valley State University's Facebook page, Twitter, or at the subscriber's choice, their e-mail

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Natural Disasters

account. All of the campuses have full access to Blackboard Connect for posting local emergency alerts.

Fort Valley State University performs a University-wide annual test of the system. The following procedures outline the process the University uses when issuing emergency notifications.

RESPONSIBILITIES

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

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

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

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

The City of Fort Valley Fire Department shall:

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

FVSU SHELTER OPERATIONS

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

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

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

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Natural Disasters

- Food Service Center
- Lottie B. Lyons Student Center
- Student Activities Center
- Red Cross Food Service Center

Minor and superficial injuries will be treated by:

- Fort Valley State University Health and Wellness Center
- Peach Regional Medical Center
- Peach County Health Department

Transportation will be coordinated by the following:

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

Communication will be coordinated by the following:

- Marketing and Communications
- Campus Police Department
- Department of Plant Operations

Service Space (Field Hospital) will be as follows.

- Athletic Field
- Woodward Gymnasium

Shelter in Place Operation:

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

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

PUBLIC INFORMATION

The Special Assistant to the President for Marketing and Communications will be the primary contact for the press.

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Active Shooter/Barricaded Gunman

ACTIVE SHOOTER/BARRICADED GUNMAN

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

NOTIFICATION

Call Campus Police (478) 825-6211 or 911 **immediately**

Emergency Text Messaging 911fvsu@fvsu.edu

ACTION PLAN

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

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

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

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

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

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

IF OUTSIDE WHEN A SHOOTING OCCURS

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

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Active Shooter/Barricaded Gunman

IF SUSPECT IS OUTSIDE YOUR CLASSROOM/OFFICE/RESIDENCE HALL

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

IF SUSPECT IS IN CLOSE PROXIMITY

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

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

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

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

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

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

Fort Valley State University

*****QUICK REFERENCE GUIDE*****

FVSU Police Dispatch: 478 825-6211

Emergency Number: 911

*****EMERGENCY PROCEDURES*****

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

Evacuation of Facility/ Clearance of Area	Lockdown/ Stay-in-place
Fire	Tornado
Gas Leak	Severe Weather
Hazardous Material Release or Spill	Active Shooter
Suspicious Package	Civil Disturbance
Bomb Threat	Riot

EMERGENCY RESPONSE INSTRUCTIONS

Evacuation Instructions

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

Lockdown/ Stay-in-Place Instructions

Lockdown (Violent Acts)

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

Stay-in-Place (**Severe Weather**)

- If possible, move to designated severe weather areas of the building
- Do not use elevators
- Avoid glass doors & windows
- Wait for an “all Clear” signal or notice from emergency response personnel

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

BIO-TERRORISM/SUSPICIOUS PACKAGES

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

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

1. Inappropriate or unusual labeling.
 - Excessive postage
 - Handwritten or poorly typed address
 - Misspelling of common words
 - Strange return address or no return address
 - Incorrect titles or title without a name
 - Not addressed to a specific person
 - Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
 - Marked with a threatening language
 - Postmarked from a city or state that does not match the return address
2. Appearance
 - Powdery substance felt through or appearing on the package or envelope
 - Oily stains, discolorations, or odor
 - Lopsided or uneven envelope
 - Excessive packaging material such as masking tape, string, etc.
3. Other Suspicious Signs
 - Excessive weight
 - Ticking sound
 - Protruding wires or aluminum foil

ACTION PLAN

If suspicious package or envelope is identified:

- If a package or envelope appears suspicious, DO NOT OPEN IT.
- Do not shake or empty the contents of the package or envelope.
- Do not carry the package or envelope, show it to others, or allow others to examine the package.
- Place suspicious item on a stable surface.
- Do not sniff, touch or taste contents.
- Alert others in the area about the suspicious package.
- Wash hands with soap and water to prevent spreading potential infections.
- Create a list of persons who were in the room or area when the suspicious package was received.

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

PROTOCOL FOR HANDLING SUSPICIOUS PACKAGES OR ENVELOPES

1. If you handle a suspicious package or envelope with substance, odor or threat of anthrax, **stop**. Immediately place the item down and restrict access to the area.
2. Notify supervisor immediately.
3. Call Department of Campus Police and Safety at 825-6211 or 825-6500 and 911.
4. If possible, put the envelope in a plastic bag that can be sealed (such as a large sandwich bag). This is an option, if you do not feel comfortable with this, omit this step.
5. Isolate victim or victims. If possible, close off room where letter suspicious item is located, identify victims fully. This information is very important for fire, health and rescue personnel.
6. Remain calm. There are no instance effects. Exposure can be treated. There is plenty of time to seek medical advice or help.
7. Decontamination can be as easy as washing hands, washing clothes and taking a shower.
8. Anthrax spores are harmful only if inhaled or ingested, or when introduced into an open wound or the eyes. Person exposed to Anthrax are not contagious.

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

PANDEMIC INFLUENZA

NOTIFICATION

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

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

The Director of Marketing and Communications, in cooperation with the Office of Student Success and Enrollment and the Office of Human Resources will inform students, faculty and staff of confirmed cases.

ACTION PLAN

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

If a quarantine facility is identified on campus,

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

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

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

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

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

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

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

TRAINING AND PREVENTION

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

Additionally:

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

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

SPECIAL ASSIGNMENTS

Building supervisor and/or designee will:

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

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Building Supervisors/Coordinators:

Building	Supervisor	Office Number	Emergency Number
ACL (New Science Bldg)	George Mbata	6550	
Ag Communications/Print Shop Building	Marquinta Gonzales	6546	
Ag Technology Conf. Center	Cynthia Willis	3977	
All other Research Farm Facilities	Jared Fluellen	6457	
Alva Tabor Agriculture Building	Syedmehdi Mobini	6427	
Anderson Building (Museum)	Ed Boston	1064	
Art Gallery/Urban Trends	Bobby Dickey	6387	
Bishop Hall	Joe Thomas	6200	
Boyd Hall (<i>Off-Line</i>)	Joe Thomas	6200	
Bywaters	Samuel Gyapong	6271	
C.V.Troup Administration	Allison Thomas	6436	
Carnegie Hall	Andrew Lee	827-3241	
Computer Technology and Mathematics 1- (CTM) Building	Charlie Weaver	6122	
Crisp County Head Start	John Clark	6171	

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Davison Hall (<i>Off Line</i>)	Joe Thomas	6200	
Dooly County Head Start (Vienna)	John Clark	6171	
Dooly County Head Start (Unadilla)	John Clark	6171	
Ellison Building	Archie Williams	6275	
Evans Building	LuWanna Williams	1354	
Faculty Apartment 1-8 (on Memorial Drive)	Business and Finance (Allison Thomas)	6436	
Faculty Apartment 9-11 (on Memorial Drive)	Shawn Modena	3965	
Faculty Apartment (4) (on State University Drive)	Joe Thomas	6200	
Faculty Apartment (2) (on State University Drive)	Joe Thomas	6780	
Family Child Development Center	Cheryl Jones	6236	
Food Service Center	Jason Tate	3104	
Founders Hall	Bobby Dickey	6387	
Gano Building and Annex	LTC Antonio Perez	6340	
General Grounds	Joe Thomas	6200	
Goat Research Center	Terrell Hollis	6344	
Head house Greenhouse Complex	Jared Fluellen	6457	

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Honors Building	Meigan Fields	6634	
Horace Mann Bond	Komanduri Murty	6624	
HPE Complex	Donald Moore	6478	
Hubbard Education	Rebecca McMullen	6365	
Hunt Infirmary	Jesse Kane	6278	
Hunt Memorial Library	Frank Mahitab	6342	
Huntington Hall	RJ Mathis	6315	
Jeanes Hall (<i>off Line</i>)	Joe Thomas	6200	
Josie Hall (<i>off Line</i>)	Joe Thomas	6200	
Kell Building	Joe Thomas	6200	
Lyons Student Center	Jocelyn Neal	822-1315	
Macon County Head Start	John Clark	6171	
Miller Science	Berlethia Pitts	6393	
Moore Hall (<i>Off Line</i>)	Joe Thomas	6200	
Myers Hall	Cheryl Jones	6236	
O'Neal Vet Building & Annex	George McCommon	6424	
Ohio Hall	William Stevenson	3965	
Parking Lot, Walks and Roadways	Campus Police	6211	

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Patton Hall	Bobby Dickey	6387	
Peabody Hall	Stevie Lawrence	1018	
Pettigrew Center	Donald Moore	6478	
Poultry Research and Annex	Mark Latimore	6344	
Quadrangle	Bobby Dickey	6387	
Quonset Hut	Joe Thomas	6200	
SAFE Center	George McCommons	6427	
Softball Field	Jason Bryant	6710	
Taylor County Head Start	John Clark	6171	
Tennis Court	Willie Foster	1068	
Track and Field	Adonis Stanley	1227	
Warner Robins Campus	Ashley Ballard	953-7423	
Watson Hall Dormitory (<i>Off Line</i>)	Joe Thomas	6200	
Wildcat Clubhouse	Shawn Modena	3965	
Wildcat Commons Bldg #1	Della Brown	3108	
Wildcat Commons Bldg#2	Leon Perry	3963	
Wildcat Commons Bldg #3	Josie Latimore	3825	
Wildcat Commons Bldg #4 (<i>Off Line</i>)	Dorothy Adams-Brown	3965	

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Wildcat Commons Bldg #5	Lanson Twyner	3965	
Wildcat Commons Bldg #6	Sharie Adams	5210	
Wildcat Commons Bldg #7	Gerry Jefferson	1801	
Wildcat Commons (Quadrangle)	Shawn Modena	3965	
Wildcat Fieldhouse	Kevin Porter	3054	
Wildcat Stadium	Donald Moore	6478	
Wilson-Roberts Building	Joe Thomas	6200	
Woodward Gymnasium	Donald Moore	6478	

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Current Incident Command Team Members

APPENDIX A: CURRENT EMERGENCY MANAGEMENT TEAM MEMBERS

Title	Name	Office Phone	Cell Phone	Home Phone
President	Paul Jones	6315		
University Police Chief	Anita Allen	6280		
Emergency Management Director	Ken Morgan	6863		
Chief of Staff	Kendall Isaac	6374		
Provost and Vice President for Academic Affairs	T. Ramon Stuart	6330		
Provost for Student Success	Jesse Kane	6291		
Vice President for Business and Finance	Dexter Odum	6436 6374		
Vice President for Advancement	Anthony Hollomon	6054 3677		
Interim - Director of Intercollegiate Athletics	Anthony Hollomon	6238		
Chief Legal Officer	Kendall Isaac	6374		
Special Asst. to the President for Marketing & Communications	Cedric Mobley	6319/6167		
Director of Compliance and Title IX	Patrice Terrell	4284		
AVP for CDEP	Isaac Crumbly	6243 0133		
Dean, School of Agriculture, Family	Govind Kannan	6322		

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Current Incident Command Team Members

Sciences and Technology		6323		
Dean of Students	Wallace Keese	6931		
Director of Information Technology	Charlie Weaver	6228 6122		
Risk Management Coordinator	Derrius Butler	3017		
Director of Facilities	Joe Thomas	6200		
SAFE Center Director	George McCommon	6795		
Director of Head Start	Willie Mae Johnson	6171 6423		
General Manager of Food Services	Jason Tate	6332		
CBO – Comptroller	Akwai Agoons	6111		
Director of Human Resources	Carole Clerie	6404		
Director of Residential Life	Shawn Modena	6100		
Director of Counseling Services	Jackie Caskey-James	6174		
Physician’s Assistant Macon Occupational Medicine	Roneseya Williams	827-3262		

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Local Emergency Agencies

APPENDIX B: LOCAL EMERGENCY AGENCIES

AGENCY	BUSINESS TELEPHONE	PHYSICAL ADDRESS
Peach County Sheriff	(478) 825-5144	1007 Spruce Street Fort Valley, GA 31030
Peach Emergency Management Agency	(478) 827-3171	1750 US Highway 341/GA 7 Fort Valley, GA 31030
Fort Valley Police	(478) 825-3383	204 W Church Street Fort Valley, GA 31030
Fort Valley Utility	(478) 825-7701	500 Anthoine Street Fort Valley, GA 31030
Flint Energies	(478) 847-3415	494 Perry Pkwy Perry, GA 31069
Georgia Power	(478) 477-9615	312 Spaulding Rd. Montezuma, GA 31063
Houston County Sheriff	(478) 542-2125	202 Carl Vinson Pkwy. Warner Robins, GA
Crawford County Sheriff	(478) 836-3116	21 Hortman Mill Road Knoxville, GA 31050
Macon County Sheriff	(478) 472-6457	121 S Sumter St. Oglethorpe, GA 31068
Bibb County Sheriff	(478) 746-9441	668 Oglethorpe Street Macon, GA 31201

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Broadcast Stations

APPENDIX C: BROADCAST STATIONS

Radio AM		Radio FM	
WPGA 980	Perry	WKXK 97.7	Fort Valley
WIBB 1280	Macon	WFVS 104.3	Fort Valley
WMAZ 940	Macon	WIBB 97.9	Macon
WDDO 1240	Macon	WAYS 99.1	Macon
WDEN 1500	Macon	WXFM 100.1	Macon
WRBN 1600	Warner Robins	WDEN 105.3	Macon
WALG 1590	Albany	WPEZ 107.9	Macon
WHIE 1320	Griffin	WFAV 98.3	Cordele
WKEU 1450	Griffin	WKAK 101.7	Albany
WMJM 1490	Cordele	WJIZ 96.3	ALBANY
WFXM 107.1	Macon	WKEU 97.7	Griffin
Television			
WMAZ - 13	Macon	FVSU Cable 21	
WMGT - 41	Macon		
WGXA - 24	Macon		

APPENDIX D: NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

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

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

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

ORGANIZATION

NIMS, is organized around five major management activities.

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

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

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

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

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

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

Not all sections need to be established within NIMS organization. The Incident Commander will make this decision based on the demands of the incident. Each of the primary Incident Command System sections may be further subdivided as reflected in the organization chart

APPENDIX E: PHASE I ANNOUNCEMENT

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

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

APPENDIX F: PHASE II ANNOUNCEMENT

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

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

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

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Phase III Announcement

APPENDIX G: PHASE III ANNOUNCEMENT

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

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

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

Section of the Criminal Codes of Georgia	Section Title
16-4-8	Conspiracy To Commit A Crime
16-5-23	Simple Battery
16-5-23.1	Battery
16-5-41	False Imprisonment
16-7-21	Criminal Trespass
16-7-22	Criminal Damage To Property In First Degree
16-7-23	Criminal Damage to Property In Second Degree
16-7-24	Interference With Government/ State Property
16-7-60	Arson In The First Degree

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16-7-61	Arson In The Second Degree
16-7-62	Arson In The Third Degree
16-7-63	Criminal Possession Of An Explosive
16-8-2	Theft- By-Taking
16-8-18	Entering An Automobile/Other Motor Vehicle With Intent To Commit Theft Or A Felony
16-10-24	Obstruction Or Hindering of Law Enforcement Officers
16-10-25	Giving False Name or Address To Law Enforcement Officers
16-10-27	Transmitting False Report Of A Fire
16-10-28	Transmitting A False Public Alarm
16-10-30	Refusal To Obey Official Request At Fire Or Other Emergency
16-10-50	Hindering Apprehension Or Punishment Of A Criminal
16-10-94	Tampering With Evidence
16-11-30	Riot
16-11-31	Inciting To Riot
16-11-32	Fighting In A Public Place

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16-11-33	Unlawful Assembly
16-11-34	Preventing Or Disruptive Lawful Meetings, Gathering Or Processions
16-11-35	Failure To Leave Campus Or Facility Or Unit Of University System When Directed
16-7-64	Criminal Possession of an Incendiary
16-11-37	Terroristic Threats And Acts Wearing Mask, Hood, or Device
16-11-38	Which Conceals
16-11-39	Use of "Fighting Words" Obscene And Vulgar or Profane Language; Harassing Phone Calls
16-11-43	Obstructing Highways, Streets, Sidewalks, Or Other Public Passages
16-11-62	Eavesdropping, Surveillance, Etc., Which Invades Privacy Of Another
16-11-102	Pointing Gun Or Pistol At Another
16-11-106	Possession Of Firearm Or Knife During Commission Of Or Attempt To Commit Certain Crimes
16-11-126	Carrying A Concealed Weapon
16-11-127	Carrying a Deadly Weapon To Or At Public Gatherings
16-11-127.1	Carrying A Deadly Weapon On School Property
16-11-128	Carrying Pistol Without License

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50-16-14	Security Personnel Of Georgia Building Authority, Georgia State Patrol, And The GBI
50-16-14	Security Personnel Of Georgia Building Authority, Georgia State Patrol, And The GBI
50-16-16	Penalty For Refusal To Obey Security Personnel Or Law Enforcement Officer
16-7-64	Criminal Possession of an Incendiary
16-11-37	Terroristic Threats And Acts
16-11-38	Wearing Mask, Hood, or Device Which Conceals
16-11-39	Use of "Fighting Words" Obscene And Vulgar or Profane Language; Harassing Phone Calls
16-11-43	Obstructing Highways, Streets, Sidewalks, Or Other Public Passages
16-11-62	Eavesdropping, Surveillance, Etc., Which Invades Privacy Of Another
16-11-102	Pointing Gun Or Pistol At Another
16-11-106	Possession Of Firearm Or Knife During Crimes Commission Of Or Attempt To Commit Certain
16-11-126	Carrying A Concealed Weapon
16-11-127	

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Phase III Announcement

	Carrying a Deadly Weapon To Or At Public Gatherings
16-11-127.1	Carrying A Deadly Weapon On School Property
16-11-128	Carrying Pistol Without License
16-13-30	Violation Of Georgia Controlled Substance Act
50-16-14	Security Personnel Of Georgia Building Authority, Georgia State Patrol, And The GBI
50-16-14	Security Personnel Of Georgia Building Authority, Georgia State Patrol, And The GBI
50-16-16	Penalty For Refusal To Obey Security Personnel Or Law Enforcement Officer
16-13-30	Possession, manufacture, or distribution of controlled substances

APPENDIX I: BOMB THREAT CALL CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	disguised	nasal	angry	broken
Stutter	slow	sincere	lisp	rapid
Giggling	deep	crying	squeaky	excited
Stressed	accent	loud	slurred	normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: UNIVERSITY POLICE DISPATCH

APPENDIX J: DISPATCHER CALL SHEET - FIRE

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

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

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

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

If the 911 Emergency Operator or other Officials ask for additional information on the EMERGENCY, the Dispatcher shall provide ONLY the information that has been specifically reported in regards to the emergency.

The dispatcher shall stress to persons he/she talks to that, THIS IS NOT A DRILL, BUT AN ACTUAL EMERGENCY

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Residential Facilities Communication Plan

APPENDIX K: RESIDENTIAL FACILITIES COMMUNICATION PLAN

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

CONTROLLED EMOTIONAL EVENT

Notify Residential Assistant

The following chain of notification should then be activated.

Between 4:00 pm and 12:00 am, Residential Life Coordinator notifies Residential Life Director.

Between 12:00 am and 8:00 am, Residential Life Coordinator notifies Evening Supervisor.

UNCONTROLLED EMOTIONAL EVENT

SUICIDE ATTEMPT

SUSPECTED DEATH

VIOLENT ATTACK

DRUG/ALCOHOL OVERDOSE

TOXIC REACTION/POISON

RAPE

Call 911

Notify Campus Police Department

Notify Residential Assistant

The following chain of notification should then be activated.

Residential Hall Counselor

Director of Residential Life

Dean of Students

Provost for Student Success and Enrollment

FIRE OR BOMB THREAT

Activate fire alarm system

Call 911

Notify Campus Police Department

Notify Residential Assistant

The following chain of notification should then be activated.

Residential Hall Counselor

Director of Residential Life

Dean of Students

Provost for Student Success and Enrollment

INJURY/ILLNESS

Notify Residential Assistant

The following chain of notification should then be activated.

Residential Life Counselor

Campus Police Department

Director of Residential Life

APPENDIX L: RESIDENTIAL HALL SAFETY TIPS

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

1. Smoking Prohibited.
2. Locate fire exits in buildings/on this floor.
3. Locate fire extinguishers; learn how to work them. **NO TESTING**
4. Count the number of doors nearest to the exit, check for possible obstruction.
5. Check any windows to see if they can be opened; if so, determine how they open.
6. Keep your room key available next to you.
7. DO NOT PLAY and/or TAMPER with Fire Extinguishers or Fire Alarms.
8. If you leave your room, keep door closed/locked and take your key.
9. Always leave the building when you hear the fire alarm.

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Faculty Marshalls

APPENDIX M: FACULTY MARSHALLS

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

OFFICIALS	UNIVERSITY EXTENSIONS	Cell Phones#
Bobby Dickey	6387	
Lt. Col. Raymond Perez (ROTC)	6340	
Berlithia Pitts	6454	
Dr. Samuel Gyapong	6271	

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Safety Personnel

APPENDIX N: FEDERAL, STATE, UNIVERSITY SYSTEM, AND LOCAL GOVERNMENT OFFICIALS

OFFICIAL	BUSINESS TELEPHONE
Chancellor, USG	(404) 656-2202
Assistant Attorney General	(404) 656-7063
Vice Chancellor	(404) 656-7063
Sergeant of State Patrol	(478) 987-1100
District Attorney	(478) 744-6295
Assistant District Attorney	(478) 825-8454
Fort Valley Chief of Police	(478) 825-3383
Peach County Sheriff	(478) 825-3435
Fort Valley Mayor	(478) 825-8567
GBI Office	(478) 987-4545
FBI Office	(478) 742-4576
USG Chief of Police, Bruce Homes	(404) 962-3177

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Safety Personnel

APPENDIX O: UNIVERSITY POLICE PERSONNEL

PERSONNEL	University EXTENSION	
Anita Allen, Univ. Police Chief	6280	
Ken Morgan, Director Emergency Management	6863	
Rennie Walters, Captain	6704	
Jeanette Lucas, Secretary	6280	
Tatotshia Grier, Police Inv. Lt.	6072	
HaBert Chapple, Police Sgt.	3255	
Charles Pines, Police Sgt.	3256	
Jerome Little, Police Sgt.	6304	
Carlos Felton, Police Sgt.	6304	
Stephen Mitchell, Police Cpl.	6304	
John Watson, Police Officer	6304	
Reveckeo Hill, Police Officer	6304	
Kenterrous Taylor, Police Officer	6304	

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Safety Personnel

Gregory Homer Jr., Police Officer	6304	
Keldrik Cochran, Police Officer	6304	
John Ellison, Police Officer	6304	
Sherronda Bacon-Mercer, Security	6304	
Vickie Reed, Security Officer	6304	
Tomeika Mangham, Security Officer	6304	
Matthew Horne, Security Officer	6304	
Jackie Banks, Security Officer	6304	
LaToya Powell, Security Officer	6304	
Angela Carswell, Security Officer	6304	
Sharon Hall, Security Officer	6304	
Correy Tyler, Security Officer	6304	
Charlie Jefferson, Security Officer	6304	
Zykia James, Security Officer	6304	
Joshua Battle, Security Officer	6304	

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Campus Safety Personnel

Teresa Worsham, Security Officer	6304	
Edward Sellers, Security Officer	6304	
Bernice Flowers, Communications Sergeant	6304	
Benessa Mathis, Dispatcher	6304	
Stephanie Howard, Dispatcher	6304	
Carol Oates, Dispatcher	6304	

FORT VALLEY STATE UNIVERSITY EMERGENCY RESPONSE PLAN

Plant Operations Personnel

APPENDIX P: PLANT OPERATIONS PERSONNEL - SUPERVISORS

Name	University Phone#	Cell phones#
Joe Thomas	6200	
Darrin Simpson, Locksmith	6200	
Desmond Williams	6200	
Nikki Thomas	6200	
Ronnie Scott	6200	
Loria Dewberry, Admin Asst.	6200	

APPENDIX Q: FOOD SERVICES CONTACTS

Name	University Phone	
Sodexo General Manager Jason Tate	6332	
Sodexo Catering Manager James Florence	6332	
Executive Chef/Manager Enoch Rutherford	6332	

1. What is Smallpox?

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

2. How dangerous is Smallpox?

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

3. How is Smallpox spread?

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

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

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

5. What are the symptoms of Smallpox?

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

6. When does a person with Smallpox become contagious?

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

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

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

APPENDIX S: HAZARD MITIGATION INFORMATION

Process:

A representative of Public Safety was called upon to develop the Peach County Hazard Mitigation Plan through a series of Pre-Disaster Hazard Mitigation meetings in 2018 based on previous plans and information. An opportunity for the campus community to review and comment on the plan was afforded by a printed copy being available in the Department of Public Safety.

The Peach County Mitigation Plan 2013 was used as one the primary planning documents for the completion of this plan. Information was compiled from historical sources, review of hazard locations using the FEMA and GEMA hazard mapping services, analyzing the risk to life, property and the environment that could potentially result from hazard events. The Hazard, Risk, and Vulnerability Assessment were completed by the following steps:

Inventory of Critical Facilities. Facilities are vitally important in the delivery of services to the university and surrounding community. They also play in important role protecting life during a potentially hazardous event. Some of the Critical facilities for Fort Valley State University are listed in the Peach County Hazard Mitigation plan.

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

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

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

Summary of Hazard Exposure, and Hazard Mitigation Goals and Objectives

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

1. **Severe thunderstorms, winds:** A severe thunderstorm as defined by the National Weather Service is a storm with hail equal to or greater than 3/4" in diameter or convective winds equal to or greater than 58 miles per hour. Even if a storm is not severe, it still remains a potential killer. Lightning, flash flooding, hail, and general thunderstorm, wind gusts pose a threat to life and/or property.
2. **Drought:** A drought is defined as a prolonged period of extremely dry weather sufficient to produce a serious hydrologic imbalance in the affected area.
3. **Winter storms:** A winter storm can range from a moderate snow over a few hours to blizzard conditions with blinding wind-driven snow that lasts several days. Some winter storms may be large enough to affect several states, while others may affect a single

FORT VALLEY STATE UNIVERSITY

community. Many winter storms are accompanied by low temperatures and heavy and/or blowing snow, which can severely reduce visibility.

4. **Lightning:** Lightning is the most dangerous and frequently encountered weather hazard that most people experience each year. It is the second most frequent killer in the United States with nearly 100 deaths and 500 injuries each year.
5. **Flooding:** Flooding is an excess volume of water that is in a place or location where it is unwanted. Only a few inches of rapidly moving water can sweep an adult off of their feet and wash them downstream, causing serious injury or death.
6. **Hazardous materials spills:** Hazardous materials spills may involve any number of substances ranging from laboratory chemicals, cleaning products, fuels, petroleum products, or even office supply products. Any accidental or intentional release of any potentially hazardous substance may be considered a hazardous material spill. Spills may occur inside facilities, on roadways, railways, in creeks, streams or other waterways. Each individual case will dictate an appropriate response and cleanup.
7. **Wildfire:** Wildfire is an event where grassland, brush, and/or undergrowth are not intentionally set on fire for the purpose of a prescribed burn. Wildfires can rage out of control threatening life and property. Historical data was obtained from university records and interviews with community members.
8. **Fire:** For the purposes of this plan, a fire is defined as the unplanned burning of any university owned structure. The risks associated with fire on a university campus may rise where numerous buildings are in close proximity to one another increasing the possibility of rapid spread to other structures.
9. **Tornado:** Violent whirling wind accompanied by a funnel-shaped cloud is classified as a tornado. Severe weather conditions, such as a thunderstorm or hurricane, can produce a tornado. The extension may be up to 50 miles and move at speeds of 10 to 50 miles per hour. Through combined action of strong rotary winds and the impact of wind-born debris, destruction occurs. The official tornado season begins in March and continues through August, but may occur throughout the year. Weather band radios, tie-downs for mobile homes and warning systems are mitigating activities. Search and rescue damage assessment, and public information training are preparedness areas. Safe shelter-in-place is a key to response as well as assistance to persons injured, fires, and looting. After the tornado strikes, search and rescue, sheltering, provision of food and clothing to victims, and damage assessment are essential. Recovery may require total support to clear debris, repair utilities, rebuild, and return to a life of normalcy.

Multi-Jurisdictional Considerations:

Fort Valley State University enjoys the support of the local community in many efforts. Emergency preparedness, mitigation and response efforts are no exception. In 2013, the Peach County Hazard Mitigation Plan was completed and being updated in 2018. Additional Critical Facilities at the University were added to the Peach County Hazard Mitigation plan during several Pre-Hazard mitigation planning meetings in 2018.

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

APPENDIX T: ACRONYMS COMMONLY USED

List of Acronyms:

Throughout this document there are commonly used abbreviations:

A list of the acronyms used is:

DNR.....Department of Natural Resources

GEMA.....Georgia Emergency Management Agency

DHS.....Department of Homeland Security

USPS.....United States Postal Service

FBI.....Federal Bureau of Investigation

NIMS.....National Incident Management Service

IC.....Incident Commander

EPD.....Environmental Protection Division

PD.....Police Department

FORT VALLEY STATE UNIVERSITY

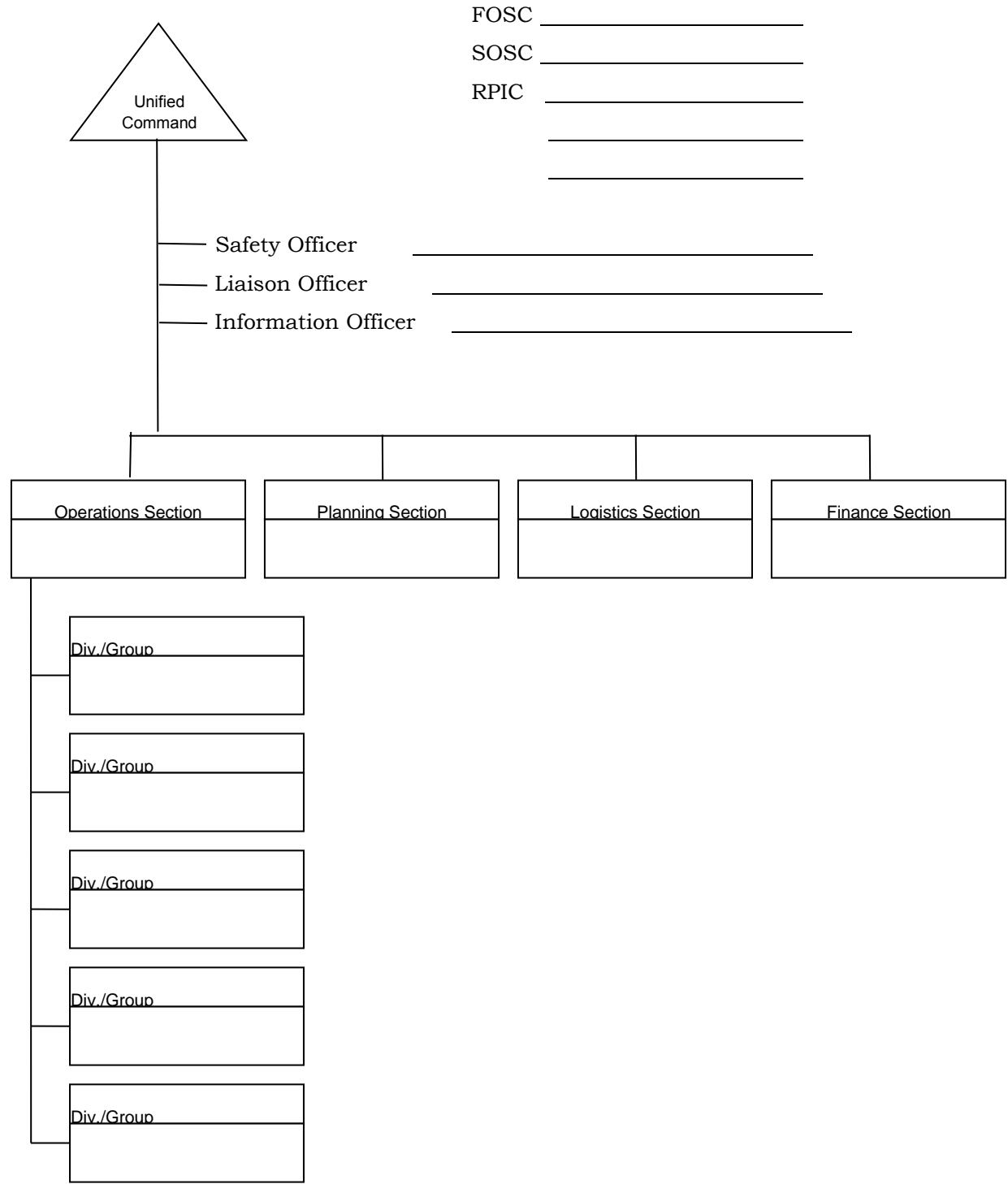
Map/Sketch (include maps drawn here or attached, showing the total area of operations, the incident site/area, overflight results, trajectories, Impacted shorelines, or other graphics depicting situational and response status)

Incident Name	Prepared by: (name) Date _____ Time: _____	INCIDENT BRIEFING ICS 201-OS (pg. 2 of 4)
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FORT VALLEY STATE UNIVERSITY

1. Incident Name	2. Prepared by: Date _____ Time: _____	INCIDENT BRIEFING ICS 201-OS (pg. 3 of 4)
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3. Current Organization



FORT VALLEY STATE UNIVERSITY



FORT VALLEY STATE UNIVERSITY
 A State and Land Grant Institution • University System of Georgia

1005 State University Drive
 Fort Valley, Ga. 31030-4313
 Admissions: (877) GO-2-FVSU
 Information: (478) 825-6211
www.fvsu.edu

- 45. Pettigrew Farm & Community Life Center (F-3)
- 46. Plant Operation (Wilson-Roberts) (C-5)
- 47. Poultry Research Complex (B-4/5)
- 48. Quadrangle (C-3)
- 49A. Research Field Plots (B-4/5)
- B. Research Field Plots (C-3)
- 50. Softball Field (F-3)
- 51. Stalworth Agriculture Building (C/D-4)
- 52. State Animal Facility for Emergencies (P/ACE) Center (B/C-4)
- 53. Student Activities Center (F-4)
- 54. The Agronomy Building (C-4)
- 55. The Carolina River (F-3)
- 56. Tennis Courts (F-4)
- 57. Troop Administration Building (E-3)
- 58. Watson Hall Dormitory (D/E-3)
- 59. Wilcat Commons Residential Village
 WC1 (G-4) WC5 (G-4)
 WC2 (H-4) WC6 (F-4)
 WC3 (H-4) WC7 (F-4)
 WC4 (G-4) Clubhouse (G-4)
- 60. Wildcat Stadium (E-4)
- 61. Valley Behavioral Health Center (E-3)

- 20. Founders Hall (B-3)
- 21. Gano Annex (C-1)
- 22. Gano Building (C-1)
- 23. Greenhouse Complex (C-5)
- 24. Gymnasium (Woodward) (D-4)
- 25. Health & Physical Ed. Complex (F-4)
- 26. Home Management Site (D-3)
- 27. Hubbard Education building (C-4)
- 28. Hunt Infrmary (E-3)
- 29. Hunt Memorial Library (B-2)
- 30. Hunt Memorial Library (C-3)
- 31. Hunt Memorial Library (C-3)
- 32. Hunting Hall East (D-2)
- 33. Jones Hall West Dormitory (D-4)
- 34. Joise Hall Dormitory (D-3)
- 35. Lyons Student Center (C/D-3)
- 36. Mach Processing Center (C-5)
- 37. Miller Science Building (C-4)
- 38. Moore Hall Dormitory (D-3)
- 39. Myers Home Economics Bldg. (C-4)
- 40. O'Neal Veterinary Science Annex (B-4)
- 41. O'Neal Veterinary Science Bldg. (B-4)
- 42. Ohio Hall (C-3)
- 43. Patton Hall (C-2)
- 44. Peabody Building (C-3)

- 1. Academic Classroom & Lab Bldg. (F-3)
- 2. Agriculture Equipment Storage (C-5)
- 3. Anderson House Museum and Welcome Center (B-2)
- 4. Athletic Field House (E-5)
- 5. Bishop Hall (C-2)
- 6. Blanner Computer Technology & Mathematics Building (C/M) (G-3)
- 7. Bond Building (Horace Mann) (E-4)
- 8. Boyd Hall Dormitory (D-4)
- 9. Bywaters Building (B-3)
- 10. Campus Student & Guest Housing (G-3)
- 11. Carnegie Hall (B-2)
- 12. Central Stores (C-4) (B-5)
- 13. Dairy, Gen. Hall Dormitory (D-2)
- 14. Ellison Agricultural Mechanics Bldg. (D-4)
- 15. Ellison Agricultural Mechanics Center (D-2)
- 16. Extension Housing (A-1)
- 17. Food Service Center (C-3)
- 18. Food Service Center (C-3)
- 19. Football Practice Fields (D-4/5)

Main Entrances

Security Posts

Residential Buildings

Public Parking

ATM (B-2)