




# 2025-2026 EMERGENCY OPERATIONS PLAN

Revised: April 16, 2025  
April 17, 2024  
April 19, 2023  
April 20, 2022  
April 21, 2021  
April 22, 2020  
April 17, 2019  
April 18, 2018  
April 19, 2017  
September 21, 2016  
September 16, 2015

Adopted: September 17, 2014  
*(formerly the Safety and Security Manual)*

**Emergency Operations Plan  
Ogeechee Technical College  
2025-2026**

REVIEWED:  DATE: 7/14/25  
EMERGENCY OPERATIONS COORDINATOR  
OGEECHEE TECHNICAL COLLEGE

APPROVED:  DATE: 7-14-25  
PRESIDENT  
OGEECHEE TECHNICAL COLLEGE

REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_  
EMERGENCY MANAGER  
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
DIRECTOR OF PUBLIC SAFETY  
TECHNICAL COLLEGE SYSTEM OF GEORGIA


# Promulgation Statement

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

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

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

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

  
\_\_\_\_\_  
President  
Ogeechee Technical College

7.14.25  
\_\_\_\_\_  
Date

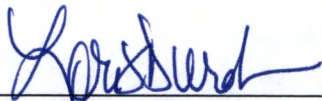
## Approval and Implementation

This plan supersedes the Ogeechee Technical College Emergency Operations Plan dated April 17, 2024.

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

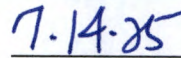
The Ogeechee Technical College Emergency Operations Plan delegates the authority to specific individuals in the event that the president is unavailable. The chain of succession in a major emergency is as follows:

1. President – Lori S. Durden
2. Vice President for Academic Affairs – Dr. Anthony Berrios
3. Director for Campus Safety/Chief of Police – Nathan Tirey



\_\_\_\_\_  
President

Ogeechee Technical College



\_\_\_\_\_  
Date



## Record of Distribution

<b>Plan #</b>	<b>Office/Department/Repository</b>	<b>Representative</b>	<b>Acknowledgment</b>
1	Institutional Effectiveness	Brandy Taylor	BT
2	Institutional Effectiveness	Brandy Taylor	BT
3	Institutional Effectiveness	Brandy Taylor	BT
4	Institutional Effectiveness	Brandy Taylor	BT
5			
6			
7			
8			
9			
10			

# **Ogeechee Technical College Emergency Operations Plan**

## **Table of Contents**

### **Emergency Operations Plan**

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

### **Functional Annexes**

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

### **Hazard-Specific Annexes**

#### **Natural Hazards**

1. Tornado/Winds/Thunderstorm
2. Winter Weather
3. Floods/Dam Failure
4. Wildfires
5. Lightning
6. Drought
7. Hurricane
8. Earthquake

#### **Technological Hazards**

1. Structural Collapse
2. Utility Failure
3. Power Failure
4. Network Failure/Cyber Attacks

5. Telecommunications Failure
6. Major Structure Fire
7. Vehicle/Air/Train Accident

#### Biological Hazards

1. Disease Outbreak
2. Contaminated Food Outbreak

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

1. Civil Disorder
2. Terroristic Threat (includes Bomb Threat and Suspicious Package)
3. Hazardous Materials Incident
4. Armed Intruder
5. Hostage Situation

#### **Exhibits**

## 1. Overview

### 1.1 Purpose

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

### 1.2 Scope

This EOP applies to all participating operating units and agencies of the jurisdictions contained within the geographical boundary(ies) of Ogeechee Technical College.

### 1.3 Situation Overview

#### Characteristics

Ogeechee Technical College includes Bulloch, Evans, and Screven Counties in its service delivery area.

**Ogeechee Technical College Main Campus**, 1 Joe Kennedy Blvd., Statesboro, Bulloch County, Georgia 30458;

- **OTC Jack Hill Building**, 20 Joseph E. Kennedy Blvd, Statesboro, Georgia 30458
- **OTC Industrial Technology Building**, 16 Joseph E. Kennedy Blvd. Statesboro, Georgia 30458
- **OTC Construction Technology Lab Building**, 208 Hal Averitt Blvd., Statesboro, Georgia 30458
- **OTC Construction Technology Classroom Building**, 208 Hal Averitt Blvd., Statesboro, Georgia 30458

**Screven County Technical Education Complex**, 901 Rocky Ford Road, Sylvania, Georgia 30467

**Screven County Workforce Development Center**, 107 South Community Dr., Sylvania, Georgia 30467;

**Evans Technical Education Complex**, 625 Cedar Avenue, Hagan, Georgia,30429

#### Hazard Vulnerability Assessment

Ogeechee Technical College completed the latest hazard vulnerability assessment March of 2025 using the TCSG provided instrument in consultation with administration, faculty staff and external stakeholders of Ogeechee Technical College. This hazard vulnerability assessment rated potential hazards on their frequency of occurrence. Each hazard is then

rated as to potential impacts to life, property and environment, as well as to potential impacts on operations. A summary of the hazard vulnerability assessment for all OTC locations is as follows:

All locations of Ogeechee Technical College have a medium probability of encountering the following types of natural hazards: tornado/winds/thunderstorms, winter weather, floods/dam failure, wildfires, lightning, drought, and hurricanes. Tornadoes, winds, thunderstorms and hurricanes have a high potential financial impact.

All locations of Ogeechee Technical College have a medium probability of encountering utility failure, power failure, network failure, cyber-attacks, telecommunications failure and major structure fires. Power failures and structure fires have a high potential financial impact.

Additionally, all locations of Ogeechee Technical College have a medium probability of encountering hazardous materials, armed intruders, and hostage situations.

See the following hazard vulnerability assessment results:

### Hazard Vulnerability Assessment Instrument

HAZARD	PROBABILITY			BUSINESS CONTINUITY IMPACT			FINANCIAL IMPACT		
	High	Med	Low	High	Med	Low	High	Med	Low
<b>Natural</b>									
Tornado/Winds/Thunderstorm		X			X		X		
Winter Weather		X				X		X	
Floods/Dam Failure		X				X			X
Wildfires		X				X			X
Lightning		X			X			X	
Drought		X				X			X
Hurricane		X			X		X		
Earthquake		X				X			X
<b>Technological</b>									
Structural Collapse			X		X			X	
Utility Failure		X			X			X	
Power Failure		X					X		
Network Failure/Cyber Attacks								X	
Telecommunications Failure		X				X			X
Major Structure Fire		X			X		X		

Vehicle/Air/Train Accident			X			X			X
<b>Biological</b>									
Disease Outbreak			X			X			X
Contaminated Food Outbreak		X				X			X
<b>Adversarial, Incidental &amp; Human-Caused</b>									
Civil Disorder			X			X			X
Terroristic Threat			X			X			X
Hazardous Materials		X			X			X	
Armed Intruder		X			X				X
Hostage Situation		X			X				X

## 1.4 Planning Assumptions

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

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

## 1.5 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2. Concept of Operations**

### **2.1 General**

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

### **2.2 Plan Activation**

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

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

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

We have had no emergency operations incidents or Emergency Operations Center activations during the past three years.

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

This portion of the EOP defines the roles and responsibilities of members of the Policy Group involved in the emergency management process. This EOP describes the responsibilities during the activation of the EOP.

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

President  
Vice President for Academic Affairs  
Vice President for Student Affairs  
Dean(s), Director(s)  
Chief of Police/Director for Campus Safety  
Facilities  
Human Resources  
Local Board Representation  
Faculty Representation  
Student Representation  
Information Technology

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

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

#### **4. Direction, Control, and Coordination**

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

The ICS is organized into the following functional areas:

- A. Incident Command:** Directs the incident management activities using strategic guidance provided by the Policy Group. Responsibilities and duties include, but are not limited to:
- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
  - Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including all constituencies and responders).
  - Coordinate media relations and information dissemination with Policy Group.
  - Develop working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident; and assist in accessing services when the need arises.
  - Document all activities.
- B. Operations Section:** Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students. Specific responsibilities include but are not limited to:
- Implement an incident action plan.
  - Assist in securing facility.
  - Monitor utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off if danger exists or directed by Incident Commander.
  - Establish medical triage and request additional supplies from the Logistics Section.
  - Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
  - Analyze technical college staffing to develop plans for reunification.
  - Document all activities.

**C. Planning Section:** Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities. Duties include but are not limited to:

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

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

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

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

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

## **F. Coordination with First Responders**

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

- Bulloch County Sheriff's Department
- Georgia Southern University Police Department
- Statesboro Police Department
- City of Statesboro

- City of Sylvania
- City of Hagan
- Georgia Emergency Management and Homeland Security Agency

## **5. Information Collection, Analysis, and Dissemination**

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

During a disaster in which the college resources are overwhelmed or have the potential to be overwhelmed, requests for assistance from neighboring local governments or state agencies may be made by the College President through Bulloch County EMA Director, GEMA/HS and the State Operations Center (SOC).

Sources include, but are not limited to the following:

- National Oceanic and Atmospheric Administration: <http://www.noaa.gov/>
- National Weather Service: <http://www.weather.gov/>  
Georgia Emergency Management Agency/Homeland Security: <http://www.gema.ga.gov/>
- Chatham County LEPC Chair: <http://lepc.com/>
- Bulloch County Sheriff's Department: <https://bullochsheriff.com/>
- Statesboro/Bulloch County Fire Department (fire and hazardous materials): <https://statesborofd.com/>
- Bulloch County Emergency Management Agency: <https://bullochcounty.net/emergency-management/>
- Statesboro Herald Newspaper <http://www.statesboroherald.com/>

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

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

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

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

**NIMS & ICS:** Ogeechee Technical College has identified key college personnel, and others who may have a need to become involved in emergency response operations, and provide training for Incident Command Structure (ICS) and/or National Incident Management System (NIMS) training.

Ogeechee Technical College engaged in training, drills and exercises in FY25. The protocol for the retention of training records is for the documentation of annual training to be kept for a period of three years by the Director for Human Resources, the Chief of Police, or his/her designee, depending on the activity.

## **7. Administration, Finance, and Logistics**

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

## **8. Plan Development and Maintenance**

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

The protocol for the annual review of Emergency Operations Plan is for the Emergency Operations Coordinator to review/update the plan in April of each year. Once approved by TCSG, the EOP is then reviewed by the College's executive team and Local Board of Directors. The Vice President for Institutional Effectiveness oversees this process. The protocol for the retention of the EOP is for the EOP and all of its revisions to be retained for a three year period.

## **9. Authorities and References**

2024 Georgia Emergency Operations Plan (GEOP); Georgia Emergency Management Agency (GEMA). Available at <https://gema.georgia.gov/what-we-do/planning>

Federal Emergency Management Agency (FEMA) Emergency Management Institute training. [Find FEMA Training Information here.](#)

Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education. June 2013. U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S.

Department of Justice, Federal Bureau of Investigation, Federal Emergency Management Agency.

[Find Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education here.](#)

National Incident Management System (NIMS) Implementation for Schools and Institutions of Higher Education (IHEs) Webpage. [Find NIMS Resources for Implementing EOPS here.](#)

National Response Framework (NRF) [Find National Response Framework here.](#)

Presidential Policy Directive 8 (PPD-8) [Find Presidential Policy Directive 8 \(PPD8\) here](#)

## Functional Annexes

### Evacuation

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

Exhibit plans that meet each of these goals:

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

### Designated Shelter Areas and Evacuation Routes

Designated areas are locations where faculty, staff, and students will gather in the event of a campus evacuation.

Building	Designated Area
Joseph E. Kennedy Building	Pecan orchard in front of main campus.
Health Science Building - North	300 feet away from the building toward the rear parking lot.
Health Science Building - South	300 feet away from the building toward the rear parking lot.
Occupational Studies Building	North end of campus next to Langston Chapel Road or pond area.
Joseph E. Kennedy Annex	300 feet away from building toward Joe Kennedy Blvd.
Assessment Center	300 feet away from the building toward Joe Kennedy Blvd
Jack Hill Building	Front parking lot next to Joe Kennedy Blvd.
Industrial Technology Building	Front and South side parking lots, 300 feet away from building

Evans Technical Education Complex (Jack & Muriel Strickland Building)	Grassy area near the driver's shelter
Screven County Workforce Development Center	Screven County Library parking lot
Screven County Technical Education Complex (Screven Commercial Truck Driving Range)	Middle of Driving Range
Construction Technology Classroom Building	Equipment Shed
Construction Technology Lab Building	Equipment Shed

Evacuation maps for each of these buildings are on the pages that follow. These evacuation maps are also posted in each classroom, lab, and office area in each building.

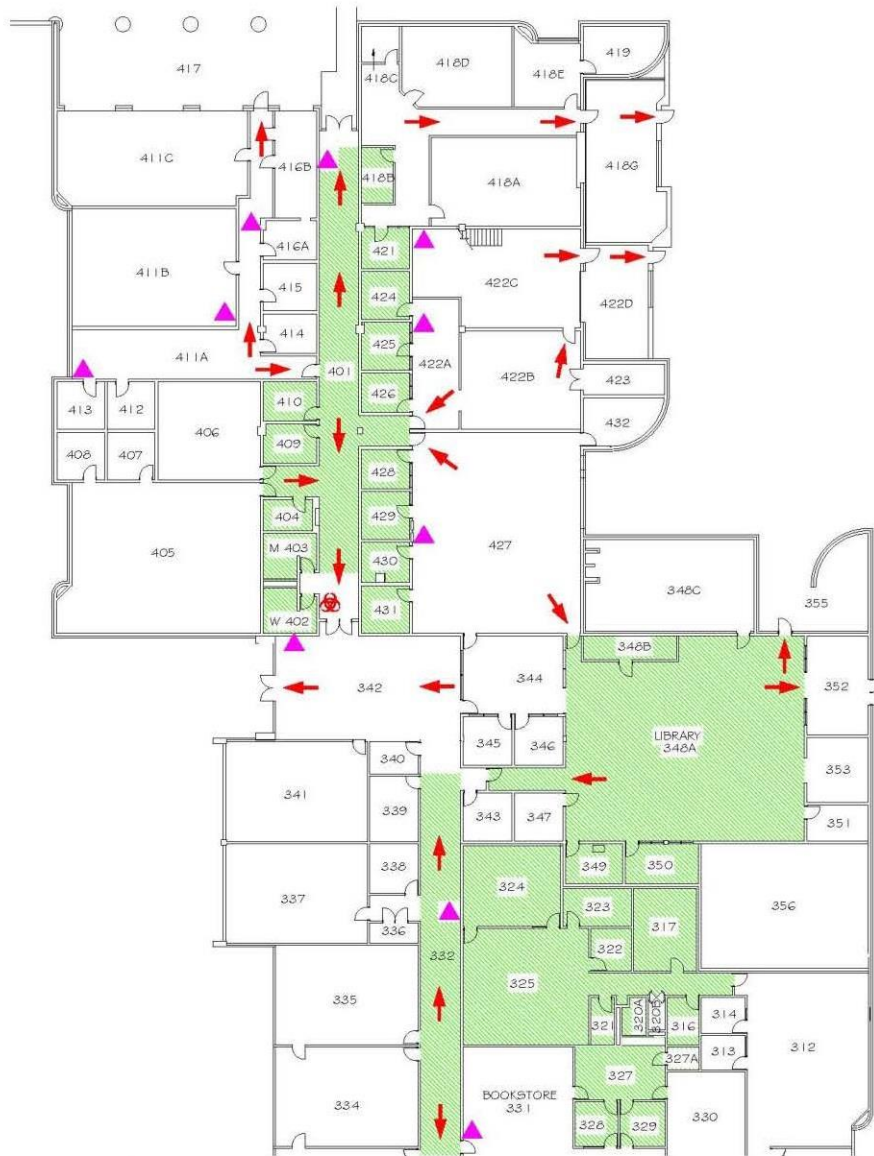
Faculty and staff should direct students and visitors at the time an evacuation is ordered to the designated area for their assigned space.

### **Automated External Defibrillator Locations**

The locations of the Automated External Defibrillators are as follows:

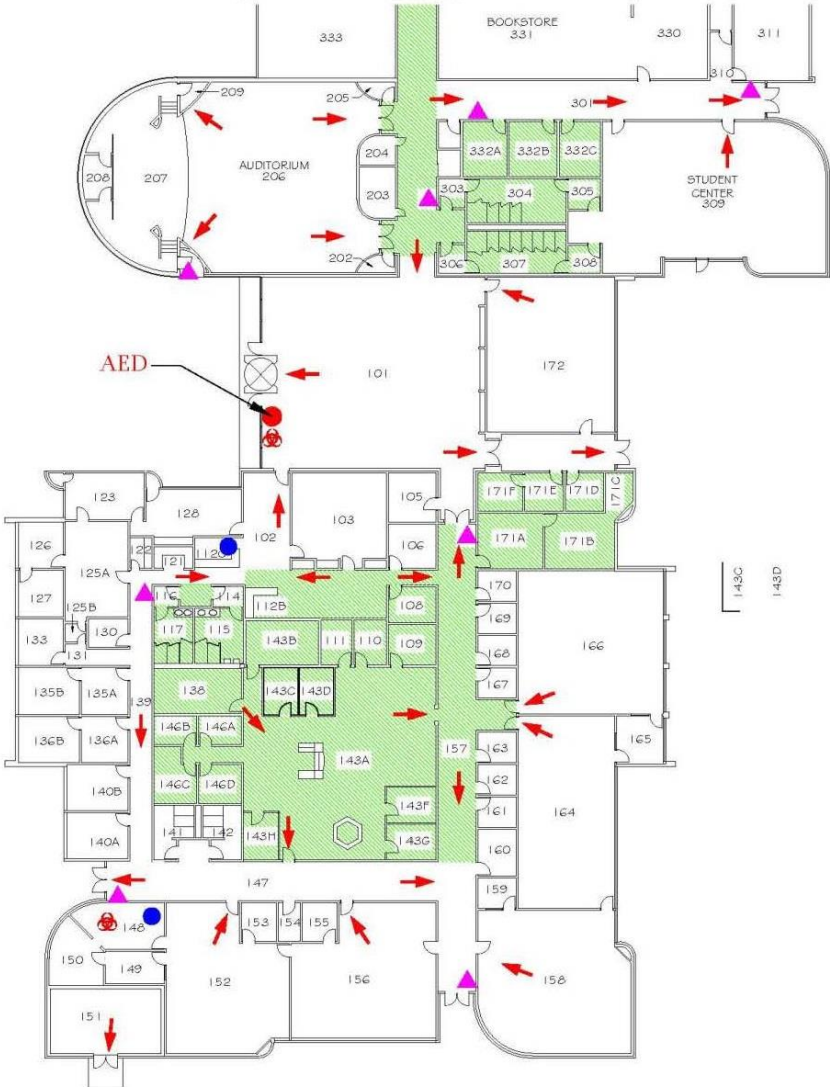
<b>Building</b>	<b>AED Locations</b>
Joseph E. Kennedy Building	Beside entrance to Reception in front foyer.
Health Science Building - North	Between men & women's restrooms.
Health Science Building - South	Beside Student Center next to main lobby.
Occupational Studies Building	Reception area in main foyer.
Jack Hill Building	Beside Student Center in North Wing; Between men & women's restroom in South Wing.
Industrial Technology Building	Next to the men & women's restroom
Screven County Workforce Development Center	Reception Foyer
Evans Technical Education Complex (Jack & Muriel Strickland Building)	Reception Foyer

# Joseph E. Kennedy Building I



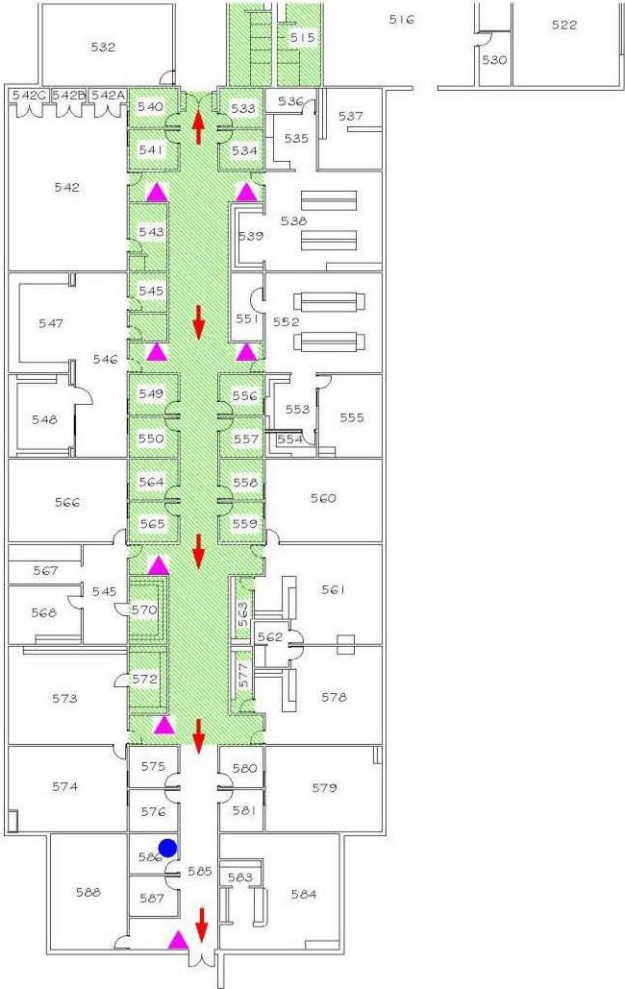
Legend		Designated Area For This Building
	Escape Route	Pecan Orchard in front of main campus.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

# Joseph E. Kennedy Building II



Legend		Designated Area For This Building
	Escape Route	Pecan Orchard in front of main campus.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

# Health Science Building - South I



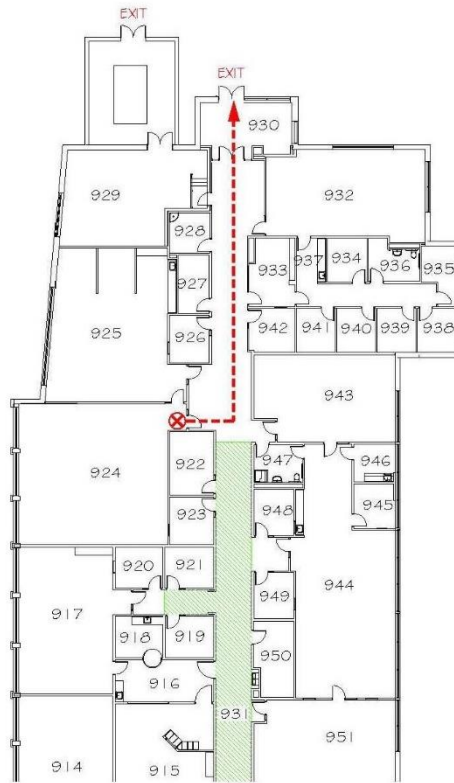
Legend		Designated Area For This Building
	Escape Route	Far side of Health Sciences building parking lot.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

# Health Science Building - South II



Legend		Designated Area For This Building
	Escape Route	Far side of Health Sciences building parking lot.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

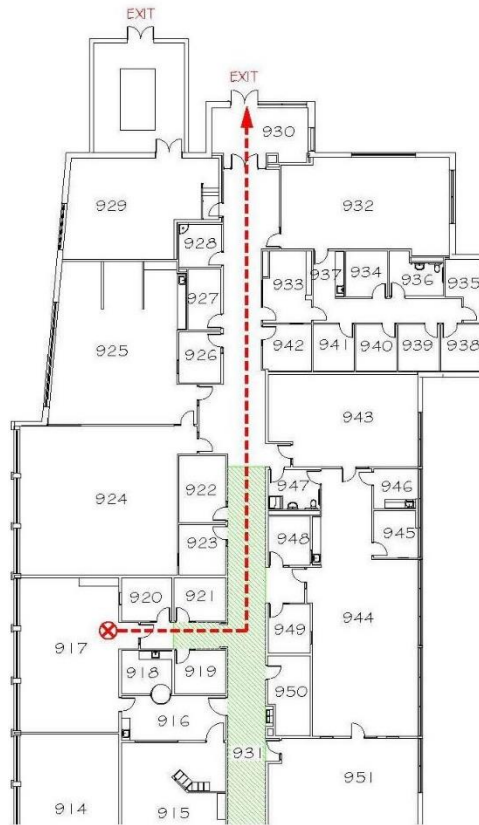
# Health Science Building – North I








Legend	Designated Area For This Building
Evacuation Route	Grassy area between Health Sciences South and Health Sciences North.
Fire Extinguisher	
EMT Bag	
Bio Spill Kit	
Shelter Area	

Each room is individually marked with a route.

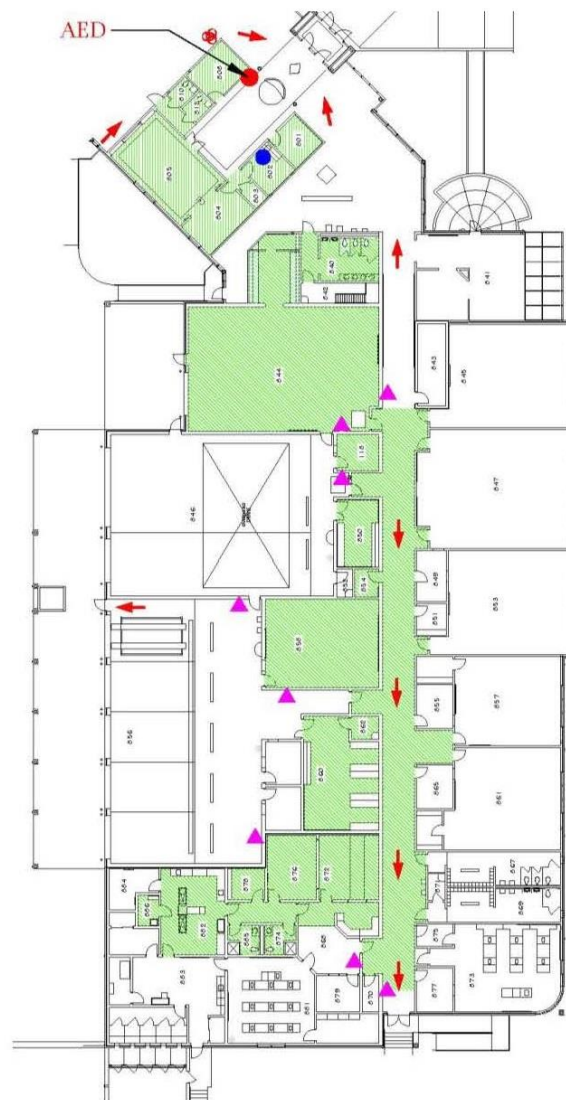
# Health Science Building – North II








Legend		Designated Area For This Building
	Evacuation Route	Grassy area between Health Sciences South and Health Sciences North.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

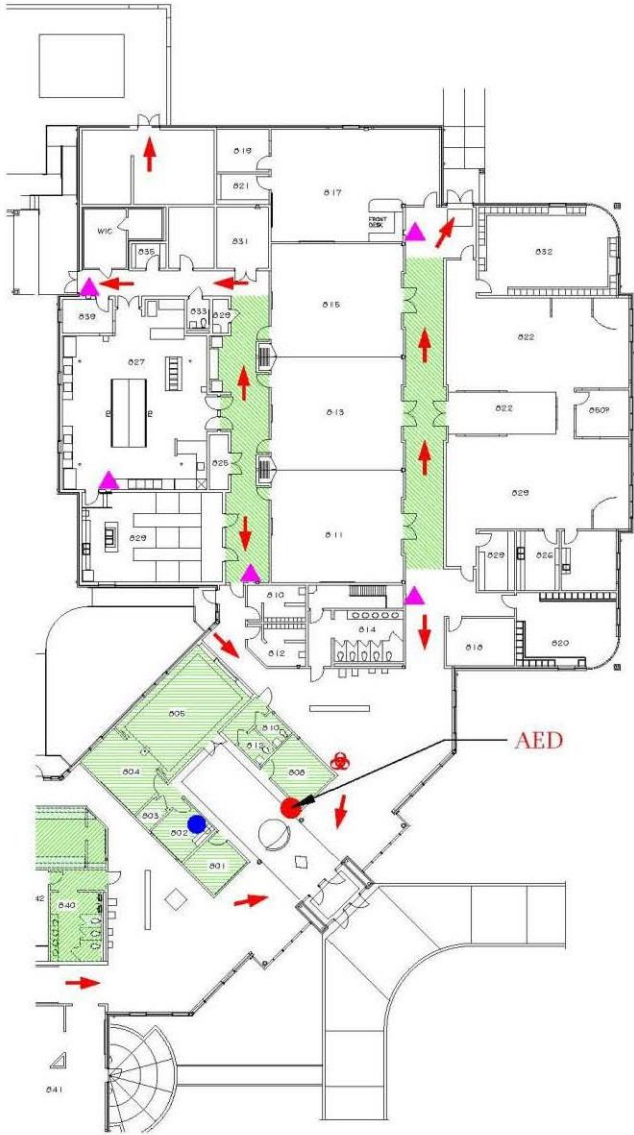
Each room is individually marked with a route.

# Occupational Studies Building I



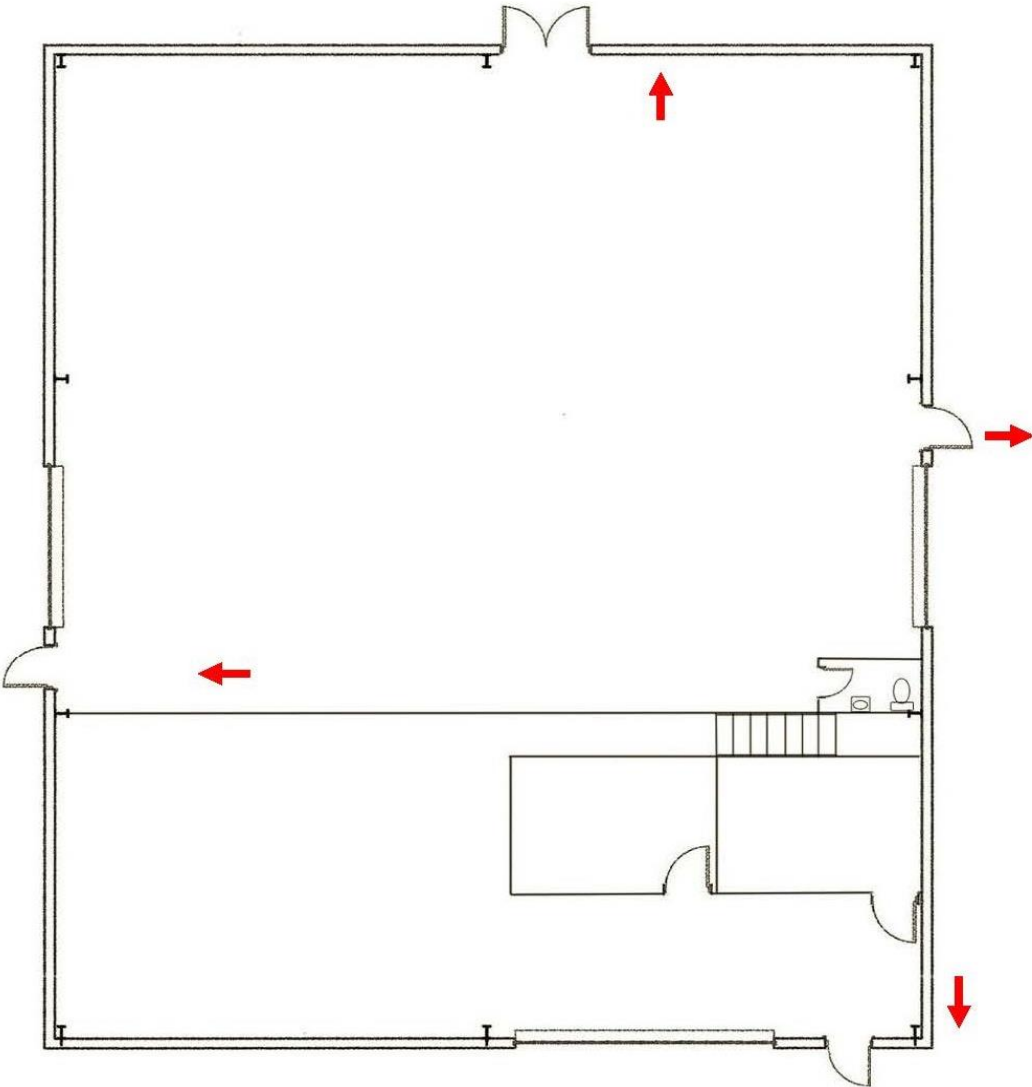
Legend		Designated Area For This Building
	Escape Route	The south parking lot between Joe Kennedy Building and Joe Kennedy Blvd.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

# Occupational Studies Building II



Legend		Designated Area For This Building
	Escape Route	North end of campus next to Langston Chapel Road or retention pond area.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

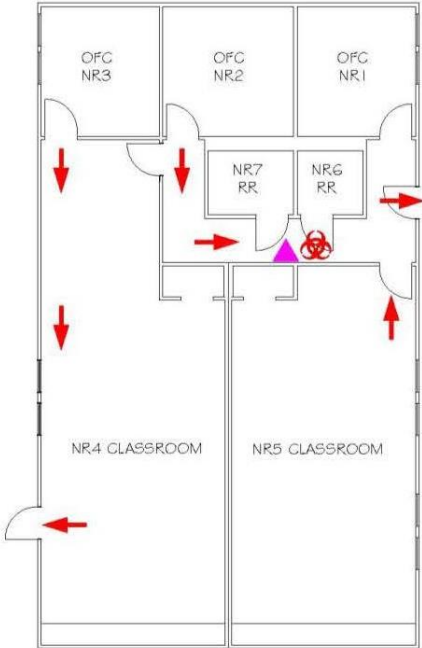
# Construction Technology Lab Building



Legend		Designated Area For This Building
	Escape Route	
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

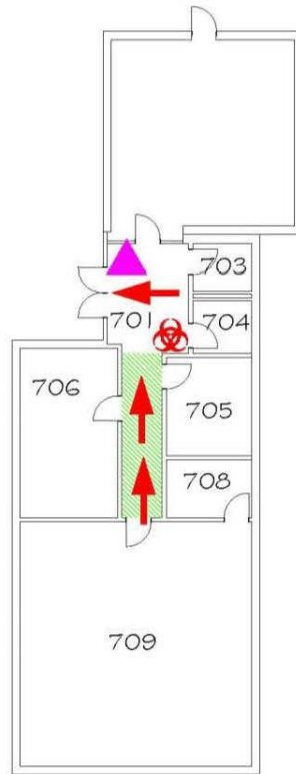
Vacant lot across Hal Averitt Blvd.






# Construction Technology Classroom Building



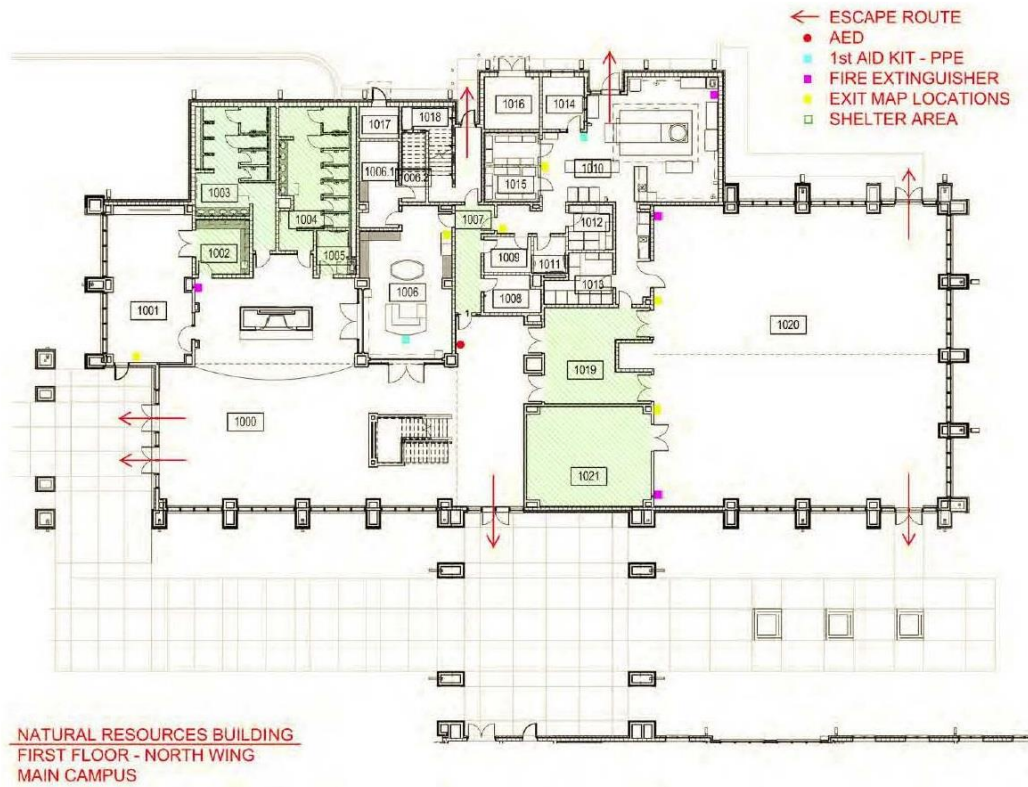
Legend		Designated Area For This Building
	Escape Route	Vacant lot across Hal Averitt Blvd.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

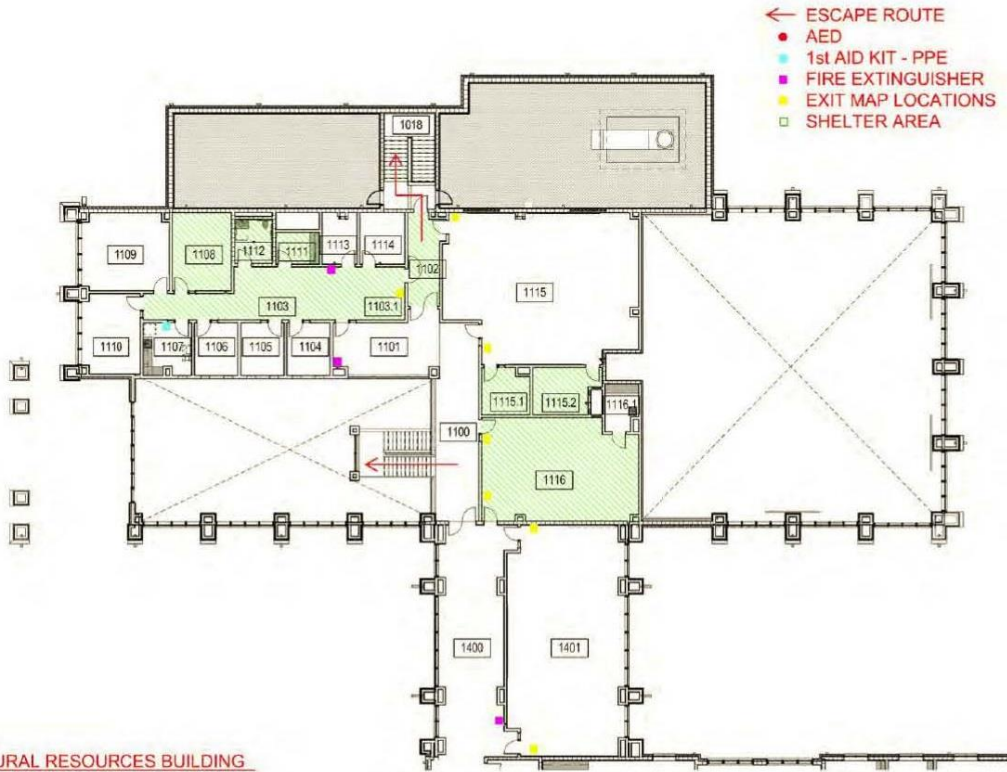
# Assessment Center



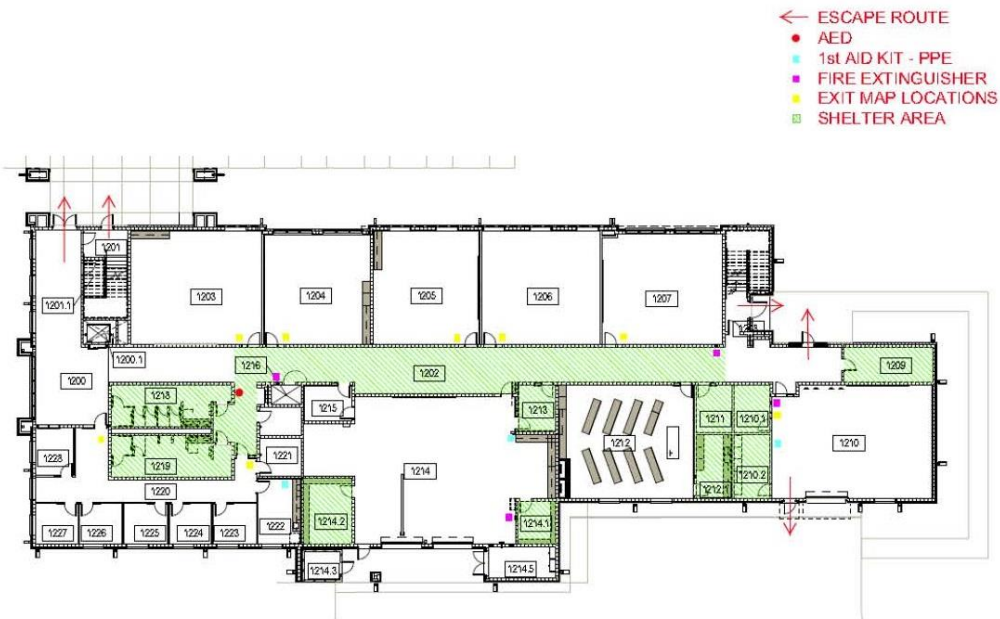
Legend		Designated Area For This Building
	Escape Route	The south parking lot between the Joesph Kennedy Building and Joe Kennedy Blvd.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

# Natural Resource Building



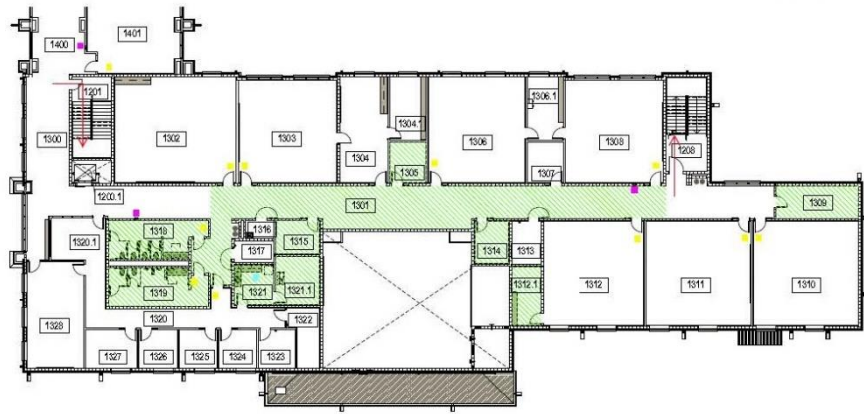


NATURAL RESOURCES BUILDING  
SECOND FLOOR - NORTH WING  
MAIN CAMPUS



NATURAL RESOURCES BUILDING  
FIRST FLOOR - SOUTH WING  
MAIN CAMPUS

- ← ESCAPE ROUTE
- AED
- 1st AID KIT - PPE
- FIRE EXTINGUISHER
- EXIT MAP LOCATIONS
- SHELTER AREA

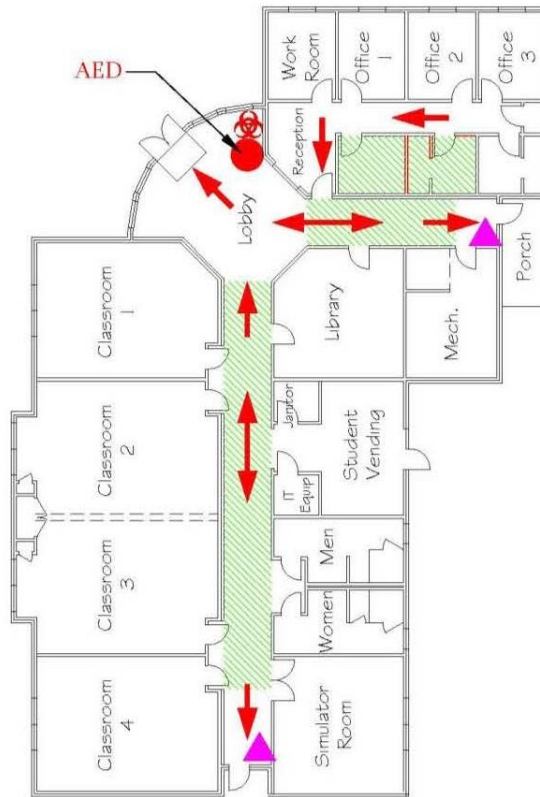


NATURAL RESOURCES BUILDING  
SECOND FLOOR - SOUTH WING  
 MAIN CAMPUS

# Industrial Technology Building

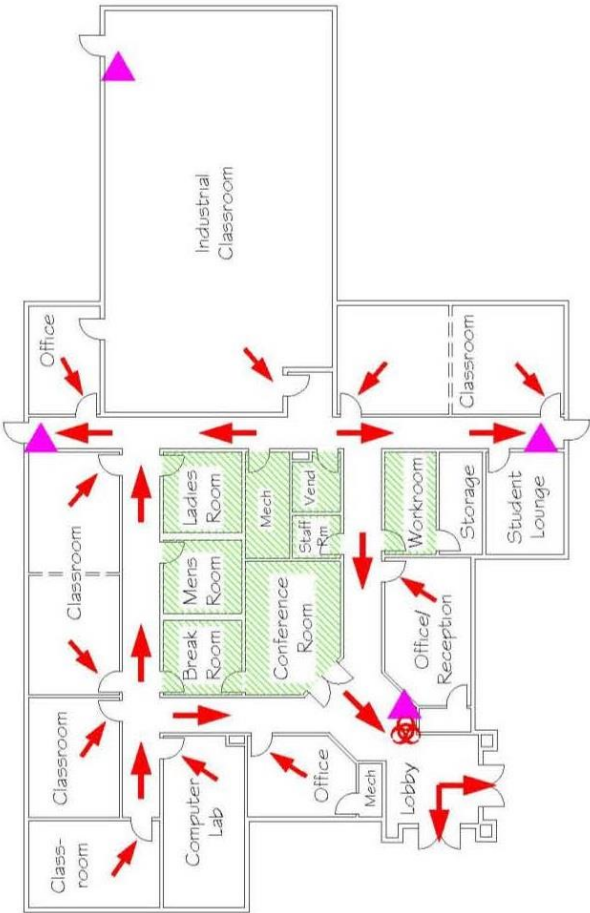


# Evans Technical Education Complex (Jack & Muriel Strickland Building)



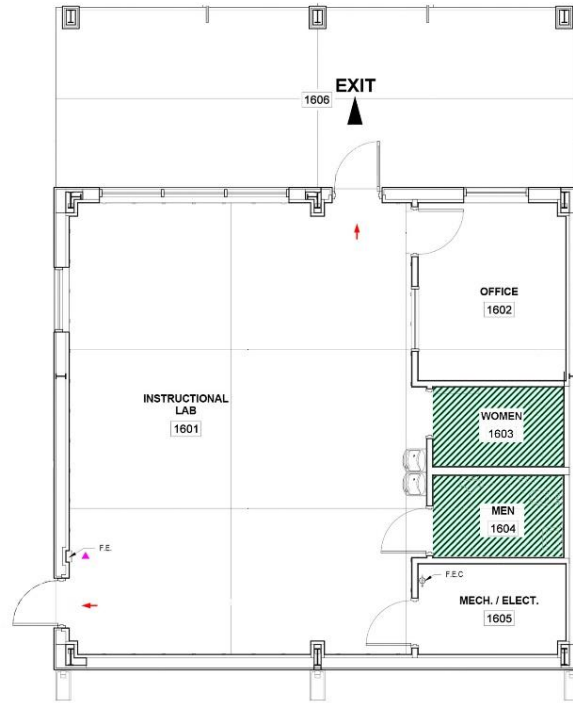
Legend		Designated Area For This Building
	Escape Route	Grassy area near the driver's shelter.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

# Screven County Workforce Development Center



Legend		Designated Area For This Building
	Escape Route	Screven County Library parking lot.
	Fire Extinguisher	
	EMT Bag	
	Bio Spill Kit	
	Shelter Area	

# Screven County Technical Education Complex



Legend	Designated Area For This Building
Escape Route	
Fire Extinguisher	
Shelter Area	Center of the Commercial Truck Driving Range

## Deny Entry/Closing/Lockdown Annex

In the event of a **Hostile Intruder, Active Shooter**, or any like threatening person(s) on the OTC campus, as immediately known, a call to Bulloch **911** Emergency Center will be made notifying other local law enforcement officers of the threatening situation and request their assistance. OTC Police Officer(s) will respond to the location and engage the threat. An administrator on duty will activate the “Mass Notification System” alerting all personnel of the danger and to **Secure-in-Place** (Lockdown). See “**Active Shooter Situations**” below.

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

### Active Shooter Situations

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases active shooters use firearms, and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. College campuses are not immune to serious or violent crime. This section provides guidance on what to do if you find yourself in an active shooter situation and describes what to expect from responding police officers.

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use the following guidelines to help you plan a strategy for survival:

- **If an active shooter is outside your building**, you should immediately seek cover in an attempt to conceal yourself and hide from the shooter. Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911 or 912-531-2367, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police give the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- **If an active shooter is in the same building you are**, you should immediately seek cover in an attempt to conceal yourself and hide from the shooter. Determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.
- **If an active shooter enters your office, classroom, or residence**, try to remain calm. Call 911 or 912-531 2367 if possible and alert police to the shooter's

location; if you can't speak, leave the line open, so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

- **If you decide to flee during an active shooting situation**, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Proceed to a safe location and do not leave campus until advised it is safe to do so by police.

### **What to Expect from Responding Police Officers**

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams; they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and **keep your hands visible at all times**; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that once you have escaped to a safer location, the entire area is still a crime & Office of Public Safety scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

### **General Guidelines for Action**

- Secure immediate area
- Lock and barricade doors
- Turn off lights
- Close blinds
- Silence cell phones
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection (e.g., concrete walls, thick desks, filing cabinets, or other cover may protect you from bullets)
- Place signs in exterior windows to identify the location of injured persons

## **Contacting Authorities**

- Dialing **911** from a cell phone will connect you with the Bulloch County Emergency Dispatch Center. Be sure to give the call taker your exact location. Call 912-531-2367 to contact the OTC Police Department
- 

## **What to Report**

- Your exact location: building name and office/room number
- Number of people at your specific location
- Injuries: number injured, types of injuries
- Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters' identity if known, separate explosions from gunfire, etc. If doubt exists for the safety of the individuals inside the room, the area should remain secured.

## **Armed Intrusion/Hostage-Taking Gunfire**

Intruders may pose a substantial risk to the safety and well-being of all students and employees. If there is any disruption caused by unauthorized visitors to the College campus::

- CALL 911
- Contact OTC Police at (912) 531-23687
- Signal others to stay clear of the area.
- Seek safety.
- Instruct students/employees to enter a closest classroom/lab/office.
- Close windows and blinds.
- Lock doors.
- Move students/employees away from windows and take necessary shelter.
  
- Turn off the lights where you are located.

## Accounting for All Persons Annex

1. The following basic steps must be followed when evacuating the school building:
  - Instructors should bring their class record books with them.
  - Instructors should ensure that all students are out of their classrooms and adjoining restrooms and workrooms. (If evacuating because of a Bomb Threat, make sure students take personal belongs with them)
2. Teachers should close the doors after following their students out of the building.
3. The first student in line should be instructed to hold open the exit door(s) until all persons in the class have evacuated. (This procedure is to be continued until the building is cleared).
4. Classes will proceed to the designated holding areas/assembly areas. Once there, teachers should make note of students who are not present and furnish those names to school administrators as soon as possible.
5. Teachers should remain with their class until administrator sounds an “all clear” signal.
6. When an off-campus evacuation is called, instructors should follow the same basic steps as outlined in evacuating the school building.

## **Communications and Notifications Annex**

While schools are public buildings, they are not necessarily open to the general public. Generally, administrators are not under a constitutional obligation to allow media personnel on campus.

The media can serve as a great resource for information dissemination during a crisis. In order to utilize this tool, the College must provide factual response information to the media as quickly as possible during a crisis. Emergency/Disaster Preparedness Plans should be coordinated in advance of an incident with local media representatives to facilitate an efficient community response during a college-related crisis.

### **1. Advance Preparation**

The Executive Director for PR/Marketing is designated as a media spokesperson at the crisis site. This person should be intimately familiar with the College's Emergency Operations Plan.

The Executive Director for PR/Marketing will respond to and facilitate inquiries and requests for interviews.

The Executive Director for PR/Marketing in concert with the Director for Campus Safety will determine safe and appropriate staging areas for media personnel near the school for use during a crisis. Depending upon the size of the incident, the media response may be overwhelming in numbers of people and equipment arriving on the scene.

### **2. Communications and Warnings**

Media personnel often monitor radio frequencies of local Police agencies. It is certain that local media will have immediate knowledge that a crisis has occurred at the College and will respond quickly. The Executive Director for PR/Marketing will be prepared for this response and use the media to provide updates to the public, as information becomes available.

### **3. Response Protocol**

If a college related crisis occurs the media spokesperson or liaison should immediately begin providing the media with factual information, preferably a written statement, which needs to be transmitted to the community. The College will make every effort to keep the names of any injured students and/or staff protected until the families of the victims have been notified.

The media spokesperson should make certain every media member receives the same information.

The media spokesperson should be accurate. If uncertain of the facts, do not release information. If necessary, refer media to appropriate sources.

- Set limits for time and location of media briefings.
- When handling interviews:
  - Ask in advance what specific questions will be asked.
  - Do not say “no comment.” If an answer is not known, offer to get information and get back with them.
  - Do not speak “off the record.”
  - Keep answers brief and to the point.
  - Emphasize positive actions being taken. Turn negative questions into simple, positive statements.
  - Ensure that the sensitivities of those who are touched by the crisis are respected.
  - Before agreeing to have staff members interviewed, obtain their consent.
  - Students under the age of 18 should not be interviewed on campus without parental permission.
  - Let law enforcement handle any questions regarding criminal investigations. The school spokesperson should focus on what the school administration is doing.

#### 4. Sample Press Release

##### **FOR IMMEDIATE RELEASE**

**(PLEASE REVIEW THE FOLLOWING INFORMATION EVERY FIVE TO TEN MINUTES DURING THE FIRST HOUR OF THE CRISIS.)**

**THERE HAS BEEN A \_\_\_\_\_ INCIDENT INVOLVING \_\_\_\_\_ COLLEGE. THE [LAW ENFORCEMENT AGENCY OR COLLEGE] HAS ASKED FOR US TO ADVISE YOU OF THE FOLLOWING INFORMATION FOR THE SAFETY OF THE STUDENTS, FACULTY and STAFF AT THAT LOCATION.**

**PLEASE DO NOT ATTEMPT TO GO TO THE COLLEGE. EMERGENCY RESPONDERS CANNOT PROPERLY DELIVER EMERGENCY SERVICES IF PARENTS AND LOVED ONES RUSH TO THE SCENE. STUDENTS AND EMPLOYEES ARE BEING EVACUATED TO A PREPLANNED FAMILY REUNIFICATION SITE LOCATED AT \_\_\_\_\_. PEOPLE GOING TO THE INCIDENT SITE WILL BLOCK EMERGENCY VEHICLES THAT NEED ACCESS. ALTHOUGH IT MAY BE YOUR NORMAL IMPULSE, PLEASE DO NOT ATTEMPT TO GO TO THE SCHOOL.**

**[LAW ENFORCEMENT AGENCY OR COLLEGE] HAS REQUESTED THAT YOU DO NOT ATTEMPT TO CALL THEIR OFFICE FOR INFORMATION AT THIS TIME. THEY NEED TO KEEP THE LINES CLEAR SO THEY CAN COORDINATE RESPONSE EFFORTS. UNNECESSARY CALLS WILL CLOG EMERGENCY PHONE LINES. PLEASE LISTEN TO AREA RADIO AND TELEVISION STATIONS AND THE (LAW ENFORCEMENT AGENCY)**

**WILL PROVIDE INFORMATION THROUGH THESE OUTLETS AS QUICKLY AS RELIABLE FACTS BECOME AVAILABLE.**

**[LAW ENFORCEMENT OR COLLEGE] HAS ALSO REQUESTED THAT EVERYONE AVOID THE USE OF CELLULAR TELEPHONES DURING THE NEXT TWO HOURS. SECURITY RESPONDERS NEED THE USE OF CELLULAR COMMUNICATIONS. HEAVY USE OF CELLULAR PHONES IN OTHER COMMUNITIES DURING SCHOOL CRISIS SITUATIONS HAS SHUT DOWN CELLULAR COMMUNICATIONS IN THOSE AREAS. PLEASE DO NOT USE YOUR CELLULAR PHONE AT THIS TIME IF AT ALL POSSIBLE.**

**THE ONLY SPECIFIC INFORMATION AVAILABLE AT THIS TIME IS:**

---

---

---

**THE [LAW ENFORCEMENT AGENCY OR COLLEGE] WILL PROVIDE US WITH PERIODIC UPDATES AS NEW INFORMATION BECOMES AVAILABLE.**

**AGAIN, [LAW ENFORCEMENT AGENCY OR COLLEGE] HAS INITIATED ITS RESPONSE PLAN AND ASKS THE COMMUNITY TO SUPPORT THE SCHOOL AND SECURITY EFFORTS TO PROVIDE CARE AND PROTECTION FOR STUDENTS AND EMPLOYEES BY:**

**NOT GOING TO THE SCHOOL.**

**AVOIDING THE USE OF CELLULAR PHONES UNTIL OTHERWISE ADVISED.**

**NOT CALLING THE [LAW ENFORCEMENT AGENCY] OR THE COLLEGE OFFICE FOR INFORMATION.**

**THIS STATION WILL PROVIDE YOU WITH UPDATED INFORMATION AS QUICKLY AS IT BECOMES AVAILABLE. YOUR BEST SOURCE OF INFORMATION RELATING TO THIS INCIDENT IS THROUGH THE MEDIA AS [LAW ENFORCEMENT AGENCY] WILL BE PROVIDING UPDATES AS QUICKLY AS INFORMATION BECOMES AVAILABLE. INFORMATION REGARDING INDIVIDUAL STUDENTS WILL BE PROVIDED AT THE FAMILY REUNIFICATION SITE AT**

---

**THE FAMILY OF THE INJURED STUDENTS HAS BEEN NOTIFIED. (ONLY STATE THIS IF THE NOTIFICATION HAS OCCURRED. DO NOT RELEASE THE NAMES OF INJURED PERSONS UNTIL THE FAMILIES HAVE BEEN NOTIFIED).**

**WE THANK YOU FOR YOUR COOPERATION AND FOR YOUR PATIENCE DURING THIS DIFFICULT TIME.**

**REPORTERS WILL BE ABLE TO PROVIDE GENERAL CRISIS RESPONSE INFORMATION FROM ATTACHED INFORMATION SHEET WHILE WAITING FOR UPDATES ON THE SITUATION.**

## Emergency Contact Information

**All emergencies should be first reported to 911.** OTC Police should then be notified at 912-531-2367.

Department	Name	Office	Cell
Director for Campus Safety	Nathan Tirey	912-681-5667	912-687-9825
Police Officer	Kelli Powers	912-681-8526	912-515-5271
Director for Plant Operations	Charlie Collins	912-871-1692	912-531-3270
Vice President for Operations	Jeff Davis	912-871-1640	912-682-1835
Vice President for Academic Affairs	Dr. Anthony Berrios	912-688-6061	912-531-7268
Executive Director for PR/Marketing	Sean Payne	912- 8559	404-374-7334
Vice President for Administration	Eyvonne Hart	486-7784	912-682-1084
President	Lori S. Durden	871-1638	912-536-0916

## Utilities

Power	Gas and Water
<b>Statesboro: Main Campus</b>	<b>City of Statesboro</b>
<u>Georgia Power</u> (888) 655-5888	(912) 764-0693 – M-F 8am-5pm
<u>EEMC</u> (912) 685-2115	(912) 764-6154 – After Hours
<b>Evans Technical Education Complex (Jack &amp; Muriel Strickland Building)</b>	<b>City of Hagan</b>
<u>Georgia Power</u> (888) 655-5888	(912) 739-3507
<b>Screven County Workforce Development Center</b>	<b>City of Sylvania</b>
<u>City of Sylvania</u> (912) 564-7411	(912) 564-7411

## Business Continuity and Recovery Annex

The Business Continuity Plan and the Disaster Recovery Plan contain the development, coordination, and execution of service-and site restoration plans; the reconstitution of college operations and services; to promote restoration; long-term treatment of affected persons (students/faculty/staff); additional measures for environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

## Public Health, Medical and Mental Health Annex

### Health Care Needs

Ogeechee Technical College will utilize all available resources to meet the outpatient health care needs of students and, as possible and appropriate, of the larger Ogeechee Technical College community during an emergency event.

### Mental Health

Ogeechee Technical College will strive to meet the mental health needs of its students and employees in preparing for, coping with, and recovering from an emergency event.

- Ogeechee Technical College will provide mental health services resources to students within its capabilities; plan for and identify alternative means of delivering services when required; develop educational programming pertaining to mental health issues; provide post-crisis psychological support services, consultation and education to students and the campus community.

## **Security Annex**

### **Public Safety**

Ogeechee Technical College will continue to provide policing and environmental health and safety services within its capabilities during an emergency. The immediate safety of students and college personnel will be the first priority.

The prioritization of resource allotment for emergency response, maintaining public order, non-emergency patrol, health and safety investigations, response to environmental and hazardous material reports, and laboratory-related services will depend on the specific features of the emergency and will be determined by the Director for Campus Safety, in collaboration with the College Administration. Nathan Tirey, Director for Campus Safety is responsible for ensuring the appropriate data collection, analysis, and submission of information regarding the Annual Security Report to the US Department of Education.

## Hazard-Specific Annexes

### Animal Program Disaster Plan

#### Table of Contents

- I. PURPOSE, SCOPE, GOALS
- II. BACKGROUND
- III. CHAIN OF COMMAND
- IV. EMERGENCY PLAN  
ACTIVATION CRITERIA
- V. ACTION PLANS
- VI. MATERIALS and RESOURCES
- VII. TRAINING
- VIII. EXTERNAL COORDINATION
- IX. RESPONSE and RECOVERY
- X. ADDITIONAL INFORMATION
  - a. Preservation of critical/irreplaceable animals
  - b. Plans for procedural locations
  - c. Site Specific Plan Templates

#### I. PURPOSE, GOALS, SCOPE

**PURPOSE:** The purpose of this document is to provide an overall plan of action for responding to emergencies that may impact the teaching animals housed at Ogeechee Technical College.

**GOAL:** Provide a plan for humane handling, treatment, transportation, housing and care of the animals during a disaster which ensures:

- employee safety, health and welfare
- animal safety, health and welfare
- continuity of care

**SCOPE:** This plan covers all animals housed under the auspices of Ogeechee Technical College. Each housing or animal use site is responsible for developing and implementing a plan which ensures appropriate training for actions necessary to protect animal and employee safety during an emergency event.

## **II. BACKGROUND**

Emergency response and recovery plans are required by the PHS Policy on Humane Care and Use of Laboratory Animals, the Guide for the Care and Use of Laboratory Animals , AAALAC International, the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching (Ag Guide), and the USDA Animal Welfare Act Regulations.

<https://www.govinfo.gov/content/pkg/CFR-2016-title9-vol1/xml/CFR-2016-title9-vol1-chap1-subchapA.xml>

## **III. CHAIN OF COMMAND**

This plan is coordinated by Ogeechee Technical College Director for Campus Safety for the Animal Care and Use Program. The Director for Campus Safety has responsibility for determining and communicating to the College all response actions during a disaster.

The Attending Veterinarian, who is also the Veterinary Technology Program Director, will be responsible for oversight and review of this plan and for notifying the relevant regulatory agencies in the event an emergency occurs.

Upon notification by the Director for Campus Safety, course instructors will be responsible for activating the applicable site specific plan with regard to the animals under their care.

## **IV. EMERGENCY PLAN ACTIVATION CRITERIA**

Most Likely Emergencies: sustained power outage or loss of water supply, sustained ventilation failure, fires, flooding from plumbing system, hurricane/tornado causing damage to structures or preventing staff from reporting to work, animal rights incursion/civil disturbance

The disaster plan will be activated by the Director for Campus Safety. The activation of the plan will be communicated via email and/or OTC Alert/Alert Beacons/Campus Emergency Notification System to the appropriate responsible personnel.

## **V. ACTION PLANS**

### **1. Communication/contact methods and plans to activate**

- a. Each Animal Housing Facility must have a prominent sign labeled with appropriate contact personnel (Attending Veterinarian and Instructors) and associated emergency phone numbers and emails.
- b. Ogeechee Technical College has instituted a Safety and Security Plan outlined in the Emergency Operation Manual for each building on campus which includes site specific information on evacuation plans, the location of emergency equipment, and addresses to communicate to emergency personnel. A copy of the manual is available to all employees online through the OTCNet. Copies of the manual are also be provided to TCSG, GEMA, the local Sheriff's Department, and the local Fire Department.

## 2. Triage

### **NEVER ENDANGER YOUR PERSONAL SAFETY**

- a. Evaluate overall situation (see flowchart at end) Use your best judgment in this situation.
- b. All communication lines could be down.
- c. Exercise extreme caution. Stay together in groups, if possible.
- d. If advance notice of impending emergency (e.g. weather) has been given, initiate assessment of supply storage needs.
- e. Assess structures (is it safe to enter?), defer to OTC Police.
- f. If the disaster results in down-time that is less than 24 hours, on-site care (aka shelter-in-place) of the animals will be the standard approach.
- g. If the disaster, and/or resulting down-time, is such that the ability to provide on-site care is significantly impaired, animals should be evacuated and/or euthanized depending on assessment of the situation and the probable timing of return to normal.

### **3. General provisions for care and maintenance of the animals** - either prior to personnel evacuation, if advance notice of emergency is given (e.g. hurricane), or after OTC Police allow building entry.

1. Fill all food containers in animal rooms with food.
2. Fill all receptacles with water (plastic lined garbage cans, carboys, etc.).
3. For animals on automatic water (rodents in IVC racks, some NHPs, etc.) place extra water bottle on cage.
4. In the event of power failure.
5. If applicable, verify that all ventilated cage racks are plugged into emergency power outlets and are operational. If units are not operational, open doors to animal rooms to aid in ventilation.
6. Open all animal room doors to interior hallway.

## 4. Animal Evacuation Plans:

Small-scale incident (e.g., those involving 1 - 2 animal housing rooms): Animals should be relocated to nearby rooms or facilities with the goal of continuing routine animal care procedures. Available space should be evaluated in terms of

strengths and weaknesses in accommodating the species to be moved, equipment needed, and staff to reassign as needed.

Medium-scale incident (e.g. large segments of a facility or building, including animal treatment rooms):

Animals may be relocated (in cages plus cage racks, transport cages, etc.) to essentially open available space (corridors, etc.). These spaces are not designed to house animals and would be a temporary stop-gap as animal care would be severely constrained by the lack of environmental control, lack of design features such as HVAC, plumbing, etc. The goal of this evacuation would be to save animal lives when no alternative is available or as a temporary solution prior to primary relocation.

Large-scale incident (e.g. whole buildings, animal facilities, campus are impacted):

Relocation of animals to a different building or campus, preferably to the Bulloch County Animal Shelter (BCAS) as transportation is available. The goal of this approach is to get the animals to a new location in which basic animal care procedures can be performed and to return the animals originating from BCAS back to their point of origin.

- 5. Animal Euthanasia:** In the event that all other options have been exhausted, and with consultation with the Bulloch County Animal Shelter (BCAS) in the case of animals originating from BCAS, the Attending Veterinarian can give the order that animals should be humanely euthanized. Any responsible veterinarian can make a euthanasia determination at any point in time about specific animals based on their health and welfare, but only the Attending Veterinarian can make the determination that all animals will be euthanized.

## **VI. MATERIALS and RESOURCES**

1. Store a supply of food, bedding, water (or water substitute like hydrogels) and PPE (personal protective equipment) at all times.
2. Ensure adequate euthanasia and basic medical supplies for all animals on campus.
3. Obtain and store the following supplies: flashlights/head lamps, batteries, first-aid kit.
4. For locations that may require animal care staff to remain on site overnight, obtain and store air mattress/cots, food rations for personnel, head lamps, drinking water.
5. Ensure essential personnel have necessary access, keys to supply storage, etc.
6. Create/maintain census information of animals, rooms/pens, and instructor contacts, and protocol numbers.

## **VII. TRAINING**

1. Provide and maintain documentation of participation in, and completion of,

training of all current staff, all new staff within 30 days of hire, all staff on changes within 30 days of revision.

2. Animal care and veterinary staff must be instructed that responding to emergencies is a condition of employment and that they will be held accountable should they fail to care properly for the animals.
3. Read, learn and know the plan.
4. Review contact information for emergency responders and practice same.
5. Develop back-up methods for contacting emergency responders.
6. Know response equipment materials location and use.
7. The plan must be updated and exercised by conducting evacuation drills at least annually.

## **VIII. EXTERNAL COORDINATION**

The Director for Campus Safety will maintain regular communications with the Department of Public Safety, the Georgia Emergency Management Agency, as well as other city and county emergency managers, throughout the duration of a disaster.

## **IX. RESPONSE and RECOVERY**

1. Once access is granted back in to the facility, the environmental conditions must be assessed and recommendations communicated if conditions need to be improved.
2. Locate areas of known hazards; stabilize these animals and environments first.
3. Animal health assessments should be completed in order to provide critical care and maintain biosecurity. Triage all animal survivors and classify them into categories of health and exposure to environmental conditions outside of the cage. Remove animal carcasses and store for disposal.
4. Conduct brief animal inventory to assess potential for escapes or animals unaccounted for.
5. Provide animal enclosure cleaning as necessary to minimize animals being in wet or dirty cages. If equipment or power failure still exists, hand sanitization of caging or other equipment with a diluted bleach solution and rinse may be necessary.
6. Euthanasia determining factors:
  - a. Pain/distress, beyond rescue
  - b. Availability of feed, caging, rooms, environment, species requirements
  - c. Investigator input, unless suffering as determined by veterinarian
  - d. Loose, unidentified animals
  - e. Euthanasia should only be completed by a trained individual

## **References**

USDA Animal Welfare Act Disaster Contingency Planning  
- <https://www.aphis.usda.gov/awa/contingency-planning-rule>

NIH Office of Laboratory Animal Welfare disaster planning

- <https://olaw.nih.gov/resources/disaster-planning.htm>

Guide for the Care and Use of Laboratory Animals

- <https://grants.nih.gov/grants/olaw/Guide-for-the-Care-and-use-of-laboratory-animals.pdf>

Guide for the Care and Use of Agricultural Animals

- <https://www.aaalac.org/pub/?id=E900BDB6-CCCF-AB13-89B6-DA98A4B52218>

p. 30

Institute for Laboratory Animal Resources

- <http://dels.nas.edu/ilar>

Safety at the College

- <https://www.ogeecheetech.edu/student-services/campus-police>

Georgia Emergency Management Agency/Homeland Security

- <https://gema.georgia.gov/>

## **General Responsibilities**

During an emergency, the following groups will adhere to procedures as listed below:

### *Director for Campus Safety*

- Notify President.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System (if applicable)
- Report to designated staging area immediately.
- Contact Public Safety officials, if necessary.
- Oversee and coordinate emergency procedures as needed.
- Complete Incident Report Form.

### *President*

- Report to designated area immediately.

### *Faculty and Staff with medical/first aid training*

- Inform Director for Campus Safety or supervisor of your training and certifications.
- Offer to assist persons with injuries.

### *Faculty/Staff*

- Inform students, employees, and visitors of crisis procedures, evacuation routes, and designated areas.
- Assist disabled students.

### *Everyone*

- Use your best judgment in situations that threaten your safety or the safety of those around you.
- Inform and assist visitors with crisis procedures, evacuation routes, shelter areas, and designated areas.
- Assist by clearing areas near your classroom, lab, conference room, or office.
- Remain calm.

The President will designate an official spokesperson to speak on behalf of the College during an emergency. If you are approached by the media, please refer them to:

Sean Payne

Executive Director for Public Relations

Joseph E. Kennedy Building, Office #136B (912) 681-8559

## **Reporting an Emergency**

### **Actions**

If you encounter an emergency situation, call 911. OTC Police should then be notified at 912-531-2367.

### **Roles and Responsibilities**

#### *Director for Campus Safety*

- Issue an immediate report to the President's Office, if the situation warrants.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System (if applicable)
- Move to the site of the incident immediately.
- Contact and communicate with Public Safety officials, if necessary.
- Arrange for a security officer or an administrator to meet Public Safety officials who have been called to the campus.
- Oversee and coordinate emergency procedures as needed.
- Coordinate evacuation or shelter-in-place directives.
- Complete an Incident Report Form.

#### *President*

- Report to designated area immediately.

#### *Faculty*

- Remain with your class until immediate danger has subsided.
- Instruct your class on evacuation/shelter-in-place procedures.
- Assist students with disabilities as necessary.

#### *Staff*

- Supervisors will instruct you to shelter-in-place or evacuate the area.
- Assist other co-workers as necessary.
- Assist visitors as necessary.

## Catastrophic Incidents (large-scale emergencies)

### Actions

Use your best judgment in this situation. All communication lines could be down. Exercise extreme caution. Stay together in groups, if possible. Evacuate to designated areas, if possible. If evacuation is ordered, move to the nearest designated area

### Roles and Responsibilities

#### Faculty/Staff

Shelter-in-place	Evacuate
Close/lock doors to secure area. Close and pull blinds. Take logical steps to ensure the safety of students, employees, and visitors. Shelter-in-place until you receive directions from Campus Safety officials.	Lead students, employees, and visitors to the nearest designated area Assist disabled students and employees. Follow directions issued by Campus Safety or Public Safety officials.
If you are off campus, check the College website for updates on the situation.	

#### Director for Campus Safety

- Issue an immediate report to the President's Office, if the situation warrants.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System
- Move to the site of the incident immediately.
- Contact and communicate with Public Safety officials, if necessary.
- Arrange for a security officer or an administrator to meet Public Safety officials who have been called to the campus.
- Oversee and coordinate emergency procedures as needed.
- Coordinate evacuation or shelter-in-place directives.
- Complete an Incident Report form.

## Accidents and Medical Emergencies

### Actions

If you encounter an emergency situation, call 911. OTC Police should then be notified at 912-531-2367. Stay with the injured or ill person(s) until help arrives.

**Caution:** Do **NOT** move an injured person unless the site is unsafe.

### Roles and Responsibilities

#### Director for Campus Safety

- Issue an immediate report to the President's Office if the situation warrants.
- Move to the site of the incident immediately.
- Call for medical assistance or first aid, if necessary.
- Arrange for a security officer or an administrator to meet Public Safety officials

who have been called to the campus.

- Complete an Incident Report Form.

*Faculty/Staff*

- Ask students or employees who do not need assistance/attention to leave the scene.
- Remain with the injured or ill person(s) until help arrives.

## Aircraft Disaster On Or Near Campus

### Actions

If you encounter an emergency situation, call 911. OTC Police should then be notified at 912-531-2367.

The safest areas will be far from the crash scene uphill and upwind from the downed aircraft and away from damaged buildings, trees, and power lines.

If evacuation is issued, move to a designated area unless otherwise directed.

### Roles and Responsibilities

#### Faculty/Staff

Shelter-in-place	Evacuate
Close/lock doors to secure area. Take logical steps to ensure the safety of students, employees, and visitors. Listen and follow directives from Campus Safety officials.	Lead students, employees, and visitors to the nearest designated area Assist disabled students and employees. Follow directions issued by Campus Safety officials.
If you are off campus, check the College website for updates on the situation.	

#### Director for Campus Safety

- Issue an immediate report to the President's Office.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System
- Move to the site of the incident immediately.
- Assist with evacuations or shelter-in-place and traffic control.
- Assist Public Safety officials as they arrive at the site of the incident.
- Follow directions from the President's Office.
- Complete an Incident Report Form.

#### President

- Report to designated area immediately.

## Firearms, Weapons, and Explosives

### Actions

If you observe any violation of the Firearms, Weapons, and Explosives policy or procedure, you should:

Call OTC Police at 912-531-2367. Provide as much detail as possible regarding the offender and the weapon. Remain calm and attempt to move to a safe area away from the offender. Signal others to stay clear. If in contact with them, **DO NOT** challenge the offender verbally or physically.

### **Roles and Responsibilities**

Appropriate law enforcement agencies will be notified of a potential violation of the weapons policy.

*Students will:*

- Report any weapons possession to any faculty or staff.

*Faculty/Staff will:*

- Report any weapons possession to Receptionist and/or Director for Campus Safety and Security
- Remain Calm. Do not confront the offender.
- Provide accurate descriptions of offender and weapon, if possible.
- File an incident report with the Director for Campus Safety

*The Director for Campus Safety will:*

- Locate the offender and secure area immediately surrounding them
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System (if applicable)
- Determine the nature of the weapon and confront the offender to determine the intent of carrying said weapon on campus.
- Attempt to confiscate said weapon.
- If necessary, contact Bulloch Co. Sheriff's Dept. for assistance
- Issue a report to the President and/or the Vice President for Operations
- Complete an Incident Report Form.

### **Armed Intrusion/Hostage-Taking/Gunfire**

Intruders may pose a substantial risk to the safety and well-being of all students and employees. Any disruption caused by unauthorized visitors to the College campus should be reported to OTC Police at 912-531-2367 immediately.

#### **Actions**

- Contact the Campus Safety at 912-531-2367 and report the emergency.
- Signal others to stay clear of the area.
- Seek safety.

### **Roles and Responsibilities**

*Director for Campus Safety*

- Locate the offender and secure area immediately surrounding them.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System
- Determine nature of weapon and confront the offender in an attempt to neutralize

the situation.

- Take whatever action is deemed appropriate to end situation.
- Secure the area.
- Cooperate with Public Safety officials.
- Issue an immediate report to the President's Office.
- Arrange for a security officer or an administrator to meet Public Safety officials who have been called to the campus.
- Offer assistance and directives as appropriate.
- Complete an Incident Report Form.

#### *Faculty/Staff*

- Instruct students/employees to enter the closest classroom/lab/office.
- Close windows and blinds.
- Lock doors.
- Move students/employees away from windows and take necessary shelter.
- Turn off the lights where you are located.

## **Managing A Hostage Situation In Your Area**

If you encounter a hostage situation in your classroom, lab, or office area remember the following:

- This first 15-45 minutes are the most dangerous.
- Evaluate the situation. Can this person be approached or controlled without the use of force? How many individuals are involved? What kinds of weapons do they have? Is negotiation an option?
- Isolate the perpetrator from other innocent bystanders or potential victims, if possible.
- Remain calm.
- Negotiate, if possible. Keep talking. If you are still talking, most likely you will have an opportunity to buy some time.
- Find out what the individual wants. DO NOT make promises you can't deliver.
- Be prepared to talk to the police on the telephone.
- Tell the perpetrator that you will see what can be done and then work towards that end.
- Avoid heroics. Don't threaten or intimidate.
- Be thinking about a potential escape plan for yourself and others.

## Biological Agents/Anthrax

### Actions

If you receive a suspicious letter or package marked with a threatening message:

- Contact OTC Police at 912-531-2367 and report the emergency.
- Wait for Campus Security to arrive and turn the situation over to them.

Do **NOT** open, shake, or empty contents of any suspicious envelope or package.

Do **NOT** try to clean up powder or spillage.

Cover spillage with anything available.

Move to a safer location.

Follow safe handling procedures:

- Leave the room and close the door to keep others from entering the area. If possible, place a DO NOT ENTER sign on the door .
- Wash hands with soap and water to prevent spreading the substance.
- Prepare a list of all people who were in the area when the suspicious letter/package arrived and give to Director for Campus Safety or Public Safety official.

### Roles and Responsibilities

#### *Director for Campus Safety*

- Move to the site of the incident, offer assistance and directives as appropriate.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System
- Place envelope/package in a plastic bag or air-tight container.
- Seal or cover bag or container to prevent leakage.
- Issue an immediate report to the President's Office.
- Arrange for a security officer or an administrator to meet Public Safety officials who have been called to the campus.
- Complete an Incident Report Form.

#### **Do Not Panic**

To cause infection, anthrax organisms must be rubbed into open areas of the skin, swallowed, or inhaled as a fine, aerosolized mist. Early treatment with appropriate antibiotics can prevent disease.

## **Bomb Threat**

Continue normal activities unless evacuation is ordered.

### **If you receive a bomb threat by phone:**

- Stay calm.
- Try to keep the caller talking to collect as much information as possible.
- Signal someone close by to call to call OTC Police at 912-531-2367.
- Complete an Incident Report Form..

### **Actions**

Evacuate the building.

Remain at least **1000 feet** away from building.

Turn off all cell phones, radios, pagers, and other electronic devices.

### **Roles and Responsibilities**

#### *Director for Campus Safety*

- Issue an immediate report to the President's Office.
- Move to the site of the threat and assist with evacuation.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System
- Designate staff to check restrooms, hallways, and remote areas of the building.
- Arrange for a security officer or an administrator to meet Public Safety officials who have been called to the campus.
- Complete an Incident Report Form.

#### *Faculty/Staff*

- Clear classrooms and hallways to help ensure total evacuation.
- Assist disabled students/employees with evacuation as necessary.

## **Earthquake**

### **Actions**

- Contact OTC Police at 912-531-2367 and report the emergency.
- Check others for injuries and assist as appropriate.
- Depending on the damage:
- Evacuate the building if you can determine a safe path.
- Assume duck-and-cover position in structurally sound areas of the building.
- Move students/employees away from damaged buildings, trees, and power lines to designated areas.

### **Roles and Responsibilities**

#### *Director for Campus Safety*

- Issue a report to the President's Office.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System
- Cut off gas and water lines immediately in cooperation with Plant Operations.
- Assign staff to check the building(s) for visible structural damage.
- Assist with evacuations and traffic control.
- Assist Public Safety officials as they arrive at the site of the incident.
- Complete an Incident Report Form.

#### *Faculty/Staff*

- Instruct students/employees regarding safest exit routes.
- Turn off electrical equipment, water faucets, etc., in your area, if possible.

## **Emergency Closing**

Weather conditions or other weather-related emergencies sometimes make it necessary to close one or more campuses. Conditions may necessitate day and/or night closing, delayed opening, or early dismissal.

### **Actions**

Once the decision is made to close the campus due to a weather-related emergency, the President will notify other Executive Council members and the Director for Campus Safety. The Executive Director for PR/Marketing will send emergency notification alerts.

### **Roles and Responsibilities**

#### *Director for Campus Safety*

- Follow directions from the President's Office.
- Advise President/Administrator on Duty of circumstances
- 
- Cooperate with Plant Operations as necessary.

#### *Executive Council*

- Make closing decisions as early as feasible.
- Notify directors/supervisors in their division.

#### *Executive Director for PR/Marketing*

- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System.

## **Fire and Smoke**

### **For Small Fires**

Direct the charge of the nearest fire extinguisher toward the base of the flame. Report the incident to the Director for Campus Safety.

### **For Large Fires**

#### **Actions**

- Call 911, the OTC Police at 912-531-2367.
- Activate the nearest building alarm.
- Evacuate the building.
- Remain at least **1000 feet away from building**.

## **Roles and Responsibilities**

### *Director for Campus Safety*

- Notify Emergency Response Team.
- Move to the site of the incident and assist as appropriate.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System
- Call for medical assistance or first aid, if necessary.
- Issue a report to the President's Office, if warranted.
- Designate staff to check restrooms, hallways, and remote areas of the building.
- Arrange for a security officer or an administrator to meet Public Safety officials who have been called to the College.
- Complete an Incident Report Form.

## Hazardous Materials Incident (Leaks/Spills)

Any campus could be at risk of a hazardous or toxic materials accident. Depending on the accident's proximity to the campus, the wind velocity and direction, and the weather, the local Emergency Management Agency/Fire Department may order an evacuation.

### **DANGER**

Electrical sparks could be highly dangerous. Do **NOT** pull fire alarms. Do **NOT** activate/deactivate electrical appliances, cell phones, or pagers.

### **Actions**

- Call 911, then call OTC Police.
- Extinguish any open flames in the area, if possible.
- Evacuate or shelter-in-place as directed (See table below).
- Gather in a designated area.

### **Roles and Responsibilities**

#### *Director for Campus Safety*

- Move to the site of the incident and assist as appropriate.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System
- Call for medical assistance or first aid, if necessary.
- Issue a report to the President's Office.
- Designate staff to check restrooms, hallways, and remote areas of the building if it is safe to do so.
- Arrange for a police officer or an administrator to meet Public Safety officials who have been called to the College.
- Complete an Incident Report Form.

#### *Faculty/Staff*

<b>Shelter-in-place</b>	<b>Evacuate</b>
Seal windows and doors and shut off air handling ducts. Take logical steps to ensure the safety of students, employees, and visitors. Wait for directives from Campus Safety and Security or Public Safety officials.	Lead students, employees, and visitors to nearest designated area. Leave all doors open. Assist disabled students and employees. Follow directions issued by Campus Safety.

## Tornado or Severe Weather

### Severe Weather Watch

During a severe weather **watch**, continue normal activities. The Director for Campus Safety and administrators will monitor conditions.

### Severe Weather Warning

During a severe weather **warning**, emergency notifications will be sent.

### Actions

- Close blinds and move away from windows if time permits.
- Move to the hallway or pre-determined shelter area (interior hallway, basement, or space away from windows).
- 

In the event of severe damage from weather-related conditions,  
Follow procedures for **Catastrophic Incidents**.

### Roles and Responsibilities

#### *Director for Campus Safety*

- Monitor weather sources.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System
- 
- Assist faculty/staff with crowd control.
- Direct persons outside of building to shelter areas as appropriate.

## **Water Line Break/Flood/Heavy Rain/Wind Storm**

### **Flood/Water Line Break**

In the event there is a threat of water entering any building:

- Contact Plant Operations during business hours.
- During evening or weekend hours, contact OTC Police.
- Take appropriate action to prevent damage to property and equipment.
- Wait for further instructions from Plant Operations or police officers.

### **Severe Rain/Lightening/Wind Storm**

In the event an unexpected severe storm hits the campus, stay indoors with the door closed.

- Do not try to leave building/campus during the storm.
- Move away from windows and glass.
- Do not use phones, computers, or other electrical equipment.
- If power goes out during a storm, remain indoors until the storm subsides.
- Wait for instructions from Campus Safety or authorized personnel.
- If outdoors, seek shelter immediately.

## Pandemic Influenza Plan

### Introduction:

The World Health Organization (WHO) and the Centers for Disease Control (CDC) warn that the current risk from avian influenza becoming the next human influenza pandemic is high. The focus of this Ogeechee Technical College Pandemic Influenza Plan is to provide a coordinated and comprehensive response to an influenza pandemic in order to help ensure continuation of education and services. An outbreak of avian flu could significantly interrupt normal college functions for a period of six to eight weeks and may require closure of the college. The college community is taking steps to prepare for the potential of such a pandemic in the interest of minimizing the risk of exposure among employees, students, and visitors. This plan is by no means complete nor is it intended to be. There are many issues both common and unique that may have to be taken into consideration when a pandemic occurs.

### Mission of the Plan:

The primary mission of the Pandemic Influenza Plan is to identify the hazards that will be produced by an outbreak, plan for and reduce the impact of the outbreak, maintain operations during and after an outbreak, and advise employees, students, and visitors on the things they can do to mitigate the impact of an outbreak on the college and themselves.

### Assumptions:

The impact of an influenza pandemic is unknown, however, should a pandemic occur traditional operating assumptions will be inadequate. The following influenza pandemic assumptions were utilized in the development of Ogeechee Tech's Plan:

- Up to 30% of the workforce could be out sick during a pandemic. People may decide to stay home to care for family members or because they are afraid of exposure.
- Flexibility will be necessary and might include expansion of physical space between work stations or allowing employees to work from home.
- Leave policies will need to be flexible.
- Employees may need personal protective equipment (PPE) to maintain critical services.
- Availability of supplies will be limited due to hoarding, limited production, and transportation limitations.
- Assistance from outside organizations or levels of government will be unlikely if the outbreak is nationwide.
- The College may be closed because of staffing shortages or because of a community quarantine.

### Pandemic Response Planning Committee:

The **Safety Committee** (Planning Committee) will be the primary group responsible for the "command and control" function in the event of a pandemic. The committee is responsible for implementing and coordinating the Pandemic Influenza Plan. The committee will work with state and local public health and other authorities to make

decisions, identify trigger points and thresholds to institute containment measures such as closing and re-opening the college. The committee will serve as the primary contact during the recovery phase, which will deal with the consequences of the pandemic.

*\* In the event that the chairpersons is absent/unavailable, then the available committee members will select an acting chairperson(s).*

### **Plan Components:**

The **Ogeechee Technical College** Pandemic Influenza Plan will encompass the following areas:

1. Continuity of Essential Functions
2. Human Resources Considerations
3. Security Measures
4. Crisis Communications

#### I. Continuity of Essential Functions

Staff illnesses, directives of local government which may include travel restrictions or full/partial quarantines, disruption of power, and other pandemic related problems may prevent the College from operating at full capacity in the event of an influenza pandemic. The following core functions have been identified that must be sustained to allow Ogeechee Technical College to recover effectively from the pandemic and resume normal operations.

The Human Resources Office will work with departments to identify and maintain lists of essential personnel that are required to ensure that core functions are continued in the event of a pandemic.

- A. Delivery of Instruction
- B. Delivery of Student Affairs
- C. Information Systems
- D. Payroll

- A. Delivery of Instruction: Procedures to be implemented to continue the delivery of instruction during a pandemic include creating distance education components for classes including electronic lectures, utilizing electronic means for giving and receiving assignments/tests, reorganizing classroom time with labs, condensing semesters or developing alternative academic calendars, and revising attendance policies.
- B. Delivery of Student Affairs: Procedures to be implemented to continue the delivery of student affairs during a pandemic include managing attendance issues, managing medical withdrawals, and dealing with financial aid issues.
- C. Information Systems: Procedures to be implemented to continue the use and maintenance of information systems include remote access for essential employees, backup of records, and remote maintenance.
- D. Payroll: Procedures to be implemented to continue the college's payroll during a pandemic include remote access for Payroll Specialist and Director for Human Resources, ability to email timesheets for entering into payroll system, encouraging all employees to be on direct deposit, and

entering into agreements with other community colleges to have payroll services provided.

II. Human Resources Considerations

The College's ability to maintain essential functions will depend on the health, training, and commitment of its employees. The College will implement procedures to protect the health of our employees including educating employees about an influenza pandemic, encouraging employees to practice good hygiene, requiring employees to stay home when they are ill, establishing "social distancing" protocols, establishing standards for cleaning facilities, encouraging employees to obtain flu shots, revising vacation/sick leave policies during the pandemic, limiting travel to essential functions, limiting the meetings employees must attend, implementing "flex time" scheduling, implementing telecommuting policies, and developing return to work guidelines.

III. Security Measures

An increase in robberies and civil unrest could occur during an influenza pandemic. In order to mitigate those risks for the college the Safety Committee will assess security risks at the College and recommend any enhanced security measures such as hiring additional security or upgrading electronic security equipment. The Safety Committee will develop protocols for securing the campus if it is closed and will develop plans for the security of data, records, and equipment that are transported to other sites or to the homes of employees working remotely.

IV. Crisis Communications

Internal and external communications are essential components of the Pandemic Influenza Plan. The Safety Committee will designate a chain of command for issuing communications relating to a pandemic and will designate an overall Communications Coordinator. The Communications Coordinator will develop and secure prior approval of letters, press releases, and other communications for all audiences that will be released when the plan is activated. The Communications Coordinator will disseminate copies of the Pandemic Influenza Plan to all employees and will create mechanisms for responding quickly and accurately to questions about the College's plan or policies. The Human Resources Office will maintain calling trees to keep employees informed during a pandemic crisis.

Plan Activation:

The President is authorized to declare that an influenza pandemic crisis has occurred and to order the implementation of those portions of this plan as may be necessary. Upon plan activation the primary goal is to protect the health and safety of employees, students, and visitors. If the Safety Committee determines that normal operations can be maintained or altered operations can be implemented, maximum efforts should be made to eliminate or minimize any potential for infection or other damage. The Safety Committee in conjunction with the local health department makes this determination.

The Ogeechee Technical College Pandemic Influenza Plan will be activated in several escalating levels:

Level One: First cases of human-to-human transmission internationally- College stays open with business conducted as usual. The Safety Committee will monitor the situation and begin planning for level two scenarios. Communication with the campus community will increase to keep everyone informed of plans being implemented.

Level Two: First verified case in North America- Social distancing measures will be adopted. The Safety Committee will take steps to plan for the possibility of quarantines and increase communication with employees and students.

Level Three: Confirmed cases locally- All administrative and academic support units will be shut down and the campus will be closed. Essential personnel will telecommute to complete essential tasks. The Safety Committee will communicate through email and telephone.

Level Four: Recovery- Once the pandemic is under control Safety Committee will determine when to reopen the campus and will address issues and concerns as they arise.

#### Recovery Phase:

Once the threat of the pandemic is over the Safety Committee will begin the process of assisting the College in recovery efforts. The recovery phase will determine which activities/services need to be carried out in a priority sequence and which areas are responsible for completing those tasks and will. During the recovery phase the Safety Committee will develop a timeline for the completion of activities/services and will keep employees and students informed on key issues and will communicate the date and time that the college will reopen for normal business operations.

Key activities/services to be considered include:

- Power and other utilities
- Facilities recovery
- Communications systems
- Information Technology systems
- Human Resources services
- Services for students

## **Appendices:**

A - Brief General Building Emergency Procedures

B - OTC Protocols

C - Department of Homeland Security (DHS) Bomb Threat Checklist

D - Department of Homeland Security (DHS) Suspicious Package Checklist

E - Memorandum of Agreements

## Appendix A

### Brief General Building Emergency Procedures

#### Emergency Building Procedures

##### *Evacuate:*

Walk down stairs.

Take all visitors with you.

Exit front doors.

Move to front parking area as far from the building as possible.

Report to your supervisor or designee.

##### *Shelter in Place:*

Go to interior of the building as far away from outside walls and any glass as is possible.

Take all visitors with you.

Cover your head with your arms and hands.

Wait for the all clear to sound.

##### *Secure in Place:*

###### Secure in Place due to intruders/outside danger:

Go to room/space which locks from the inside.

Take all visitors with you.

Call an external contact and tell them where you are located if possible.

Remain secured in place until a member of emergency services comes to clear the building.

###### Secure in Place due to hazardous materials leak:

Seal the room/space with tape or other types of barriers (rolled clothing, rugs etc.).

Call an external contact to tell them where you are located if possible.

Remain secured in place until a member of emergency services comes to clear the building.

## **Appendix B**

### OTCAAlert Protocols

#### IN AN EMERGENCY – MASS NOTIFICATIONS WILL BE USED

##### **General Responsibilities**

During an emergency, the following groups will adhere to procedures as listed below:

##### *Campus Switchboard Operator*

- Upon receiving report of emergency, contact 911 immediately.
- Notify Director for Campus Safety.

##### *Director for Campus Safety*

- Notify Emergency Response Team.
- Notify President.
- Initiate OTC Alert/Alert Beacons/Campus Emergency Notification System (if applicable)
- Report to designated staging area immediately.
- Contact Public Safety officials, if necessary.
- Oversee and coordinate emergency procedures as needed.
- Complete Incident Report Form.

##### *President*

- Report to designated area immediately.

##### *Emergency Response Team*

- Report to designated area immediately.

##### *Faculty and Staff with medical/first aid training*

- Inform Director for Campus Safety or supervisor of your training and certifications.
- Offer to assist persons with injuries.

##### *Faculty/Staff*

- Inform students, employees, and visitors of crisis procedures, evacuation routes, and designated areas.
- Assist disabled students.

##### *Everyone*

- Use your best judgment in situations that threaten your safety or the safety of those around you.
- Inform and assist visitors with crisis procedures, evacuation routes, shelter areas, and designated areas.
- Assist by clearing areas near your classroom, lab, conference room, or office.
- Remain calm.

# Appendix C

## Department of Homeland Security (DHS Bomb) Threat Checklist

### BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

- Call \_\_\_\_\_
- Handle note as minimally as possible.

**If a bomb threat is received by email:**

- Call \_\_\_\_\_
- Do not delete the message.

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**DO NOT:**

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

### WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police  
1-877-4-FPS-411 (1-877-437-7411)
- 911

### BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number Where Call Received:

#### Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

#### Exact Words of Threat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Information About Caller:

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

**Other Information:** \_\_\_\_\_  
\_\_\_\_\_



Homeland Security

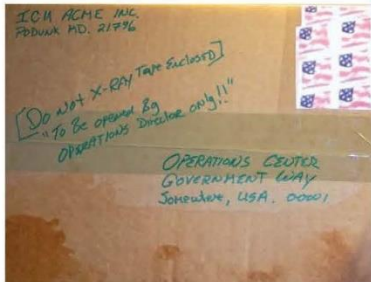
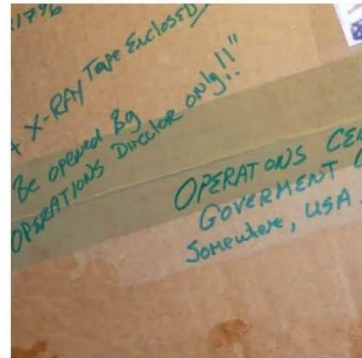
## Appendix D

### Department of Homeland Security (DHS) Suspicious Package Checklist/Poster

#### Characteristics of a Suspicious Package

Always remain aware!  
Look for the anomalies:

- Rigid or bulky
- Lopsided or uneven
- Wrapped in string
- Badly written or misspelled labels
- Generic or incorrect titles
- Excessive postage
- No postage
- Foreign writing, postage, or return address
- Missing, nonsensical, or unknown return address
- Leaks, stains, powders, or protruding materials
- Ticking, vibration, or other sound



#### Response Checklist

Suspicious Packages and Mail



U.S. Department of Homeland Security  
Office of Security  
Phone: (202) 447-5010  
E-mail: [OfficeofSecurity@dhs.gov](mailto:OfficeofSecurity@dhs.gov)



Homeland Security

# CHECKLIST OF ACTIONS TO TAKE

1. Leave the mail piece or substance where it was found. Do not disturb. Do not try to clean up the substance.
2. Clear the immediate area of all persons and keep others away.
3. Instruct people in the immediate area to wash hands and other exposed skin with soap and water.
4. Direct these people to a designated area away from the substance to await further instruction.
5. List the names of the persons in the immediate area of the mail piece or substance.
6. Cordon off the immediate area.
7. Shut down all equipment in the immediate area and HVAC systems (heating, ventilation, and air conditioning).
8. If possible without disturbing the mail piece or substance, document:

Location of mail piece or substance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of substance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of mail piece (markings, labels, declarations, postage):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Addressee's name and address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailer's name and address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Contact and pass information to the appropriate agency. A list of Contacts in Case of Emergency is provided at right.
10. Take actions and make appropriate notifications as directed or as published in your local emergency plan.

# Contacts in Case of EMERGENCY

## FEDERALLY LEASED OR OWNED FACILITIES

### Life-threatening Emergencies

Dial 911 & follow your building's procedures, then:  
 Notify the Federal Protective Service (FPS)  
 National Toll Free Number:  
 1-877-4FPS-411 (1-877-437-7411)

### Non-Life-threatening Emergencies

#### Security Issues

Contact local building security management representative, then call:  
 Federal Protective Service (FPS)  
 National Toll Free Number:  
 1-877-4FPS-411 (1-877-437-7411)

## NEBRASKA AVENUE COMPLEX PROCEDURES

### Medical Emergencies

Dial 911, then call:  
 NAC Security Desk  
 Phone: (202) 282-9700

### Non-Life-threatening Emergencies

NAC Security Desk  
 Phone: (202) 282-9700

### NON-FEDERAL BUILDINGS

Dial 911 or follow your building's procedures.



# Appendix E

## MOA – OTC and GEMA

**MEMORANDUM OF AGREEMENT BETWEEN**  
**GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY**  
**AND**  
**OGEECHEE TECHNICAL COLLEGE**

1. **Parties.** This Memorandum of Agreement (hereinafter referred to as “MOA”) is made and entered into by and between the Georgia Emergency Management and Homeland Security Agency (GEMA/HS), 935 E. United Ave, Atlanta, GA 30316 and Ogeechee Technical College (College), Technical College System of Georgia, One Joseph E. Kennedy Blvd, Statesboro, Georgia 30458.
2. **Purpose.** The purpose of this MOA is to establish the terms and conditions under which GEMA/HS may utilize certain facilities in the event that a manmade or natural disaster warrants full or partial evacuations from the Southeast Georgia coast. It is anticipated that a State of Emergency will be declared by the Governor in association with the event. The facilities will be used to support the preparation, response and recovery efforts in response to these events. The parties understand and agree that this MOA is not-exclusive and the College retains the right to form like agreements with other entities and to allow other entities use of other areas at any time for any reason.
3. **Terms.** This MOA is effective April 20, 2022 and shall remain in effect through April 20, 2027. It is anticipated that this MOA will be renewed upon expiration. This MOA may be suspended or terminated by either party at any time in writing with a thirty (30) day notification.
4. **General Provisions**
  - a. **Amendments.** Either party may request changes to this MOA. Any changes, modifications, revisions or amendments to this MOA which are mutually agreed upon by and between the parties to this MOA shall be incorporated by written instrument and effective when executed and signed by all parties to this MOA.
  - b. **Authority Granted and Chain of Command.** The MOA Primary Coordinators identified in this MOA (Section 7A and 7B) are authorized to coordinate the planning and exercise the terms of this MOA. Unless the Primary Coordinators identified are executive members with authority to make commitments on behalf of their respective organization, neither of the Primary Coordinators identified have the authority to commit funds of either governing body without proper approval through their respective organizations.

- c. **Retention of Rights.** GEMA/HS expressly understands and agrees that the use of facilities as described herein is strictly subject to availability. The College retains the right to substitute, in its sole discretion, another campus location for the facilities named herein, in the event that the described facilities are unavailable for any reason. The College does not guarantee the availability of any facility or service and shall have no responsibility to provide any facilities in the event that the buildings contemplated herein are not readily operational.
  - d. **Activity.** GEMA/HS shall undertake all activities contemplated in this MOA in a manner so as not to damage or unreasonably interfere with the operation of College's facilities. GEMA/HS will be responsible for payment and/or reimbursement of any damages caused by GEMA/HS occupation of campus facilities, including but not limited to costs related to cleaning, repair and replacement of facilities. To the extent not prohibited by law, GEMA/HS agrees to indemnify and hold harmless the College and its officers, directors, agents, employees and representatives from any incident which occurs in connection with and caused by the negligence of GEMA/HS, its employees, agents and representatives during the execution of this MOA.
  - e. **Entirety of Agreement.** This MOA outlines the foundation of a coordinated effort. Through proper planning and exercise, additional responsibilities from the parties identified in the MOA and other outside parties not identified in this MOA will be cause for adjustments to this MOA. The planning documents supporting this MOA will consist of the operational elements of this MOA and supersede all prior negotiations, representations and agreements.
  - f. **Applicable Law.** The construction, interpretation and enforcement of this MOA shall be governed by the laws of the State of Georgia.
  - g. **Severability.** Should any portion of this MOA be judicially determined to be illegal or unenforceable, the remainder of the MOA shall continue in effect and the parties may renegotiate the terms affected by the severance.
  - h. **Sovereign Immunity.** GEMA/HS, Ogeechee Technical College, Technical College System of Georgia, and their respective governing bodies do not waive their sovereign immunity by entering into this MOA. Each entity fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOA.
  - i. **Remuneration.** GEMA/HS and Ogeechee Technical College agree that the use of this facility shall be without charge or payment except for repairs of damage to property.
5. **Responsibilities of GEMHSA.**
- a. Administer this MOA.
  - b. Designate a staff member in Section 7a as the primary coordinator for this MOA and cooperatively plan, exercise and execute the provisions of this MOA with the identified College primary coordinator.
  - c. If the nature of the hurricane or significant event allows for advance notification, so notify the College as soon as possible that the provisions of this MOA will be activated.

MOA – GEMA/HS – Ogeechee Technical College

6. Responsibilities of Ogeechee Technical College.

- a. Designate a staff member in Section 7b as the primary coordinator for this MOA and cooperatively plan, exercise and execute the provisions of this MOA with identified GEMA/HS primary coordinator.
- b. Provide access to the Conference Center Area in the Occupational Studies Building to be used for staging drivers in support of a coastal evacuation, Computer Lab adjacent to the Conference Center area to be used by the Incident Management Team managing the evacuation and parking lot space vicinity the Occupational Studies Building and the Health Science Building to be used for the staging of commercial coach transportation, para-transit vehicles and ambulances to be used in the evacuation..

7. MOA Primary Coordinators.

- a. **GEMA/HS.** The Primary Coordinator for this MOA will be:

Greg Koller  
Logistics Program Manager  
State Operations Center  
935 E. United Ave  
Atlanta, GA 30316  
(O) 404-635-7521  
(C) 404-615-9589  
[Greg.Koller@gema.ga.gov](mailto:Greg.Koller@gema.ga.gov)

- b. **Ogeechee Technical College.** The Primary Contact for this MOA will be:

Ryan McNeal  
Director for Campus Safety / Chief of Police  
One Joseph E. Kennedy Blvd  
Statesboro, GA 30458  
912-681-5667  
[rmcneal@ogeecheetech.edu](mailto:rmcneal@ogeecheetech.edu)

8. **Signatures.** In witness whereof, the parties to this MOA through their duly authorized representatives have executed this MOA on the days and dates set out below, and certify that they have read, understand and agreed to the terms and conditions of this MOA as set forth herein.

**Georgia Emergency Management and Homeland Security Agency**

  
\_\_\_\_\_  
Thomas Moore, Deputy Director Emergency Management      25 MAY 22  
Georgia Emergency Management and Homeland Security Agency      Date

**OGEECHEE TECHNICAL COLLEGE**

  
\_\_\_\_\_  
Lori Durden, President      5.10.22  
Ogeechee Technical College      Date

# MOA – OTC and Bulloch County Sheriff's Office

## **Memorandum of Agreement Between Ogeechee Technical College And Bulloch County Sheriff's Office**

### **I. Purpose**

This Memorandum of Agreement ("Agreement") is entered into on the 1<sup>st</sup> day of July, 2022, by and between Bulloch County Sheriff's Office and Ogeechee Technical College, an institution within the Technical College System of Georgia ("TCSG"). The purpose of this Agreement is to provide law enforcement services upon the request of the other Party to this agreement in response to emergency or special circumstances that may exceed the immediate resources, skill, and equipment capacities of either party's law enforcement agency. This agreement incorporates by reference standards contained in O.C.G.A. § 36-69-1, *et seq.*, including subsequent amendments thereto.

### **II. Affiliating Agreement**

Pursuant to O.C.G.A. § 36-69-1, *et seq.*, Ogeechee Technical College and Bulloch County Sheriff's Office are authorized to furnish assistance extraterritorially to each other during a local emergency, defined as the existence of conditions of extreme peril to the safety of persons and property within the territorial limits of a political subdivision of the state or on a campus of an institution within TCSG caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of one party to this agreement, and which require combined forces of both parties to combat.

This agreement provides the following:

- A. This agreement must be approved by the governing authority of the local political subdivision, and the President of the technical college, the Commissioner of TCSG, and the State Board of the Technical College System of Georgia.
- B. Once the Agreement is approved by all governing authorities and upon the request of either party for assistance in a local emergency, the Ogeechee Technical and Sheriff Noel Brown may cooperate with and render assistance extraterritorially to the party requesting the same.
- C. The senior officer of the requesting party shall be in command of the local emergency as to strategy, tactics, and overall direction of operations.

- D. In accordance with O.C.G.A. § 36-69-4, responding employees of either party *“shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution at which they are normally employed.”*
- E. Parties responding to requests in conformance with this Agreement shall pay any expense for furnishing of their own equipment, loss or damage to such equipment, and costs incurred in operation and maintenance of their equipment. Further, the responding party shall compensate responding employees during the time they are rendering aid and defray actual travel expenses of employees.
- F. Both parties shall ensure that all of their officers are properly trained and P.O.S.T. certified. If any officer who shall be participating under this agreement loses P.O.S.T. certification for any reason, the party whose officer has lost the certification shall notify the other party and the officer shall immediately be removed from any job duties associated with this agreement.
- G. Each party to this agreement shall be responsible for the medical expenses of its own officers and employees in their performance of their duties under this agreement.
- H. Nothing in this agreement shall be construed as creating a duty on the part of the parties to respond to a request for assistance, or to stay at the scene of a local emergency for any length of time.

**III. Representatives**

Any communication regarding this agreement should be directed to the following representatives:

For the College:

Chief Ryan McNeal

For Bulloch County Sheriff’s Office:

Sheriff Noel Brown

**IV. Miscellaneous**

**A. Term**

1. The terms and conditions of this agreement shall be periodically reviewed by the parties.
2. This agreement will remain in effect indefinitely [if no money is being

expended under this agreement, then the agreement may run beyond the current fiscal year; if money is being expended, then it must terminate on June 30 of each fiscal year.

3. Either party may terminate this agreement upon a 30-day notice in writing to the other party.

B. The College is self-insured under the State of Georgia, Department of Administrative Services, Risk Management Division, against tort claims, including comprehensive automobile liability, in the amount of one million (\$1,000,000) per person and three million (\$3,000,000) per occurrence; the College also maintains workers' compensation insurance through the State of Georgia.

**C. Entire Agreement**

This Agreement, together with any documents incorporated herein, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or contracts. No written or oral agreements, representations, statements, negotiations, understandings, or discussions which are not set out, referenced, or specifically incorporated into this Agreement shall in any way be binding or of effect between the parties.

**D. Applicable law**

This Agreement shall be governed in all respects by the laws of the State of Georgia.

**E. Amendments in Writing**

No amendment of this Agreement or any of the terms or provisions hereof, shall be binding upon either party except by a writing executed by both parties.

  
\_\_\_\_\_  
TCSG State Board Chair

4-7-2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner, TCSG

4/7/2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ogeechee Technical College, President

3.7.22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ogeechee Technical College, Chief of Police

2/21/22  
Date

  
\_\_\_\_\_  
Bulloch County Sheriff's Office, Sheriff

02-21-2022  
Date

*Template revised July 9, 2018*

## MOA – OTC and City of Hagan

### **Memorandum of Agreement Between Ogeechee Technical College and Hagan Police Department**

#### **I. Purpose**

This Memorandum of Agreement (“Agreement”) is entered into on the 1<sup>st</sup> day of July, 2022, by and between Hagan Police Department and Ogeechee Technical College, an institution within the Technical College System of Georgia (“TCSG”). The purpose of this Agreement is to provide law enforcement services upon the request of the other Party to this agreement in response to emergency or special circumstances that may exceed the immediate resources, skill, and equipment capacities of either party’s law enforcement agency. This agreement incorporates by reference standards contained in O.C.G.A. § 36-69-1, *et seq.*, including subsequent amendments thereto.

#### **II. Affiliating Agreement**

Pursuant to O.C.G.A. § 36-69-1, *et seq.*, Ogeechee Technical College and Hagan Police Department are authorized to furnish assistance extraterritorially to each other during a local emergency, defined as the existence of conditions of extreme peril to the safety of persons and property within the territorial limits of a political subdivision of the state or on a campus of an institution within TCSG caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of one party to this agreement, and which require combined forces of both parties to combat.

This agreement provides the following:

- A. This agreement must be approved by the governing authority of the local political subdivision, and the President of the technical college, the Commissioner of TCSG, and the State Board of the Technical College System of Georgia.
- B. Once the Agreement is approved by all governing authorities and upon the request of either party for assistance in a local emergency, the Ogeechee Technical College Chief of Police and Hagan’s Chief of Police may cooperate with and render assistance extraterritorially to the party requesting the same.
- C. The senior officer of the requesting party shall be in command of the local emergency as to strategy, tactics, and overall direction of operations.

- D. In accordance with O.C.G.A. § 36-69-4, responding employees of either party *"shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution at which they are normally employed."*
- E. Parties responding to requests in conformance with this Agreement shall pay any expense for furnishing of their own equipment, loss or damage to such equipment, and costs incurred in operation and maintenance of their equipment. Further, the responding party shall compensate responding employees during the time they are rendering aid and defray actual travel expenses of employees.
- F. Both parties shall ensure that all of their officers are properly trained and P.O.S.T. certified. If any officer who shall be participating under this agreement loses P.O.S.T. certification for any reason, the party whose officer has lost the certification shall notify the other party and the officer shall immediately be removed from any job duties associated with this agreement.
- G. Each party to this agreement shall be responsible for the medical expenses of its own officers and employees in their performance of their duties under this agreement.
- H. Nothing in this agreement shall be construed as creating a duty on the part of the parties to respond to a request for assistance, or to stay at the scene of a local emergency for any length of time.

**III. Representatives**

Any communication regarding this agreement should be directed to the following representatives:

For the College:

Chief Ryan McNeal

For Hagan Police Department:

Chief Jessie Deloach

**IV. Miscellaneous**

**A. Term**

- 1. The terms and conditions of this agreement shall be periodically reviewed by the parties.
- 2. This agreement will remain in effect indefinitely [if no money is being

expended under this agreement, then the agreement may run beyond the current fiscal year; if money is being expended, then it must terminate on June 30 of each fiscal year.

3. Either party may terminate this agreement upon a 30-day notice in writing to the other party.

**B.** The College is self-insured under the State of Georgia, Department of Administrative Services, Risk Management Division, against tort claims, including comprehensive automobile liability, in the amount of one million (\$1,000,000) per person and three million (\$3,000,000) per occurrence; the College also maintains workers' compensation insurance through the State of Georgia.

**C. Entire Agreement**

This Agreement, together with any documents incorporated herein, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or contracts. No written or oral agreements, representations, statements, negotiations, understandings, or discussions which are not set out, referenced, or specifically incorporated into this Agreement shall in any way be binding or of effect between the parties.

**D. Applicable law**

This Agreement shall be governed in all respects by the laws of the State of Georgia.

**E. Amendments in Writing**

No amendment of this Agreement or any of the terms or provisions hereof, shall be binding upon either party except by a writing executed by both parties.

  
\_\_\_\_\_  
TCSG State Board Chair

4-7-2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner, TCSG

4/7/2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ogeechee Technical College, President

3-7-22  
\_\_\_\_\_  
Date



Ogeechee Technical College, Chief of Police

3/3/22  
Date



Hagan Police Department, Chief of Police

3-3-22  
Date

*Template revised July 9, 2018*

# MOA – OTC and City of Statesboro

## **Memorandum of Agreement Between Ogeechee Technical College And**

## **Statesboro Police Department**

### **I. Purpose**

This Memorandum of Agreement (“Agreement”) is entered into on the 1<sup>st</sup> day of July, 2022, by and between Statesboro Police Department and Ogeechee Technical College, an institution within the Technical College System of Georgia (“TCSG”). The purpose of this Agreement is to provide law enforcement services upon the request of the other Party to this agreement in response to emergency or special circumstances that may exceed the immediate resources, skill, and equipment capacities of either party’s law enforcement agency. This agreement incorporates by reference standards contained in O.C.G.A. § 36-69-1, *et seq.*, including subsequent amendments thereto.

### **II. Affiliating Agreement**

Pursuant to O.C.G.A. § 36-69-1, *et seq.*, Ogeechee Technical College and Statesboro Police Department are authorized to furnish assistance extraterritorially to each other during a local emergency, defined as the existence of conditions of extreme peril to the safety of persons and property within the territorial limits of a political subdivision of the state or on a campus of an institution within TCSG caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of one party to this agreement, and which require combined forces of both parties to combat.

This agreement provides the following:

- A. This agreement must be approved by the governing authority of the local political subdivision, and the President of the technical college, the Commissioner of TCSG, and the State Board of the Technical College System of Georgia.
- B. Once the Agreement is approved by all governing authorities and upon the request of either party for assistance in a local emergency, the Ogeechee Technical College Chief of Police and Statesboro Police Department’s Chief of Police may cooperate with and render assistance extraterritorially to the party requesting the same.
- C. The senior officer of the requesting party shall be in command of the local

emergency as to strategy, tactics, and overall direction of operations.

- D. In accordance with O.C.G.A. § 36-69-4, responding employees of either party *“shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution at which they are normally employed.”*
- E. Parties responding to requests in conformance with this Agreement shall pay any expense for furnishing of their own equipment, loss or damage to such equipment, and costs incurred in operation and maintenance of their equipment. Further, the responding party shall compensate responding employees during the time they are rendering aid and defray actual travel expenses of employees.
- F. Both parties shall ensure that all of their officers are properly trained and P.O.S.T. certified. If any officer who shall be participating under this agreement loses P.O.S.T. certification for any reason, the party whose officer has lost the certification shall notify the other party and the officer shall immediately be removed from any job duties associated with this agreement.
- G. Each party to this agreement shall be responsible for the medical expenses of its own officers and employees in their performance of their duties under this agreement.
- H. Nothing in this agreement shall be construed as creating a duty on the part of the parties to respond to a request for assistance, or to stay at the scene of a local emergency for any length of time.

### **III. Representatives**

Any communication regarding this agreement should be directed to the following representatives:

For the College:

Chief Ryan McNeal

For Statesboro Police Department:

Chief Mike Broadhead

### **IV. Miscellaneous**

#### **A. Term**

1. The terms and conditions of this agreement shall be periodically reviewed

- by the parties.
- 2. This agreement will remain in effect indefinitely [if no money is being expended under this agreement, then the agreement may run beyond the current fiscal year; if money is being expended, then it must terminate on June 30 of each fiscal year.
- 3. Either party may terminate this agreement upon a 30-day notice in writing to the other party.

**B.** The College is self-insured under the State of Georgia, Department of Administrative Services, Risk Management Division, against tort claims, including comprehensive automobile liability, in the amount of one million (\$1,000,000) per person and three million (\$3,000,000) per occurrence; the College also maintains workers' compensation insurance through the State of Georgia.

**C. Entire Agreement**


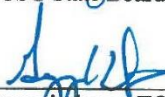

This Agreement, together with any documents incorporated herein, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or contracts. No written or oral agreements, representations, statements, negotiations, understandings, or discussions which are not set out, referenced, or specifically incorporated into this Agreement shall in any way be binding or of effect between the parties.

**D. Applicable law**

This Agreement shall be governed in all respects by the laws of the State of Georgia.

**E. Amendments in Writing**

No amendment of this Agreement or any of the terms or provisions hereof, shall be binding upon either party except by a writing executed by both parties.

 _____ TCSG State Board Chair	_____ 4-7-2022 Date
 _____ Commissioner, TCSG	_____ 4/7/2022 Date
 _____ Ogeechee Technical College, President	_____ 3.7.22 Date



Ogeechee Technical College, Chief of Police

2/28/22

Date



Statesboro Police Department, Chief of Police

2-28-22

Date

*Template revised July 9, 2018*

# MOA – OTC and City of Sylvania

## **Memorandum of Agreement Between Ogeechee Technical College and Sylvania Police Department**

### **I. Purpose**

This Memorandum of Agreement (“Agreement”) is entered into on the 1<sup>st</sup> day of July, 2022, by and between Sylvania Police Department and Ogeechee Technical College, an institution within the Technical College System of Georgia (“TCSG”). The purpose of this Agreement is to provide law enforcement services upon the request of the other Party to this agreement in response to emergency or special circumstances that may exceed the immediate resources, skill, and equipment capacities of either party’s law enforcement agency. This agreement incorporates by reference standards contained in O.C.G.A. § 36-69-1, *et seq.*, including subsequent amendments thereto.

### **II. Affiliating Agreement**

Pursuant to O.C.G.A. § 36-69-1, *et seq.*, Ogeechee Technical College and Sylvania Police Department are authorized to furnish assistance extraterritorially to each other during a local emergency, defined as the existence of conditions of extreme peril to the safety of persons and property within the territorial limits of a political subdivision of the state or on a campus of an institution within TCSG caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of one party to this agreement, and which require combined forces of both parties to combat.

This agreement provides the following:

- A. This agreement must be approved by the governing authority of the local political subdivision, and the President of the technical college, the Commissioner of TCSG, and the State Board of the Technical College System of Georgia.
- B. Once the Agreement is approved by all governing authorities and upon the request of either party for assistance in a local emergency, the [Technical College contact] and [local law enforcement contact] may cooperate with and render assistance extraterritorially to the party requesting the same.
- C. The senior officer of the requesting party shall be in command of the local emergency as to strategy, tactics, and overall direction of operations.

- D. In accordance with O.C.G.A. § 36-69-4, responding employees of either party *"shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution at which they are normally employed."*
- E. Parties responding to requests in conformance with this Agreement shall pay any expense for furnishing of their own equipment, loss or damage to such equipment, and costs incurred in operation and maintenance of their equipment. Further, the responding party shall compensate responding employees during the time they are rendering aid and defray actual travel expenses of employees.
- F. Both parties shall ensure that all of their officers are properly trained and P.O.S.T. certified. If any officer who shall be participating under this agreement loses P.O.S.T. certification for any reason, the party whose officer has lost the certification shall notify the other party and the officer shall immediately be removed from any job duties associated with this agreement.
- G. Each party to this agreement shall be responsible for the medical expenses of its own officers and employees in their performance of their duties under this agreement.
- H. Nothing in this agreement shall be construed as creating a duty on the part of the parties to respond to a request for assistance, or to stay at the scene of a local emergency for any length of time.

### **III. Representatives**

Any communication regarding this agreement should be directed to the following representatives:

For the College:

Chief Ryan McNeal

For Sylvania Police Department:

Chief Daniel Burke

### **IV. Miscellaneous**

#### **A. Term**

1. The terms and conditions of this agreement shall be periodically reviewed by the parties.

2. This agreement will remain in effect indefinitely [if no money is being expended under this agreement, then the agreement may run beyond the current fiscal year; if money is being expended, then it must terminate on June 30 of each fiscal year.
3. Either party may terminate this agreement upon a 30-day notice in writing to the other party.

**B.** The College is self-insured under the State of Georgia, Department of Administrative Services, Risk Management Division, against tort claims, including comprehensive automobile liability, in the amount of one million (\$1,000,000) per person and three million (\$3,000,000) per occurrence; the College also maintains workers' compensation insurance through the State of Georgia.

**C. Entire Agreement**

This Agreement, together with any documents incorporated herein, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or contracts. No written or oral agreements, representations, statements, negotiations, understandings, or discussions which are not set out, referenced, or specifically incorporated into this Agreement shall in any way be binding or of effect between the parties.

**D. Applicable law**

This Agreement shall be governed in all respects by the laws of the State of Georgia.

**E. Amendments in Writing**

No amendment of this Agreement or any of the terms or provisions hereof, shall be binding upon either party except by a writing executed by both parties.

  
\_\_\_\_\_  
TCSG State Board Chair

4/7/2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner, TCSG

4/7/2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ogeechee Technical College, President

3.7.22  
\_\_\_\_\_  
Date



Ogeechee Technical College, Chief of Police

2/28/22

Date



Sylvania Police Department, Chief of Police

2-28-2022

Date

*Template revised July 9, 2018*

# MOA – OTC and Georgia Southern University

## Memorandum of Agreement Between Ogeechee Technical College and Georgia Southern University

### I. Purpose

This Memorandum of Agreement (“Agreement”) is entered into on the 1st day of August, 2018, by and between Georgia Southern University and Ogeechee Technical College, an institution within the Technical College System of Georgia (“TCSG”). The purpose of this Agreement is to provide law enforcement services upon the request of the other Party to this agreement in response to emergency or special circumstances that may exceed the immediate resources, skill, and equipment capacities of either party’s law enforcement agency. This agreement incorporates by reference standards contained in O.C.G.A. § 36-69-1, *et seq.*, including subsequent amendments thereto.

### II. Affiliating Agreement

Pursuant to O.C.G.A. § 36-69-1, *et seq.*, Ogeechee Technical College and Georgia Southern University are authorized to furnish assistance extraterritorially to each other during a local emergency, defined as the existence of conditions of extreme peril to the safety of persons and property within the territorial limits of a political subdivision of the state or on a campus of an institution within TCSG caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of one party to this agreement, and which require combined forces of both parties to combat.

This agreement provides the following:

- A. This agreement must be approved by the governing authority of the Georgia Southern University, and the President of the technical college, the Commissioner of TCSG, and the State Board of the Technical College System of Georgia.
- B. Once the Agreement is approved by all governing authorities and upon the request of either party for assistance in a local emergency, the Ogeechee Technical College Director for Safety and Security, and the Georgia Southern University Public Safety Director may cooperate with and render assistance extraterritorially to the party requesting the same.

- C. The senior officer of the requesting party shall be in command of the local emergency as to strategy, tactics, and overall direction of operations.
- D. In accordance with O.C.G.A. § 36-69-4, responding employees of either party *"shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution at which they are normally employed."*
- E. Parties responding to requests in conformance with this Agreement shall pay any expense for furnishing of their own equipment, loss or damage to such equipment, and costs incurred in operation and maintenance of their equipment. Further, the responding party shall compensate responding employees during the time they are rendering aid and defray actual travel expenses of employees.
- F. Both parties shall ensure that all of their officers are properly trained and P.O.S.T. certified. If any officer who shall be participating under this agreement loses P.O.S.T. certification for any reason, the party whose officer has lost the certification shall notify the other party and the officer shall immediately be removed from any job duties associated with this agreement.
- G. Each party to this agreement shall be responsible for the medical expenses of its own officers and employees in their performance of their duties under this agreement.
- H. Nothing in this agreement shall be construed as creating a duty on the part of the parties to respond to a request for assistance, or to stay at the scene of a local emergency for any length of time.

**III. Representatives**

Any communication regarding this agreement should be directed to the following representatives:

For the Ogeechee Technical College:

Director for Safety & Security

For the Georgia Southern University:

Public Safety Director

**IV. Miscellaneous**

**A. Term**

1. The terms and conditions of this agreement shall be periodically reviewed by the parties.
2. This agreement will remain in effect until JUNE 30, 2022.
3. Either party may terminate this agreement upon a 30-day notice in writing to the other party.

- B.** The College is self-insured under the State of Georgia, Department of Administrative Services, Risk Management Division, against tort claims, including comprehensive automobile liability, in the amount of one million (\$1,000,000) per person and three million (\$3,000,000) per occurrence; the College also maintains workers' compensation insurance through the State of Georgia.

**C. Entire Agreement**

This Agreement, together with any documents incorporated herein, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or contracts. No written or oral agreements, representations, statements, negotiations, understandings, or discussions which are not set out, referenced, or specifically incorporated into this Agreement shall in any way be binding or of effect between the parties.

**D. Applicable law**

This Agreement shall be governed in all respects by the laws of the State of Georgia.

**E. Amendments in Writing**

No amendment of this Agreement or any of the terms or provisions hereof, shall be binding upon either party except by a writing executed by both parties.

*Chris H. Kasper*  
TCSG State Board Chair

10-4-2018  
Date

pc 10/1/18

*Matt Hiller*  
Commissioner, TCSG

10/4/18  
Date

*Lori Sturd*  
Ogeechee Technical College, President

8.1.18  
Date

*Chief Tony Hook*  
Ogeechee Technical College, Chief of Police

Aug. 01, 2018  
Date

*Laura DeCallan*  
Georgia Southern University, Public Safety Director

8/1/18  
Date

Template revised July 9, 2018

For more information regarding the Ogeechee Technical College Emergency Operations Plan visit the Ogeechee Technical College website at [www.ogeecheetech.edu](http://www.ogeecheetech.edu) or contact:

*Campus Safety/Police Department  
Ogeechee Technical College  
Office #180 - Joseph E. Kennedy Building  
One Joseph E. Kennedy Boulevard  
Statesboro, Georgia 30458  
(912) 681-5667*