

UNIVERSITY POLICE
OFFICE OF EMERGENCY MANAGEMENT

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SUBJECT: 2010 - 2011 Office of Emergency Management - Accomplishment Highlights

Date: March 29, 2011

Purpose - The Office of Emergency Management (OEM) supports Georgia State University's teaching, research, and public service mission by providing the university community and the institution's constituents with programs and services in emergency planning, training, mitigation, response and recovery.

Vision - As part of the University Police Department, our goal is to provide a safe and secure environment by preparing the university to manage and recover from any type of emergency or disaster.

Mission – OEM serves to protect the university community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

2010 Accomplishments

I. Policies, Plans and Procedures

- Revised and Updated University Emergency Management Policy (approved 06 FEB 08), and University Emergency Operations Plan with supporting Functional Annexes
- Created new Emergency Notification Activation Guide
- Created, posted and distributed new Individual Emergency Response Guidebook (for Faculty, Staff and Students) via web-page and GroupWise email announcement.
- Created Master University Pandemic Flu Plan in preparation for H1N1 Swine Origin Influenza Outbreak
 - *Formed University Pandemic Task Force consisting of 16 departments and 38 personnel throughout the university.*
 - *Facilitated the development of 16 supporting functional annexes for Pandemic Plans*
 - *Created and supervised two sub-committees (Student Life and Vaccine) that addressed the Student Health and Business Continuity concerns and Vaccine dispensing process for the university*
 - *Signed an MOU with Fulton County Health Department to become an affiliate 'Closed Point of Dispensing' which allowed our university to receive a significant portion of the Strategic National Stockpile to protect our university community. First University in the State to accomplish this goal.*
- Drafted and tested a Mass Casualty Response Plan (during Full-Scale Exercise with Grady Memorial Hospital); revision is on-going.



II. Emergency Communications

- Installed and implemented fifth Outdoor Speaker Array at the Freshmen Hall (Residence Hall) to cover the Piedmont Avenue corridor.
- Updated *PantherAlert* – Connect-ED (Mass Notification System) System
 - * *To include Disability Assistance Reporting tool in Self-Service Registry*
 - * *Identified and Resolved Upload Errors with Vendor*
- Updated Web-based Emergency Notification System
 - * *Icon, Title, Date and Message can now be customized and changed ‘on the fly’*
 - *allows for flexibility in escalating or extenuating circumstances.*
- Canceled Hosted Virtual Emergency Operations Center (EOC) Management System: FastCommand System and designed internal solution; reduced cost from \$12,000 per year to \$850 per year = cost savings of \$11,150 in annual budget.
- Upgraded Fire Control Systems and Internal PA Systems through end-of-year MRR funding
- Created new Remote Activation of select Building PA Systems with Simplex Grinnell (MRR funds); allowed new form to communicate with select buildings and floors during an emergency. Currently 24 buildings are outfitted with this technology.

III. Training

Conducted training for all specified groups (below) to the ‘Understanding’ level (with the exception of the Emergency Management Group and Students by conducting numerous training sessions and presentations.

Group	Awareness	Knowledge	Understanding
<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)

- *Conducted ICS Training and Simulated MASCAL Workshop with the Emergency Management Group*

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

