



CLARK ATLANTA
UNIVERSITY



EMERGENCY ACTION PLAN
Revised May 2010

CLARK ATLANTA UNIVERSITY EMERGENCY ACTION PLAN

PREFACE

This emergency procedures guide has been designed to provide a contingency manual for University administrators in order to plan for campus emergencies. While this manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The University policies and procedures herein are expected to be followed by all University administrators whose responsibilities and authority cover the operational procedures found in this manual. Campus emergency operations will be conducted within the framework of University guidelines. Any exception to these crisis management procedures will be conducted by those University administrators directing and/or coordinating the emergency operations, or their designee.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Director of Public Safety for technical review. All changes recommended by the Director of Public Safety will be submitted in writing to the University administration for evaluation and adoption.

The Director of the Department of Public Safety and the Vice President of Management Services will continue to keep abreast of procedural changes and update this plan as needed.

However, this Emergency Action Plan is only as good as the faculty and staff that consciously make an effort to follow its procedures.

APPROVAL:

Dr. Carlton E. Brown
President

CLARK ATLANTA UNIVERSITY EMERGENCY ACTION PLAN

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CLARK ATLANTA UNIVERSITY EMERGENCY ACTION PLAN

PLAN OVERVIEW

The Emergency Action Plan (EAP) of Clark Atlanta University establishes the policies and procedures of the University to ensure the maximum use of all available resources in the event of an emergency in order to minimize injury and/or the loss of life. The definition of an “emergency” for the purpose of this plan shall mean a sudden or unanticipated occurrence or set of circumstances requiring immediate action. The definition of emergency includes disasters - meaning a catastrophic event – either natural or human-induced. Preparing a Campus Emergency Action Plan and allocating resources to respond to possible emergencies is one way in which the campus offers this support. This Emergency Action Plan is fashioned in accordance with appropriate laws, regulations and policies that govern emergency/disaster preparedness and reflects the best and most current thinking in this area.

Goals

The goals of the Plan are to effectively and efficiently:

- Provide an organizational structure that can adapt rapidly as needed in responding to an emergency
- Provide management with the control necessary to direct and coordinate all operations and all agencies responding to an emergency
- Assign appropriately trained employees with the necessary skills and expertise to critical functions
- Quickly identify and activate those positions needed to manage a particular incident or emergency
- Promote the proper span of control and unity of command

The organizational structure of this Plan may not resemble the day-to-day organization of the University. Employees may report to others to whom they do not usually have a reporting relationship. Furthermore, as an emergency progresses, assignments within the organizational structure may change. A critical component of this Plan is to maintain its adaptability to fit the circumstances that are unique to the particular emergency or incident.

This Plan is based upon the concept of a standard operating procedure for emergencies that begin on or near the Campus.

Scope

This Plan is a campus-level plan that establishes guidelines for Clark Atlanta University (CAU) personnel and identifies resources during an emergency. It is the official Emergency Action Plan for CAU, superseding previous plans, and precluding employee actions not in concert with the intent of this Plan, or the emergency organization created by it. Nothing in this Plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan.

It is anticipated that as emergencies increase in severity, the control of emergencies may move in whole or in part from the CAU organizational structure to the Municipal, State or Federal levels as deemed necessary or appropriate. Similarly, this Plan shall be subordinate where appropriate to Municipal, State or Federal plans during a disaster or emergency declaration by any of these authorities.

Recall Activation Directive

This directive is established to provide all personnel with policies and procedures governing the recall and activation of personnel during large scale emergencies. These measures will ensure maximum and efficient utilization of all resources at CAU, minimize the loss of life, reduce the chance of injury to our population and centralize mission essential personnel.

Upon notification and/or activation, all personnel are required to report to their workstation in order to determine the severity of the emergency, current conditions, area of their responsibilities, and await further instructions.

Additionally, in the event of natural emergency (such as hurricane, flood, tornado, etc.) all mission essential personnel (critical personnel) are subject to duty activation/recall. All personnel should have a pre-arranged evacuation plan in place for their families prior to this recall. Mission essential personnel should not wait until the onset of an emergency to formulate or arrange a plan. Deployment of your family evacuation plans afford you the opportunity to ensure that your family has been taken care of prior to your actual activation. As a reminder, in most mandatory evacuations, mission essential personnel will not be allowed to return home.

Emergency Closing Policy

The decision to close the university shall originate from the President or his/her designee and is defined as the suspension of classes and all other activities with the exception of essential services. For weather-related emergencies, this decision will typically be made in conjunction with the Atlanta University Center (AUC) Consortium. Refer to the Inclement Weather Emergency Procedures in Section 4.0.

EMERGENCY MANAGEMENT

Plan Administration

This Plan is promulgated under the authority of the President of CAU, the V.P. Management Services and the Director of Public Safety or Police Chief. Primary responsibility for the Plan's creation, updates, distribution and implementation rests with the V.P. for Management Services.

Declarations of Campus State of Emergency

The authority to declare a campus state of emergency rests with the University President or his designee as follows:

During the period of any campus major emergency, the Public Safety office, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency; safeguard persons and property, and maintain educational facilities. Public Safety shall immediately consult with the President or his designee regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff and affiliates (i.e. persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on campus, may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Campus Public Safety Department will be allowed to enter the immediate disaster site.

CAU Command Center

The President's conference room, located in the 3rd Floor in Harkness Hall will serve as the Command Center during emergency operations. Student Center, Room 231 may be established as an alternate command post by the EMT leader if necessary. They will provide a contact point for team members and arriving emergency response agencies such as the Atlanta Police Department.

Emergency Management Team

All response actions to on-campus emergencies are managed jointly by the EMT and the CAU Director of Public Safety (Public Safety or DPS). The Director of Public Safety is the Chief of Police. The Vice President for Management Services serves as the EMT Leader. The highest-ranking DPS Officer, depending on emergency type, will assume the role of the

Incident Commander (IC). The IC has overall responsibility for the management of campus emergency response activities.

The EMT consists of the following CAU personnel:

- Emergency Director - President of CAU or the President's designee
- Provost (or designee)
- Incident Commander – Director of Public Safety (Chief of Police)
 - Department of Public Safety
- EMT leader – V.P. of Management Services
 - Director of Human Resources
 - Assistant to the EMT Leader - Environmental Coordinator
- Damage Control Director – V.P. of Management Services
- V.P. of Student Affairs
 - Associate V.P. of Student Affairs
 - University Counselor
 - Student Health Services
- Public Information Director – Director of Marketing and Communications
- Technology Coordinator – Chief Information Officer

EMT members are to be kept in constant communication with the Emergency Command Post. General responsibilities of the team members are listed below:

Emergency Director: President of CAU or Designee

The Emergency Director is responsible for the overall direction of the University's emergency response; works with the DPS Director (Police Chief) and others in assessing the emergency and preparing the University's specific response, and notifies and conducts liaison activities with the University's Administration, governmental agencies, EMT, and others as necessary. When appropriate, terminates the campus state of emergency.

Chief of Staff/Special Assistant to the President for Operations:

The Chief of Staff/Special Assistant to the President for Operations will generally serve as the President's designee when the President is absent or unable to serve.

Provost

In coordination with the EMT Leader and the President, the Provost determines if or when classes are to be delayed or suspended, and when they resume.

Incident Commander: Director of Public Safety

The Incident Commander is responsible for the overall coordination and implementation of the University's Emergency Response actions; determines the type and magnitude of the

emergency and establishes the appropriate emergency command post, and initiates immediate contact with the Emergency Director and EMT Leader. He notifies and uses the Atlanta Police Department, Atlanta Fire Department and other municipal emergency services as necessary.

Department of Public Safety

The Department of Public Safety (Campus Police Department) is typically the first responder to all emergency incidents and manager of all security-related emergencies. Their responsibilities also include the assessment and implementation of all security-related field operations and through the dispatcher, providing most of the initial notifications to the Incident Commander and the EMT Leader. In all security-related emergencies, the highest-ranking Department Officer depending on emergency type, will assume the role of the IC.

Under the direction of the Incident Commander, maintains the Public Safety office in a state of constant readiness; notifies University administrators of major emergencies; monitors campus emergency warning and evacuation systems; takes immediate and appropriate action to protect life, property, and to safeguard records as necessary. provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed; and maintains liaison with telecommunications for support as necessary.

EMT Leader – V.P. of Management Services

The EMT Leader is responsible for ensuring an efficient and effective response to, and mitigating of emergencies; oversees all emergencies and is the primary liaison between the Emergency Director and the Incident Commander; and responsible for relaying information to and from the EMT and the Incident Commander.

Director of Human Resources

Maintains and provides emergency contact information for all employees (non-students). If an employee provides information such as special or specific health restriction or conditions, this shall be included in the employee files and in the event of an emergency incident, any pertinent information may be relayed to Public Safety or the responding EMT (ambulance), or hospital.

Assistant to the EMT Leader (Environmental Coordinator)

In the absence of the EMT Leader, the Environmental Coordinator will serve in the role as the EMT Leader. During emergencies where the EMT Leader is present, assists the EMT Leader as directed. They are also responsible for training EMT personnel and the development and distribution of this Plan.

Damage Control Director – V.P. of Management Services

The Damage Control Director provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection; provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the EMT for emergency use; obtains the assistance of utility companies as required for emergency operations; furnishes emergency power and lighting systems as required; surveys habitable space and relocate essential services and functions; provides facilities for emergency generator fuel during actual emergency or disaster periods; and provides storage for vital records at an alternate site; and coordinates with building and area coordinators for liaison and necessary support.

V.P. of Student Affairs (and Associate V.P. of Student Affairs)

Student Services coordinates the dissemination of information to students, and responds to the directions of the EMT Leader and the Incident Commander. They have an active role in all medical emergencies where students are involved.

University Counselor

Responds to emergencies related to mental health disorders, substance abuse, addiction and suicidal threats. During such incidents the counselor will decide whether the student is to be transferred to the student health center or to the hospital.

Student Health Services

Student Health Services will respond to all medical emergencies and be consulted in the event of a pandemic event on campus. Health Services provides health records on students transferred to the hospital with special medical allergies or needs.

Public Information Director – Director of Marketing and Communications

The Public Information Director establishes liaison with the news media for dissemination of information as requested by the President; establishes liaison with local radio and TV services for public announcements; arranges for photographic and audio-visual services; advises the President or designee of all news concerning the extent of an emergency affecting the campus; and prepares news releases for approval and releases to media concerning the emergency.

Technology Coordinator – Chief Information Officer

The Technology Coordinator is responsible for ensuring that the Emergency Notification System is maintained in a state of readiness as well as supporting Public Safety in the operation of the system. They are also responsible for the implementation of the Office of Information, Technology & Communication Emergency Plan.

Administrators, Deans, and Department Heads

Every administrator, Dean and Department Head may appoint a specific person as Building Coordinator for every activity under their control. They also have the following general responsibilities prior to and during any emergency.

- a. Emergency Preparedness
 - (1) Building evacuation information shall be distributed to all employees; contact Public Safety or Management Services for assistance.
 - (2) Time shall be allowed for training designated employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact Public Safety, Safety Administrator for assistance.
- b. Emergency Situations
 - (1) Inform all employees under their direction of the emergency condition.
 - (2) Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.

Faculty and Supervisors

Every member of the faculty and staff must read and understand this Plan including their specific building's evacuation procedures including the evacuation routes and assembly areas. Employees must be prepared to assess situations quickly and thoroughly and use common sense in determining a course of action. They should follow Plan procedures in reporting emergencies, establishing contact with their Building Coordinator, and evacuating the building to their assembly area in an orderly manner. Faculty and staff members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

Students

Every student should be familiarized with the emergency procedures, evacuation routes and assembly areas in buildings where they live or frequently attend. Students must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. Management Services along with Student Affairs will provide training to students. Training shall be in the form of handouts, drills, and classroom and resident hall briefings.

Activation of the EMT

The EMT will be continuously maintained in a state of readiness. The recommendation to activate the EMT can be made by any campus office to the Emergency Director, Incident Commander, or the EMT Leader. The EMT, once activated will receive its instruction from

either Public Safety or Management Services. Response activities and work assignments will be planned, coordinated, and delegated from the EMT Leader. During the course of an emergency, EMT personnel should report directly to the EMT Leader.

Communication between the EMT and the Campus Community

In the event of an emergency, notification between the EMT and the campus community (faculty, staff, students) will be made via the CAU Emergency Notification System. This system is managed by Public Safety and the Office of Information Technology & Communications. The system provides real time emergency information to the campus community via mass e-mail, SMS text, voice mail, cell phones and home phones.

Building Management

Public Safety is responsible for managing all campus buildings with respect to emergency preparedness and response. Every non-residential building will have a Building Coordinator who is a liaison between the building occupants and Public Safety, and assists with building evacuations. Every residential hall will have one Hall Director and a Resident Assistant on each floor who are liaisons between the occupants and Public Safety, and assist with resident hall evacuations. They provide accurate up-to-date information about building related emergency incidents to Public Safety.

Off-Campus Assistance and Mutual Aid

In certain circumstances, outside assistance may be requested. Assistance providers may be generally divided into two categories: Inter-Campus and Non-University.

Within the Atlanta University Center (AUC) campuses, the support resources generally mirror the resources available at each campus. These resources include police and other specialized personnel. Contact with Inter-Campus sources is conducted by Public Safety using the AUC campus radio [frequency](#).

The Incident Commander (Chief of Police) may request additional resources, typically fire and police departments, although other specialized resources may be requested. State-level resources may be requested through protocol established by the AUC Presidents Council. The University will draw on local mutual aid first and then request assistance from other schools in the AUC to access state resources. A decision to use non-University resources to aid in an emergency will be made by the EMT Leader, Chief of Police, or the President's Office.

End of Emergency

Notifications of the end of an emergency, when formally declared, are to be made known to all EMT personnel. Following notification, members of the EMT shall each gather for debriefing and if necessary, prepare an appraisal report for review by the EMT Leader.

The post event meeting ensures that all necessary actions have been taken to control and end the emergency. The team members will identify additional actions required to eliminate/minimize the development of similar future emergencies. If necessary, the team members shall prepare a full report of the emergency to include listing of preplanning of activities and events, event responses, decisions, directives, and an overall summary of activities.

The final actions taken at the post event assembly is the critique of the total operation. It is suggested that a summary of the critique made after the emergency be shared with the AUC where similar emergencies are possible. The critique should serve to improve the ability to plan for and respond to emergency situations. Lessons learned should be incorporated in full planning and in practice simulations by the EMT.

Education & Training

Education and training is a critical component to the success of this plan. Periodic education and training will be offered in a variety of formats that may include discussion groups, simulations, lecture and consultation. This training will be coordinated by Management Services. All key personnel, including alternates, will receive training in the overall functioning of the EMT, in their primary roles, emergencies and emergency response procedures. Training will be conducted annually at a minimum and within 30 days for any person assuming a new role in the EMT.

Simulated Emergency Incidences

CAU will conduct periodic testing of simulated emergency incidences each year. Mutual aid and assistance agreements will be included in certain simulations. Additionally, an annual administrative review of this Plan shall be conducted. Testing shall be conducted utilizing one of the following formats:

1. Orientation/Seminar - informal, no simulation, discussion of roles and responsibilities, introduction of policies, procedures, plans and responsibilities.
2. Tabletop - informal discussion of simulated emergency, no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility.
3. Drill - single emergency response function, single agency involvement, often a field component.
4. Functional - policy and coordination personnel practice emergency response, stressful, realistic simulation, takes place in real time, emphasizes emergency functions.

Upon completion of the exercise or simulated emergency incident, a full evaluation will be conducted inclusive of lessons learned. The plan will be updated, if necessary, to reflect the results of the evaluation.

EVACUATION PROCEDURES

An evacuation basically involves the emptying of an occupied area and the transferring of its occupants to a safe location. A critical element of any evacuation is transportation. In many campuses and communities, auto-dependent commuters congest roadways to the point of gridlock. The density of the urban population, resident students, and use of transportation alternatives at CAU must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, auto, or bicycle.

The character and immediacy of the emergency directly affects the means by which people will leave their building or area of campus. There are two stages of evacuation:

Stage 1: Public Safety will direct all individuals to proceed to the Emergency Assembly Areas. Public Safety, Building Coordinators, Hall Directors and Resident Assistants are responsible for: (1) securing the building according to their designated duties, (2) accounting for all known personnel, students and visitors, and (3) utilizing available resources and information as appropriate.

Stage 2: In a campus-wide emergency, Public Safety will communicate the status of residential halls and occupants to the EMT Leader. Non-residential building information will be communicated by Building Coordinators to the EMT Leader, who will provide this information to Public Safety. Resources and emergency response teams will then be directed to each affected building as needed.

The decision to implement campus-wide evacuation procedures generally resides with Management Services, the President's Office, and Public Safety. When evaluating the possible evacuation, consideration will be given to the specific threat (e.g., bomb, fire, storm, violent behavior, hazardous materials release), time of day, likelihood, and the recommendation of the public safety officials.

Communications Methods for Evacuation, Shelter-in-place, Quarantine and Relocation

Communications from Clark Atlanta University emergency officials to students and staff will involve all available means to include, but not limited to:

- Emergency Notification System
- Notify Building Coordinators with phone, public address /word of mouth within each building

- Internet and www.cau.edu webpage disseminated by hardwired or wireless networks
- Non-CAU Media Outlets
- Megaphone by CAU Public Safety or Building Coordinators

Communications from the EMT to students and staff will involve all available means including, but not limited to:

- Building Alarms
- Emergency Notification System
- Telephone, word of mouth
- CAU radio station: WCLK 91.9 FM
- Internet, www.cau.edu webpage
- Non-campus media outlets
- Megaphone by Public Safety

General Evacuation Guidelines

1. Never use an elevator in a fire or tornado emergency.
2. Treat every alarm as an actual emergency.
3. Remain calm.
4. Leave all material in the room/classroom to avoid wasting time.
5. If the way to the exit is clear and self-evacuation is possible, do so immediately.
6. If the nearest exit is smoke-filled, go to an alternate exit and evacuate immediately.
7. If it is not possible to safely evacuate from a clear stairwell, take a position behind a closed fire door until rescue staff arrive.
8. If primary and alternate exits are smoke-filled, immediately leave present location if there is smoke or flames.
9. If area becomes smoke-filled, move onto the floor.
10. For fire emergencies, never re-enter a building until permitted by emergency personnel.

Evacuation of Individuals With Disabilities

After an evacuation has been ordered, the Building Coordinators, Hall Directors and Resident Assistants, as well as other designated personnel will be responsible for evacuating individuals with disabilities from their buildings. These individuals should have received proper training for assisting disabled persons during an evacuation. Faculty, staff or volunteers may be requested to provide assistance.

For evacuation purposes, an individual who is disabled is defined as anyone with a permanent or temporary disability who for whatever reason is unable to evacuate a building using the stairwell.

In an emergency situation, it is critical that the individual who is disabled is familiar with their needs during an evacuation. The individual who is disabled is expected to convey these needs to their supervisors or instructors, and to the Office of Disability Services at the earliest possible date. Responsibilities of the disabled person and the University include:

- a. Seek out persons who would be able to assist in an emergency.
- b. Know the safest method people could use to assist and how many people are needed to provide that assistance.
- c. Be prepared to explain how and where a person(s) should provide support. Practice instructions beforehand.
- d. If there are communication difficulties, place a sign on the chair with instructions.
- e. Carry a loud whistle, horn or similar device that can be operated to alert people of your location or if need be, to gain people's attention.
- f. While attending class, be in a position near a doorway for easier exit. Do not block doorway.
- g. If needed and able, telephone (cellular phone or building phone) 911 for assistance.

A. Assisting the User of a Wheelchair

- (a) Never carry the person while in an electric wheelchair. However, a manual chair can be used to assist the evacuation process.
- (b) Prior to moving the person, check for life-support equipment.
- (c) Do not take an electric chair up/down stairs. Abandon the chair and carry the person.
- (d) Consult the person in the chair regarding the best way to evacuate (the number of people needed, how to use manual chair, lifting methods, etc).

- (e) If the person is unable to speak clearly, look for a sign on the chair with printed instructions .
- (f) Be prepared to abandon the wheelchair, if necessary.
- (g) Avoid smoke filled stairwells.
- (h) If volunteers cannot safely provide assistance, opt to wait in a safe location for emergency personnel, if able.
- (i) If the person cannot be safely carried up/down stairs, do not attempt to do so. Position the person in the safest place possible according to the emergency.
- (j) Alert emergency personnel of person's location.

B. Assisting the Visually Impaired

- (a) Have the person grasp your elbow.
- (b) The visually impaired will be responsible for their guide dogs.

C. Assisting the Hearing Impaired

- (a) Alert the hearing impaired that an emergency exists.
- (b) Use sign language or gestures/notes to indicate type of emergency.

EMERGENCY RESPONSE PROTOCOLS

This section provides the emergency response protocols to those emergencies identified as most likely to occur in urban campus settings. Each identified campus emergency addressed in this section is listed below.

- Serious Medical Emergency**
- Self Endangerment (Suicide and Other Dangers)**
- Death on Campus**
- Violent Threats to Life (Active Shooter, Active Weapons, Hostage)**
- Campus Riots/Disturbances**
- Fire / Explosion**
- Bomb Threat**
- Chemical Spill**
- Release of Hazardous Vapor**
- Infrastructure Failure**
- Power Failure**
- Tornado Watch/Warning**
- Snow or Ice Emergencies**
- Pandemic Influenza Flu Plan**

SERIOUS MEDICAL EMERGENCY



In the event of a serious medical emergency involving a student, staff member, visitor, or other person on campus, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- The supervising Public Safety officer will assess the emergency and notify the Counseling Center and Student Health Services, and request an ambulance.
- Students taken to the hospital will be accompanied by a university representative, typically a Resident Assistant or Hall Director.
- Transportation of students is by emergency vehicle or Public Safety. Transportation of ill or injured students in personal vehicles is generally prohibited unless the situation warrants (i.e., an emergency where a student is near a personal vehicle and must be rushed to a hospital).
- In the event of a life-threatening emergency, the Chief of Police will immediately notify the EMT Leader.
- The EMT Leader will notify:
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs (if student)

SELF ENDANGERMENT (SUICIDE AND OTHER DANGERS)



In the event of a [self endangerment or the threat of self endangerment](#) involving a student, staff member, visitor, or other person on campus, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- Public Safety will dispatch a Supervising Officer to the scene and notify the Atlanta Police Department if necessary.
- The Officer will secure the at-risk person and assess the incident.
- If the at-risk person is a student, then the following will occur:
 - (1) The at-risk student is maintained in current location.
 - (2) Public Safety then notifies the CAU Counselor.
 - (3) The Counselor will render an evaluation. Depending on the evaluation, one of the following will occur:
 - (a) The at-risk student will be transferred to a local hospital (most likely), or
 - (b) The at-risk student may be transferred to another facility depending on the circumstances.
- If the at-risk person is a non-student, the EMT leader is contacted immediately and coordinates the response with the CAU counselor.
- The EMT Leader will notify:
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs (if student)

DEATH ON CAMPUS



For any death that occurs on campus, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- Public Safety will dispatch a Supervising Officer to the scene to immediately protect and secure the scene. The Chief of Police will be notified.
- Public Safety will immediately notify the Atlanta Police Department and the Fulton County Medical Examiner.
- The Supervising Officer will determine whether the person is a student, visitor, or staff and collect information from witnesses.
- Public Safety will notify the EMT Leader.
- The EMT Leader will notify:
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs
- CAU Public Safety, Atlanta Police Department and the Fulton County Medical Examiner will manage the investigation and arrange for transportation of the deceased.
- If the deceased is a student, identification will be made by Public Safety or Student Affairs. Assistance with identification may be requested from faculty members or other students.
- Once identification has been made, parents, guardians, or next of kin will be contacted by Student Affairs.

VIOLENT THREATS TO LIFE



For any violent threat to life, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will call CAU Public Safety and will also dispatch the Atlanta Police Department, Fire Department and the 911 ambulance service.

- Public Safety will clear internal communications, go to the scene and assess the incident.
- The responding officer will notify the Shift Supervisor, identify a hot zone, establish a perimeter, and call the Chief of Police.
- **Public Safety will initiate varying degrees of campus “lock down” procedures depending on the particular circumstances of the incident.**
- **Depending on the circumstances, Public Safety may initiate evacuation of buildings.**
- **If an active shooter is inside of a building, Public Safety officers will get as close as possible to the building exits to secure the perimeter.**
- Public Safety will notify:
 - All officers on duty
 - Atlanta Police and Fire Departments
 - Atlanta University Center - Task Force (Radio)
 - EMT leader
- Public Safety will broadcast the appropriate notification and directions to the entire campus community via the Emergency Notification System
- The EMT Leader will notify:
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs
- The Atlanta Police Department will supervise the evacuation of the affected facility or area as necessary.
- The Provost will determine whether classes are cancelled.

- Clearance must be given by the Atlanta Police Department and Public Safety before occupants will be allowed to reenter the secured areas.

HOSTAGE SITUATION

- The Atlanta Police Department Hostage Negotiation Team will supervise and coordinate all negotiations with the subject.
- Clearance must be given by the Hostage Negotiation Team and Public Safety before occupants will be allowed to reenter the facility or area.

CAMPUS RIOT / DISTURBANCE



In the event of a Campus Riot/Disturbance, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- Public Safety will notify:
 - All officers on duty (if needed)
 - Atlanta Police Department
 - Atlanta University Center - Task Force (Radio)
 - EMT Leader
 - If necessary, the campus community (faculty, staff, students) via the Emergency Notification System
- The EMT leader will notify:
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs
- The Chief of Police will communicate with the Atlanta Police Department as necessary.
- Campus Police will supervise/coordinate deployment of AUC Task Force officers if necessary.
- An investigation of the disturbance will be conducted by Student Affairs in conjunction with Public Safety.

FIRE / EXPLOSION



For any observed or perceived fire/explosion threat, activate the nearest Fire Alarm, evacuate the building and call CAU Public Safety directly at (404) 880-8911. If the 911 operator is called, they will notify CAU Public Safety and the Atlanta Fire and Police Departments.

- The dispatcher will immediately notify the Shift Supervisor, who will notify the Chief of Police. They will determine if any additional facilities need to be secured/and or evacuated. If an evacuation is necessary, it will be conducted in accordance with the General Evacuation Policy by the Building Coordinators under the direction of Public Safety.
- Public Safety will notify the EMT Leader and the following as appropriate:
 - Atlanta Fire Department
 - Atlanta Police Department
 - The campus community (faculty, staff, students) via the Emergency Notification System
- The EMT leader will notify:
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs
- Clearance must be given by the Chief of Police, Fire Safety Coordinator, or the Atlanta Fire Department before occupants will be allowed to reenter the facility or area.

BOMB THREAT



The person receiving the bomb threat should call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- The Shift Supervisor will notify the Chief of Police.
- If the threat is considered “credible”, the following will be notified immediately:
 - Bomb Squad, Atlanta Police Department
 - EMT Leader
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs
- Public Safety will supervise a “silent” evacuation of the facility or area.
- Once the evacuation is completed and if necessary, Public Safety will notify the campus community (faculty, staff, students) via the Emergency Notification System.

Specific Public Safety procedures are provided below.

Bomb Threat Notification:

Information collected from bomb threat calls is critical to the investigation. The person receiving the threat will attempt to collect as much information as possible from the complainant and complete a Bomb Threat Report form as able.

The Bomb Threat Report form contains the following questions. The form is located in Appendix C.

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why was the bomb placed?
6. What is your name?

Communication Procedures:


1. The person receiving the threat should not use the phone line the call came in on.
2. Keep the caller on the phone as long as possible and not to hang up after the caller ends the call, if possible.
3. Should Public Safety receive the Bomb Threat directly, they will attempt to obtain the telephone number from where the call was placed following procedures identified in (1) and (2) above.
4. Upon completion of the Bomb Threat Report form, the Public Safety Communications Officer will immediately notify the Watch Commander and dispatch officers to the scene.
5. The Communications Officer will take note of any background noises or other comments made during the call and attempt to determine the sex, race, approximate age, emotional state, speech patterns, and accent of the caller and provide this information to the Watch Commander and responding officers.
6. At the first available time, the Communications Officer will notify the Operations Officer for further notification to the Chain of Command.

Officer's Response:

1. Officers will not utilize their radios within 1,000 feet of the area. The first arriving officers will turn off their radio and establish contact with the Communications Center via telephone.
2. Other responding officers will also turn off their radios and meet with the first responding officer to coordinate a plan of execution.
3. The senior officer on the scene will coordinate and execute a search of the targeted facility. The search will start outside and work inside; began at the lowest level and include the exterior and interior areas, and public area search. The search will consist of the following:
 - a. All common use areas such as hallways, restrooms, and classrooms. The responding officer will ensure that faculty makes a visual check of occupied classroom prior to vacating the area. The responding officer will continue to check all common areas.
 - b. Unsecured administrative offices and storage areas will also be checked.
 - c. Exterior areas to include stairways, trash canisters and shrubbery.

4. If during the search a suspicious object or bomb is located, do not attempt to touch the item and evacuate the building. Depending upon the time of day and the number of personnel occupying the facility, evacuation may be accomplished by either of the following ways:
 - a. Contact the Department Head, Facility Manager, or other employee in the building and direct them to evacuate personnel.
 - b. Use the fire alarm to initiate the evacuation process.
5. When evacuating, direct the occupants to an area not less than 1,500 feet away from the building and away from the vehicles or other buildings.
6. Officers will establish posts on the perimeter of the evacuated area to ensure that no one enters the area once evacuated. Tape, traffic barricades and other methods of marking off an area may be utilized, but officers will observe the area throughout the event.
7. The Watch Commander/Senior Officer will instruct the Communications Officer to notify the Director of Public Safety through the Chain of Command and request assistance from the Atlanta Police Department Bomb Squad and Atlanta Fire Department.
8. The Director of Public Safety or Deputy Director will make notifications to the appropriate University authorities.

Bomb Disposal Unit Response:

1. Upon arrival of the Bomb Disposal Unit, the Watch Commander/Senior Officer will coordinate with the Bomb Disposal Unit commander and provide assistance where needed. If the Atlanta Police Department is unable to provide Bomb Disposal assistance, the Georgia Bureau of Investigation Bomb Disposal Unit will be contacted.
 2. The Bomb Disposal Unit will be solely responsible for removal and detonation of the suspicious object or bomb.
 3. The Bomb Disposal Unit will give clearance for occupants to return to the building.
- 

CHEMICAL SPILL



A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or into the environment. Major spills or emergencies require emergency assistance.

Minor Spill

Does not spread rapidly
Does not endanger people
Does not endanger environment
Trained individual can clean up

Major Spill

Spreads rapidly
Endangers people
Endangers environment
Must call for emergency assistance

For a major chemical spill requiring assistance, call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

- The dispatcher will immediately notify the CAU Chief of Police, who will consult the EMT Leader and the Environmental Coordinator and determine which, if any, areas need to be secured or evacuated. He will notify the Atlanta Police Department and Fire Department if it is determined that the incident compromises the safety of the campus community and the surrounding areas. Based on the findings and recommendations, the campus shall either be partially or completely evacuated.
- Public Safety will secure the affected facility or area and supervise an evacuation if necessary.
- If necessary, Public safety shall notify the campus community (faculty, staff, students) via the Emergency Notification System
- The EMT leader will notify:
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs
- The Environmental Coordinator will direct cleanup activities and disposal (if not conducted by the Atlanta Fire Department or other municipal authority)

RELEASE OF HAZARDOUS VAPOR



In the event a release of a hazardous gas or vapor occurs, the immediate vicinity should be evacuated as soon as possible and surrounding areas notified. Immediately call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

The dispatcher will immediately notify the CAU Chief of Police, who will consult the EMT Leader and the Environmental Coordinator and determine which, if any areas need to be secured and/or evacuated. Evacuations will be conducted in accordance with the General Evacuation Policy by the Building Coordinators under the direction of Public Safety.

- Public Safety will secure the affected area.
- The Chief of Police will notify the following as appropriate:
 - Atlanta Fire Department
 - Atlanta Police Department
 - Atlanta Gas Company
 - AUC Task Force
 - The campus community (faculty, staff, students) via the Emergency Notification System
- The EMT Leader will notify:
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs

If an evacuation was necessary, clearance must be given by the Chief of Police before occupants will be allowed to reenter the area.

INFRASTRUCTURE FAILURE



In the event of an infrastructure failure, activate the building fire alarm, evacuate the building and call CAU Public Safety directly at (404) 880-8911. If 911 is called, the operator will forward the call to CAU Public Safety.

Evacuations will be conducted in accordance with the General Evacuation Policy by the Building Coordinators under the direction of Public Safety.

- Public Safety will secure the affected facility/area and supervise additional evacuations if necessary.
- Public Safety will notify the EMT Leader and the following as appropriate:
 - Atlanta Fire Department
 - Atlanta Police Department
 - The campus community (faculty, staff, students) via the Emergency Notification System
- The EMT Leader will notify:
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs
- Facilities Management personnel will provide an assessment of the damage to the EMT leader.
- Clearance must be given by Facilities Management and the Chief of Police before occupants will be allowed to reenter the area.

POWER FAILURE



Once notified, the CAU Department of Public Safety will dispatch the responding officer who will assess the situation.

- The Damage Control Director along with Facilities Management will be responsible for the coordination and implementation of the procedures for the restoration of power, and where available, activate the on-campus emergency generators.
- Public Safety will notify as appropriate:
 - Georgia Power (Emergency Assistance Service)
 - All officers on duty
 - Atlanta University Center Task Force radio
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs
- Public Safety will close off the affected facility or area.
- The Building Coordinators and Hall Directors will evacuate the building as necessary.
- Facilities Management will work with Georgia Power to restore electrical power to the affected area.
- If electrical service cannot be restored within a reasonable period of time, the V.P. of Student Affairs will coordinate temporary housing arrangements.
- Clearance must be given by Public Safety in consultation with Facilities Management before occupants will be allowed to reenter affected facilities.

INCLEMENT WEATHER



In the event of inclement weather and/or emergency closings, the AUC Consortium Executive Director will contact the AUC Inclement weather team to jointly make a decision.

Predicted Weather Report

The inclement weather team should meet or teleconference following the first weather report of predicted inclement weather. In most cases this should be the day before the weather is predicted to occur.

- a. The inclement weather team will connect again on that evening to make a decision to close or to stay open. If all agree, the Executive Director and the designated University official will contact the media to place the appropriate announcement.
- b. If all do not agree, a final decision will be made by 5:00 am the following morning.

Each designated University official will be responsible for contacting their campus essential staff to inform them of the decision. Each designated University official will be responsible for contacting the media stations on an individual basis when they do not plan to close along with the other institutions.

Unpredicted Weather Report

Each designated member of the inclement weather team is to make contact with their University President and/or their Chief of Staff for a decision to dismiss, open or close. Once the University President makes the decision, the designated member should contact the Executive Director to schedule an emergency meeting or teleconference to finalize the joint decision.

Each designated University official will be responsible for contacting their campus essential staff to inform them of the decision. Each designated University official will be responsible for contacting the media stations on an individual basis when they do not plan to close along with the other institutions.

AUC CONTACTS

NAME

Atlanta University Center Consortium

Marilyn Jackson

Clark Atlanta University

Michael Lacour

Morehouse University

John E. Williams

Andre Bertrand

Morehouse School of Medicine

Kimberly Jackson

Spelman University

Danny Flanigan

Johnella Butler

Robert W. Woodruff Library

Loretta Parham

MEDIA CONTACTS

TV Stations

(FOX) WAGA, Channel 5
(CBS) WGCL, Channel 46
(ABC) WSB, Channel 2
(NBC) WXIA, Channel 11

Radio Stations

WCLK Jazz 91.9 FM
WABE (NPR) 90.1 FM
WSB 750 AM
WVEE 103 FM
WALR 104.1 FM

SPECIFIC WEATHER EVENTS

TORNADO

Public Safety will continually monitor and maintain an emergency weather radio for communications concerning current and forecast severe weather conditions.

- In the event of a tornado watch, the dispatcher will immediately notify the Shift Supervisor and the Chief of Police.
- Public Safety will notify the following:
 - EMT Leader
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs
 - The campus community (faculty, staff, students) via the Emergency Notification System
- The Provost will make a determination whether to cancel classes.
- In the event of a tornado warning, Building Coordinators and Hall Directors will be responsible for moving occupants to the hallways, lower levels of campus facilities, or other designated areas.

SNOW / ICE

Public Safety will continually monitor and maintain an emergency weather radio for communications concerning current and forecast severe weather conditions.

- In the event weather conditions suggest the likelihood of a blizzard, ice storm, or related weather emergency, Public Safety will notify the following:
 - EMT Leader
 - President
 - Chief of Staff/Special Assistant to the President for Operations
 - Provost
 - Director of Marketing and Communications
 - V.P. of Student Affairs
 - The campus community (faculty, staff, students) via the Emergency Notification System

**THE CLARK ATLANTA UNIVERSITY
PANDEMIC INFLUENZA (FLU) PLAN
2009**



PANDEMIC INFLUENZA (FLU) PLAN

This plan serves as a guide to help the Clark Atlanta University community respond effectively to a possible influenza pandemic. As with most components of the emergency action plan, policies and procedures are provided while recognizing that flexibility is also needed in order to provide the best response based on the most current information and multiple variables arising at the time of the pandemic.

According to the World Health Organization (WHO), there are ten (10) principal characteristics of a pandemic flu:

1. **Pandemic flu is different from seasonal flu**
2. **Flu pandemics are cyclical events**
3. **The world may be on the brink of another pandemic**
4. **All countries are affected**
5. **Widespread illness occurs**
6. **Medical supplies are inadequate**
7. **Large numbers of deaths occur**
8. **Economic and social disruption is great**
9. **Every country must be prepared**
10. **The WHO alerts the world when the pandemic threat increases (these are the pandemic alert phases)**

Key Objectives of the Pandemic Influenza Policy

- Minimize the risk of pandemic influenza to students, faculty and staff
- Support students who remain on campus
- Continue functions essential to university operations during a pandemic
- After the pandemic, resume normal teaching, research and service operations as soon as possible

World Health Organization Pandemic Phases

In the 2009 revision of the phase descriptions, WHO has retained the use of a **six-phased** approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases has been revised to be more precise and easier to understand and is based upon observable phenomena.

Phases 1-3 correlate with preparedness, including capacity development and response planning activities, while **Phases 4-6** clearly signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.

In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in **Phase 1** no viruses circulating among animals have been reported to cause infections in humans.

In **Phase 2** an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.

In **Phase 3**, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause “community-level outbreaks”. The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a foregone conclusion.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

During the **post-peak period**, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate “at-ease” signal may be premature.

In the **post-pandemic period**, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a

seasonal “influenza A” virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.

World Health Organization Pandemic Influenza Phases

Time	Phases 1 - 3	Phase 4	Phases 5 - 6 Pandemic	Post - Peak	Post - Pandemic
	Predominantly Animal Infections Few Human Infections	Sustained Human to Human Transmission	Widespread Human Infection	Possibility Of Recurrent Events	Disease Activity At Seasonal Levels

CLARK ATLANTA UNIVERSITY PANDEMIC INFLUENZA PLAN

Emergency Management Team

The CAU Emergency Management team is comprised of University personnel who have been trained on this plan and have the authority to implement and direct its operations throughout the pandemic.

Emergency Director: Office of the President (or President's designee)

The Emergency Director (ED) is responsible for setting the objectives, strategies and priorities and has overall responsibility during the pandemic flu event.

Emergency Management Team Leader: Vice President of Management Services

The EMT Leader is responsible for the overall coordination of the University's Emergency Response including securing the necessary resources and all other services needed to meet the operational objectives. The EMT Leader works in conjunction with, and provides status updates to the President.

Environmental Coordinator

The Environmental Coordinator provides support to the EMT Leader in procuring resources and all other services needed to meet the operational objectives.

Damage Control Officer

The Damage Control Officer is responsible for providing equipment and personnel to perform necessary campus shutdown procedures, and establish and maintain quarantine areas.

Student Communication Director: Vice President of Student Affairs

The Student Communication Director works with the EMT Leader and Incident Commander to ensure that all of the necessary services are being provided to ill students including the establishment of quarantine areas, procurement of meals and medical resources through Health Services, and is in contact with student families.

Public Information Officer: Director of Marketing and Communications

The Public Information Officer serves as the conduit for information both internally and externally, including the campus population (in conjunction with Student Affairs), media and other organizations seeking information directly related to the pandemic flu event.

Technology Coordinator: Chief Information Officer

The Technology Coordinator is responsible for assisting the Public Information Officer in disseminating information to the campus population.

Department of Public Safety & Incident Commander: Director of Public Safety

The Director of Public Safety is the Incident Commander (IC). With the assistance of Public Safety, the IC is responsible for tactical operations in carrying out the plan, developing the tactical objectives, and directing all tactical resources.

ACTION LEVELS

The Clark Atlanta University Pandemic Influenza Plan is divided into four levels, each patterned after the WHO's pandemic alert phase, but tailored to the unique needs of the University, as follows:

- Level 1:** Announcement by WHO of a **Phase 4** pandemic alert
- Level 2:** Suspected cases of pandemic flu in the Southeast or confirmed cases in the United States
- Level 3:** Suspected cases of pandemic flu in Atlanta or on the Clark Atlanta University campus, or confirmed cases in the Southeast
- Level 4:** Confirmed cases of pandemic flu in Atlanta or on the Clark Atlanta University campus

LEVEL 1

The Emergency Management Team (EMT) meets and reviews and updates the plan to ensure its continuity and functionality.

EMT Leader monitors the situation and:

- Communicates with the Center for Disease Control (CDC), the Fulton County Health Department, GEMA, and the Georgia Department of Health regarding planning and surveillance
 - Communicates with the ED
 - Communicates with the Student Communication Director (Health Services) and prepares for a Level 2 response
 - Acquires and distributes current and accurate information to the EMT
 - Ensures that all personnel that may be required to assist the EMT have pandemic flu training and are apprised of their potential responsibilities
 - All essential personnel receive training on, and are provided with N95 respirators or surgical masks
1. With the assistance of Human Resources:
 - Monitors faculty and staff travelers entering from affected regions
 - Identifies personnel available for telephone support work
 - Assists low-level English speakers with accessing adequate medical translations of information on pandemic flu

2. IC and Student Communication Director
 - Public Safety develops policy on transporting individuals to hospital
 - Identifies potential rooms and/or buildings to be used for isolation and/or quarantine of students
 - Notifies occupants in designated spaces of the potential or the need to move them
 - Notifies Student Health if encountering individual(s) with flu-like symptoms
 - Assists with communications to international students and their families
3. Environmental Coordinator
 - Assesses respiratory protection plan and resources
 - Trains and fit tests essential personnel for N95 respirator use or surgical masks

With the assistance of Facilities Management:

- Identifies building ventilation systems
 - Secures disinfection services
 - Ensures adequate disinfection and clean up protocols are provided to necessary sanitation facilities (facilities custodial, housing custodial, Student Union, Athletics)
4. Emergency Director
 - Receives information from the EMT Leader
 - Reviews content of internal and external public information bulletins and announcements
 - Considers restricting movement on and off campus for activities/athletic events
 - Based on CDC's recommendations, the University recommends campus community "no travel" to affected countries
 5. Public Information Officer (with assistance of the Technology Coordinator)
 - Distributes information, including the establishment of a hand washing campaign, and other articles in student media including emails, text messages, voicemails and news releases
 - Posts links to pandemic flu information on CAU home page
 - Provides information to students, faculty, staff and employees on pandemic flu
 6. Student Communication Director
 - Provides information to students
 - Develops and implements hand washing campaign
 - Formulates plan to address needs/support for graduate and commuter students
 - Formulates plan to address needs/support for undergraduates

- Formulates plan to address needs/support for fraternities and sororities
 - Ensures emergency response menu is planned for various degrees of need
 - Stockpiles additional foodstuffs and water
 - Ensures food delivery process is planned and delivery supplies are available on-site
7. Through the Student Health Center:
- Communicates pertinent advice to all students on pandemic flu
 - Develops isolation and examination protocols based on information from CDC, GEMA and the Georgia Department of Health
 - Follows CDC testing and treatment recommendations
 - Monitors Health Center employees
 - Reviews policy on transporting individuals to hospital
8. Technology Coordinator
- Identifies area where phone banks can be set up
 - Assists the Public Information Officer and EMT as necessary

Level 2

Includes all activities stated in Level 1, plus the following additional actions:

1. Emergency Director
 - Continues to receive information from the EMT Leader
 - Evaluates information on institutional effects of the incident and sets response priorities as appropriate
2. EMT Leader
 - Continues to receive and disseminate information described in Level 1.
3. Public Information Officer (with assistance of the Technology Coordinator)
 - Informs people if they are sick with flu-like symptoms to stay home and contact their medical providers
 - Releases updates, fact sheet with summary of the situation for media and others
 - Sets up phone hotline to answer questions
 - Places information on CAU website home page and all other CAU media outlets, as well as text messages, emails and voicemails

Level 3

Includes all activities stated in Levels 1 and 2, plus the following additional actions:

1. The EMT Leader
 - Notifies the ED and EMT of suspected/confirmed cases and/or number of potential contacts that may require isolation and/or quarantine
2. The Emergency Director
 - Continues to receive information from the EMT Leader
 - Activates Emergency Operations Center
 - With the EMT leader, develops school closure plan if necessary
3. Public Information Officer (with assistance of the Technology Coordinator)
 - Notifies news media that campus has activated strict procedures
 - Encourages employees to listen to local radio and television stations for closing decisions
 - Encourages employees to report all flu cases to their department, and department personnel must notify the Student Health Center of any reported cases
4. Student Communication Director and Public Safety
 - Assists with relocation of students for isolation and/or quarantine
 - Assists with telephone consultation and support
 - Identifies meal delivery needs and methods for isolated/quarantined residents
 - Through the Student Health Center:
 - Monitors suspected flu cases
 - Assists Fulton County Health Department with contact investigations
 - Communicates with parents of suspected cases and explains procedures
 - Reports daily caseload to EMT Leader

Level 4

Includes all activities stated in Levels 1 - 3, plus the following additional actions:

1. Emergency Director
 - Authorize temporary suspension or closure of classes and/or other University activities and events
2. EMT Leader
 - After consulting with CDC, GEMA, the Fulton County Health Department and the Georgia Department of Health will make recommendations regarding possible closure of buildings and suspension of student and academic activities to the President
 - Ensures that each Operations Group function is covered
3. Environmental Coordinator
 - Remains on stand-by to shut off utilities as directed by the EMT Leader
 - Activates additional medical waste pickups and areas for storage
4. IC and Public Safety
 - Secures buildings and post signage
 - Provides security as needed
5. Media Relations
 - Announces closures to public as necessary
 - Establishes a Media Relations Center to coordinate press releases, manage news teams and provide interviews
6. Student Communication Director and Public Safety
 - Activates plan to isolate and/or quarantine students in conjunction with guidance from the Fulton County Health Department
 - Assists Fulton County Health Department with contact investigation and management
7. Technology Coordinator
 - Sets up emergency telephone service to be established at Emergency Operations Center and quarantine areas

APPENDIX A EMERGENCY CONTACTS

EMT Members

ROLE	NAME	OFFICE #
Public Safety (EMERGENCY)	(404) 880-8911	
President	Dr. Carlton E. Brown	(404) 880-8566
Chief of Staff/Special Assistant to the President for Operations	Cynthia Buskey	(404) 880-8550
Provost (or Designee)	Dr. Joseph Silver	(404) 880-8753
Incident Commander	Michael Burrell	(404) 880-8405
EMT Leader	Michael Lacour	(404) 880-8490
Director of Human Resources	Valerie Vinson	(404)880-8773
Assistant to the EMT Leader	Paul Abrahams	(404) 880-6974
Damage Control	Michael Lacour	(404) 880-8490
V.P. of Student Affairs	Jason DeSousa	(404) 880-8358
Assoc. V.P. of Student Affairs	Cynthia Evers	(404) 880-6128
University Counselor	Marilyn Lineberger	(404) 880-8044
University Nurse	Janet Singleton	(404) 880-8286
Public Information	Jennifer Giles	(404) 880-8357
Technology Coordinator	Reginald Brinson	(404) 880-8779
Finance/Business Continuity Officer	Nedra Meadows	(404) 880-8067

Agency Contacts

Agency	Telephone #
CAU Department of Public Safety	(404) 880-8911
Atlanta Police, Fire & Ambulance	911
Georgia State Patrol	404-624-6077
Grady Memorial Hospital	(404) 616-1000
Georgia Power	(888) 891-0938
Georgia Emergency Management Agency (GEMA)	(404) 635-7000
Fulton County Department of Health	(404) 730-1380
Red Cross	(404) 575-3730
State Governor's Office	(404) 656-1776
National Weather Service (24-hr)	(770) 486-1133

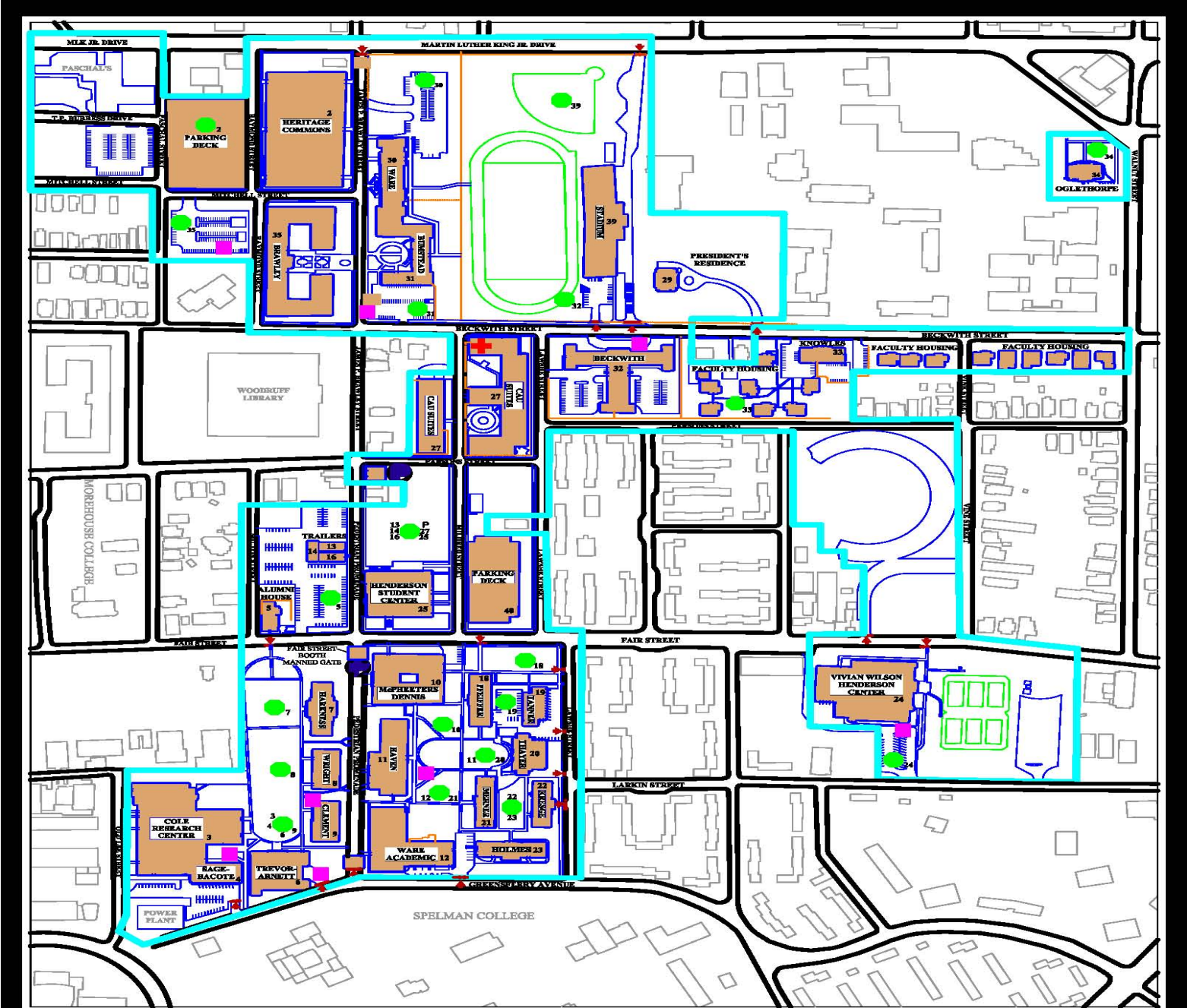
Buildings & Departments

Department	Building	Point of Contact	Office	Cell	Email Address
Albert H. Watts Alumni House					
	1st Floor	Ms. Gay-linn Jasho	404-880-8892	404-375-3587	gjasho@cau.edu
Annex H (WCLK Radio Tower)					
	1st Floor	Ms. Wendy Williams	404-880-8274		wwilliams@cau.edu
Career Planning and Placement Center					
	1st Floor	Ms. Ernita Hemmitt	404-880-6701		ehemmitt@cau.edu
Carl & Mary Ware Academic Center					
	All Floors	Mr. Tony Brock	maintenance	678-758-9895	athurman@cau.edu
		Mr. Tommy Sankey	housekeeping	678-758-9877	no email.info can be sent to Aishia Thurman
Clark Atlanta University Stadium					
	1st Floor	Mr. John Chevas	404-880-8016		jchevas@cau.edu
	2nd Floor	Mr. Ben Pettey	404-880-8715	678-858-3799	bpettey@cau.edu
	3rd Floor				
Clement Hall					
	1st Floor	Dr. Sean Warner	404-880-8513		swarner@cau.edu
	2nd Floor	Dr. Doris Terrell	404-880-6336		dterrell@cau.edu
	3rd Floor	Ms. Bettye Cooke	404-880-6015		bcooke@cau.edu
	4th Floor	Ms. Denise McBean	404-880-8508		dmcbean@cau.edu
CRCT (Science Research Center)					
	1st Floor	Dr. Paul Abrahams	404-880-6974		pabrahams@cau.edu
	2nd Floor	Dr. Cass Parker	404-880-6858		cparker@cau.edu
		Ms. Jackie Williams	404-880-6927		jwilliams@cau.edu
	3rd Floor	Ms. Carolyn Taylor	404-880-6837		ctaylor@cau.edu
		Ms. Joyce Lockhart	404-880-6784		jlockhart@cau.edu
	4th Floor	Mr. Tony Griffin	404-880-6826		tgriffin@cau.edu
Faculty and Staff Housing					
	Campus	Mr. John Chevas	404-880-8016		jchevas@cau.edu
Harkness Hall					
OITC	1st Floor	Ms. Patricia Alamutu	404-880-8954		palamutu@cau.edu
HR	2nd Floor	Mr. Clemon Jackson	404-880-6158		cjackson@cau.edu
Academic Achievement	3rd Floor	Ms. Joyce Outler	404-880-8753		joutler@cau.edu
Haven Warren					
Department of English	1st Floor	Mrs. Glenda Gooden	404-880-6733		ggooden@cau.edu
Student Accounts	2nd Floor	Ms. Takiela Owens	404-880-8037		towens@cau.edu
Office of Auxiliary Services	3rd Floor	Mrs. Rachel Howard	404-880-8317		rpullin@cau.edu

Department	Building	Point of Contact	Office	Cell	Email Address
Henderson Student Center					
CAU Cafeteria	1st Floor	Ms. Gretchen Favors	404-880-6440	404-379-6702	gfavors@cau.edu
CAU Bookstore	2nd Floor	Ms. Gloria McClain	404-880-8520	770-314-0993	0596mgr@fhcg.follett.com
Student Affairs	2nd Floor	Ms. Javon Howard	404-880-8266		jhoward@cau.edu
		Ms. Zellima Claxton	404-880-6360		zclaxton@cau.edu
Panther PAW	3rd Floor	Ms. Pauline Fahie	404-880-8729		pfahie@cau.edu
Holly Hill (President's Residence)					
	All	Dr. Carlton E. Brown			
Kresge Hall					
Kresge Hall (QEP/WISE Program)	1st Floor	Ms. Lillian Johnson	404-880-8332		ljohnson@cau.edu
Lab	2nd Floor	Ms. Etta Hill	404-880-8226		ehill@cau.edu
University Counseling Center	3rd Floor	Ms. Joyce Worrell	404-880-8044		jworrell@cau.edu
OPAR	4th Floor	Ms. Dawn Mitchem	404-880-8061		dmitchem@cau.edu
Knowles Hall					
Upward Bound	1st Floor	Ms. Yolanda Blackwell	404-880-8270		yblackwell@cau.edu
Psychology	2nd Floor	Ms. Eunice McKnight	404-880-6346		emcknight@cau.edu
Political Science	3rd Floor	Ms. Gwen Donaway	404-880-8718		gdonaway@cau.edu
McPheeters-Dennis					
Math Department	1st Floor	Ms. Sandra Powell	404-880-8199		spowell@cau.edu
	1st Floor	Dr. Charles Pierre	404-880-8195		cpierre@cau.edu
	2nd Floor	Ms. Jackie Jackson	404-880-8136		jjackson@cau.edu
AITC	3rd Floor	Mr. Rollin Guyden	404-880-8223		rguyden@cau.edu
Oglethope Hall					
Classrooms	1st Floor	Ms. Yolanda Ervin			
Sociology/Criminal Justice	2nd Floor	Ms. Yolanda Ervin	404-880-6659		yervin@cau.edu
Public Administration	3rd Floor	Dr. Ron Finnell	404-880-6651		rfinnell@cau.edu
Parking Deck					
Park Street Church					
Art	1st Floor	Ms. Angela Ragsdale	404-880-8122		aragsdal@cau.edu
	2nd Floor				
Music	3rd Floor	Ms. Delia Roberts	404-880-8211		dmoreno@cau.edu
Paschal Center					
Tanner Turner					
Public Safety	1st Floor	Ms. Beverly Corbett	404-880-8406		bcorbett@cau.edu
Thayer Hall					
Title III	1st Floor	Ms. Tori Willis	404-880-8945		twillis@cau.edu
School of Business	1st Floor	Ms. Cassandra Denson	404-880-8454		cdenson@cau.edu
School of Social Work	2nd Floor	Ms. Claudette Rivers-King	404-880-8578		crking@cau.edu
	3rd Floor	Mrs. Hermelda Branford	404-880-6017		hnedrick@cau.edu

Department	Building	Point of Contact	Office	Cell	Email Address
Trevor Arnett					
	Basement				
University Registrar	1st Floor	Ms. Angela Freeman	404-880-8097	850-322-7784	afreeman@cau.edu
		Ms. Gladys Baldwin	404-880-8098		gbaldwin@cau.edu
University Office of Admissions	1st Floor	Ms. Michelle Davis	404-880-8021		mdavis@cau.edu
		Ms. Danette Adams	404-880-8783		dadams@cau.edu
University Mailroom	1st Floor	Mr. Vincent Young	404-880-8419		vyoung@cau.edu
University Print Shop	1st Floor	Mr. Tyrone McCray	404-880-8092		tmccray@cau.edu
University Art Gallery	2nd Floor	Ms. Tina Dunkley	404-880-8671		tdunkley@cau.edu
University Art Gallery	2nd Floor	Ms. Sheena Earles	404-880-6102		searles@cau.edu
Educational Talent Search	3rd Floor	Ms. Phyllis Wyatt	404-880-8263		pywatt@cau.edu
Sage-Bacote Hall					
	1st Floor	Ms. Linda Simmons	404-880-6769		lsimmons@cau.edu
	2nd Floor	Mrs. Katrina Scott	404-880-6700		kbarnum@cau.edu
	3rd Floor	Ms. Latonya Burkhalter	404-880-8546		lburkhalter@cau.edu
Vivian Wilson Henderson Center					
	1st Floor	Coach Darryl Jacobs	404-880-8129		djacobs@cau.edu
	2nd Floor	Ms. Robin Stanley-Jones	404-880-8123		rjones1@cau.edu
	3rd Floor	Ms. Danielle Wright	404-880-6685		dwright1@cau.edu
Wright Hall		UNDER CONSTRUCTION			
	1st Floor				
	2nd Floor				
	3rd Floor				
	4th Floor				

APPENDIX B.
EMERGENCY EVACUATION ASSEMBLY AREAS



APPENSIX C: BOMB THREAT REPORT FORM

Threatening Phone Call

Time call received: _____

Exact words of person placing call: _____

Description of Caller's Voice

Male: _____ Female: _____

Young: _____ Middle Age: _____ Old: _____

Tone of voice: _____

Accent: _____

Background Noise: _____

Is voice familiar? _____

If so, whom did it sound like? _____

Questions to ask:

1. When is bomb going to explode? _____

_____ Remarks: _____

2. Where is the bomb right now? _____

3. What kind of a bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

Person (receiving/monitoring) call: _____

Dept: _____

Telephone No.: _____

Home Address: _____

Home Telephone No.: _____

Date: _____

APPENDIX D

MEMORANDUM OF UNDERSTANDING AND AGENCY AGREEMENTS