



BOARD OF REGENTS OF THE  
UNIVERSITY SYSTEM OF GEORGIA

**EMERGENCY  
NOTIFICATION PLAN**

March 2008

*Replaces the Emergency Communication Plan dated November 2007*

## **Part I. Purpose, Scope & Authority**

### **A. Purpose**

To establish procedures for University System of Georgia (USG) Unit(s), University System Office Departments/Divisions to notify University System Office core personnel of incidents or emergency situations. Procedures are identified for responding to requests for USG resources from the Georgia Emergency Management Agency (GEMA).

### **B. Scope**

This Emergency Notification Plan applies to all USG Unit(s) and USO Departments/Divisions.

### **C. Authority**

This plan is developed under the authority of the Chancellor for the Board of Regents of the University System of Georgia.

### **D. Responsibility**

1. The USO Office of Facilities will be responsible for conducting an annual review of the Emergency Notification Plan, completing revisions as required.
2. USG Units are responsible for maintaining accurate, up-to-date contact information for core personnel and providing the information to the Director of Safety & Security, USO.

### **E. Distribution**

This plan will be disseminated to:

1. Core USO personnel identified in Part II.
2. Core USG Unit personnel identified in Part II.

## Part II, Definitions

### A. Situation Definitions

For the purposes of this Emergency Notification Plan, situations are defined as follows:

1. **Disaster** – Any event or occurrence seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
2. **Emergency** – Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.
3. **Emergency Conditions** – Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.
4. **Incident** – Any event that temporarily results in the disruption of operations or impairs the use of facilities where the primary threat to safety/security has ended or has been greatly reduced.

### B. USG Unit Core Personnel

1. President
2. Chief Business Officer
3. Chief Information Officer
4. Chief Academic Officer
5. Emergency Coordinator
6. Physical Plant Director
7. Director of Public Safety or Security Director

### C. USO Core Personnel

1. Chancellor
2. Executive & Senior Vice Chancellors
3. Vice Chancellors
4. Associate & Assistant Vice Chancellors
5. Director of Safety & Security

**Part III. General Responses/Notifications**

**A. USG Unit(s)**

The following diagram provides general guidance for USG Unit(s) in notifying the Director of Safety & Security, USO.

	Event			
	Incident	Emergency Conditions	Emergency	Disaster
<b>Definition</b>	Any event that temporarily results in the disruption of operations or impairs the use of facilities where the primary threat to safety/security has ended or has been greatly reduced.	Conditions that are developing, or have the potential to develop, that could threaten the safety/security of the Unit or Department/Division personnel and facilities.	Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or well-being, and which disrupts the overall operation of the Unit or Department/Division.	Any event or occurrence seriously impairs or halts the core operations of the USG Unit or USO Department/Division. Event could have occurred contiguous to the USG Unit or USO Department/Division requiring the Unit or Department/Division to respond. In some cases, mass casualties and severe property damage may be sustained.
<b>Operations</b>	No disruption to minor disruption	Minor temporary disruption	Medium to severe interruption	Full interruption of operations
<b>Duration</b>	Generally event has concluded prior to being reported	Predictable amount of time, generally not exceeding 48 hours	Extended period of time in the response and recovery from the event.	Extended period of time to allow for recovery
<b>Response</b>	Limited to standard USG Unit , USO response(s)	USG Unit/USO, or local services responses	Low to high response required from USG Unit, USO and/or off-campus personnel.	Significant response from local, state and/or federal agencies, as well as other USG Unit(s) or USO personnel.
<b>Notification</b>	Immediate notification of the Director of Safety & Security is generally not required.	Director of Safety & Security is notified as soon as possible	Director of Safety & Security is notified as soon as possible	Director of Safety & Security is notified as soon as possible

**B. USO Notifications**

Dependent upon the circumstances and situation reported, the Director of Safety and Security may notify:

1. Chief Operating Officer
2. Associate Vice Chancellor for Media and Public Relations and/or Senior Vice Chancellor for External Affairs
3. Others as required for response to the situation/incident.

**C. Requests for USG Resources**

1. Requests received from, or in response to Georgia Emergency Management Agency requests:

In the event USG resources, personnel and/or equipment are requested by the Georgia Emergency Management Agency, the Director of Safety and Security will be notified and will coordinate the response to the request.

2. Requests received by USG Unit(s) by local agencies, or in response to localized emergency:

Requests received by USG Unit(s) in response to localized emergencies as a part of mutual aid agreements will be coordinated by the USG Unit. USG units will direct requests for resources beyond their capability to the Director of Safety and Security.

# Notification/Requests

