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Office of Security & Emergency Preparedness Bulletin

July 2007

Featured Article

The Role of UGA Building Safety and Security Representatives

Several recent, tragic events have highlighted the importance of adequately preparing the University community to respond quickly and appropriately to natural and man-made threats. The devastating tornados that struck Enterprise, Alabama and Americus, Georgia provided less than 15 minutes warning. Likewise, the tragic shooting rampage at Virginia Tech left little opportunity to notify students and employees who were driving or walking to campus. These events emphasize the need for an effective emergency notification system and reliable building level emergency plans so responses can be immediate and appropriate.

In addition to the new UGAAlert emergency notification system now available to all UGA students, faculty, and staff (see page 2), the Office of Security and Emergency Preparedness (OSEP) is increasing its efforts to identify Building Safety and Security Representatives for each occupied campus building.

In order for UGA to provide appropriate and timely safety and security information and response to its distributed campus, each organizational unit has been asked to designate a primary safety and security representative and at least one backup to the primary representative. Electronic registration commenced during July 2007. Administrators will

identify the proper individuals for buildings under their control. An online registration form is available for collection of building representative information.

According to UGA’s “Building Safety and Security Representatives” policy, identified representatives are responsible for:

- Serving as the 24/7 emergency point of contact regarding safety and security issues affecting their building
- Developing emergency operations plans for their building (in conjunction with UGA’s Emergency Operations Manager)
- Executing and evaluating emergency drills coordinated by the UGA’s Emergency Operations Manager
- Receiving and monitoring emergency communications from campus safety units and disseminating relevant information throughout the building
- Providing appropriate training for students, faculty, and staff in their building using Train-the-Trainer materials provided by campus safety units
- Addressing and coordinating safety and security related actions through the appropriate administrative authority
- Ensuring building safety and health concerns are reported to the appropriate administrators as defined in the Environmental Safety Division’s Safety and Health Concerns policy
- Coordinating with their departmental Information Security Liaison regarding information security issues
- Coordinating building activities and training with laboratory, radiation, and other safety personnel as appropriate
- Serving on campus safety and security committees

When members of one organizational unit occupy several buildings, different representatives should be designated for each building whenever feasible. This is important since safety and security representatives must be able to respond quickly to emergency situations occurring in specific buildings. When one building is occupied by several different organizational units, affected administrators may agree to designate a single representative for all building occupants (even if they are not in the same organizational unit) or multiple representatives may be designed to act on behalf of each occupying department. However, coordination among building representatives will be crucial to ensure all building occupants are represented. Both on and off-campus units should designate safety and security representatives.

Each primary representative should have at least one designated backup. Departments may specify multiple backups as warranted to ensure emergency messages can be received and acted upon at all times. Ideally, safety and security representatives will have authority to approve emergency building maintenance and repair work orders for the buildings they represent.

The Office of Security and Emergency Preparedness will conduct training for all designated representatives in the coming months. More information will be provided on the OSEP Web site (www.osep.uga.edu) as it becomes available.

Meet the new Emergency Operations Coordinator



John Newton, joined the Office of Security and Emergency Preparedness on July 2nd as the Emergency Operations Coordinator. John will assist Steve Harris (Emergency Operations Manager) in overall emergency planning and development of building level plans.

In John's 15 years of law enforcement experience, including his 12 years at the Athens-Clarke County (ACC) Police Department, he served as officer, detective, sergeant, lieutenant, and director of the 911 Center. Most recently, he was responsible for homeland security and information technology issues and served as a member of the ACC pandemic influenza planning committee. John has two degrees from UGA and is currently pursuing his PhD in Political Science. Prior to joining ACCPD, John worked as an officer and detective with the UGA Police Department and his knowledge of campus will allow him to "hit the ground running." We welcome John back to campus.

UGA Alert

Emergency Notification System

<http://ugaalert.uga.edu/>

Although college campuses are usually safe places, emergencies and disasters do occur. UGA is committed to keeping you as safe as possible through effective communication prior to, during, and following emergencies. UGAAlert allows you to receive emergency messages on multiple devices. You may identify as many as three phone numbers and two email addresses for receiving emergency notifications. To register, you must have a valid [UGA MyID](#).

- [Proceed to registration](#)
- [Frequently Asked Questions](#)
- Access information regarding any current emergencies

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