

UNIVERSITY POLICE
OFFICE OF EMERGENCY MANAGEMENT

By mail:

P.O. Box 3981
Atlanta, GA 30303-3981

In person: Phone: 404/413-0776
One Park Place Fax: 404/413-3231

SUBJECT: 2008 Completed Projects & 2009 Goals and Objectives

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Georgia State University's Office of Emergency Management (OEM) was officially formed on 01 July 08 when personnel, resources and an allocated budget were dedicated specifically for the mission of creating and maintaining a university-wide emergency management program. The office consists of a Director, Emergency Operations Manager and Fire Safety Officer.

Mission - The Office of Emergency Management is responsible for the comprehensive, "all-hazards/threats" emergency and disaster management planning efforts for Georgia State University. We provide planning, training, grant assistance, inter-departmental and collegiate coordination and emergency preparedness, response and recovery assistance for major emergencies or disasters.

2008 Accomplishments

I. Policies, Plans and Procedures

- Created University Emergency Management Policy (approved 06 FEB 08)
 - * *Establishment of first University Emergency Response Organization*
 - * *Defined Emergency Management Program oversight and coordination measures*
 - * *Authority to appoint Emergency Coordinators and assign Emergency Support Teams throughout each University owned or leased buildings*
 - * *114 Emergency Coordinators were appointed on 26 AUG 08*
- Created new University Emergency Action Plan (EAP) (approved 06 AUG 08)
 - * *Submitted to Board of Regents, Atlanta/Fulton County Office of Emergency Management and GEMA for certified approval*
- Created sample Unit/Facility Emergency Action Plan
 - * *Tailored University Plan to create a template for each building in order to ensure systematic emergency communication and command and control procedures were established*
- Created Emergency Communications SOP
 - * *Ensures all personnel and offices involved with emergency notification communicate in a unified voice of authority*

II. Emergency Communications



- Installed Outdoor Emergency Broadcast System (four speaker arrays)
 - * *Coordinated redundant activation methodology (secure VPN, wireless radio, and site location)*
- Implemented *PantherAlert* – Connect-ED (Mass Notification System)
 - * *Fully automated the sign-up process by consolidating personnel data into one database and synchronizing a 24 hr upload/purge capability with NTI Blackboard*
 - * *Automated sign up process achieved 100% compliance with 31,912 personnel loaded into system*
 - * *Initial tests returned 87% successful delivery rate (SEP 08 and JAN 09)*
- Created Web-based Emergency Notification System
 - * *First of a kind capability at Georgia State; system can override the university homepage and broadcast emergency messages and information instantaneously)*
- Purchased Emergency Operations Center (EOC) Management System: RMS ‘First Responder System’ (not fully implemented)
 - * *Allows assigned members of the University Emergency Response Organization to communicate and disseminate information without notifying the general public or campus community*
 - * *Allows hazard specific action plans to be loaded into the system with pre-assigned notification protocols*
 - * *Provides command tracking tools and auto-archiving of every response or action item*
- Propose end-of-year MRRF funds to upgrade fire control systems (internal PA systems, emergency generators, alarms and strobes) for buildings that need updated systems – in progress

III. Information Campaign

- Created Office of Emergency Management Webpage (*currently being revised*)
- Created eoc@gsu.edu email account
- Published informative articles as part of an advertisement/ awareness campaign
 - The Signal
 - GSU Magazine
 - National Media (four articles)

IV. Training

Conducted training for all specified groups (below) to the ‘Knowledge’ level by conducting 58 separate training presentations

- Conducted Evacuation Drills with University Housing (Commons and Lofts)
- Conducted Dec. ’08 - Table Top exercise with the EMG

<u>Group</u>	<u>Awareness</u>	<u>Knowledge</u>	<u>Understanding</u>
<i>Emergency Management Group</i>	Presentations	Table-Top Exercise	Full-scale Exercise
<i>Police</i>	Shift Presentations	“”	“”



<i>Emergency Coordinators</i>	Presentations	EAP Development	Facility Drills/Exercises
<i>Faculty / Staff</i>	Collegiate / Departmental Presentations	Emergency Coordinator Training	Facility Drills / Exercises
<i>Students</i>	Incept Brief	Publications	Web-based Training (optional)

V. Emergency Response

Since its inception, staff members of the Office of Emergency Management have responded to 53 emergency events that required OEM assistance (only one event required the full activation of the University Emergency Operations Center and mobilization of members of the Emergency Management Group – the tornado that impacted Georgia State on March 14, 2008). There have been a total of 89 fire alarms (13 that resulted in an evacuation) in the last 14 months.

VI. Miscellaneous Projects

Security Enhancements:

- Assisted Office of Research Integrity in the development of the Natural Science Center Security / Access Control Plan
- Assisted Facilities design the lay-out of new Science Annex Physical Security and CCTV installation

2009 Goals & Objectives

I. Policies, Plans and Procedures

- Create a metrics-based performance measures matrix for long-term development strategy – *complete*
- Create a volunteer-based university CERT program sponsored by the DHS
- Coordinate and draft a University Business Continuity Plan (BCP) and assist in the development of an IS&T Disaster Recovery (DR) Plan
- Coordinate and annotate a University Pandemic Flu Plan (Annex to University EAP)
- Coordinate and draft the Casualty Assistance Plan (Annex to University EAP)
- Coordinate and Finalize Memorandums of Understanding and Agreements with:
 - Atlanta / Fulton Co. Fire Department – HAZMAT Response
 - Atlanta / Fulton Co. Office of Emergency Management
 - Georgia Institute of Technology (GA Tech) (alternate emergency housing)
- Assist in the development of internal (ORI) HAZMAT Assessment Team capabilities
- Oversee the development of building EAPs; build a University EAP library with specified emergency coordinators, key personnel, critical operations/resources, floor plans and life safety system and emergency resource annotations
- Assist with the development of an updated University Electronic Surveillance (CCTV) and Flat Panel Security Policy



- Apply for Emergency Preparedness Grant in order to continue refinement of established response/recovery protocols and communication resources (TBD)
- Create downloadable Emergency Response Guide Booklet/Pamphlet for new students, faculty and staff
- Fire Safety Considerations
 - Update fire extinguisher maintenance contract (evaluate ROI of internal maintenance)
 - Re-program fire alarm protocol / sequence for high-rise buildings
 - Evaluate alarm activated elevator parking protocols and ADA – areas of refuge
 - Begin updating select building Fire Safety and Emergency Systems (suppression systems, PA, strobe lights, etc)

II. Emergency Communications

- Complete PH. II of PantherAlert Implementation (student sign up process for receiving text messaging and the ability for individuals to update/ maintain contact information in the database)
- Install additional speaker array near University Commons and Citizens Trust Building once Special Interest Housing construction is complete
- Purchase and implement new EOC System throughout University with tie-in through each buildings' Emergency Coordinator, VP or Dean and designated contact departmental personnel

III. Information Campaign

- Advertise enhanced emergency management programs to local and state media
- Coordinate media release for future table-top and full-scale exercises
- Update office website to include personal emergency preparedness resources and references
- Create a quarterly OEM newsletter – distribute to all university ERO personnel

IV. Training

- Create on-line (optional) emergency preparedness training for university personnel
- Coordinate and conduct quarterly (advanced / optional training) for appointed Building Emergency Coordinators with guest speakers/instructors from first responding agencies
- Conduct May '09 – Full Scale exercise
- Begin to conduct annual fire drills – one per building per year (in accordance with jurisdictional statutes)
- Train appointed Emergency Coordinators to the 'Understanding' level (drill or exercise)
- Train and certify Emergency Management Group members on ICS 102
- Coordinate for Emergency Preparedness training at GSU 1010 course (*if possible*)
- Continue New Student and Employee Emergency Preparedness overview presentation

