



**Emergency
Preparedness and
Occupational Safety**

Georgia College Emergency Notification System Activation Protocols

Georgia College & State University
Office of Emergency Preparedness and Occupational Safety
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I. Introduction and Purpose

The purpose of the Georgia College & State University Emergency Notification System Activation Protocol is to establish procedures, roles and responsibilities, and an organizational structure for responses to an emergency. The Emergency Notification System and Communication Annex is an annex to the Emergency Operations Plan (EOP) which incorporates operating procedures from the National Incident Management System (NIMS) an Incident Command System (ICS) for handling emergencies resulting from various potential disasters that could impact Georgia College's campus.

The Emergency Notification System and Communication Annex will provide guidance for the maintenance, message dissemination, and responsibilities of each individual involved with this process.

The purpose of any emergency communication annex is to disseminate potentially lifesaving information quickly and accurately to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives; establish responsibilities necessary to performing these functions; prevent, minimize and repair damage; and ensure continuity of operations so that essential services may continue to be provided to the University and its clients.

The Emergency Notification System and Communication annex assigns roles and responsibilities to departments and units that are directly responsible for emergency response efforts and critical support services, and provides a management structure for coordinating and deploying essential resources.

II. Emergency Notification System

The Georgia College Emergency Notification System is comprised of six methods of communication. These methods of communication include Outdoor Warning Sirens, GC ALERT, E-Mail, Georgia College webpage EAS (www.gcsu.edu), College Cable EAS, and WRGC 88.3 FM. Some or all of these will be used depending on the emergency.

Outdoor Warning Sirens

A. Responsibilities

It shall be the responsibility of the Associate Director of Emergency Preparedness to ensure all testing, maintenance, operations, training, and public outreach are conducted as prescribed in this annex.

B. Testing and Maintenance

The sirens shall perform an audible test of all outdoor warning sirens annually. Audible siren tests shall be conducted during “clear sky” conditions (a sky that is clear to mostly clear with few visible clouds). Should weather conditions not meet this criterion during the normally scheduled test, it should be postponed. An email will be submitted to the University community the morning of the test.

Silent tests shall also be conducted once a week and a record of each test must be kept within the dispatch center for quick inspection.

C. Siren Operations

Dispatch officers are responsible for activating the outdoor warning siren during these situations:

Armed Assailant – during an event of an armed assailant, the dispatch officer will activate the “armed assailant” message on the outdoor warning sirens. Every siren will activate giving an audible message as well as a high low tone alert. If the message has ended and the threat is still active, the dispatch officer will wait five (5) minutes and then restart the siren sequence. This will continue until the dispatch officer has given an “all clear” from the highest ranking officer on the scene.

Once given an all clear, the dispatch officer will activate the “all clear” message, wait five (5) minutes and activate the “all clear” message again. The all clear message shall be given no less than two times.

Tornado Warning – When a tornado warning is issued for Baldwin county, the dispatch officer will activate the “tornado warning” message. Every siren will activate giving an audible message as well as a single tone alert. If the message has ended and the threat is still active, the dispatch officer will wait five (5) minutes and then restart the siren sequence. This will continue until the threat has expired.

Severe Thunderstorm Warning – When a severe thunderstorm warning is issued for Baldwin County and the warning includes threats of winds greater than or equal to 80 mph and/or tennis ball-sized hail (2 ½ inch in diameter) or larger, the dispatch officer will activate the

“severe weather” message on the outdoor warning sirens. Every siren will activate giving an audible message as well as a single tone alert. If the message has ended and the threat is still active, the dispatch officer will wait five (5) minutes and then restart the sequence. This will continue until the threat has expired.

D. Training

All members of the Department of Public Safety will conduct an annual training session on the functionality of the Outdoor Warning Sirens. A physical proficiency test will be administered to ensure learning comprehension. Records will be kept of this training within the log book of the Emergency Notification System which is kept in the office of the Associate Director of Emergency Preparedness and Occupational Safety

E. Public Education and Outreach

University Communications will assist the Department of Public Safety in educating the public on the outdoor warning sirens.

GC ALERT

A. Responsibilities

It shall be the responsibility of the Associate Director of Emergency Preparedness to ensure all testing, maintenance, operations, training, and public outreach are conducted as prescribed in this annex.

B. Testing and Maintenance

The GC ALERT system shall be tested each semester in conjunction with an audible siren test. This test shall be announced in advance via Georgia College e-mail to ensure the university community understands the importance of the test. Testing of the GC ALERT system shall read the following:

Test, this is a test of the GC ALERT mass notification system for Georgia College. This is only a test. Any future communication via the GC ALERT system will be in direct relation to an emergency on our campus. Please follow the instructions given. If you have any questions, please call (478) 445-2025 or email Justin Gaines at Justin.gaines@gcsu.edu

The maintenance of the GC ALERT system will be in conjunction with the contract signed by the company providing the service. Uploads of the system will be conducted monthly for all students opted in. Faculty and staff must be manually uploaded.

C. Operations

The Associate Director of Emergency Preparedness and Occupational Safety is responsible for ensuring timely messages are submitted via GC ALERT. It is the responsibility of the dispatch officer to notify the Associate Director of Emergency Preparedness and Occupational Safety should there be an event on and around campus that may pose a threat to personal safety. The Coordinator for Fire Safety and Education is the primary back up, the Director of Public Safety is the secondary backup for this system, and the Campus Safety System Technician is the tertiary backup for this system.

The GC ALERT system will be activated during these events:

- Bomb Threat – Campus Area Evacuated
- Contaminated Water
- Fire
- Flood
- Gas Leak
- Georgia College Closed due to Hurricane
- Georgia College Closed – Evacuation Instructions

- Hazardous Materials Spill
- Health Emergency
- Hurricane has passed - Campus closed – damage assessment underway
- Hurricane has passed - Campus closed - extensive damage
- Hurricane has passed – Campus closed – minimal damage
- Hurricane Passed – Campus Re-opening
- Hurricane Warning – Mandatory Evacuation/Campus Closing
- Hurricane Warning – Voluntary Evacuation – campus open - classes canceled
- Hurricane Warning (25 hours prior to storm arrival) – Campus Closed
- Hurricane Watch – Mandatory evacuation/Campus Closing
- Shooting / Weapon on Campus
- Severe Thunderstorm Warning (if sirens are activated)
- Structural Failure
- Tornado Warning (Baldwin and Bibb Counties)
- Winter Weather Occurrence (Class Schedule Delay)

GC ALERT will be activated in these events only if they cause a significant threat to the lives and property of the campus community.

D. Training

Those responsible for disseminating information via GC ALERT will conduct an annual training session on proficiency. Records will be kept of this training within the log book of the Emergency Notification System which is kept in the office of the Associate Director of Emergency Preparedness and Occupational Safety

E. Public Outreach and Education

Information on GC ALERT may be found within the Emergency Action Plan, Clery Act Report, and at www.gcsu.edu/alert . Each semester, an email will be submitted to the University community along with a semester test.

E-Mail

A. Responsibilities

It shall be the responsibility of the Associate Director of Emergency Preparedness to ensure all testing, operations, training, and public outreach are conducted as prescribed in this annex.

B. Testing

The E-Mail system shall be tested each semester. This test shall pre-announce the Outdoor Warning Sirens and GC ALERT to ensure the university community understands the importance of the test.

C. Operations

The Associate Director of Emergency Preparedness and Occupational Safety is responsible for ensuring timely messages are submitted via emergency_notice E-Mail notifications system. It is the responsibility of the dispatch officer to notify the Associate Director of Emergency Preparedness and Occupational Safety should there be an event on and around campus that may pose a threat to personal safety. The Campus Safety System Technician is the primary back up and the Director of Public Safety is the secondary backup for this system.

The E-Mail notification system is to be activated under these circumstances:

- Bomb Threat – Campus Area Evacuated
- Contaminated Water
- Fire
- Flood Warning (Baldwin and Bibb Counties)
- Gas Leak
- Georgia College Closed due to Hurricane
- Georgia College Closed – Evacuation Instructions
- Hazardous Materials Spill
- Health Emergency
- Hurricane has passed - Campus closed – damage assessment underway
- Hurricane has passed - Campus closed - extensive damage
- Hurricane has passed – Campus closed – minimal damage
- Hurricane Passed – Campus Re-opening
- Hurricane Warning – Mandatory Evacuation/Campus Closing
- Hurricane Warning – Voluntary Evacuation – campus open - classes canceled
- Hurricane Warning (25 hours prior to storm arrival) – Campus Closed
- Hurricane Watch – Mandatory evacuation/Campus Closing
- Shooting / Weapon on Campus

- Severe Thunderstorm Warning (Baldwin and Bibb Counties)
- Structural Failure
- Tornado Watch and Warning (Baldwin and Bibb Counties)
- Winter Weather Occurrence (Class Schedule Delay)

*Any other emergency unforeseen but possess a significant threat to human life and the continual operations of Georgia College

D. Training

Those responsible for disseminating information via E-Mail will conduct an annual training session on proficiency. Records will be kept of this training within the log book of the Emergency Notification System which is kept in the office of the Associate Director of Emergency Preparedness and Occupational Safety

E. Public Outreach

Information on the emergency_notice E-Mail notification system may be found within the Emergency Action Plan, Clery Act Report, and at www.gcsu.edu/emergency . Each semester, an email will be submitted to the University community along with a semester test.

The email address will be emergency_notice@list.gcsu.edu

Georgia College Webpage EAS

A. Responsibilities

It shall be the responsibility of the Associate Director of Emergency Preparedness to ensure all testing, operations, training, and public outreach are conducted as prescribed in this annex. Maintenance is the responsibility of University Communications.

B. Testing and Maintenance

A functional test shall be conducted each semester. This test will be conducted by the Associate Director of Emergency Preparedness.

Any maintenance needed for this system will be conducted by the University Communications.

C. Operations

The URL to activate the Georgia College Webpage EAS is <http://alert.gcsu.edu>.

The Georgia College Website EAS notification system is to be activated under these circumstances:

- Bomb Threat – Campus Area Evacuated
- Georgia College Closed due to Hurricane
- Georgia College Closed – Evacuation Instructions
- Hazardous Materials Spill
- Health Emergency
- Hurricane has passed - Campus closed – damage assessment underway
- Hurricane has passed - Campus closed - extensive damage
- Hurricane has passed – Campus closed – minimal damage
- Hurricane Passed – Campus Re-opening
- Hurricane Warning – Mandatory Evacuation/Campus Closing
- Hurricane Warning – Voluntary Evacuation – campus open - classes canceled
- Hurricane Warning (25 hours prior to storm arrival) – Campus Closed
- Hurricane Watch – Mandatory evacuation/Campus Closing
- Shooting / Weapon on Campus
- Structural Failure
- Winter Weather Occurrence (Class Schedule Delay)

*Any other emergency unforeseen but possess a significant threat to human life and the continual operations of Georgia College

D. Training

Those responsible for the dissemination of information via the Georgia College Website EAS will conduct training annually. Records will be kept of this training within the log book of the Emergency Notification System which is kept in the office of the Associate Director of Emergency Preparedness and Occupational Safety

E. Public Education and Outreach

University Communications will assist the Department of Public Safety in educating the public on the Georgia College Website EAS.

College Cable EAS and WRGC 88.3 EAS FM

F. Responsibilities

It shall be the responsibility of the Associate Director of Emergency Preparedness to ensure all testing, operations, training, and public outreach are conducted as prescribed in this annex. Maintenance is the responsibility of University Communications.

G. Testing and Maintenance

Both College Cable EAS and the WRGC 88.3 FM notifications are provided by the National Oceanic and Atmospheric Agency (NOAA) which conduct a test every Wednesday.

Any maintenance needed for this system will be conducted through University Communications.

H. Operations

Both College Cable EAS and the WRGC 88.3 FM EAS are used in times of severe weather as prescribed by the National Weather Service.

The Georgia College Website EAS notification system is to be activated under these circumstances:

- Flood Watch and Warning (Baldwin County)
- Severe Thunderstorm Watch and Warning (Baldwin County)
- Tornado Watch and Warning (Baldwin County)
- Winter Weather Occurrence

I. Training

The College Cable EAS does have the capability of dissemination custom messages. Though this system is tertiary to the other emergency notification systems, those responsible for the dissemination of information via the Georgia College Cable EAS will conduct training annually. Records will be kept of this training within the log book of the Emergency Notification System which is kept in the office of the Associate Director of Emergency Preparedness and Occupational Safety

J. Public Education and Outreach

University Communications will assist the Department of Public Safety in educating the public on the College Cable EAS and WRGC 88.3 FM EAS.

Usage Chart

Emergency	Warning Sirens	GC ALERT	E-Mail	Website	Cable EAS / 88.3 FM
All Clear	Y	Y	Y	Y	-
Bomb Threat	-	Y	Y	Y	-
Campus Closure	-	Y	Y	Y	-
Chemical Spill	-	D	Y	D	-
Contaminated Water	-	Y	Y	D	-
Evacuation Procedures	D	Y	Y	D	-
Fire	-	D	Y	D	-
Gas Leak	-	D	Y	D	-
Hurricane	-	D	Y	D	Y
Power Failure Evacuate Buildings	-	Y	Y	D	-
Severe Thunderstorm Watch	-	N	Y	-	Y
Severe Thunderstorm Warning	D	N	Y	-	Y
Shooting / Armed Assailant	Y	Y	Y	Y	-
Structural Failure	-	-	Y	D	-
Tornado Watch	-	N	Y	-	Y
Tornado Warning	Y	Y	Y	-	Y
Transportation / Roadway	-	D	Y	D	-
Winter Storm Warning	-	Y	Y	D	Y
Winter Weather Advisory	-	N	Y	D	Y

(D) Indicates situations where the circumstance will determine the discretion of the message and how the message is disseminated.

(-) Indicates not applicable

Semester Test

Emergency System	Date	Evaluator	Outreach Notification Y/N	Functional Y/N
Outdoor Warning Sirens				
GC ALERT				
E-Mail Notification				
Website EAS				
College Cable EAS				

Annual Training

Emergency System	Date	Trainee
Outdoor Warning Sirens		
GC ALERT		
E-Mail Notification		
Website EAS		
College Cable EAS		
Outdoor Warning Sirens		