

MERCER UNIVERSITY



EMERGENCY RESPONSE PLAN

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EMERGENCY RESPONSE: PURPOSE and PRIORITIES

The Mercer University Emergency Response Plan provides a management framework for an institutional response to a broad range of major emergencies that may threaten life, health, and safety of the University community, and/or cause major disruption of programs, operations, or special events.

In all emergency situations, Mercer University priorities are:

- 1. To protect life, health, and safety of the University community**
- 2. To secure critical infrastructure and facilities for continuous management operations**
- 3. To resume academic, research, and associated University programs and activities**

Emergency response actions will address the immediate needs of the university community:

Dependent populations

- Resident students and housing facilities
- Occupied classroom buildings
- Occupied office buildings
- Athletic or special event venues

Critical infrastructure

- Police Department and equipment
- Physical Plant Department and equipment
- IT network and communication facilities
- Facility security and camera network
- Energy distribution systems
- Available medical facilities
- Food storage and preparation facilities
- Libraries and learning skills facilities
- Science and Engineering buildings – storage of hazardous materials

Business continuity and resumption of programs

- Assess and secure unoccupied administrative and classroom buildings
- Assess and secure libraries, computer labs, and other instructional technology

EMERGENCY MANAGEMENT TEAM (EMT)

The Emergency Management Team (EMT) is the University's executive and academic officers who will coordinate the institution's response to address priority needs resulting from major, disruptive events that can be natural or man-made disasters. The President or his designee provides executive supervision for the entire emergency response process. The President or his designee determines when it is necessary or required to activate the Emergency Response Plan and whether to convene all or part of the EMT.

The EMT is composed of:

1. President
2. Executive Vice President for Administration and Finance
3. Senior Vice President for Marketing Communications and Chief of Staff
4. Senior Vice President for University Advancement
5. Senior Vice President and General Counsel
6. Senior Vice President for Enrollment Management
7. Senior Vice President for Strategic Initiatives
8. Provost

When the EMT is activated, the immediate responsibilities are to:

- Determine the scope and impact of the incident on life safety and infrastructure
- Prioritize emergency needs and actions
- Deploy and coordinate internal resources and equipment
- Coordinate with local, state, and/or federal government agencies
- Communicate critical information and instructions for institutional and external needs
- Monitor and re-evaluate evolving conditions to adjust ongoing response activities

THE EMERGENCY OPERATIONS CENTER (EOC)

The EMT will convene at a central **Emergency Operations Center (EOC)**, located at:

1. The Godsey Administration Building on the main campus in Macon, Georgia
Alternate EOC sites for the Macon Campus are:
 1. Mercer Police Department (MERPO)
 2. Information Technology and Auxiliary Services Building
2. Atlanta Administration and Conference Center (AACC)
Alternate EOC site for the Atlanta campus will be:
 1. Physical Plant Department

EMERGENCY OPERATIONS CENTER (EOC): EMERGENCY RESPONSE ACTIVITIES

STAGE 1: Assessment / Initial response to an event

- Obtain a situation briefing from MERPO, other administrative and academic units, or external agencies.
- Establish communication with affected areas, and verify the status of non-reporting areas.
- Evaluate impacts and effects of the emergency event, establish response goals and priorities.
 - Life, health and safety issues for the affected University community are the top priorities.
- Activate and coordinate internal support resources for affected locations and facilities.
- Establish support services, as necessary (sheltering, communications, transportation)
- Develop emergency-specific response actions as needed, such as:
 - Location(s) of Emergency Assembly Points (EAPs) for evacuation order(s), when appropriate
- Provide appropriate security at critical sites. Post signage and/or barricades where necessary.
- If necessary, authorize a temporary suspension of classes, campus evacuation, or closure.

STAGE 2: Monitoring conditions / Develop a broader communication and management plan

- Communications:
 - Clarify evolving information and determine internal and external public information needs.
 - Evaluate unofficial internal and external communication sources (Social Media) for accuracy.
- Emergency Management Team re-evaluates conditions to modify response actions.

STAGE 3: Business Continuity

- Determine priorities for the recovery of mission-critical teaching and research programs.
- Plan the resumption or relocation of University activities.
- Identify and assess legal issues created by the emergency.

PRIMARY SUPPORT RESOURCES for the EMERGENCY MANAGEMENT TEAM (EMT)

1. Director/Chief, Mercer Police Department (MERPO)
2. Associate Vice President for Auxiliary Service
3. Associate Vice President for Information Technology
4. Associate Vice President for Facilities
5. Vice President for Student Affairs (SA)
6. Dean, School of Medicine (MUSM)
7. Executive Director, Mercer Engineering Research Center (MERC)
8. Director of Operations, Regional Academic Centers (RAC)
9. Executive Director, Grand Opera House, Macon, GA

EMERGENCY INFORMATION AND COMMUNICATIONS

In any emergency, notifications to affected students, faculty, researchers and staff should be initiated as soon as possible in the emergency response process.

The central source and delivery of internal and external emergency information is planned and coordinated by the Senior Vice President for Marketing Communications and Chief of Staff.

Resources that are used to distribute internal emergency information and instructions include:

- RAVE Alert text messages to registered cell phone contacts
- University Email via RAVE Alert
- University network phone system
- Campus Emergency Information Hotlines
 - University hotlines for emergency information and instructions:
 - Atlanta (678) 547-6111
 - Macon (478) 301-5335
- Mercer University web site: <http://www.mercer.edu>

PLAN DE-ACTIVATION

When emergency conditions are stabilized and normal University operations can resume, the Emergency Response Plan will be de-activated by the President or his designee. A formal announcement will be disseminated, using all emergency information and notification systems.

If the nature of the incident requires an extension of some emergency services to restore business and academic operations, limited EOC functions may be continued to coordinate those services among selected administration and academic units.

Continuing functions may include:

- Staging ongoing repairs
- Academic or administrative space adjustments
- Support services for impacted students, faculty, or staff
- Community relief efforts

APPENDIX

EMERGENCY PLANNING GUIDELINES

Administration and Academic units should identify communication strategies to support emergency response functions, to enhance the University's emergency response capabilities. Individual unit initiatives can focus on:

1. Providing assistance to the EOC for protection of students, faculty, staff and visitors in the unit
2. Safeguarding vital records and resources important to the unit's mission
3. Coordination with the University's emergency response and recovery activities

PLANNING FOR AN EMERGENCY : *SPECIFIC GOALS BEFORE AN EMERGENCY*

1. Maintain contact information for unit management and staff
2. Identify alternate site(s) for emergency management operations within the unit
3. Identify emergency communication strategies within the unit
4. Document and backup all data
5. **Examine building(s) most frequently utilized by the administrative or academic unit, to determine and identify features to consider when responding to emergency events, such as: location of all exits, stairwells, shelter sites for severe weather events, sites to shelter in place or lockdown from violence, and important University network and communication infrastructure to protect**

EMERGENCY RESPONSE ACTIONS: *SPECIFIC GOALS DURING AN EMERGENCY*

1. Alert unit personnel to emergency conditions, provide instructions and/or status reports
2. Gather information on emergency impacts in your jurisdiction, and report to the EOC or local emergency responders, as circumstances require
3. Evaluate the impacts on teaching, research, and other program continuity in your area.

EMERGENCY RECOVERY FUNCTIONS: *PRINCIPAL ACTIONS AFTER AN EMERGENCY*

1. Organize operational recovery and staging activities with service departments
2. Organize documentation (impacts) from constituent departments, to include:
 - Detailed Personnel Status and Impacts
 - Detailed Space and Equipment Assessments

OUTLINE: PLANNING BUSINESS RESUMPTION AND COST RECOVERY

Mercer's business contingency planning process should focus on the following activities:

1. Identify mission critical processes, based on the primary mission(s) and business function(s) of the unit
2. Identify methods for recovering all or part of high priority functions, consider specific high probability emergency scenarios:
 - Identify alternate work sites or temporary facilities for core functions
 - Protection of data, critical facilities, and equipment

The following questions should be reviewed to begin recovery planning:

1. Identify unit's basic interdependencies, internal and external
 - Vendor/Contractor service plans vital to operations
 - Plan for minimum staffing arrangements, cross training of staff when possible
2. Necessary office space and equipment
 - Equipment replacement strategy to resume business activities
 - Estimate requirements for temporary office space
3. Identify days, weeks, or other time periods when a major emergency would have greater effects
4. Accounting plan for the costs of business recovery, distinguishing recovery costs from normal business costs. This may be instrumental for:
 - Insurance claims
 - Federal or State disaster relief claims

Appendix V