

Washburn University Emergency Operations Plan

Statement by president5
Emergency authority6
Responsibilities of academic and administrative units7
Emergency expectations for staff8
Record of changes9
Operations Plan phase approach.....10
Alert phases of EOC readiness.....13

Standard operation procedures.....15
Definition of terms16
EOC Call Center17
Concept of operations17

Chain of command and responsibilities18
President.....18
Emergency Executive18
University Police19
University Relations20
Facilities Services20
Residential Living20
Information Systems and Services.....20
Risk Management and Insurance20
Human Resources21
Student Life.....21
University Registrar.....21
Food Service.....21

Response and recovery actions22
Initial Response & actions.....22
Emergency Operations Center23
Emergency response locations25
EOC communications26

Response procedures and resources27
Staging.....27
Identification.....27

Access to emergency site	27
Response resources for different types of emergencies.....	27
Continuation of essential University services.....	29
Students in residence	29
Students not in residence	29
Mitigation and release of emergency site	29
Investigation	29
Reports.....	29
Personal and property insurance claims.....	30
Communications	30
News media	30
Students, faculty and staff	30
iAlert	31
Family members of students, faculty and staff.....	31
University Counsel.....	32
Recording and recordkeeping.....	32
Emergency operations plan review and revision	32
Organization and assignment	33
Health crisis (PENDING)	34

Appendices

A.1 Campus command and staff flow chart
A.2 Executive Staff (EOC functions with lead and support assignments)
A.3 EOC operations (EOC functions with lead and support assignments)
A.4 Public information (EOC functions with lead and support assignments)
A.5 Logistic support (EOC functions with lead and support assignments)
 B.1.1-3 Crisis management team member responsibilities
B.2.1-2 Contact information

C.1 Community evacuation and shelter in place plans

C.2 Emergency evacuation assembly areas

D.1.1 Building Emergency Coordinator plan

D.1.2 Role of faculty in assisting building emergency coordinators

D.1.3 Residence halls and BECs

Building evacuations

Emergency lockdowns

D.1.4 BEC training

BEC kits

D.1.5 BEC roster

E.1.1-3 University inclement weather policy (WUPUM)

F Guidelines for dealing with campus disruptions

G.1.1-2 Essential dining services during an emergency (university planning)

H.1 Building evacuation plan

H.2 Building shelter in place plan

H.3 Business continuity and recovery planning

H.4.1-2 Guidelines for building your department's Business Continuity and Recovery Plan

I Responsibilities of Residential Living Coordinators & Resident Assistants

J Campus Emergency Operations Center

J.1 Functional objectives

J.2.1-2 Executive staff

J.3 EOC team preparedness responsibilities

J.4.1-4 EOC Incident Commander (Emergency Executive)

J.5 Operations Section Chief

J.6.1-3 Law enforcement

J.7.1-2 Safety and emergency planning, Hazmat

J.8.1-3 Facilities Services

J.9.1-2 Emergency Staff Services

J.10.1-2 Telecommunications, computing & information services

J.11.1-3 Student Services

J.12.1-3 Medical Triage, First Aid Centers, Student Health

J.13.1-3 Public Information Officer
J.14 Resources/Logistics Section chief
J.15.1-2 Resource Procurement
J.16.1-2 Volunteer Management
J.17 Emergency food, water and sanitation
J.18.1-2 Finance support
J.19.1-2 Site Inventory
J.20 Insurance and risk management

K.1-2 EOC Activation Form
K.3.1-4 EOC Action Plan form
K.4.1-2 EOC sign-in sheet/roster

L.1-3 iAlert emergency mass notification system
L.2 Emergency Messaging (policies, regulations and procedures manual)

M.1-2 Situation Analysis form

N ICS forms list

O Definition of acronyms

P Executive Order

Q Residential Living shelter in place procedures

Promulgation Statement by President

Washburn University has identified that a critical element in our overall mission is proactive planning and preparedness for dealing with emergency situations. To meet this need, the University has developed this Emergency Operations Plan to provide a basic procedural outline for emergency response at Washburn University. This plan will establish the definition of an emergency, the overall chain of command, and the roles and responsibilities of University departments and individuals serving within those departments. This plan will also outline how the University will coordinate with civil crisis teams.

The primary goal of the Emergency Operations Plan is to show to the University community and the surrounding community that our abilities to provide for sound educational, research and stewardship will continue, regardless of any adverse circumstances. To achieve this goal, the plans and procedures in this document have been developed for the identification, assessment, initial response and mitigation of emergencies at Washburn University. Our first priority in any emergency situation is the prevention of injury and attention to the personal needs of our faculty, staff and students. To the greatest extent possible, damage to University property and the environment must be limited and a plan for prompt recovery implemented. Regardless of the nature of the emergency, it is imperative that University resources are directed as quickly and effectively as possible.

The Vice President for Administration and Treasurer (or designee) will be responsible for leading and coordinating this response effort as Emergency Executive. Each University division or department identified in this plan is required to maintain response preparedness for areas within their designated responsibility. This preparedness includes the development and implementation of specialty emergency response plans or initiatives, as needed. Some key department emergency operations plans are provided as appendices to this document. In addition, response and preparedness exercises may also be conducted to improve these plans and better define individual roles.

Please review and understand this document; your support is important to the success of this plan. Your suggestions for future revisions, as well as any concerns that you may have about emergency preparedness and response practices at the University, may be directed to the Vice President for Administration and Treasurer.

Jerry B. Farley, President
Washburn University

Emergency authority

The Washburn University Emergency Operations Plan is activated when a coordinated management process is needed to stabilize the environment and to protect lives, property, assets and critical programs.

This plan, including the Emergency Operations Center, may only be activated by:

- University President
- Emergency Executive (Vice President for Administration and Treasurer)
- Director of University Police

In the event none are not available, the University Police will assume authority for the activation of this plan and provide overall direction until one of the two designees arrives.

Responsibilities of academic and administrative units

To prepare for their unique roles and responsibilities in a crisis or emergency, University units will prepare a unit-specific written emergency plan (business continuity plan) that addresses how University assets, records, facilities, students, staff, faculty and their units are responsible for functioning during a crisis and the return to normal operations during the recovery process.

- Unit-specific plans must be reviewed at least every two years and reported to the department head.
- The units are responsible for communicating the plans and procedures to their faculty and staff.
- See appendix H.4.1 for information.

Emergency expectations for staff

Expectations for employees on duty when an emergency occurs include:

- Follow department safety and evacuation procedures and proceed to emergency assembly areas, as required.
- Request emergency assistance, if needed. Persons with injuries, disabilities or other special needs will be assisted.
- Follow the instructions of emergency coordinators and any others having designated authority and responsibilities during an emergency.
- Follow procedures to assist co-workers with protection and personal safety. Provide, or obtain, emergency assistance, as needed.
- Check-in with the department head or person in charge, as soon as possible.
- Report for emergency assignments as may be assigned in this plan, or as directed by the person in charge.
- Obtain general emergency information and instructions from the University telephone number (785) 670-1800.

Record of changes

[illegible]

Washburn Emergency Operations Plan

This Emergency Operations Plan is built on the National Incident Management System (NIMS) used by the University Police and local public safety agencies.

Phase approach

Phase I Alert (NIMS 4 or 5 incident):

This phase pertains solely to staff of the police and safety planning departments.

- Phase I covers the period before an emergency, when there is forewarning of an impending situation that can be monitored and evaluated to gauge threatening conditions as they emerge, grow or dissipate. (Examples are issuance of National Weather Service forecasts for severe snow, wind or rain storms in the next 24 hours; civil disturbances developing; monitoring terrorist threats or a potential disturbed person on the campus.)
- Acting on various sources of information available, the Director of University Police or the Director of Safety and Emergency Planning will take preliminary steps to alert designated university staff of the pending danger.
- Alerts to the campus community would occur with the posting of messages on the university e-mail, telephone or iAlert systems.
- The Director of University Police or the Director of Safety and Emergency Planning (or designee) can approve the initiation of a Phase I Alert.

Triggers might include:

- National Weather Service forecasts for severe snow, wind or rain in the next 24 hours.
- Civil disturbance developing.
- Monitoring terroristic or other threats to the University.
- Presence of a potentially disturbed person on campus.

Phase II Alert (NIMS 3, 4 or 5 incident):

- The EOC Incident Crisis Management team procedures may be activated and/or the EOC may be made available for use by the Incident Management team and Liaisons as needed.
- The activation of the EOC Phase II level would be authorized by the Director of University Police, the Vice President for Administration and Treasurer or the University President (or appointed designees for each position).

- County, state or federal law enforcement and/or fire department agencies may be on or adjacent to campus.
- The tasks of Incident Command and Section Chiefs include:
 - Monitor, exchange and coordinate information about the effects and implications of imminent or pending events.
 - Recommend contingency priorities and options.
 - Identify and, as necessary, refer policy questions and executive decisions for resolution.
 - Identify and deal with resources and assistance needs.
 - Pass appropriate advice and information to departments operationally involved with the preparation and response tasks.

Triggers might include:

- Fire on campus with moderate damage and no injuries or fatalities.
- Utility failure on all of campus.
- Exposures to communicable disease
- Shelter in place order.
- Weather-related emergencies with damage to structures and possible injuries.
- Confirmation of weapon(s) on campus.

Phase III Alert (NIMS 1 or 2 incident):

Phase III results in full activation of the EOC, and is reserved for situations which have escalated in severity to the point where the university is subject to closure or an event has disrupted the entire university and requires immediate involvement by the office of the President.

- Only the university president (or designee) can implement this phase.
- Notification of a Phase III Alert shall be made to the Shawnee County Sheriff's Office and/or the Shawnee County Emergency Management Department as soon as possible.

Triggers might include:

- Need to request national and state resources to manage incident.
- Hazardous chemical or biological emergency on campus or within close proximity with high impact for personal and environmental safety.
- Terrorist event on or near campus.
- Weather event on or near campus involving numerous structures resulting in heavy damage to several structures and which poses risk for persons occupying building.
- Event that results in mass casualties.

The Emergency Operations Center (EOC) is organized to maximize any needed interdisciplinary skills and resources existing at the University and outside support agencies.

- University departments represented in the EOC by their department head (or designee) continue to maintain full control of their department.
- Within departments, the day-to-day hierarchy and reporting channels also remain intact, unless the campus department's internal emergency plan specifies otherwise.

Deactivation

The primary mission at the University with regard to incident management will be to foster integrated coordination with all campus departments needed to respond to any emergency. To achieve the goals of both crisis management planning and comprehensive emergency management, these plans address actions that must take place during the four phases of comprehensive emergency management.

The phases are:

Mitigation: To reduce the incidence of hazards that can be managed, or to minimize the damaging effects of those beyond human control;

Preparedness: To ensure a total campus community readiness to properly react and respond to a major emergency or disaster;

Response: By all University departments. An approach built on cooperation and campus community support, with an end goal of a coordinated effort; and

Recovery: To reconstitute normal campus services and facilities as soon as possible.



Of no less importance is the requirement for all plan participants to ensure their utmost readiness to continue services in the wake of an endangering crisis, and effectively contribute appropriate resources for response and recovery.

As also assigned in the Disaster Response Procedures, all other campus departments, with no campus EOC responsibilities, are to develop and maintain emergency recovery of services procedures.

Alert Phases of EOC Readiness			
	Phase I (NIMS type 4 or 5 incident) Emergency management increased readiness	Phase II (NIMS type 3, 4 or 5 incident) Inter-department coordination & increased readiness	Phase III: (NIMS type 2 or 1 incident) EOC activation
Trigger	Director of University Police or Director of Safety & Emergency Planning is made aware of an emerging situation with the potential for gradual escalation which requires monitoring	Situation originates at, or intensifies to, a stage where cross-service interaction of two or more departments or outside support organizations would be aided by direct contact of their EOC representatives.	Proportions and/or demands of situation are of such initial magnitude, or have heightened to a stage, that an immediate or full emergency response is required.
Authority to implement alert phase	• Director of University Police • Director of Safety & Emergency Planning	• Director of University Police • Emergency Executive (Vice President for Administration & Treasurer) • University President (or designee)	• University President (or designee)
EOC responders	• University Police on-call and/or other emergency management staff (limited call-up)	• Director of University Police • Directory of Safety & Emergency Planning • Operational/technical level representatives from affected departments/ outside support organizations • Emergency management staff • Public Information Officer (if appropriate)	• University President • Director of University Police • Director of Safety & Emergency Planning • Section Chiefs
Emergency plan status	University Police monitors at normal status, with directors of University Police and Safety & Emergency Planning on call.	Typically implements the crisis management procedures.	Implements the disaster response procedures.

Standard operation procedures

Purpose

This document describes the incident preparedness and emergency response programs for Washburn University. The purpose of this Emergency Operations Plan is to provide clear and effective channels of communication and coordination for the efforts of various University departments that have responsibility for responding to emergencies that may occur at Washburn University.

Scope

The scope of this Emergency Operations Plan primarily encompasses Washburn University. It is the responsibility of all University administrators and department heads to ensure that personnel are familiar with this Plan.

Relationship to other emergency response plans

University departments that may be required to respond to an emergency should establish response plans that are in accordance with this Emergency Operations Plan and provide orderly delegation of authority, responsibility and communication within their departments. The department emergency response plans should outline each area's specific emergency response actions and available resources. Several key plans are provided in the Appendices of this document.

Copies of this plan

Copies of both Emergency Operation Plan and Standard Operation Procedures will be maintained by department heads.

Definition of terms that apply for the purposes of this Plan:

Crisis: Any situation which overtaxes internal resources. Major events that lead to potential of or loss of life and/or major damage to property may be defined as a crisis. A crisis may include, but is not limited to disasters occurring in or adjacent to University facilities.

Emergency: Any unexpected situation that affects the safety of persons or property in the buildings or on the grounds of Washburn University. Examples include, but are not limited to, fires or explosions, disasters occurring in or adjacent to University facilities, power outages, disruption of telephone service, chemical spills, hazardous waste problems, criminal endangerment of lives, an unscheduled or unplanned shut-down of campus facilities, accidents where serious personal injury or property damage occurs on the campus, natural disasters, civil disturbances or unauthorized occupancy of campus areas.

Emergency Executive: The Emergency Executive has the ultimate responsibility for overseeing the overall implementation of the University Emergency Operations Plan, to monitor activities, and to offer advice and guidance to other individuals so they may comply with their respective implementation responsibilities. The Vice President for Administration and Treasurer is designated as the Emergency Executive responsible for decision to implement this Plan. The Emergency Executive is also responsible for establishing a chain of authority to serve as Emergency Executive during his absence or incapacitation.

Emergency Operations Center: An Emergency Operations Center (EOC) will be established upon determination of an emergency that affects the safety of persons on the buildings and grounds of the University. The EOC shall be situated at a location close to the University Police communications area, but shall, if necessary, be located nearer to the site of the emergency.

University Police Officer(s): University employee(s) designated to handle all initial emergency communication on behalf of a University organization. Duty officers must be available 24 hours a day, 7 days per week.

Public Information Center: In order to respond effectively to media requests, a Public Information Center may be established in the office of University Relations or at a site designated by University Relations. At the Public Information Center, University Relations will release information to representatives of the news media and conduct news briefings during emergencies.

EOC Call Center

The University has three switchboard consoles that can be activated to handle increased call volume at 670-1010 in the case of an emergency. Two consoles are in Morgan 237 and one is in the University Police department and is supported by generator power.

If Morgan Hall should retain power during the emergency, the consoles in Morgan 237 will be staffed first. If call volume is excessive, an additional staff person will be assigned to the console in the University Police office. (Note: If Morgan has lost power, only the console in Police will be operational.)

If call volume exceeds the capacity of three operators, or if operating with only generator power, a phone bank of five phones will be activated in Morgan 158 (across the hall from University Police). Staff will be identified to operate the phones and an operator will transfer calls to this bank.

Morgan 158 will be pre-wired to connect five computers, five additional phones, one fax machine and one printer for use by EOC workers apart from those on the phone bank. (Note: Morgan 158 is not supplied with generator power. Phones will continue to work, but not computers, fax or printer.)

Concept of Operations (How and when to invoke the Plan)

This Emergency Operations Plan will be in effect when activated by the Emergency Executive (or designee).

Chain of command and responsibilities

Chain of command is:

- 1) President
- 2) Emergency Executive
- 3) Director of University Police

Campus Command and Staff flow chart: See Appendix A.1

Responsibilities

President - The University President is ultimately responsible for making critical decisions during emergency situations. The President delegates the implementation of these plans to the Emergency Executive. The President is in close communication with the Emergency Executive during all phases of the emergency.

Emergency Executive - The Emergency Executive has the ultimate responsibility for overseeing implementation of this University Emergency Operations Plan, to monitor activities and to offer advice and guidance to other individuals in order that they may comply with their respective implementation responsibilities.

The Emergency Executive, or his designee, will assume responsibility and coordinate all instructions through the senior University Police officer on duty for emergencies at the University. The Emergency Executive who has been contacted by University Police will ensure that the President has been informed of the emergency situation.

- **Determinations for which the Emergency Executive is responsible:**
 - Full or partial activation or implementation of this Emergency Operations Plan;
 - Activation of an Emergency Operations Center;
 - Recall of specific University officials or their alternates to the campus during non-business hours;
 - Establishment of any alternative chain of command for emergency activities in the absence of key participants.

- **Activities for which the Emergency Executive is responsible:**

- Assess hazard: Identify and assess the emergency personally or through communication with responders. Elements to be considered include:
 - Identification of the character, exact source and extent of emergency.
 - Assessment of the potential direct and indirect hazards to human health or the environment that may result from the emergency.
 - Determination if evacuation of local areas is required.
 - Determination if evacuation of local areas is required.
 - Assessment of the need to request assistance from resources such as University departments, emergency response contractors and/or local emergency response agencies. If there is an immediate emergency, University Police will first contact the local emergency response agencies and notify all emergency coordinators regarding action taken prior to their arrival on site.
 - If necessary, notification of additional personnel should also take place.
- **Stabilize situation:** The Emergency Executive should take all reasonable measures to stabilize the situation and to assure that the emergency conditions do not spread to other areas of the University or outside of University boundaries.
- **Internal notifications:** The Emergency Executive will make or effect all necessary internal notifications to stabilize the emergency. The Emergency Executive is also responsible for notifying the President of the status of the emergency.

Other areas with responsibilities include:

Special Assistant to the President

- The Special Assistant to the President will serve as the designated liaison to the Shawnee County Emergency Management EOC during events in which the campus is impacted and for which the Shawnee County EOC is activated.
- The Emergency Executive will notify the Special Assistant when to report to the Shawnee County EOC.

University Police

- **Director of University Police:** Responsible for coordinating all response activities of the University Police Department.
- **University Police Shift Officer:** Responsible for:
 - Providing the initial determination of an emergency and notifying the Emergency Executive of an emergency (Full responsibility and leadership for directing University response efforts rest with the Emergency Executive or designee).
 - Directing the initial response of personnel to the emergency.
 - Consulting with the appropriate University departments and officers for the initial response. (See support departments below.)

University Police officers may be called to work additional hours as needed, based on type of event.

University Relations – In consultation with the President, all news releases, communications, interviews or other information about an emergency requested by or released to the news media must be approved by the Emergency Executive or his designee and cleared through University Relations. Ongoing media relations regarding an emergency are the responsibility of University Relations.

Facilities Services – This department will provide responses to emergency situations in a wide variety of capacities, including trade response (laborers, electricians, plumbers, etc.), custodians, engineers, etc. The Facilities Services Emergency Action Plan provides a clear channel of communications both within Facilities Services and with University departments and the Emergency Operations Center when responding to emergency situations. Facilities Services will also provide blueprints indicating the locations and identification of rooms, utilities, laboratories and offices in University facilities.

Housing – Residential Living is responsible for all of the operational aspects of the residence halls. Residential Living provides information, staff and programs that support students' academic goals and contribute to students' personal growth and development while residing at the University. When necessary, Residential Living staff will assist in the process of determining those present and those who may be unaccounted for. The resident assistant staff may assist in evacuations and crowd control.

Information Systems and Support - Washburn provides for in-house maintenance on all phone and ethernet connections and services. During a crisis or emergency, the staff will help ensure consistent communication through both telephone and computer.

Risk Management and Insurance - The Risk Management staff, with advice from University Counsel and Human Resources, is responsible for processing all personal and property insurance claims arising from an emergency resulting in injury to persons or damage to property. Risk Management also works with the University's insurance carrier, University Police, Safety and Emergency Planning and other departments to assess loss and develop claims information.01/2011

Human Resources - In an emergency capacity, the Human Resources office provides pertinent staff support and information including staff addresses, phone numbers, office locations and personal information to the Emergency Executive or other University responders. Human Relations may also work with Risk Management and University Counsel to process all personal and property insurance claims arising from an emergency resulting in injury to persons or damage to property. Human Resources will also assist in assigning temporary personnel, if applicable.

Student Life - In an emergency capacity, Student Life provides personnel and resources applicable to students including the Counseling Center, Residential Living, Student Services and Student Health.

University Registrar - In an emergency capacity, the University Registrar may provide pertinent student information including student addresses, phone numbers, class locations and personal information to the Emergency Executive, Emergency Operations Center or other designated University responders.

Food Services - The University currently provides all food services through Chartwell's, a private contractor. The main eatery on campus is in Stauffer Commons, Memorial Union. Food Services will be charged with providing sufficient food and water to the University population in any emergency.

Response and Recovery Actions

Initial Response actions

- Whenever an emergency occurs, University Police shall be notified immediately.
- University Police will make the initial determination of the level of the emergency and support requirements. **The first priority in responding to an emergency is rescue and treatment of injured individuals.**
- University Police officer will immediately dispatch personnel to the scene and will determine the immediate need to notify the Emergency Executive. The Director of University Police and will consult with University offices and external agencies for immediate response as appropriate.
- The University Police officer will then await further instructions and/or serve as the primary point of contact between the emergency site personnel and the Emergency Executive or members of the Crisis Team.

Emergency Operations Center

The Emergency Executive or designee may activate the Emergency Operations Center if an emergency requires the coordination and direction of the efforts of staff from several offices.

The Incident Commander (Emergency Executive) will:

- Assume effective control of all disaster activities of Washburn University and establish a presence at the Emergency Operations Center (EOC).
- Preside over the meeting in the EOC.
- Contact Crisis Team members to gather at EOC as deemed appropriate for the situation.
- Discuss cooperation with other response teams, such as local police and fire departments.
- Maintain records of all disaster-related decisions and log justification and documentation of actions.

Under the direction of the Incident Commander, Section Chiefs and Directors shall:

- Take steps to ensure the safety and protection of faculty, staff, students and any visitors of the university by summoning aid and assistance from available resources.

Campus environment/property: Take action, after all practical steps are taken, to ensure the safety of faculty, staff and students and to minimize damage to university facilities. Consider:

- Buildings, grounds, infrastructure
- Ability to safely occupy buildings (housing, classrooms, offices)
- Public/private utilities, potable water, electricity, natural gas, gasoline, diesel, refuse, sewer

Critical business operations: General university operations, facilities and academic programs. Considerations required to become operational may include:

- Academic programs
- Student Life, Residential Living; conference services (summer); International Programs
- Administration and services
 - Information technology (telecommunication services, Banner, library system, etc.)
 - Consider university calendar since priorities will be impacted by events (e.g. sporting events) and cycle of normal business operations (e.g. finals week, payroll, etc.).

Communications/messages:

- Determine content of message and methods of delivery.
 - Initial message to campus community after the event (within one hour)
 - On-going internal messages to community
 - Messages to Washburn constituents: Board of Regents, alumni and media
- Designate location for media briefings and notify key personnel.

Debriefing:

- EOC develops action plans for the next one to three hours.
- Identify outstanding issues to be investigated.
- Based on initial briefing, determine others needed in the EOC.
- Develop list of issues/concerns to be addressed.
- Assign leadership/follow-up responsibility for each action item

Recommend to Executive Staff if university facilities should be made available for shelter or care of individuals not associated with the university, if requested by civil authorities.

Return the university to normal operations as rapidly as possible procedures consistent with safety and other requirements.

- EOC Chiefs, Directors and others, as needed, remain together until the emergency situation has passed and the university moves back toward more normal operations.

Incident Commander (Emergency Executive) will implement a debriefing exercise to assess the effectiveness of the university's response to the situation; plans adjusted as appropriate.

Depending on the nature of the emergency, selected senior administrators, department heads or their alternates may be required to respond to the emergency by contacting or reporting to the Emergency Operations Center. These emergency contacts may also support the response by advising the Emergency Executive (or designee), facilitating communications between departments or directing the response of University personnel to the emergency.

- A listing of University contacts and their alternates who may be required to report to the Emergency Operations Center is in Appendix B.4 and B.5.

Emergency Response locations

Designated campus evacuation areas:

- The specific nature of the disaster will impact where EOC directors can place the campus community members into safe Campus Evacuation Centers.
- Executive Staff will designate campus evacuation centers as soon as initial facility safety checks are completed.

1. Campus Emergency Operations Center (EOC)

Primary location: Morgan Hall, main floor, center wing, room 155, adjacent to University Police offices.

Backup location: KTWU conference room

Supplies for EOC: Morgan Hall, room 235B (Safety & Emergency Planning office)

- The EOC supplies are stored in containers and can be moved to the backup EOC location (KTWU), if necessary.
- The EOC storage room contains emergency plans, supplies and equipment to activate the campus EOC.
- As campus EOC team members arrive to the EOC, they will be issued their designated storage boxes of necessary materials to set up a work area.

2. Campus Executive Staff

Primary location: Morgan Hall, second floor, room 204.

Backup location: To be determined

Supplies for Executive Staff: Morgan Hall, room 235B (with EOC supplies).

- These supplies are also available to be easily moved to the backup Executive Staff location (KTWU), if necessary.
- Executive Staff supplies consist of emergency plans, necessary materials and equipment to activate the station.
- As Executive Staff members arrive to the station, they will be issued their designated storage boxes of necessary materials to set up a work area.

3. Campus – Temporary Evacuation Camp

Location: Moore Bowl.

- In the event of a campus evacuation, the temporary evacuation camp will serve as the initial safe refuge area for the University community.
- Supplies stored in Memorial Union, room 227A.
- The storage area contains setup plans, some supplies and equipment to activate the Temporary Emergency Evacuation Camp.

05/16/2011

- University Police and Residential Living staff are the primary trained response persons to set up the temporary evacuation camp.

Emergency Operations Center communications

Communication between the Emergency Operations Center and the emergency site shall be by two-way radio or cell phone.

When the Emergency Operations Center is activated, in order to facilitate direct and instant communication between the Emergency Operations Center, the emergency site and other locations, University Police shall:

- Deliver and place in operation a two-way radio at the Emergency Operations Center (maintenance radios), and
- Deliver, if possible, a two-way radio to a key University official at the emergency site.

Communication between the Emergency Operations Center and the University offices will be conducted by telephone, two-way radio, fax or messenger. Responding or supporting University departments must keep one office telephone line open at all times during emergencies, which shall be identified. If telephone communication is not possible because of power failure, communication between the Emergency Operations Center and other essential University offices will be by hand held radios (delivered by University Police or Facilities Services staff).

Sources of information during an emergency

In an effort to respond effectively and humanely to an emergency, the following departments are the official University sources for the most current information regarding University facilities, students, faculty or staff:

- Facilities Services - Drawings indicating the locations and identification of rooms, laboratories and offices on campus.
- University Registrar - Addresses of students, class schedules, names of parents, addresses, phone numbers, etc.
- Human Resources – Faculty/staff addresses, phone numbers, office locations, etc.
- Information Support and Services – Supplying telecommunication and computing equipment if needed to the Emergency Operations Center.
May provide additional computers to the emergency command site.
- University Police – Addresses of campus buildings.

The Emergency Executive or the senior administrator in charge of each of the above areas should approve all information released from these sources.

Response procedures and resources

Staging – Info to come

Identification – Info to come

Reporting to site: EOC directors, staff and support responding to an incident on campus are to report to the announced designated staging area, to be determined, based on the incident, location and severity of damage and need for security.

If an emergency or crisis scenario occurs on campus after routine work hours, please wait for assignments and notices to report as may be assigned in this plan. Do not self dispatch.

If asked to come to campus, report to Lee Arena for further assignments.

Access to emergency site: University Police shall control access to the emergency site in coordination with the emergency site personnel. In order to ensure that only authorized personnel are admitted to the site, University Police may issue identification tags to individuals who are authorized by the Emergency Executive, his designee or University Police. If issued, these nametags should be worn on the outer garment to be clearly visible to University Police at the site. In addition to nametags, responders may also be identified through the use of appropriate University authorized apparel.

Response resources for different types of emergencies

It is not the intention of this document to provide detailed procedures for responding to every type of potential emergency that may occur at Washburn University. It may be useful, however, to provide available University resources for different types of emergencies:

Personal injury or medical emergency

- University Police coordinate and dispatch all medical response to personal injury or medical emergencies.
- Director of Safety and Emergency Planning should investigate all work related illness or injuries.
- Director of Health Services should be notified to begin follow-up, in relevant situations.

Fire

- University Police will utilize the county 911 system and give accurate and detailed information about the fire to the 911 dispatcher. Information should be relayed as to the exact address of the fire, location of fire in the address, type of fire if known, closest access to the fire and whether there is any entrapment of persons caused by the fire.
- Fire evacuation plans are posted in each building.

Chemical spill

- University Police will be notified of all chemical spills and will respond and assist in evacuating and securing the area.
- For major chemical spills, University Police will notify Topeka Fire Department.

Off-campus chemical spill

- University Police will be notified of all chemical spills which may potentially affect the campus.
- University Police will coordinate their response with the Topeka Police Department, Shawnee County Sheriff and/or other federal, state and local agencies, up to and including assisting with evacuating and/or securing the area.

Biological spill

- University Police will be notified of all biological spills.
- University Police will coordinate their response with the Topeka Police Department, Shawnee County Sheriff and/or other federal, state and local agencies, up to and including assisting with evacuating and/or securing the area.

Off-campus biological spill

- University Police will be notified of all biological spills which may potentially affect the campus.
- University Police will respond and assist in evacuating and securing the area.
- The Topeka Fire Department shall be in charge of containing the spill.

Potentially hazardous disruptions

- University Police will be notified of any disturbances on campus property or immediately adjacent to University property.
- University Police will coordinate a law enforcement response to the potentially hazardous disruption and, when necessary, contact the Topeka Police Department or other response agencies for support.
- 05/24/201

Power outages

- Facilities Services will be notified of all power outages and evaluate the situation if power can't be restored

Continuation of essential University services (during closings)

If the University is closed and classes canceled due to an emergency or disaster, it is recognized that some essential services must continue to be performed by appropriate support staff (e.g., law enforcement, facilities management operations, etc.) The University policy on school closings is found in Appendix E.

Students in residence - May be required to vacate to another location.

Students not in residence (commuters), faculty and staff - Housing will be provided if non-residents are not able to leave campus.

Mitigation and release of emergency site

Only the Emergency Executive or his designee may make the final determination that the emergency scene is stabilized and can be safely opened for reentry by the public. In the event that federal, state or local authorities respond to and take charge of the emergency, upon completion of their response activities they will release the site to the University. After this release, the Emergency Executive will then determine if and when the site can be returned to normal operation.

Investigation

Investigation and reports

University Police, with advice from University Counsel, is responsible for conducting criminal investigations and preparing any reports on the probable cause of emergencies and the University response activities for submission to the Emergency Executive. For all other investigations, Facilities Services shall prepare the necessary reports. Personnel who assist in responding to an emergency shall provide information to these departments, upon request. If required, University departments should notify the Emergency Executive of any special regulatory reporting requirements for the emergency.

Personal and property insurance claims

The processing of all personal and property insurance claims arising from an emergency resulting in injury to persons or damage to property is the responsibility of Risk Management & Insurance, with advice from University Counsel and Human Resources.

01/2011

It is the responsibility of University Police to collect and coordinate recovery of all personal property left at the site of an emergency and to make every effort to return such property to the rightful owners, unless needed as evidence. In the event of a fire, the police will secure the site until the insurance company investigates the University's claim.

Communications

News media

All news releases, communication, interviews or other information about an emergency requested by or released to the news media must be approved by the Emergency Executive or his designee in consultation with the President and cleared through University Relations and if necessary, University Counsel. University Relations is responsible for managing the ongoing media relations during an emergency.

In order to respond effectively to media requests, a Public Information Center may be established in University Relations. University Relations shall have authority to use a classroom or other appropriate space to serve as the Public Information Center where information will be released to representatives of the news media and where news briefings will be conducted. At the discretion of the Emergency Executive, the Public Information Center shall be relocated to an off-campus site dependent on the nature and extent of the emergency.

Students, faculty and staff

If an emergency occurs that requires immediate communication to students, faculty and staff (e.g., unscheduled closedown of University facilities, cancellation of classes due to weather, plant or public health emergency, prolonged power outage, etc.), every reasonable effort should be made to convey information through a variety of means including local media, e-mail and briefings.

Depending on the nature of the emergency, the University's Emergency Notification Service will be activated for communication to students, faculty and staff. The administrative office of each department affected by the emergency will be contacted to implement necessary actions. If an

05/16/2011

unscheduled closedown or similar emergency occurs after normal business hours, University Relations may release an official notification to the local media. All media requests for additional information, statements, interviews or access to the emergency site will be managed through University Relations. Access to the emergency site shall be coordinated with University Police.

iAlert

Washburn has implemented iAlert, a mass message emergency notification system which significantly enhances our ability to maintain a safe academic environment for staff, faculty and students. The iAlert system is the University's primary means of communication during situations threatening the safety and security of campus and closings relating to such situations. Participation in the iAlert system is voluntary. It is the responsibility of the individual to register for the free service and keep the contact information up to date. Details are in Appendix L.

Family members of students, faculty and staff

If an emergency occurs in which students, faculty, or staff are injured on University property or in University facilities, immediately following rescue and treatment, the Vice President for Student Life or her/his designee shall make every attempt to contact the injured party and/or their families as per FERPA to:

- Advise them of the University's concern for their welfare,
- Assist them in securing medical or hospital care,
- Respond to questions they may have about benefits, and
- Assist them in other matters as appropriate.

However, there should be no discussion with the injured person or their families regarding potential liability, responsibility, fault, or the possible cause of any emergency or accident without consultation with University Counsel. University offices to have primary responsibility for maintaining contact with injured parties and/or their families are:

- For students: Student Life, with the advice from University Counsel.
- For faculty and staff: Human Resources, with the advice from University Counsel.

It is the responsibility of University Police to determine the identity of injured persons from local hospitals when possible and to provide this information to the above listed offices.

Communication with University Counsel

University Counsel shall have responsibility for reviewing and clearing all information or reports regarding the possible cause of accidents or emergencies, potential liability for accidents or injuries and all other legal concerns. No one other than the President and Emergency Executive (or designee) is authorized to speak for the University about these matters.

Recording and recordkeeping

At the conclusion of any emergency or disaster activity, conscientious efforts should be made by administrators directly involved to document what precipitated the action, what proactive measures could have been taken and what occurred including their own actions with special emphasis on any physical contact which has taken place.

All documentation, which may include written reports, recordings, photographs, video of the event or circumstances and actions of the participants should be placed in the following files:

- The file of the individual who authorized the documents
- Student Life Office
- Office of the President
- Business Office
- University Counsel
- University Police
- Risk Management

Emergency operations plan review and revision

The Director of University Police will coordinate an annual review in January of each year, and will forward a copy of the review to the Vice President for Administration and Treasurer.

Organization and assignment

Organization

During large-scale emergencies, communications personnel will coordinate response efforts and assist other agencies/departments to the extent possible with the provision of communications capabilities. The communications officer is the University Police officer on duty.