



Housing/Residence Life Business Continuity Plan

I. Scope of the Plan

This plan assures the primary support functions for MGA Residence Life are operable in the event University facilities are inaccessible due to facility damage or unsafe conditions. Primary operations will be maintained via continuity plans established by the Office of Residence Life in conjunction with MGA Police Department, Plant Operations, and Auxiliary Services. The primary functions to be carried out will be to provide food and safe short-term lodging to current residential students, if possible, or to facilitate plans of evacuation if the University will be closed until further notice.

II. Critical Records Back-up

All information regarding residents is kept in Banner and backed up in StarRez. Emergency Information Cards (EIC's) are also available in paper format in the Residence Life Coordinator's office. These cards can be used to group students together for logistical decisions and evacuation purposes.

III. Communications Plan

The Director of Housing & Residence Life along with Assistant Directors will make contact with the Residence Life Coordinator(s) and the Office of Marketing and Communications to communicate information to students on the campus with any residence hall affected. Updates to students/campus community will continue on social media until resolved. The Director of Housing & Residence Life along with Assistant Directors will make contact with the Residence Life Coordinator(s) to secure information about the status of the residents and any damages sustained to the residence hall and then contact the Vice President for Student Affairs. The Residence Life Coordinator(s) will make contact with Police Department and all student staff members. Damages to the facility will precipitate a call to the Director(s) of Plant Operations. Until the facility is deemed inhabitable, residents will be relocated to the Wellness Center (Macon), Wellness Center (Cochran), or Main Campus (Eastman) if available. If not available, another building on campus will be designated by Police Department and/or Director of Plant Operations. If no facility on campus is available, Police Department will make contact with local law enforcement for evacuation. The

Residence Life Coordinator(s) will make contact with the Director of Housing & Residence Life to update about where residents and staff will be housed. Residents will be contacted face-to-face and through ConnectEd.

- A. **Short-term (0-24 hours):** Remain on-campus with food services intact, if possible. If not possible, use Campus Area Evacuation Plan set by Police Department for off campus evacuation. Evacuation sites are in place via the American Red Cross (ARC). Parents/family contacted by student.
 - a. American Red Cross of Central Georgia (195 Holt Ave Macon Ga) 478-743-8671
- B. **Medium (24-72 hours):** Remain on-campus with food services intact, if possible. If not possible, use plan set by Police Department for off campus evacuation. Evacuation sites are in place via the American Red Cross. Parents/family contacted by Residence Life Staff along with the Office of Marketing and Communications and MGA Call Center.
- C. **Long-term (over 72 hours):** If the University remains open, accommodations off campus will be secured for students. This may include hotels, friends, volunteer homes, shelter space, etc., for the duration of the semester or until the facility is cleared to be lived in again. If the University is closed, all students will be asked to return home. Anyone who cannot return home safely will continue to be housed in place until it is safe for them to return home. Parents/family contacted by Residence Life Staff along with the Office of Marketing and Communications and MGA Call Center.
 - a. Various hotels; rooms that hold 4 people each
 - b. Wesleyan College Residence Halls
 - c. East Georgia College Residence Halls
 - d. Wellness Centers/Airplane Hangars

The American Red Cross can provide food, shelter, clothing, medical care, mental health treatment and help with the loss of prescription medication. Food services for residential students will continue via food service contractor, if possible. If this contractor must close, MGA will rely on food trucks provided by ARC vendors. Director of Auxiliary Services will contact those vendors. If necessary, discussion will be had about providing a pro-rated return of funds to residents for meal costs.

NOTE: The American Red Cross also has a Safe and Well program in conjunction with their website, where students can register their name and condition for family/friends.

IV. Training for Employees

Training will be limited to the realm of expertise that each employee has. No employee will be asked to perform any duties which are deemed unsafe and for which they have received no training. The department will conduct fire drills and weather emergency drills semi-annually so that each employee is properly trained on the correct procedures for response.

This training will be conducted by the Residence Life Coordinators in conjunction with the Director(s) of Plant Operations and MGA Police Department.

V. Method for Annual Review

The Vice President for Student Affairs, Assistant Vice President for Student Affairs, Assistant Vice President for Facilities, Director(s) of Plant Operations, Chief of Police, Director of Auxiliary Services and Director of Housing & Residence Life will evaluate the process and make recommendations for adjustments in the plan as necessary. The results of the annual review and evaluation and recommendations for adjustments will be forwarded to the appropriate committee and Cabinet for review and approval.

VI. Transportation Options

In the event that students are requested to return home, but do not have a personal vehicle or someone who can come to get them, we will offer the following information and help secure transportation to the closest pick-up location that can accommodate them. The student will be responsible for the cost of this transportation.

Greyhound Bus Station

Macon, GA

65 Spring Street

Macon, GA 31201

Main: (478) 743-5411

Customer Service: (478) 743-2868

In order to charter a Greyhound bus: 1-800-454-2487

Groome Transportation

Macon to Atlanta: (478) 471-1616 or 800-537-7903.

Groome also has a Warner Robins to Atlanta option. From Atlanta, Groome can transport students to Columbus, Athens, and Augusta.