Crisis Management Team member responsibilities

Vice President for Administration and Treasurer
- Activate Crisis Management Team (CMT).
- Team leader for coordination of personnel and resources.
- Partner with University Relations for communication decisions.
- Act as liaison with the University President.
- Ensure a workable emergency plan is in place to address anticipated crisis situations.

University Police
- Initiate notifications as indicated in the plan.
- Respond to the incident location and initiate appropriate action, i.e., secure site, check for injuries, identify witnesses, gather information, initiate records/reports, coordinate emergency responders, maintain communication with risk management and safety planning staff, etc.
- Work with emergency response units to bring closure to the incident scene.
- Ongoing responsibilities:
  - Maintain current data (phone numbers, etc.) of CMT members and alternates.
  - Maintain materials needed to support the CMT (note pads, pencils, etc.).
  - Maintain plan for CMT meeting space (privacy, computer access, phones).

Safety and Emergency Planning
- Assist the CMT with the use of the Emergency Operations Plan.
- Monitor and report on actual safety hazards.
- Field observations for hazardous conditions and situations.
- Advise on measures to maintain safety.
- Follow up and/or report appropriate outside agencies contacted.
- Follow up and/or report appropriate internal resources.

Risk Management
- Record the event and action taken for liability and risk management.
- Act as liaison with insurance carriers and claims adjusters.
- Coordinate insurance program with continuity planning efforts.
Appendix B.1.2

Vice President for Academic Affairs
- Provide direction and coordination of faculty matters and instructional facilities, including decisions concerning cancelling or resuming classes.
- Coordinate notification process to academic deans.

Facilities Services
- Protect lives and property and secure and control emergency site.
- Receive notification of incidents from campus and/or city services, coordinate all activities with campus and city services contacting appropriate agencies.
- Assist university police with traffic control, clear roadways.
- Assist with rescue activities.
- Provide essential services for maintenance, restoration, damage control and emergency repairs.
- Contact appropriate outside agencies to coordinate assistance.
- Maintain records of, and report on, all costs associated with response.

Human Resources
- Confirm victim relationship to the university and department assigned.
- Coordinate contact and incident information with the department head.
- Coordinate notification process.
- Assist employee and family with appropriate benefits.
- Work with other team members for employee support services such as counseling, etc.

University Relations
- Oversee all off campus communications and assist with on campus communications.
- Establish a process and location for communicating with the media.
- Partner with University Police and Safety and Emergency Planning departments regarding communications.
- Act as chief spokesperson for the University (in cooperation with the President).
- Monitor media coverage for incident feedback and impact to community.
- Develop and provide all written communication to others (with team).
University Counsel

- Provide legal advice to the President and CMT during emergency.
- Serve as liaison between Washburn Board of Regents and CMT and as additional communication link between Board and President.

Information Systems and Services

- Establish and make available all necessary means of data and voice communication.
- Partner with university relations and university police to ensure all necessary communications are disseminated through the appropriate channels.
- Provide technical support to issue broadcast e-mail, voice mail and web-based announcements更新s to faculty, staff and/or the university website.
- Maintain adequate switchboard presence to handle and/or route incoming calls.
- Establish communications link to assembly areas for community-wide access to incoming news, if appropriate.

Vice President for Student Life

- Immediately identify and communicate with the appropriate departments.
- Support teams (Residential Living, Student Health Services, Counseling, etc.).
- Coordinate contacts with students and their families, as needed.
- Advise academic departments about situations involving students.
- Work with others to assist in transportation, housing, meals, access to student rooms and counseling provided for family members who come to campus, if warranted.
- Coordinate psychological crisis intervention and support.
- Assist with victim advocacy services.

Student Health Services

- Work with University Police to provide emergency medical care.
- Serve as liaison with medical/hospital staff from off campus.
- Serve as liaison with public health authorities.
- Advise university of public health issues; devise strategies.

Business Services

- Establish emergency procurement, inventory and finance controls.
- Oversee emergency food, water and sanitation.
# Area Emergency Contact Information

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone #</th>
<th>24 hour?</th>
<th>Fax</th>
<th>E-mail or website</th>
</tr>
</thead>
<tbody>
<tr>
<td>WU Emergency Operations Center</td>
<td>670.1153</td>
<td>Y</td>
<td>670.1044</td>
<td><a href="mailto:police@washburn.edu">police@washburn.edu</a></td>
</tr>
<tr>
<td>Back-up EOC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WU Executive Staff room (MO 204)</td>
<td>670.3275</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Police</td>
<td>670.1153</td>
<td>Y</td>
<td>670.1044</td>
<td><a href="mailto:police@washburn.edu">police@washburn.edu</a></td>
</tr>
<tr>
<td>Facilities Services (WU)</td>
<td>670.1149</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Topeka</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Dept.</td>
<td>368-4000 admin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Dept.</td>
<td>368-9551 admin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>233-2400 admin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheriff</td>
<td>368-2200 adm</td>
<td></td>
<td></td>
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<tr>
<td>Shawnee County</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Management</td>
<td>233-8200 x 4150</td>
<td>(N) 911</td>
<td>291-4904</td>
<td></td>
</tr>
<tr>
<td>Dave Sterbenz, dir.</td>
<td>233-8200 x 4151</td>
<td></td>
<td>296-0287</td>
<td></td>
</tr>
<tr>
<td>Kathryn Allen, dep. dir.</td>
<td>233-8200 x 4153</td>
<td></td>
<td>296-5976</td>
<td></td>
</tr>
<tr>
<td>Scott Garcia, op. asst.</td>
<td>233-8200 x 4150</td>
<td></td>
<td></td>
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<tr>
<td>Sheriff</td>
<td>368-2200 adm</td>
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<tr>
<td>Kansas</td>
<td></td>
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<tr>
<td>Div. of Emergency Management</td>
<td>274-1409</td>
<td></td>
<td>296-3176</td>
<td>accesskansas.org/kdem</td>
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<tr>
<td>Dept. of Transportation</td>
<td>296-3566</td>
<td>Y</td>
<td>296-3102</td>
<td>ksdot.org</td>
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<tr>
<td>Highway Patrol</td>
<td>296-6800 hqtr</td>
<td></td>
<td>296-0287</td>
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<td></td>
<td>296-6500</td>
<td></td>
<td>296-5976</td>
<td></td>
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<tr>
<td>National Weather Service – Topeka</td>
<td>234-2592</td>
<td>Y</td>
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<tr>
<td>American Red Cross</td>
<td></td>
<td></td>
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<tr>
<td>Kansas Capital Chapter</td>
<td>234-0568</td>
<td></td>
<td>8 a.m. – 5 p.m.</td>
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<tr>
<td>Emerg. Dir. Susan Gilmore</td>
<td>230-2423 cell</td>
<td></td>
<td>redcross.org</td>
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<td></td>
<td>354-9232 ofc</td>
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<tr>
<td>FBI – Topeka</td>
<td>235-3811</td>
<td>N</td>
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<tr>
<td>FBI – Regional (Kansas City, Mo.)</td>
<td>816-512-8200</td>
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<tr>
<td>FEMA – Region VII</td>
<td>816-283-7063</td>
<td></td>
<td>816-283-7582</td>
<td></td>
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<tr>
<td>Kansas Gas Service</td>
<td>800-794-4780</td>
<td>Y</td>
<td></td>
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<tr>
<td>Westar Energy (electric)</td>
<td>575-6300</td>
<td>Y</td>
<td></td>
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<tr>
<td>Chemtrec (chemical emergency)</td>
<td>800-424-9300</td>
<td>Y</td>
<td></td>
<td>chemtrec.com</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>233-9648</td>
<td>N</td>
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</table>
# Washburn EOC Contact Information

<table>
<thead>
<tr>
<th>Main EOC operator</th>
<th>785-670-0000</th>
</tr>
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<tbody>
<tr>
<td>EOC fax (incoming)</td>
<td>785-670-0000</td>
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<table>
<thead>
<tr>
<th>EOC director</th>
<th>785-670-1634</th>
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<tbody>
<tr>
<td>VPAT</td>
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</tr>
<tr>
<td>VPAA</td>
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<tr>
<td>VPSS</td>
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</tr>
<tr>
<td>Special Assistant to the President</td>
<td></td>
</tr>
</tbody>
</table>

## Operations Team
- Operations Section Chief: 785-670-1779
- Safety & Emergency Planning: 785-670-1779
- Facilities Services: 785-670-1860
- Emergency Staff Services: 785-670-1538
- Communications: 785-670-2066
- Student Services and Shelter: 785-670-2100
- Medical Triage and First Aid Centers: 785-670-1470
- EOC Support Staff: 785-670-1149

## Public Information Officer
- Public Information Officer: 785-670-1711
- Safety Officer: 785-670-1779
- Liaison Officer: 785-670-xxxx
- Information Support Staff: 785-670-1154

## Resources/Logistics Team
- Resources Section Chief: 785-670-2020
- Resource Procurement: 785-670-2312
- Volunteer Management: 785-670-1065
- Site Inventory: 785-670-2313
- Emergency Food and Water: 785-670-1864
- Finance and Accounting: 785-670-1745
- Insurance/ Risk Management: 785-670-1634
- Resource Support Staff: 785-670-1725