1. Office of Emergency Preparedness

Policy Statement
Established in 2002 following the tragic events of September 11, 2001, the University of Georgia Office of Emergency Preparedness’ mission is to provide a comprehensive homeland security and emergency management program for the University of Georgia in order to save lives, protect property, promote continuity of operations, and reduce the overall effects of large-scale disasters.

Additional contacts
The Office of Emergency Preparedness

Steve Harris, Director
Hodgson Oil Building
286 Oconee St, Suite 200 S
Athens, GA 30602
www.prepare.uga.edu
706-542-5845

Responsibilities
Responsible University Senior Administrator: Vice President for Finance and Administration

Responsible University Administrator: Senior Associate Vice President for Finance and Administration

Policy Owner: Office of Emergency Preparedness
Policy Contact: Steven Harris, Director
Phone: 706-542-5845
The Office of Emergency Preparedness

- Develops, tests, reviews, revises, and distributes the University's Emergency Operations Plan, Pandemic Influenza Response Plan, Pre-disaster Hazard Mitigation Plan, and other emergency plans as warranted
- Oversees the management of the UGAAlert system, the University's emergency mass notification system
- Manages the Building Safety and Security Representatives (BSSR) Program and provides emergency planning guidance, training, and recordkeeping
- Activates and manages the University's Emergency Operations Center in the event of a large-scale emergency
- Monitors campus-wide compliance with the National Incident Management System (NIMS) regulations and ensures required training is provided, and records maintained, for all campus responders
- Coordinates the campus Community Emergency Response Team (UGA CERT) program at UGA
- Develops, conducts, and coordinates drills and exercises including community-wide exercises, campus exercises, building drills, and departmental exercises (tabletop, functional and full-scale)
Coordinates the setup and activation of emergency shelters (human and animal) and Public Health emergency sites utilizing UGA facilities

- Assesses threats and implements safeguards based on current trends and events
- Manages the campus Automatic External Defibrillator (AED) Program
- Conducts risk assessments and develops departmental and site specific emergency plans for Athens locations and other UGA campuses and research sites
- Designs, develops, and delivers training, newsletters, and other informational brochures for students, faculty, and staff on recognizing, preparing for, and responding appropriately to natural and man-made disasters and emergencies
- Maintains a comprehensive Website for communicating timely information to the University community
- Investigates, develops, and implements UGA policies and procedures related to homeland security and emergency preparedness issues
- Coordinates campus events to highlight emergency preparedness and security awareness
- Serves on campus, University System, local, state, and national homeland security and emergency preparedness committees
- Coordinates on-campus community service volunteer classes to encourage participation by faculty, staff, and students
- Encourages a service-learning attitude among University students

FAQs

- What is the role of the Office of Emergency Preparedness (OEP)?
- How do I contact the Office of Emergency Preparedness?
- What emergency notification systems are available for campus?
- What emergency preparedness resources are available for students?
- What is the Building Safety and Security Representative (BSSR) initiative?
- What is the UGA CERT (Campus Emergency Response Team) program and how can I find out more about the UGA CERT Program?
- What is the National Incident Management System (NIMS) and who needs the training?
- What training courses does the Office of Emergency Preparedness offer?
- What can I do if I see something that is unusual or suspicious activity on campus?

What is the role of the Office of Emergency Preparedness (OEP)?

Established in 2002 following the tragic events of September 11, 2001, the University of Georgia Office of Emergency Preparedness provides a comprehensive homeland security and emergency management program for the University of Georgia in order to save lives, protect property, promote continuity of operations, and reduce the overall effects of large-scale disasters.

How do I contact the Office of Emergency Preparedness?

Contact the office by phone 706-542-5845, email prepare@uga.edu, or fax 706-542-4664

What Emergency Notification Systems are available for Campus?

Currently UGA communicates with students, faculty and staff before, during or after emergencies in the following ways:

- UGAAlert, the University’s primary emergency notification system (See www.ugaalert.uga.edu)
o UGAAlert Desktop – an enhancement to UGAAlert, emergency messages scroll across UGA network computers
o For large-scale campus emergencies, updates will be posted on the UGA Emergency Website.
o Outdoor emergency sirens activated by Athens-Clarke County for tornado warnings only
o Campus-wide email system ArchNews
o AM radio station WQFL (1650AM) maintained by the UGA Police Department
o NOAA weather radios located in many UGA buildings
o Telephone trees (in which assigned individuals call others with emergency messages)
o UGA-specific crawler messages on all TVs subscribed to University Cablevision (including offices and residence halls)

What Emergency Preparedness Resources are available for Students?
Many links and resources are available in the Resources section of OEP's Website that helps prepare students in the event of a disaster or emergency. A One-Stop Shop section encompasses such topics as campus resources, personal safety for students, how to assemble a student emergency kit, student preparedness checklist, travel safety, volunteer opportunities and much more. A Student Emergency Guidebook, "ARE YOU READY?", is a quick reference guide that contains emergency numbers, Emergency Notification Methods, Fall and Spring Semester Calendars, Safe & Secure Resources, and Preventing Theft tips.

What is the Building Safety and Security Representative (BSSR) initiative?
See Policy 1.1.3 UGA Building Safety and Security Representative

What is the UGA CERT (Campus Emergency Response Team) program and how can I find out more about the UGA CERT Program?
The Office of Emergency Preparedness (OEP) manages the UGA Campus Emergency Response Team (UGA CERT) program. The UGA CERT program educates the campus community (faculty, staff and students) about disaster preparedness and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization and disaster medical operations. This training allows the UGA CERT members the ability to assist in giving critical support to others in the event of a campus disaster. A registration link will be posted on OEP's homepage, www.prepare.uga.edu, whenever a session is opened for registration.
Many questions about the UGA CERT program can be answered with Frequently Asked Questions (FAQs).

What is an Automated External Defibrillator (AED) and where are they located?
An automated external defibrillator (AED) is a small, portable device that analyzes the heart's rhythm for any abnormalities and, if necessary, directs the rescuer to deliver an electrical shock to the heart of someone suffering from sudden cardiac arrest. This shock, called defibrillation, may help the heart to reestablish an effective rhythm.

For a map of the locations of AEDs on the UGA Athens Campus, please visit OEP's Website. For program guideline information see 1.1.4 Automatic External Defibrillator (AED) Program Guidelines.

What is the National Incident Management System (NIMS) and who needs the training?
See Policy 1.1.4 National Incident Management System Training

What training courses does the Office of Emergency Preparedness offer?
The Office of Emergency Preparedness (OEP) offers emergency planning and preparedness training through a variety of programs and classes - some by request. See list below for a sample of classes offered. Class schedules and registration links will be posted on OEP's homepage www.prepare.uga.edu as they become available. Check this site often for class updates and information.

o Basic Emergency Preparedness Class
What can I do if I see something that is unusual or suspicious activity on campus?

You should contact the University of Georgia Police at 911 or (706) 542-2200 and report anything unusual or suspicious that you feel is important enough that it should be investigated by law enforcement.

Related information
www.prepare.uga.edu – The Office of Emergency Preparedness official Website

Policy Dates
Effective Date:

Date Last Updated: 05/27/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: