

### **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.

### **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/updates 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**

- Support Risk Management and Safety and Emergency Planning.
- Establish emergency procurement, inventory and finance controls.
- Oversee emergency food, water and sanitation.

## Area Emergency Contact Information

Agency	Phone #	24 hour?	Fax	E-mail or website
WU Emergency Operations Center	670.1153	Y	670.1044	police@washburn.edu
Back-up EOC				
WU Executive Staff room (MO 204)	670.3275			
University Police	670.1153	Y	670.1044	police@washburn.edu
Facilities Services (WU)	670.1149	N		
City of Topeka Fire Dept. Police Dept. AMR	368-4000 admin 368-9551 admin 233-2400 admin	368-9200 dispatch		
Shawnee County Emergency Management Dave Sterbenz, dir. Kathryn Allen, dep. dir. Scott Garcia, op. asst.  Sheriff	233-8200 x 4150 233-8200 x 4151 233-8200 x 4153 233-8200 x 4150  368-2200 adm	(N) 911	291-4904	dave.sterbenz@snco.us kathryn.allen@snco.us scott.garcia@snco.us
Kansas Div. of Emergency Management Dept. of Transportation Highway Patrol	274-1409 296-3566 296-6800 hqtr	296-3176 Y 296-3102	296-0287 296-5976	accesskansas.org/kdem ksdot.org
National Weather Service – Topeka	234-2592	Y		
American Red Cross Kansas Capital Chapter Emerg. Dir: Susan Gilmore	234-0568 230-2423 cell 354-9232 ofc	8 a.m. – 5 p.m.		redcross.org
KBI	296-8200	N		
FBI – Topeka FBI – Regional (Kansas City, Mo.)	235-3811 816-512-8200	N N		
FEMA – Region VII	816-283-7063		816-283-7582	
Kansas Gas Service	800-794-4780	Y		
Westar Energy (electric)	575-6300	Y		
Chemtrec (chemical emergency)	800-424-9300	Y		chemtrec.com
Salvation Army	233-9648	N		

**Washburn EOC Contact Information**

<b>Main EOC operator</b> .....	785-670-0000
EOC fax (incoming) .....	785-670-0000
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<b>EOC director</b> .....	785-670-1634
VPAT	
VPAA	
VPSS	
Special Assistant to the President	
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<b>Operations Team</b>	
Operations Section Chief .....	785-670-1779
Law Enforcement .....	785-670-1994
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
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<b>Public Information Officer</b>	
Public Information Officer .....	785-670-1711
Safety Officer .....	785-670-1779
Liaison Officer .....	785-670-xxxx
Information Support Staff .....	785-670-1154
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<b>Resources/Logistics Team</b>	
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