

UNIVERSITY POLICE
OFFICE OF EMERGENCY MANAGEMENT

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List of Accomplishments from **April 1, 2014 - March 31, 2015:**

Emergency Management

- **85** Fire drills conducted.
- Assisted Research Integrity with HVAC table top exercise.
- Conducted All Hazards table top exercise with Police.
- Conducted Active Shooter table top exercise with Senior University Administrators.
- Assisted with **2** GSU Police active shooter exercises.
- Completed Dale Carnegie Training.
- Completed Ethics Training.
- Completed Storm Spotter Training.
- Completed **5** Safety & Risk Training Sessions.
- Completed US Homeland Exercise Design and Evaluation class.
- Became a Certified Homeland Protection Professional.
- Implemented message board emergency notification system to PantherAlert.
- Conducted Response to Active Shooter to **10** departments-**52** attendees.
- Trained **65** Building Services on Emergency Response.
- Attended **2** Board of Regents Emergency Managers' meetings.
- Trained **72** Housing staff members on Emergency Response.
- Trained **15** University/Student Center Staff on Emergency Response.
- Trained **155** various staff members on Emergency Response.
- Trained **110** various staff members on CPR and Defibrillators.
- Created GSU Winter Weather Procedures for campus community.
- Created GSU Family Assistance Center Procedures for post emergency incidents.
- Presented Evacuations/Emergency Notification Systems at the Business Continuity Summit.
- Co-Chaired Fire Safety Carnival with Risk and Safety-**1,000** attendees.
- Assisted in planning for the purchase of **100** sleeping cots for essential personnel during winter weather.
- Assisted in planning and replaced **45** defibrillator pads.
- Assisted in planning for the outdoor speaker annual maintenance agreement program.
- Assisted in planning and purchased equipment, weapons and inert devices for the active shooter exercises.
- Responded to **13** emergencies on campus.
- Activated Panther Alert on **9** occasions: **3** semester tests, **1** violent crime alert and **5** weather-related incidents.
- Assisted Fire Safety section from Oct-Dec as Manager was out on FLMA.



Member of:

- Staff Council
- University Senate
- Finance and Admin. Rewards & Recognition Program Committee
- Lab Safety Committee
- Environmental Program Advisory Group
- Infectious Disease-Ebola Committee
- ADA Compliance Working Group
- Planning and Development Working Group
- IS&T Working Group
- GSU Winter Weather Planning Group
- Atlanta-Fulton Co. Winter Weather Planning Committee
- GSU/GPC Public Safety Merger Planning Committee
- DID Interagency Law Enforcement Group
- Atlanta Metropol

Fire Safety

Training Class:

- “Cracking the New Code of Low Frequency and CO” (Silent Knight – February 24, 2015)
- Making the Most of Performance Evaluations (GSU – February 5, 2015)
- Fundamentals of Customer Service (GSU – February 4, 2015)
- Dealing with Difficult People (GSU – August 20, 2014)
- State Fire Marshal’s Office Fire Safety Symposium (July 2014 – 1 week)
- NFPA Conference (June 9 – 14, 2014)
- Sexual Harassment Training Class (May 24, 2014)
- GSUPD Training Class @ Calloway Gardens (May 12, 2014)
- Ethic Training Class (GSU Police – May 5, 2014)
- GA Fire Inspector Training Class (March 20, 2014)
- GA State Fire Marshal Training (April 14, 2014)
- NFPA 72 Training Class, Thomaston, Ga. (May 15, 2014)

Award:

- Received: Exceptional Customer Service Award, October 23, 2014

Job Accomplishments:

- Managed Sprinkler Inspection Contract
- Submit invoices for payment
- Review all sprinkler reports for deficiencies.
- Managed Fire Alarm Inspection Contract
- Review all fire alarm reports for deficiencies
- Managed Fire Extinguisher Inspection Service Agreement
- Review and submit invoices for payment.



- Supervised 3 Staff Members and 1 Student Assistant
- Collated, filed, managed hard copy documents and online files
- Conducted Semester Fire Drills in GSU Housing 2014 -2015 (January 2015)

Fire Inspections:

- Student Center – March 2014
- Library South - May 2014
- College of Education – May 2014
- Aderhold L. C. – May 2014
- College of Business – June 2014
- Centennial Hall – July 2014
- Sun Trust Tower – July 2014
- Indian Creek – August 2014
- Alpharetta Campus – September 2014
- Food truck Inspection – April 5, 2014
- GSU Block Party Inspection – August 30, 2014
- Piedmont North Bldg. B – January 27, 2015
- Panther Dining Storage Room – January 27, 2015
- Piedmont North Bldg. A – February 10, 2015
- Chinese New Year Inspection (Dahlberg Hall) February 21, 2015

Fire Safety Classes Taught:

- Student Center Staff – Fire Safety & FET Class – February 20, 2015
- Fire Extinguisher Training, Dr. Harden’s Class - February 28, 2014
- RA Training – Fire Extinguisher Training – August 11, 2014
- RA Training – Fire Safety – August 18, 2014
- Attended multiple Fire Drills across campus
- Attended multiple On-site Construction Meeting
- Responded to complaints/inquires via email, telephone and or on campus visits
- Attended multiple committee meeting
- Attended multiple Design and Construction Section bi-weekly meetings
- Performed fire code research and upon request provide clarification.
- Received Panther Mart training, secured quotes for Sprinkler Repairs and upload quotes for repairs on Sprinkler/Fire Alarm systems.
- Sent out notices to Zone Managers on deficiencies found on the various reports
- Received and processed multiple Hot Work Permits on campus
- Prepared payroll bi-weekly (Student Assistant, Par-time Fire Inspector, Two Fire Alarm Technicians)
- Responded to all emergencies call 24 hours a day, 7 days a week
- Received and assigned multiple fire alarm by-pass request
- Returned to campus on multiple occasions to perform special event inspections
- Traveled across campus performing visual fire extinguisher inspections and signed/date tags.

