Mississippi Valley State University Emergency Operations Plan

BASE PLAN
March 22, 2022

100.00	**Introduction**
100.01	**Statement of Policy**

This plan is a comprehensive administrative plan for the protection of life and property on this University. The purpose of the University's Emergency Operations Plan (EOP) is to provide a standardized and coordinated response during an emergency to minimize disruption to the University's academic mission during times of crisis.

This EOP is compatible with the doctrines and methods expressed in the National Incident Management System (NIMS), the Incident Command System (ICS), and the National Response Framework (NRF). Further this plan is in compliance with Homeland Security Presidential Directive-5 (HSPD-5, Managing Domestic Incidents), and Presidential Decision Directive-8 (PPD-8, National Preparedness), and Gubernatorial Executive Order No. 851 (State of Mississippi establishment of National Incident Management System as the State Incident Command System), as well as other directives from local, state and federal government.

Mississippi Valley State University has an obligation to conduct business on a regular basis and will remain open unless conditions exist which might endanger the university community or impact the university's ability to operate. This policy describes the responsibilities of university staff, faculty, and students during an incident.

100.02 Plan Applicability

The policies and procedures contained in this plan will be followed by administrators, faculty members, or staff members, whose position and/or duties are expressly addressed or are implied by this plan. University emergency operations will be conducted within the framework of the policies and procedures of NIMS and the NRF, and all applicable local, state, county, and federal laws, ordinances, and regulations.

100.03 Plan Objectives

The university's overriding priorities in any emergency are:

Priority 1: Protect human life
Priority 2: Stabilize the Incident
Priority 3: Preserve the health and safety of its members
Priority 4: Protect assets and property
Priority 5: Maintain services
Priority 6: Assess damage
Priority 7: Restore operations

100.04 Plan as Primary Source Instrument, exceptions

This EOP shall be used as the primary source for guiding university administrators, students, and staff whenever an emergency or a disaster occurs on campus.

It is recognized that, in addition to the procedures outlined in this plan, there are functional and geographic areas of the campus that have specific procedures in place that are to be followed first in any developing emergency. These additional procedures, including SOPs, checklists, Emergency Response Guides (ERG), and other similar guidelines, shall remain in effect if they do not conflict with the provisions of this plan.

100.05   Plan Conflicts

This EOP supersedes all previously developed administrative policies and procedures that address campus emergency operations. Conflicts with existing plans, including University SOPs and similar directives shall be reconciled with this plan or shall be immediately brought first to the attention of the Incident Commander and then to the Planning Section Chief as soon as possible for resolution.

100.06   Plan Legal Basis and References

Public Laws (PL)

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Public Law 93-288, as amended, 42 U.S.C.A. §§5121 et seq. 1974
- Disaster Mitigation Act, PL 106-390, 2000
- Homeland Security Act, Public Law 107-296, as amended, 6 U.S.C.A. §§101 et seq.
- The Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295, 6 U.S.C. §701
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or "Clery Act" (20 U.S.C. § 1092(f)), and (34 C.F.R. §668.46.)
- United States Code (USC), Title 42, Public Health and Welfare, Chapter 68, Disaster Relief and Chapter 116, Emergency Planning and Community Right-To-Know (EPCRA)

Mississippi State Code

- Mississippi Emergency Management Law, MS Code Ann. § 33-15 (1972), specifically local organization of emergency management.

Executive Decisions

- Homeland Security Presidential Directive Five (HSPD-5), Management of Domestic Incidents, 2003
- Presidential Policy Directive Eight (PPD-8), National Preparedness, 2010
- Presidential Policy Directive Twenty-One (PPD-21) Critical Infrastructure Security and Resilience, 2013
- Mississippi Governors Executive Order No. 851, establishment of National Interagency Incident Management System as the State Incident Command System, 2001

100.07   Training and Certification Standards

All personnel who are defined and tasked as emergency responders or emergency management personnel are required to train and/or be certified to minimum levels of competency as required by various federal, state, and local standards, including Presidential Decision Directive-8 (PPD-8). Mississippi Valley State University will, minimally, conduct annual training for members of the University leadership and key staff. Members of the University who act in these roles are also encouraged to engage in training to learn competencies in emergency management.

100.08   NIMS and Preparedness

The National Incident Management System (NIMS) addresses EOP development by stating, in addition to other actions, that *each jurisdiction shall develop an EOP that defines the scope of preparedness and incident management activities that are necessary for that jurisdiction.*

This EOP describes:

- organizational structures
- roles and responsibilities
- policies and protocols for providing emergency support

100.09   Incident Action Plans

Tornadoes, floods, winter storms, and other natural disasters can affect the university. In addition, disasters such as transportation accidents, explosions, accidental releases of hazardous materials and national security emergencies pose a potential threat to public health and safety on campus. A comprehensive emergency plan is needed to protect students, employees and the public from the effects of these hazards. An Incident Action Plan (IAP) guides preparedness, response, recovery, and mitigation actions and may be activated during any incident. IAPs shall be used to document and coordinate the activities of Mississippi Valley State University.

The Director of University Police or a designee is responsible for coordinating the planning functions for responses to unusual occurrences for the University. This includes the development, publishing, and retention of all IAPs. An IAP includes the overall incident objectives and strategies established by the Incident Commander (IC) or Unified Command (UC). In the case of UC, the IAP must adequately address the mission and policy needs of each jurisdictional agency, as well as the interaction between jurisdictions, functional agencies, and private organizations.

The IAP addresses objectives and support activities required for one operational period, generally of 12 to 24 hours in duration. The IAP is important when:

- Resources from multiple agencies and/or jurisdictions are involved
- Multiple jurisdictions are involved
- The incident will effectively span several operational periods
- Changes in shifts of personnel and/or equipment are required; or
- There is a need to document actions and/or decisions

Any original Incident Action Plan shall be retained for a minimum period of twenty years by the University with either the Vice President for Enrollment Management and Student Affairs or the director of University Police. Copies of any IAP shall be distributed to all primary and supporting departments or units of the University for appropriate tactical, planning, training, and historical uses, or for any other legitimate purpose.

100.10   After Action Reports

Immediately after the conclusion of emergency operations concerned with a critical incident, crisis, or disaster, the Incident Commander shall cause the preparation and publication of an After-Action Report (AAR) when reasonably practical.

The university's AAR shall be written by the Vice President for Enrollment Management and Student Affairs with the assistance of the Director of University Police and any other persons of the Incident

Command Group, as required. AAR documents shall be submitted within 45 days of termination of incident operations.

The AAR shall detail all facts and circumstances known about incident causation, the quality and nature of the response effort, and the incident resolution. In addition, the AAR shall determine both deficiencies and strengths that relate to the resolution of the incident and shall make recommendations about planning, training, and operational needs and improvements for consideration to enhance the efficiency of future responses (improvement plan).

Like the IAP, each original AAR shall be retained on file within the office of the Vice President for Enrollment Management and Student Affairs or the director of University Police for a period of 10 years. Copies of the AAR shall be contemporaneously forwarded to all Chiefs of the Incident Command Group, including the IC, and made available to the IHL Board of Trustees.

100.11   Jurisdiction and Outside Agencies

Local police, fire, or other emergency services will take precedence over the authority established within this document, until such time as the situation stabilizes and authority reverts back to the University.

100.12   Definition of Emergency

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5131, an emergency is defined as: "Absent a Presidentially declared emergency, any incident(s) human-caused or natural that requires responsive action to protect life and property."

For purposes of this plan, the following four definitions are provided to assist leadership and responders to plan for or respond to predicted or existing campus conditions:

100.13   LEVEL 5 Incident (Routine Emergency)

An incident that can be resolved with existing university resources or limited outside help. Such an incident is usually a one-dimensional event that has limited duration and little impact on the wider university community, other than users of the space or building in which the incident occurred.

Examples: Minor fuel oil or chemical spills; building loss of heat, electricity, water, or technology for several hours; a minor fire in a confined space, snow closing and clearing.

Probable resources: Facilities Management staff, University Police, Vice President for Enrollment Management and Student Affairs.

EOC: Will not be activated unless the incident escalates.

100.14   LEVEL 4 Incident (Minor Emergency)

Emergencies that are primarily people, rather than infrastructure focused. Many student issues can become quite complex because of varied institutional and student support responses that must be coordinated. In these situations, specific office/incident plans may be implemented.

Examples: Assaults, sexual assaults, building/office occupation, civil disobedience, extended power outages, hate crimes, or bomb threats.

Probable Resources: Vice President for Enrollment Management and Student Affairs, Human Resources (if employees are involved), University Police, and VP for Business and Finance.

EOC: Will not be activated depending on the situation. Activation of the EOG is optional and may be partial.

100.15   TYPE 3 Incident (Moderate Emergency)

An emergency that shows moderate resistance to stabilization or mitigation. The incident can become more complex if not stabilized and infrastructure and operations may be threatened with damage and lives may be threatened as well.

Examples: Tornado damaging a small area, HAZMAT leak, detonation of a large explosive device, active shooter, Category 1 or 2 hurricane.

Probable Resources: Vice President for Enrollment Management and Student Affairs, Human Resources (if employees are involved), University Police, and VP for Business and Finance.

EOC: May be activated depending on the situation. Command staff positions may be filled, and resources coordinated with a partial activation of the EOC.

100.16   TYPE 2 Incident (Severe Emergency)

A major emergency that impacts a sizable portion of the campus and/or outside community. Level 3 emergencies may be single or multi-hazard situations and often require considerable coordination both within and outside the University. Type 3 emergencies also include imminent events on campus or in the general community that may develop into a major University crisis or a full disaster. The EOG will be activated.

Examples: Severe storms, major fire, contagious disease outbreak, or domestic water contamination.

Probable Resources: All EOG Members.

EOC: Partial activation of EOC.

100.17   TYPE 1 Incident (Disaster Emergency)

A catastrophe affecting the entire campus and surrounding community. Immediate resolution of the disaster, unusually multi-hazard, is beyond the response capabilities of the University and local emergency response agencies. State and federal assistance will be necessary for recovery. The University will engage through the National Incident Management System (NIMS) via a designated representative of the University as the MVSU incident commander in Unified Command.

Examples: Major Hurricane, large-scale terrorist action, major local or regional emergencies.

Probable Resources: All EOG Members.

EOC: Partial or full activation of EOC.

100.18   Operational requirements must be sustainable

During any incident which is perceived to require operations for longer than twenty-four hours, at the discretion of the university president, impacted personnel shall be assigned to 12-hour shifts with cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate.

100.19   Communications are likely to be disrupted or compromised

During an emergency or disaster, there is a likelihood of the disruption of communications due to damage to related infrastructure or by the burdens placed on communications systems due to high levels of usage. This is especially true of cellular telephones. Key leaders of Mississippi Valley State University are enrolled in the Government Emergency Telephone Service and the Wireless Priority Service (WPS) through the DHS Office of Emergency Communications to facilitate communications in an emergency.

100.20   Emergency Management Definitions

Emergency Operations Group (EOG): The campus Emergency Operations Group is composed of key university staff who will implement the university's response to emergencies and disasters. This includes the President, Provost, VP for Business and Finance, Vice President for Enrollment Management and Student Affairs, and Director of University Police.

Regroup: An emergency notification system established for the university community to provide emergency information through cell phone (text), email, and the university website.

Emergency Operations Center (EOC): Certain incidents will require the activation of the Campus Emergency Operations Group. The EOG will physically be located at the Emergency Operations Center once the location has been designated. From the EOC, the EOG will facilitate and coordinate support of incident command and work to protect the life and safety of the university community and minimize the impact on university operations. The university does not have a dedicated EOC, so the location of the EOC will be determined on a case-by-case basis.

Executive Policy Group (EPG): The executive leadership of the university shall convene as the Executive Policy Group to provide guidance to the EOC in times of emergency. Chaired by the president or his designee, the EPG is not part of the EOC, but acts as an independent body to help guide the strategic decision making of the university.

Incident Command System (ICS): The Incident Command System is a standard of operating characteristics, management, and structure of emergency management organizations throughout the life cycle of an incident. ICS has been adopted by first responders at all levels of government as the method of response for emergencies.

Incident Command Post (ICP): The Incident Command Post is the field location at which the primary tactical level on-scene command functions are performed. The ICP coordinates with the EOC as it addresses the incident.

Memorandums of Understanding: Mutual Aid Agreements (MAA) or Memorandums of Understanding (MOU) are arrangements between the University and local governments and organizations for reciprocal aid and assistance during emergency situations when resources from a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

National Incident Management System (NIMS): The National Incident Management System (NIMS) is a federally mandated system that provides a consistent nationwide approach for federal, state, and local governments, the private sector, and non-governmental organizations to work together collaboratively and effectively to prepare for, respond to, and recover from domestic emergencies, regardless of cause, size, or complexity. NIMS requires the use of ICS for emergency response. More on NIMS can be found in the Appendix.

110.00 Declaration of a Campus State of Emergency (CSOE)

The decision to declare a University State of Emergency rests with the University president or his designee. Upon notification of a critical incident or emergency, the president decides if a CSOE declaration is necessary. The president shall then so inform the Director of University Police, VP for Business and Finance, and VP for Enrollment Management Student Affairs, who shall in turn direct the appropriate personnel to make necessary notifications. If the president is absent, the authority to declare a university state of emergency rests with the VP for Business and Finance and/or Vice President for Enrollment Management and Student Affairs, unless otherwise communicated by the president.

A CSOE declaration shall trigger the set-up and operation of the Emergency Operations Center (EOC), though the activation level (full or partial) is determined by the nature of the incident.

110.01 University Emergency Operations Group (EOG)

The primary responsibility for executing the university Emergency Operations Group (EOG) and coordinating the university's resources rests with the VP for Enrollment Management and the Director of University Police. In the absence of the Vice President for Enrollment Management and Student Affairs, the responsibility will fall to the Assistant Vice President for Student Affairs. The AVP for Enrollment Management and Student Affairs (or their designee) will serve as the EOG Manager and the chief (or designee) will serve as the Operations Section Chief (OSC).

The campus Emergency Operations Group (EOG) consists of those university staff with skills and responsibilities needed to address a campus emergency. Members of the EOG will fill Emergency Support Functions (ESFs) in the Emergency Operations Center (EOC).

The members of the EOG team may change depending on the type of emergency. The university has developed tiers of response teams to be activated depending on the level of the emergency. The actual composition of the EOG team for a given emergency will vary on a case-by-case basis.

The EOG team may include building coordinators who are responsible for notifying building occupants of an emergency and the requirement for evacuation, if necessary. The Director of University Police maintains the list of building coordinators and shall update it annually.

110.02 Threats and Hazards

Threats faced by the university (as anyone else) are comprised of three types: natural, technological, and human-caused. This plan is not all-inclusive, and staff in the EOG are enabled to use their judgment to stabilize and resolve an incident as they deem appropriate.

Types of Threats and Hazards:

Natural	Technological	Human-Caused
Animal disease outbreak	Airplane crash	Biological agent release
Drought	Hazardous materials release	Chemical agent release
Earthquake	Power failure	Cyber incident
Epidemic	Radiological release	Explosives attack
Flood	Urban conflagration	Radiological materials release
Hurricane		Sabotage
Pandemic		School and workplace violence
Tornado		Terrorism/active shooter
Sink hole		Vehicle attack
Wildfire		
Winter storm		

120.00   Initial Incident Response

120.01   Involvement of the University Police is required

Whenever conditions are present that meet the definition of a crisis or disaster, or whenever a CSOE is declared by the university president, members of the University Police Department will immediately attempt to safeguard persons and property and maintain the overall functioning of the institution.

On-duty University Police personnel shall immediately consult with the Director of University Police regarding the emergency and shall initially follow the notification procedures outlined in Sections 300.10 to 310.40 of this plan. The Director of University Police will consult with the Vice President for Enrollment Management and Student Affairs to provide directions to University Police personnel.

120.02   Persons on campus must be controlled

During a CSOE, only registered students, faculty, staff, and their affiliates (i.e., persons required by employment) may be authorized to enter or remain on campus. Persons who cannot present proper identification (such as a student or employee identification card or other suitable identification showing that they have a legitimate purpose on campus) may be directed to leave the University.

120.03   Nonessential persons shall be restricted from the Incident Site

Only faculty, staff, and student volunteers who have been assigned to Incident Management duties or who have been issued a University Emergency Identification Pass (EIP) by University Police will be allowed to enter the immediate incident site.

120.04   Perform Communications and Media Relations duties

Effective communications play a critical role during any emergency. In all emergencies, the university will need to communicate with internal audiences, including students, faculty, and staff. Depending on the severity of the situation, it is likely that the university will need to communicate with external media sources and through them to wider audiences.

Internal communications may come from a variety of personnel, but care must be taken to limit conflicting information. This communication shall be coordinated through the EOC (if activated) for an emergency. All efforts will be made to comply with the requirements of the Clery Act.

120.05   **Direct all media inquiries to PIO**

All media inquiries should be directed to the Office of Communications and Marketing, who shall act as the Public Information Officer for the University. It is important that information provided to outside media persons be coordinated through the PIO to ensure consistency concerning communications about the status of the University during a critical incident or emergency. If the incident involves entities from other jurisdictions, the external communications function of the PIO shall be coordinated through an established Joint Information Center (JIC).

120.07   **Other Notifications**

The MVSU Office of Communications and Marketing, acting as the campus PIO, in coordination with the Incident Commander, shall determine when and by what methods to appropriately issue timely warnings and other informational releases to key government officials, community leaders, emergency management response agencies, volunteer organizations, and any other persons and entities essential to mounting a coordinated response to the incident.

It is critical that adjoining jurisdictions be notified whenever an incident has actual or potential impact on residents, buildings, traffic, or otherwise has an impact on civic health or well-being.

Sufficient factual information should first be gathered and evaluated for accuracy to minimize the effects of spreading false rumors and misinformation, prior to disseminating any release of information.

200.00   **Incident Command and Incident Management**

Mississippi Valley State University uses the principles of the Incident Command System (ICS) in responding to emergencies at the University. Offices and Departments of the University will work with first responder elements in unified command to facilitate emergency responses. Use of ICS is in keeping with mandates to use the National Incident Management System (NIMS).

200.01   **Eight Essential Tasks**

In keeping with NIMS (ICS) doctrine, the first responding officer in the response phase of an initial response shall perform the following eight essential tasks as soon as practical to bring the incident under control:

1. Secure and establish communications and control
2. Identify the hot zone
3. Establish an inner perimeter
4. Establish an outer perimeter
5. Establish an incident command post (ICP)
6. Send a community emergency text alert
7. Establish a staging area for personnel and equipment
8. Identify and request necessary resources

Officers from the University Police Department will engage in the eight essential tasks as they work with local public safety agencies (police, fire, EMS) to stabilize the incident and bring it to a resolution. These tasks will naturally migrate into the use of ICS.

200.02   Incident Command (IC)

The characteristics of the Incident Command System are outlined within the federal National Incident Management System (NIMS) document. These concepts and principles provide the primary methodology for all operations conducted under this plan.

When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single command IC should be designated with overall incident management responsibility assumed by the appropriate jurisdictional authority. The initial incident command shall be the shift supervisor or senior officer in the office of public safety.

The designated IC will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the Incident Action Plan and all requests pertaining to the ordering and release of incident resources.

Since the overwhelming majority of emergency incidents are handled on a daily basis by a single jurisdiction at the local level, the major functional areas of Incident Command for those incidents where outside assistance is not required should still be organized and function according to the principles and practices of the Incident Command System (ICS).

200.03   Unified Command (UC)

As a team effort, UC overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework.

All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support participate in the UC structure and contribute to the process of determining overall incident strategies; selecting objectives; ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives; ensuring the integration of tactical operations; and approving, committing, and making optimum use of all assigned resources.

Given the size of the university, it is recognized that any incident on the campus is likely to be handled in a UC structure.

210.00   ICS Organizational Elements and Leadership Positions
Note: the positions described herein regarding ICS are generally those positions staffed in an Incident Command Post and should not be confused with the Emergency Operations Center.

210.01   Incident Management Team

The Incident Management Team (IMT) is defined by NIMS as the IC and the appropriate Command and General Staff personnel that are assigned to manage an incident.

210.02   Incident Commander (IC)

The Incident Commander has overall control of any incident. All decisions that refer to immediate campus evacuation, closure or restrictions, and special circumstance decisions fall within the purview of the Incident Commander. The Incident Commander is responsible for the response to a specific incident, and is located at the command post in the field.

Note: This position should not be confused with that of the EOC Manager. The EOC Manager is normally the Emergency Manager or an administrator/director with overall experience in the management of the University and its facilities. The IC is normally the highest-ranking public safety official (local law enforcement or fire departments) that have responded to the University.

210.03   The Command Staff

Command Staff consists of the Incident Commander and the special staff positions of PIO, Safety Officer, Liaison Officer, and other positions that report to the Incident Commander. The functions of the Command Staff shall include, but not be limited to the following:

- Command Staff shall advise the Incident Commander of all campus-wide policy matters as they relate to the campus crisis or disaster. They set objectives and priorities.
- Command Staff shall assist in the implementation of policy strategies developed to mitigate the effects of the crisis or disaster.
- Command Staff shall establish a priority list of issues that reference specific crisis and/or disaster situations, and shall approve all communications initiatives and emergency directions.
- Command Staff shall maintain liaison with pertinent local, state, and federal agencies, as well as other university leaders.

210.04   The Public Information Officer (PIO)

Preparedness and training for emergency media communications procedures shall be conducted under the direction of the Chief Communications Officer acting as the Public Information Officer.

The PIO will coordinate all communications functions during a CSOE. Using information provided by others, the PIO will provide timely information on the status of the university and information regarding any emergency measures being undertaken. If required, the university PIO will function through the Joint Information System (JIS) to permit coordinated PIO services whenever subordinate to joint or area command functions.

The Chief Communications Officer, with the assistance of any suitable other person or entity on campus, shall devise and distribute as needed an Emergency Communications Plan (ECP) in response to a critical incident.

Communication methods may include, but shall not be limited to the following:

- E-mail messages to all students, faculty and staff or subsets of those groups
- Regroup email or text alerts
- Emergency/tornado sirens
- Web-based messages
- Establishment of a phone center with a special hotline number that would be staffed during emergencies
- Emergency signage
- News releases to the media
- News conferences for the media

Note: Emergency communications and warning protocols, processes, and procedures, shall be periodically tested and used to alert all people potentially impacted by an actual or impending emergency.

The university has two basic guidelines to observe in any emergency incident:

- Only authorized spokespersons such as the university president or their designee, or the Chief Communications Officer will meet or talk with the media.
- Only factual information is released; no speculation is to be offered.

Additional Guidelines

- All executive and supervisory personnel are notified to report emergencies to public safety. They also should be reminded not to discuss the situation and instruct their subordinates not to discuss the situation with anyone, especially the media, on behalf of the university.
- The president and other senior administrators are to be immediately informed of an existing emergency. Complete details are to be made available to these officials.
- The president, Vice President for Business and Finance, and the Office of Communications and Marketing, as well as any other appropriate personnel involved, shall confer and decide on appropriate actions.
- All calls from the news media are to be referred directly to the Office of Communications.
- If the incident is an active criminal event, or involved in a criminal investigation, communications must be coordinated with law enforcement to safeguard the criminal investigation.

210.05   The Safety Officer (SO)

The Safety Officer monitors incident operations and advises the IC on all matters related to operational safety, including the health and safety of emergency response personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC and supervisors at all levels of incident management. The SO is, in turn, responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiple agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations. In a UC structure, a single SO should be designated, in spite of the fact that multiple jurisdictions or functional agencies may be involved.

210.06   Additional Command Staff Positions

Additional Command Staff positions may be necessary depending on the nature and location of the incident, and/or specific requirements as established by the IC. For example, legal counsel may be assigned directly to the Command Staff to advise the IC on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the IC in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bio-terrorism event.

210.07   Conduct of Operations

Response operations shall be initially directed by the senior public safety official at the scene, or their designee, acting as the Incident Commander. In the absence of the IC, the positions listed below shall assume the role of the IC, in descending order of preference:

- Operations Section Chief
- Planning Section Chief

- Liaison Section Chief
- Logistics Section Chief

210.08   The General Staff

The General Staff is responsible for the <u>functional aspects</u> of the incident command structure and typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs.

210.09   The Operations Section Chief

Initially, the direct operational control of any campus critical incident, crisis, or disaster is the responsibility of the Director of University Police, acting as the Operations Section Chief. However, outside agencies responding to the campus may take this role in the response effort by their organizations. The Operations Section is responsible for managing tactical operations at the site, directed toward the coordination of all on-campus emergency functions and campus provided emergency response teams until such time as another IC is specifically named.

The Operations Section Chief directs tactical operations at the incident site to reduce the immediate hazard, save lives and property, establish situational control, and restore normal campus conditions.

The Operations Section is responsible for assisting the IC in the response, stabilization, and resolution of the incident, to include:

- Determine the type and magnitude of the emergency and initiate the appropriate Incident Action Plan.
- Establish an Incident Command Post (ICP) as appropriate
- Initiate an immediate liaison with the university Executive Policy Group
- Notify and use public safety personnel, outside law enforcement agency personnel, student aides and/or other available resources to maintain safety and order
- Notify members of the Command Staff and advise them of the nature of the incident
- Liaison with outside organizations such as police, fire, EMS, and other emergency response personnel
- Ensure that notifications are made to appropriate staff members located off-campus
- Perform related duties as needed during the campus emergency, and
- In conjunction with Director of University Police, prepare and submit an AAR directed to the university president appraising them of the outcome of the emergency.

Generally, the company fire officer at a fire scene or incident site oversees the incident scene. Where EMS services must be employed, the EMS officer is in charge of the patient. The Operations Section Chief would still have overall operational control of the incident as it relates to site security and other duties, but not necessarily as it relates to fire-fighting operations and/or rescue duties.

210.10   The Planning Section Chief

The Planning Section shall collect, evaluate, and disseminate tactical information pertaining to any preplanned or actual incident. This section shall maintain information and intelligence on any current and forecasted situation, as well as prepare for and document the status of all resources assigned to the incident. The Planning Section prepares and documents IAPs and incident maps and gathers and disseminates information and intelligence critical to the incident.

The planning section may staff four primary units: the Resources, Situation, Demobilization, and documentation units, and may include technical specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment. The Documentation Unit devises and distributes all ICS Forms and other forms as necessary.

Incident planning should incorporate, but shall not be limited to the following:

- Incident Action Plans
- Checklists
- Field Operations Guides (FOG)
- Flip charts
- Other job aids

210.11　　　The Logistics Section Chief

The Logistics Section function includes the supply, food, ground support, communications, facilities, and medical units, and meets all of the support needs for the incident, including ordering resources through appropriate procurement authorities from off-site locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food services, communications, and medical services for incident personnel.

The Logistics Section Chief may also have a deputy. Having a deputy is encouraged when all designated units are established at an incident site. When the incident is very large or requires a number of facilities with many items of equipment, the Logistics Section may be divided into two branches.

210.12　　　The Finance/Administration Section Chief

When there is a specific need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities, a Finance/Administration Section should be established. The Finance/Administration Section includes the Compensation, Claims, Cost, Procurement, and Time Units. The university shall keep track of its expenditures and assign a member of the Business Office (as designated by the VPBF) to act as the universities' Finance/Administration Section Chief.

Under ICS, not all agencies will require every facet of assistance. In large, complex scenarios involving significant funding originating from multiple sources, the Finance/Administrative Section is an essential part of ICS.

In addition to monitoring multiple sources of funds, this Section Chief must track and report to the IC the financial "burn rate" as the incident progresses. This allows the IC to forecast the need for additional funds before operations are negatively impacted. This is particularly important if significant operational assets are provided under contract by private sector suppliers.

The Finance/Administration Section Chief may also need to monitor cost expenditure to ensure that statutory rules which apply are met. Close coordination with the Planning Section and Logistics Section is essential so that operational records can be reconciled with financial documents. Note that, in some cases, only one specific function may be required (e.g., cost analysis), which a technical specialist assigned to the Planning Section could provide.

The Finance/Administration Section Chief will determine, given current and anticipated future requirements, the need for establishing specific subordinate units. In some of the functional areas (e.g., procurement), an actual unit need not be established if it consists of only one person. In such a case, a

procurement technical specialist would be assigned to the Planning Section. Because of the specialized nature of finance functions, the Section Chief should come from the agency that has the greatest requirement for this support. This Section Chief may also have an assigned deputy.
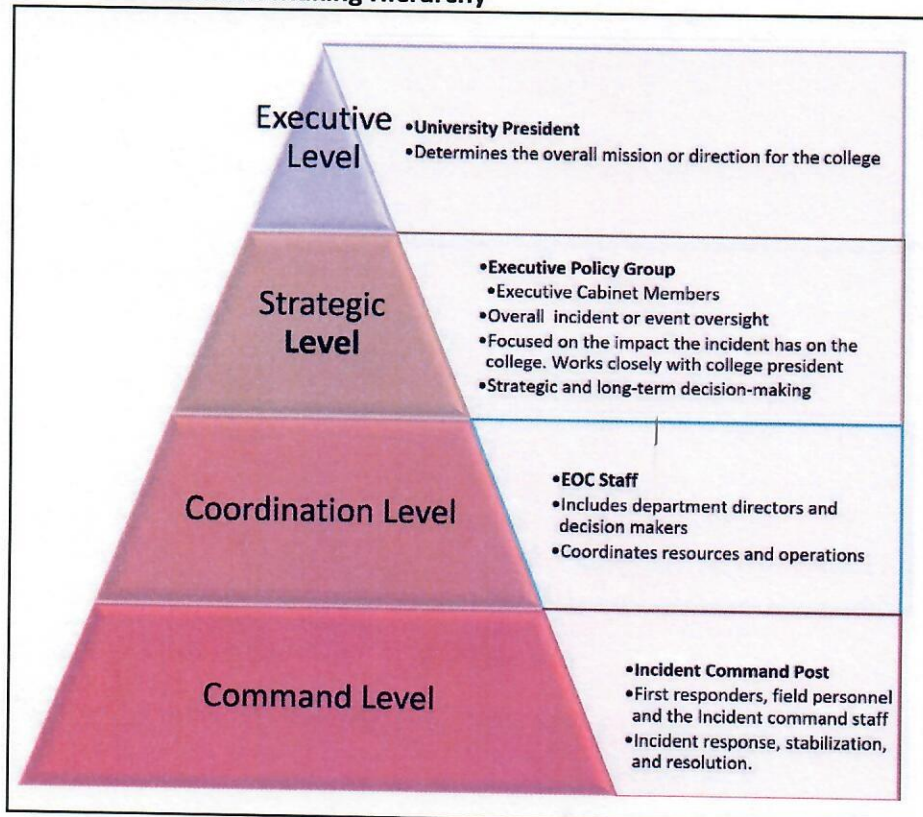
220.00 **University Emergency Operations Center (EOC)**

The purpose of the University EOC is to support emergency operations, allowing on-scene emergency responders to focus their efforts on providing for the safety of the affected community. The EOC also provides support to campus units attempting to maintain or resume normal operations.

While the specific activities undertaken by the EOC will be dictated by the unique demands of the situation, there are six broad tasks for which the EOC is responsible. These include:

→ **Resource Coordination** – matching the capabilities of campus units and external organizations to the demands of the emergency

→ **Policy making** – making decisions pertaining to the university-wide response

→ **Operations** – managing mission assignments to directly meet the demands of the emergency

→ **Information gathering** – determining the nature and extent of emergency conditions

→ **Dispersing public information** – informing the campus community and news media

→ **Hosting visitors** – managing the convergence of volunteers, concerned community members, and VIPs
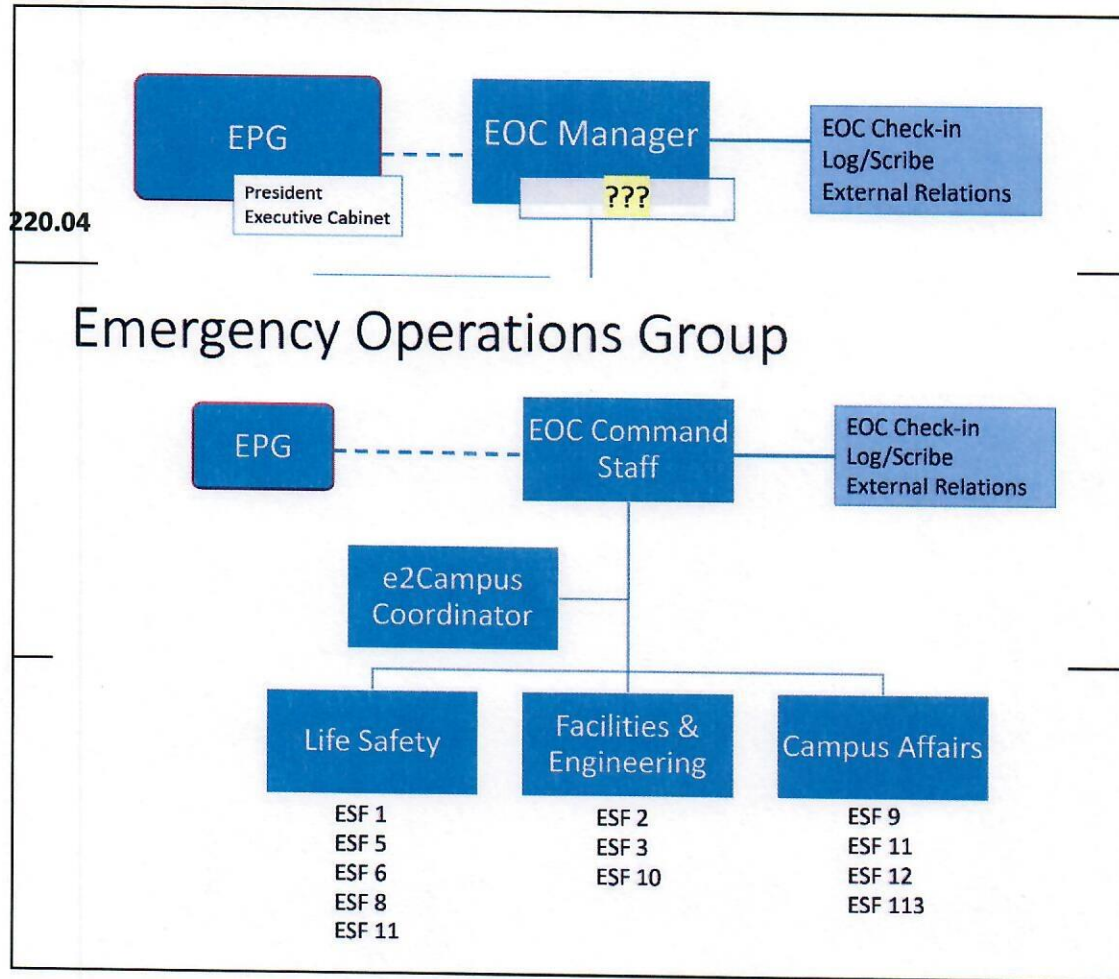
220.02 **EOC Decision Making Hierarchy**

Executive Level
- University President
- Determines the overall mission or direction for the college

Strategic Level
- Executive Policy Group
  - Executive Cabinet Members
- Overall incident or event oversight
- Focused on the impact the incident has on the college. Works closely with college president
- Strategic and long-term decision-making

Coordination Level
- EOC Staff
- Includes department directors and decision makers
- Coordinates resources and operations

Command Level
- Incident Command Post
- First responders, field personnel and the Incident command staff
- Incident response, stabilization, and resolution.

220.02   **EOC Staff structure**

EPG

[President / Executive Cabinet]

EOC Manager

???

EOC Check-in
Log/Scribe
External Relations

220.04

Emergency Operations Group

EPG

EOC Command Staff

EOC Check-in
Log/Scribe
External Relations

e2Campus Coordinator

Life Safety	Facilities & Engineering	Campus Affairs
ESF 1	ESF 2	ESF 9
ESF 5	ESF 3	ESF 11
ESF 6	ESF 10	ESF 12
ESF 8		ESF 113
ESF 11		

220.06   **EOC Physical Layout**

ESF 1   ESF 2   ESF 3   ESF 4   Log Scribe

ESF 11

ESF 10

EOC

IC

Dep IC

ESF 9   ESF 8   ESF 7   ESF 6   ESF 5

Entry

Check-In

Support Person

Support Person

Provost   VPSF

Pres

EPG

VPAF   VP Adv
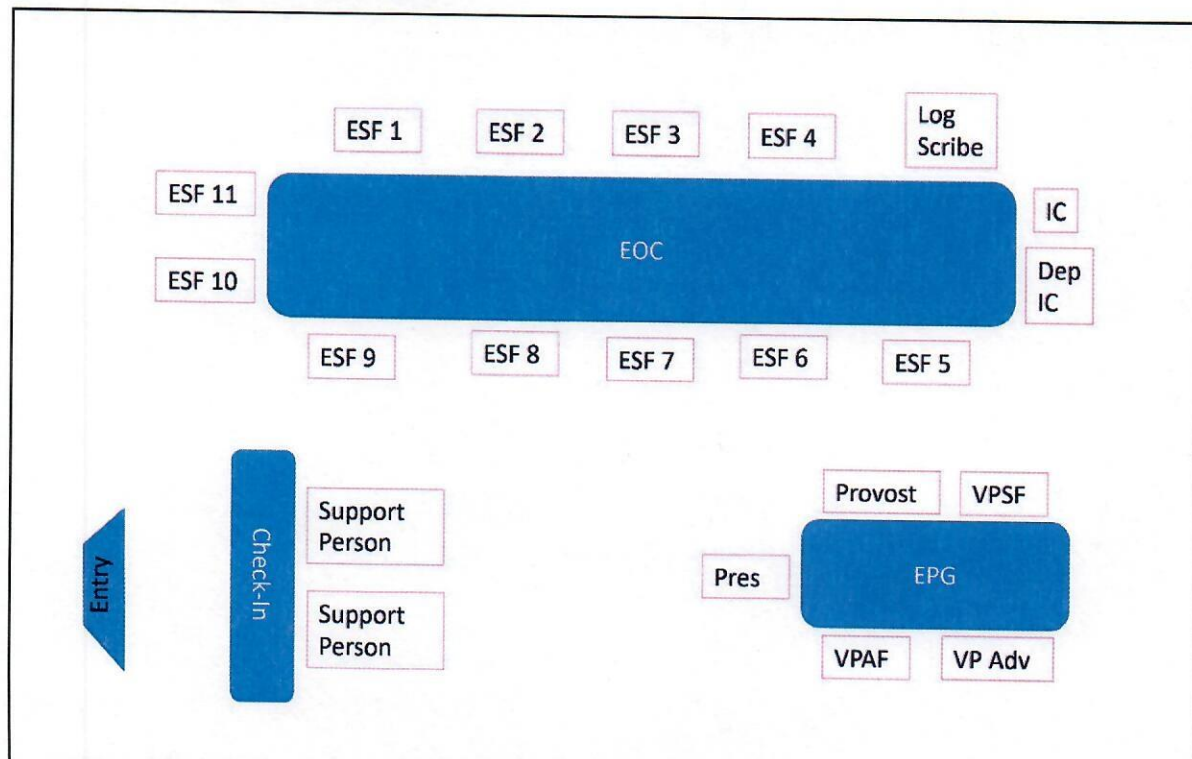
220.10   The EOC Manager

The University's Emergency Operations Center provides overall coordination of an incident and gives support to the incident command post if there is one. Decisions that refer to campus evacuation, closure or restrictions, postponements and resumptions, and special circumstance personnel policies fall within the purview of the Incident Commander. The EOC Manager is responsible for the coordination of resources to a specific incident or event. This position should not be confused with that of the Incident Commander (IC).

The EOC Manager is normally an Emergency Manager. If one is not present, the Directors of University Police or Facilities Management may take this role, but it may also be a designee that is an administrator with overall experience in the management of the University and its facilities, such as Vice President for Enrollment Management and Student Affairs.

The duties of the EOC Manager include the following:

- Responsible for the overall emergency response effort of the University
- Works with the Incident Command Staff to assess the emergency and to prepare the specific response of the University
- Declares and ends the Campus State of Emergency as appropriate
- Notifies and conducts liaison activities with University Administration, and the Administration of local government and any federal agencies

220.20   Communications

The Office of Communications/Office of the President:

- Is responsible for developing communications to be disseminated to internal and external audiences
- Establishes the media center and provides information to the media
- Establishes an emergency telephone center to respond to inquiries from parents, family, and other relatives of students, and to staff and faculty
- Acts as the University PIO for the duration of the incident

220.30   Senior Police Officer

The senior University Police Officer on duty:

- Maintains University facilities in a state of constant readiness during an incident
- Initiates the Emergency Notification System – (ENS) as directed
  - This requires appropriate notification to the director of University Police, VP for Student Affairs, or IT
- Take immediate and appropriate action to protect life and property
- Obtains law enforcement assistance from city, county, state, or federal governments as required
- Provides access control, perimeter and internal security patrols and coordinates fire and EMS services as needed

220.40   The Director of Facilities Management

If the director of facilities management is also the designated IC for the incident, the following functions will be performed by a deputy or a designee instead:

- Provide equipment and personnel to perform shutdown procedures, establish hazardous area controls, erect barricades, and perform damage assessment, debris clearance, emergency repairs and equipment protection
- Provides vehicles, equipment, and operators for the movement of personnel and supplies, and assigns vehicles as needed
- Obtains the assistance of utility companies as required during emergency operations
- Furnishes emergency power and lighting systems
- Surveys habitable spaces and relocates essential services and functions
- Provides and equips primary and alternate sites for the EOC
- Assists in the dissemination of all information and directives intended for the on-campus student population
- Provides temporary or alternate housing and food service facilities for the on-campus student population affected by the disaster or emergency
- Provides temporary housing and food services for off campus students who have been directed to remain on campus or who are unable to leave the campus
- Provides temporary housing and food services for emergency response personnel and University staff directed to remain on campus for extended periods of time
- Provide temporary beds, food, water, or other resources as required
- Ensures that rescue and clean-up operations are conducted in as safe a manner as possible to prevent injury to rescue and clean-up personnel, or to prevent unnecessary or further injury to victims
- Coordinates rescue and clean-up operations
- Coordinates with the director of laboratory safety to ensure the safe and successful clean-up and disposal of all hazardous materials
- Coordinates and has oversight of the activities of outside regulatory, investigative or insurance related agencies
- Initiates the request for the spending authority necessary to conduct emergency operations
- Obtains funding provided for clean-up and recovery expenses
- Monitors campus emergency warning and evacuation systems
- Maintains liaison with City, County or State Disaster and/or Emergency Services.

220.50   The Director for Information Technology

The director of information technology:

- Provides the personnel and expertise necessary to maintain telephone service or establishes emergency landline services or other communications facilities
- Provides for the security of computers and information systems
- Provides temporary computer and information services to facilitate the business procedures necessary and related to emergency purchases, personnel, services, and accounting functions

220.60   **The VP for Business and Finance**

The VP for Admin and Finance:

- Coordinates with other Operations Section members
- Provides an accounting summary of the monetary impact of the emergency response, clean-up, and recovery efforts

220.61   **Written Operational Procedures shall be devised and maintained**

The head of each campus office with emergency response duties and functions should prepare and maintain current written Standard Administrative Procedures (SAPs), Standard Operating Guidelines (SOGs), resource lists, checklists, and other documentation as may be required to support the operations of those organizations during critical incident or emergency operations.

220.70   **Building Manager**

Each building Manager, who acts as a building/facility safety officer for a campus building/location under their supervision or control, has the following responsibilities prior to and during any emergency:

220.71   **Emergency Action Plans**

Building coordinators shall understand how Emergency Response Guidelines apply to their building or facility. This includes the following components and/or functions:

- Evacuation duties
- Evacuation of disabled or special-needs persons
- Management of designated assembly areas
- Diagrams of specified building/facility exit locations and evacuation routes
- Hazardous conditions reporting and appropriate corrective procedures
- Emergency first aid information
- The location and operation of fire extinguishers and other fire suppression equipment

220.73   **Building Coordinator Duties**

- Report emergencies to the office of University Police at campus phone 662-254-3478 or 3479, or by cell phone at 662-254-9136.
- Serve as the primary contact person to receive emergency information from the office of University Police
- Inform all building employees of any emergency conditions
- Evaluate the impact of any emergency on persons or property and take appropriate action including ceasing operations and initiating evacuation of the building or facility
- Maintain emergency telephone communications with university officials from the building or facility or from an alternate site if necessary.

220.80   **General Faculty/Staff Supervisor Responsibilities**

Each faculty or staff member who supervises University students or other University employees has the responsibility to:

- Educate students or employees to relevant emergency procedures including evacuation procedures for their building or facility

- Inform students and/or staff of any perceived emergency and initiate emergency procedures as prescribed within the Emergency Operations Plan (EOP)
- Evaluate, survey, and estimate their assigned building/facility or activity spaces to determine the potential impact of any emergency on their facility
- Report all safety hazards as soon as possible
- Submit a work order to reduce hazards and to minimize accidents promptly to the building manager or director of facilities management.

220.90   Directors and Other Campus Employee Duties

Each University director should develop and implement a business continuity plan for each of their respective areas of responsibility.

It is the responsibility of every campus employee to become familiar with the Emergency Response Guideline for his/her work area(s).

Business Continuity Plans will be updated at least once every three years, or more often as the need arises, due to the reassignment of deans and department heads, or other critical circumstances that affect the suitability of such plans. Each revised plan will be approved by the VP for Admin and Finance within thirty days of such revision for approval and retention.

250.00   CONCEPT OF OPERATIONS

The University's response to threats, hazards, and emergencies is based on four phases:
- Increased readiness.
- Initial response operations.
- Extended response operations; and
- Recovery operations.

During each phase, specific actions will be taken to reduce and/or eliminate the threat, hazard, or emergency. The following are details regarding activities that will occur during each of the four phases.

250.10   Increased Readiness

Increased Readiness	
Upon receipt of a warning or the observation that a threat, hazard, or emergency is imminent or likely to occur soon, the university will initiate actions to increase its readiness.	
Triggers for Readiness Activities	• Issuance of a credible, long-term tornado prediction; • Receipt of a flood advisory or other special weather issue; • Receipt of a warning regarding potentially severe storms; • Conditions conducive to fires, such as the combination of high heat, strong winds, and low humidity; • An expansive hazardous materials incident; and • Information or circumstances indicating the potential for acts of violence, terrorism, or civil disturbance.
Example of Readiness Activities	• Providing a situation briefing to the university leadership, key officials, and employees of the university;

- Reviewing and updating the EOP and related SOPs;
- Increasing public information efforts;
- Accelerating training efforts;
- Inspecting facilities and equipment, including testing warning and communications systems;
- Recruiting additional staff and alerting contractors;
- Conducting precautionary evacuations in the potentially impacted area;
- Mobilizing personnel and pre-positioning resources and equipment; and
- Establishing or activating staging areas.

250.20   **Initial Response Operations**

Initial Response Operations

The university's initial response activities are primarily performed at the field response level, and emphasis is placed on minimizing the effects of the threat, hazard, or emergency. Field respondes will use ICS to organize a response to the incident incorporating the principles of ICS.

Examples of Initial Response Activities	- Making all necessary notifications; - Disseminating warnings, emergency public information, and instructions to the university community; - Conducting evacuations and/or rescue operations; - Caring for displaced persons and treating the injured; - Conducting initial damage assessments and surveys; - Assessing the need for mutual aid assistance; - Restricting movement of traffic/people and unnecessary access to affected areas; - Establishing command (IC or UC); - Coordinating with local, state, and federal agencies; and - Developing and implementing Incident Action Plans (IAPs).

250.30   **Extended Response Operations**

Extended Response Operations

The university's extended response activities are conducted in the field and in the university's EOC. Extended response activities involve the coordination and management of personnel and resources to mitigate a threat, hazard, or emergency, and facilitate the transition to recovery operations. Field response personnel will use ICS to manage field operations. EOC staff will support field response personnel in mitigating the effects of the threat, hazard, or emergency.

NIMS Functions	• The components and principles of NIMS will be used by EOC staff to coordinate resources to manage the threat, hazard, or emergency;

	- EOC staff will establish SMART (specific, measurable, achievable, realistic, and timely) objectives to be achieved for a given operations period; - And EOC Incident Action Plan will be developed for each operational period; - When the EOC is activated, communications and coordination will be established between the Incident Command Post and EOC; and - Multi-agency or inter-agency coordination will be used by EOC staff to facilitate decisions for overall local government level emergency response activities.
Examples of Extended Response Operations	- Preparing detailed damage assessments; - Operating mass casualty facilities; - Conducting coroner operations; - Procuring required resources to sustain operations; - Documenting situation status; - Protecting, controlling, and allocating vital resources; - Restoring vital utility services; - Tracking resource allocation; - Documenting expenditures; - Disseminating emergency public information; - Declaring a campus state of emergency; - Prioritizing resource allocation; and - Inter/multi-agency coordination.

250.40   **Recovery Operations**

Recovery Operations	
As the immediate threat, hazard, or emergency subsides, the rebuilding of the university will begin through various recovery activities. Recovery activities involve the restoration of services to the campus community and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat, hazard, or emergency facing the University.	
Examples of Recovery Operations	- Restoring utilities; - Applying for State and federal assistance grants; - Conducting hazard mitigation analyses; - Identifying residual hazards; and - Determining and recovering costs associated with response and recovery.

260.00   Community Lifelines

Community Lifelines are a construct for objectives-based stabilization efforts. Community lifelines enable the continuous operation of important functions that are essential to human health and safety or economic security.

Community Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. Lifelines are the integrated network of assets, services, and capabilities that are used day-to-day to support the recurring needs of the community. When disrupted, decisive intervention (e.g., rapid service re-establishment or employment of contingency response solutions) is required to stabilize the incident.

260.10   Lifeline Categories

Community Lifelines are categorized into six areas:
- Safety and Security
- Food, Water, and Sheltering
- Health and Medical
- Energy (Power and Fuel)
- Communications
- Transportation
- Hazardous Materials

Lifelines include graphic depictions for each category, as follows:

| Safety and Security | Food, Water, Sheltering | Health and Medical | Energy (Power & Fuel) | Communications | Transportation | Hazardous Material |

260.20   Stabilization of Lifelines

- Stabilization occurs when basic lifeline services are provided to survivors, either by rapid re-establishment of lifeline services or through the employment of a contingency response solution.
- Stabilization may occur through the employment of contingency response solutions that are intended to restore service, but only for a limited duration or through a temporary measure.
- An example may include emergency measures to clear debris from a roadway or the provision of mobile communications services or the utilization of a "tent" hospital to provide medical care for a community.
- May be necessary to stabilize lifelines until temporary fixes to infrastructure are completed and may require sustained resources and continuous evaluation.
- Re-establishment of lifeline services, a longer-term stabilization solution, implies the normal lifeline service providers are available within the community through emergency infrastructure repairs or other means, alleviating the requirement for contingency response solutions.
- Examples may include emergency repairs, installation of generators to run a critical facility without grid power or resuming the commercial supply chain to a community.

260.30   Lifelines Drive Response

Incident responders assess lifeline conditions, establish priorities, organize lines of effort, and respond until the lifelines are stabilized, as represented in this graphic (FEMA Community Lifelines Toolkit 2.0).
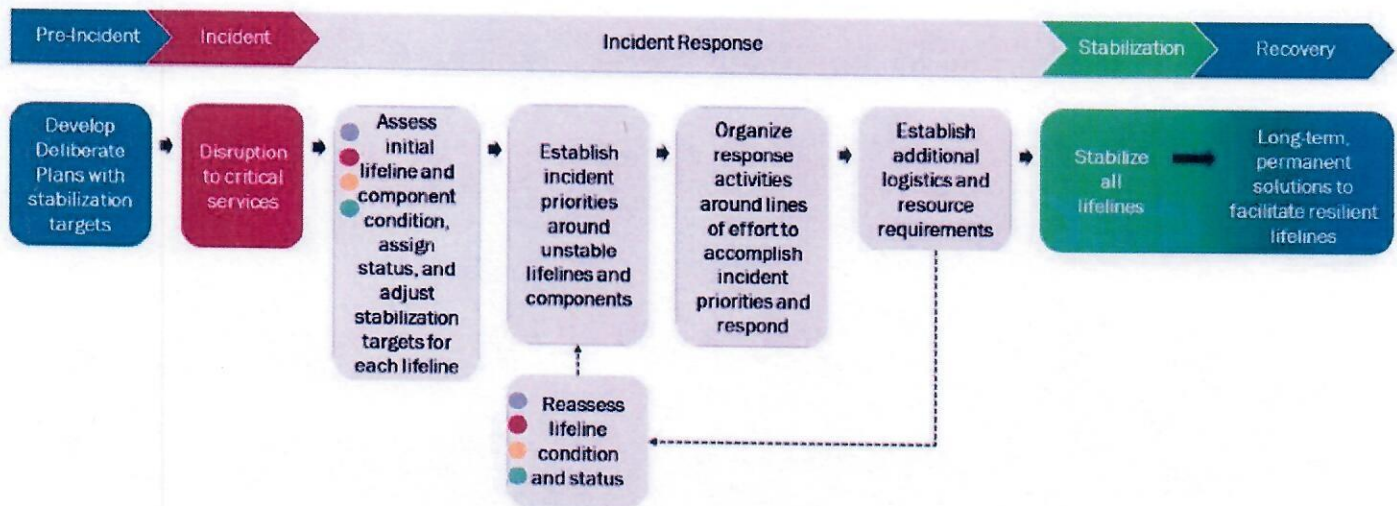
260.40   Determining Lifeline Conditions

The condition of each lifeline depends on the capability of the underlying components, and is informed by situational awareness reports, impact assessments, and conversing with partners across the public, private, and non-profit sectors.

Applying the following questions and understanding the incident is critical in determining the condition of a lifeline and components:

- Did the incident disrupt services to survivors provided by component capabilities?
- What is the extent of the disruption and impact on response and survivors?
- Has a solution to the disruption been identified?
- Has that solution been converted into a plan of action?
- Has that plan of action been resourced?
- Are there limiting factors that are preventing stabilization? If so, to what extent are they limiting services? If not, how long to reach stabilization?
- Are there contingency response solutions in place? How long until emergency repairs are completed?
- When can permanent repairs begin?
- Did the incident create a surge demand exceeding component capabilities?

260.50   Colors Indicate Lifeline or Component Condition

UNKNOWN: Gray
- Indicates the extent of disruption and impacts to lifeline services is unknown (Unknown)

UNSTABLE: Red
- Indicates lifeline services are disrupted and no solution is identified or in progress (Unstable, no solution in progress)

STABILIZING: Yellow

- Indicates lifeline services are disrupted but a solution is in progress with an estimated time to stabilization identified (Unstable, solution in progress)

STABLE: Green

- Indicates lifeline services are stabilized, re-established, or not impacted (Stable)
- Note: Green Component may still be severely impacted

ADMINISTRATIVE: Blue

- Blue does not indicate an operations status or condition; it is used as an example only.

260.60 Conditions of Lifelines

Lifeline conditions are assessed as incident circumstances evolve and over the course of response. A color designation represents a snapshot in time for that response operational period.

Stabilization targets will provide the baseline against which lifelines can be compared.
This flowchart shows an example of how responders may think through assigning Lifelines a color:
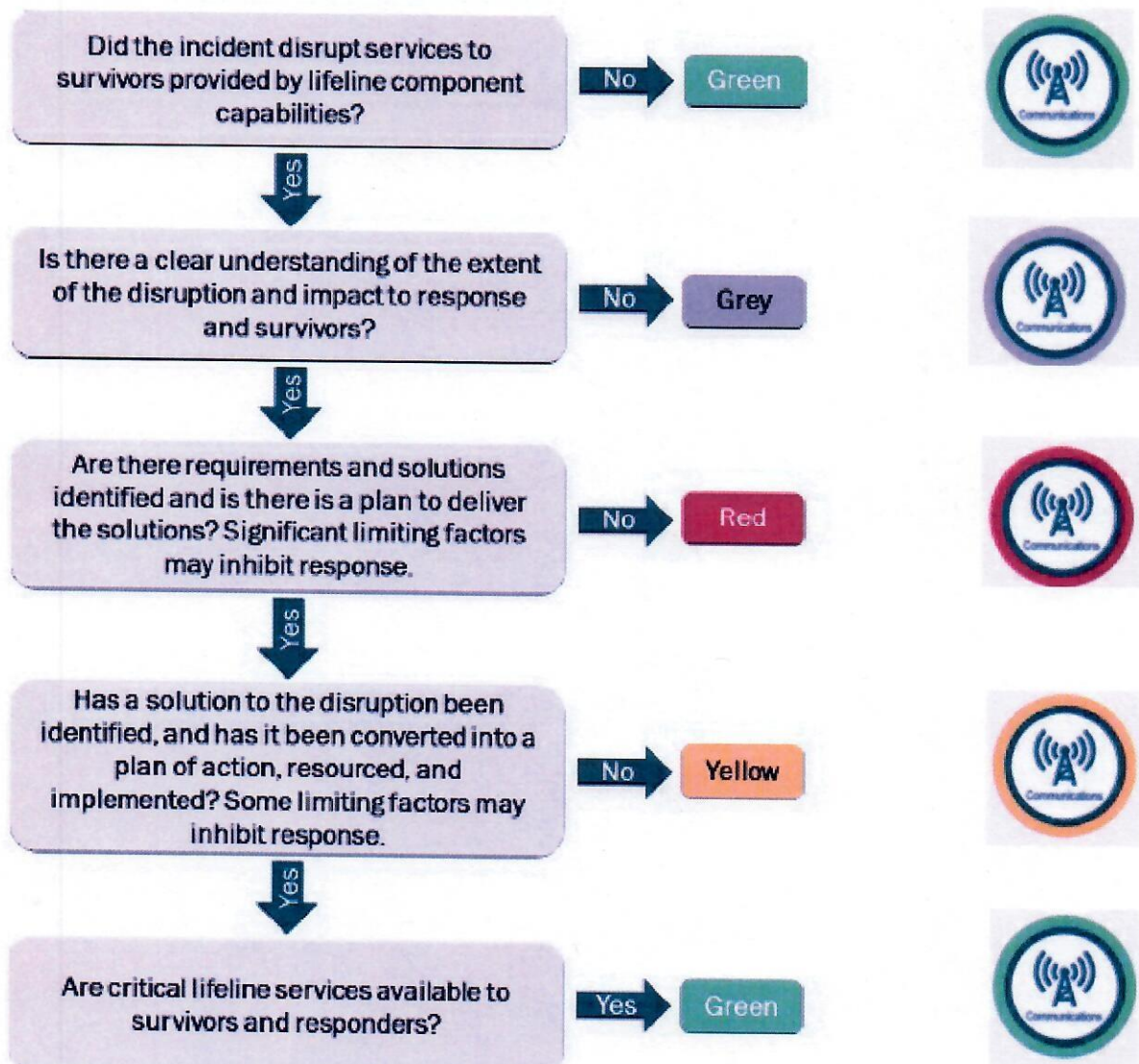
300.00   **The Emergency Notification System (ENS)**

310.10   **Communications methods used to implement the ENS**

During critical incidents or emergencies, the university will use several methods of communication to disseminate information. The methods to be used, in the following descending order of preference, will include these listed devices:

- *Regroup alert system*
  The primary method of emergency communication will consist of emergency alerts sent by email or text via the Regroup system.
- *The university telephone system*
  The telephone landline system is to be used as a primary means of communication, unless it is compromised.
- *Cellular Telephones*
  Incident Command Staff members will use cellular phones. During emergencies when land lines or regular cellular telephones are likely to become inoperative or unusable, key members shall use the Government Emergency Telecommunications System (GETS), or utilize the Wireless Priority Service (WPS).
- *Fax Machines*
  Fax messages may be used to transmit timely or preplanned messages, checklists, assignment sheets, and other information, as required.

310.00   **The Initial Responses to a Reported Emergency**

Each emergency occurring on-campus shall be reported immediately to the University Police at 254-3478/3479. Upon receiving notification of a reported emergency, the University Police shall initiate the following chronology of events:

310.10   **Response and Rapid Assessment of Scene**

One or more university police officers shall respond to the scene, conduct a rapid assessment, and confirm the existence of a critical incident, crisis, or disaster.

310.20   **Notification of Appropriate first responder Services**

University Police officers shall request appropriate assistance from fire, law enforcement, or Emergency Medical Services personnel. Officers will act as the point of contact for first responders coming to the University.

310.30   **Notification of Facilities Management Staff**

University Police officers shall request appropriate assistance from facilities management once an emergency or disaster has been identified as one that affects university buildings or other infrastructure in a manner that requires facilities management action.

310.40   **Notification of University Police Leadership**

University police officers will contact the Chief/Deputy Chief of University Police as soon as practical.

310.50   The Chief shall contact Key Leadership

The Director of University Police shall immediately contact one of the following people in the following descending order of preference. They shall coordinate the notification to the following:

- University President
- VP for Student Affairs
- Director of Facilities Management
- VP for Business and Finance

310.60   Assignment of Emergency Status

After consulting with the University president or a designee, the director of university police will assign one of the following three emergency status conditions to the incident and shall activate the Emergency Notification System (ENS), if appropriate:

310.61   Minor Emergency

During a Critical Incident or Minor Emergency, ENS may be activated. Emergency Operations Group (EOG) staff members may not necessarily meet as a group but may still be advised of conditions.

310.62   Major Emergency (Crisis Emergency)

During a Crisis or Major Emergency, ENS will be activated. EOG staff members shall report as directed by the director of University Police, VP Business and Finance, or VP for Student Affairs. An EOC may be activated at William Sutton Administration Building. An Incident Command Post may be established.

310.63   Disaster Emergency

During a Disaster emergency, the ENS will be activated. All EOG Staff members shall report to the EOC as directed. If a primary site is not available, an alternate ICP or EOC site will be established by the director of University Police, Director of Facilities Management, or Vice President for Enrollment Management and Student Affairs. EOG members shall report as requested and shall also bring the following items, as appropriate:
- All University keys
- Cellular phones
- Laptop PC
- Two-way radios (if available)

310.70   Deactivation of Emergency Incident Operations

At the close of Incident Operations, the EOC Manager will begin the stand-down phase of operations according to the procedures developed as part of the Incident Action Plan for that incident.

310.80   Incident Documentation

Each participating person is responsible for documenting all activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each emergency response entity will retain documents associated with its activities during the response. These documents, although local in origin, will be based primarily on the formats and purposes devised for federal ICS forms for the following purposes:

- Provide a basis to assess the emergency and evaluate the response
- Identify areas where campus preparedness activities worked well and those areas that need improvement
- Verify all emergency related expenses and document efforts to recover such expenses
- Assist recovery in the event of litigation

All documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency. The Finance/Administration Section Chief shall request documentation, including post-incident reports, from any responding agency that participated in the incident response.

320.00   EOG Response to ENS Notification

The Emergency Notification System (ENS) is activated on a case-by-case basis. Key personnel have access and authority to send emergency messages to allow for some redundancy in ensuring messaging is issued in an emergency. The ENS for Mississippi Valley State University is the Regroup text alert system.

ENS messaging should provide EOG members with the appropriate instructions for reporting to the EOC.

320.10   Executive Policy Group (EPG)

The members of the Executive Cabinet shall serve as the Executive Policy Group in a campus crisis and will report to the EOC as directed or shall remain on stand-by status. This includes, but is not limited to:

- University President
- Provost/Sr. Vice President for Academic Affairs
- VP for Business and Finance
- Vice President for Enrollment Management and Student Affairs
- Athletic Director
- VP of Advancement

320.11   Emergency Operations Group

EOG staff members will be notified to:

- Report to the ICP to conduct IC operations (if appropriate)
- Report to the EOC to perform policy group and critical support functions, or
- Remain on stand-by status

320.12   Operations Section Staff

The Operations Section shall serve in a direct support capacity to the Incident Command Staff. The Operations Section may include staff from the university but will primarily fall to first responders in accordance with the National Incident Management System (NIMS).

330.00   Emergency Facilities

Whenever a critical incident, crisis, or disaster occurs or is imminent, it shall be the responsibility of the on-duty University Police personnel to initiate an Incident Command Post (ICP) and/or an Emergency Operations Center (EOC), as appropriate. In addition, regular university police facilities are to be fully staffed and operational at all times during the incident. *(A virtual EOP setup may be considered as an*

alternative option for campus emergency management personnel. An assembly site (staging area) should still be designated for outside responders.)

330.10 Incident Command Post (ICP)

The establishment of the ICP will be determined by the appropriate agencies responding to the University. Class or office space may be used as the ICP if needed.

During the selection of any stationary ICS location, an alternate site should also be selected, in the event that relocation of the ICS is required due to safety concerns or other reasons.

330.20 Emergency Operations Center (EOC)

If any incident exceeds or is likely to exceed available campus capabilities and resources, an Emergency Operations Center (EOC) will be established in the Willie Malone Physical Plant. If this location is unsuitable or unavailable, the President's Conference Room will serve as the alternate location for the EOC. A third alternative is in the University Police Department. The incident commander of the incident will work with the university leadership to determine the best location for the EOC and communicate the location to the EPG.

330.21 EOC Equipment List

The following types and quantities of equipment suitable for an EOC should be considered for staging as required:
- An emergency power source
- Tables, desks and chairs sufficient to accommodate all staff
- Facility to store food and/or feed EOC staff
- Copy machine
- Two-way radios, battery operated AM/FM radio and a television
- Telephones
- Sanitary facilities
- Campus maps, drawings/blueprints of buildings, HVAC systems, etc.
- Pads, envelopes, writing implements and other office supplies

330.30 Staging Areas

One or more staging areas for arriving off-campus responders, equipment, and other resources shall be established by the director of facilities management. Staging areas should be located either on or as near to the campus as possible, but not in such close proximity to the incident site as to interfere with site operations or to be endangered by the incident.

330.40 Media Center/JIC

If a campus incident is expected to last for more than eight hours, a site for a media center/Joint Information Center (JIC) will be established in the H.G. Carpenter Auditorium or at an alternate site at the direction of the chief communications officer.
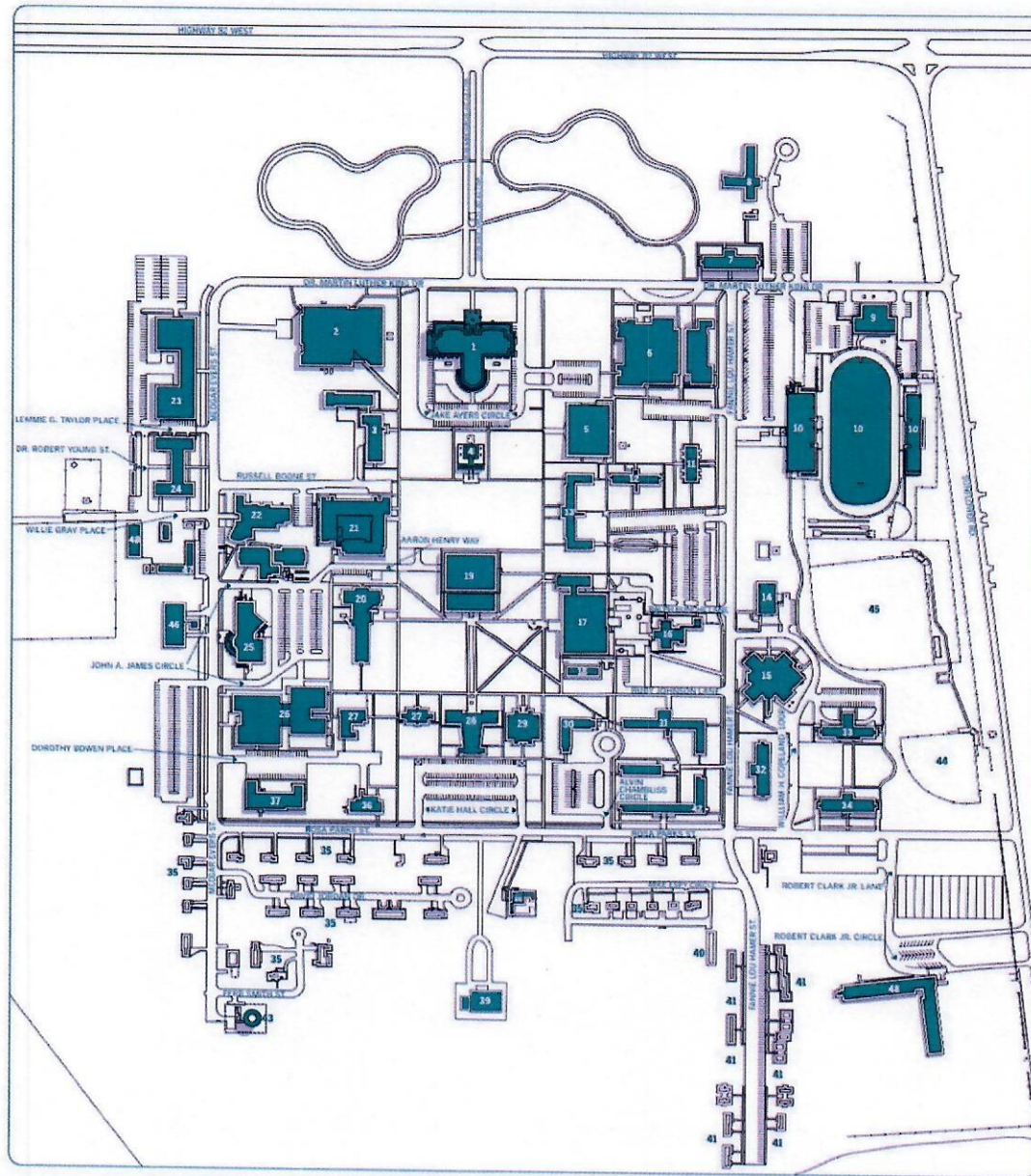
The media center/JIC should include space for the media reporters, a podium, a backdrop, and appropriate signage. If a JIC is established, the site should contain enough space for meeting rooms and have the capacity to support JIC operations.

330.41   **Campus Telephone Center**

The university switchboard will be used to answer inquiries from students, employees, and relatives regarding the nature and consequences of the emergency.

330.50   **Area Map**

The attached map may be used to document any potentially affected campus and surrounding areas in this section.

2021

This page

MISSISSIPPI VALLEY STATE
UNIVERSITY
CAMPUS MAP

1. William W. Sutton Administration
2. W.A. Butts Social Science
3. Walter Sillers Fine Arts Complex
4. Lois Aron Chapel
5. Lackey Recreation Center
6. R.W. Harrison HPER Complex
7. Leflore Hall
8. New Men's Dorm
9. Devil's Den
10. Rice-Totten Stadium
11. Pavilion
12. James Hall
13. Stewart Hall
14. Laundry
15. H.M. Ivy Cafeteria
16. Student Union Annex
17. Jacob Aron Student Center

18. Delta Sands Guest House
19. James Herbert White Library
20. Academic Skills Parlor
21. Fielding Wright Mathematics & Science
22. Science and Technology
23. Technical Education Building
24. Industrial Technology
25. Business Education
26. O.P. Lowe Education Building
27. Annex II
28. H.G. Carpenter Auditorium
29. Annex I
30. College Hall II
31. College Hall I
32. New Women's Dorm
33. University Hall
34. Edna Horton Hall

35. Faculty & Staff Housing
36. Health Center
37. Lucile Petry Leone
38. Friendship Manor
39. President's Home
40. Storage Units
41. Residential Apartment Units
42. Magnolia Hall
43. Water Tower
44. Softball Field
45. Baseball Field
46. Property Accountability
47. Willie L. Malone Physical Plant
48. L.S. Rogers

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400.00 Resources & Emergency Contacts

400.10 On Campus Resources

	Position	Membership	Contact Number
1	Chief of Police	EMT	662-299-9136
2	President	EPG	662-254-3425
3	VP Academic Affairs	EPG	662-392-8455
4	Director, Communications & Marketing	EMT	662-207-7759
5	Police Captain	EOC	662-254-3478
6	Chief of Staff	EPG	662-254-3425
7	VP Student Affairs	EPG	662-299-2789
8	Director of Facilities Management	EMT	662-254-3584
9	Director of Student Health	EMT	662-644-4865
10	Grounds/Fireman	EOC	662-457-7393
11	Director of Information Technology	EMT	662-254-8400
12	Director, Purchasing Department	EOC	662-392-5131
13	Senior Accountant / Bursar	EOC	662-254-3316
14	AP Supervisor	EOC	662-254-3305
15	Fire Safety	EOC	662-392-8318
16	VP Business and Finance	EPG	662-254-3308
17	Director of Human Resources	EOC	662-254-3531
18	Director of Food Service	EOC	334-452-1817
19	Director of Counseling	EOC	662-644-4865
20	Director of Housing	EMT	662-299-6293
21	Director of Mass Transit	EOC	662-254-3348
	Director of Auxiliary Services	EOC	662-254-3304

400.20 MVSU Departments

	Department	Office Phone #
1	Information Technology	662-254-3477
2	Medical Services / Student Health Center	662-644-4865
3	Campus Dining	662-254-3542
4	University Police	662-254-3478 / 3479
5	Communications and Marketing	662-254-3577
6	Student Affairs and Enrollment Management	662-254-3636
7	Business and Finance	662-254-3304
8	Facilities Management	662-254-3580
9	Academic Affairs	662-254-3800
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400.30 Off-Campus Resources

	Organization	Position	Contact Number
1	IHL	Risk Management	601-624-5306
2	IHL	Loss Control Safety	601-941-8602
3	MS Bureau of Investigations	Investigator	662-392-5494
4	MS Bureau of Investigations	Investigative LT	662-582-6151
5	MHP	Special Operations Group	601-754-7415
6	MHP - Troop D	Trooper – Public Affairs	662-897-0224
7	MHP – Troop D	Main number	417-359-1500
8	MS Office of the Governor	Governor	601-359-3150
9	Leflore Co. Sheriff Dept.	Deputy Sheriff	662-897-6901
10	Leflore County Civic Center	Director	662-453-4065
11	Leflore County EMA	Director of EMA	662-897-9517 662-392-0204
12	Leflore County Health Department		662-453-0284
13	Leflore County Coroner	Debra Sanders	662-453-9700
14	City of Itta Bena	Fire Chief	662-254-0031
15	City of Greenwood	Fire Chief	662-455-7610
16	MEMA	Director	886-519-6362
17	FEMA-Region IV	Administrator	770-220-5200
18	City of Itta Bena	Police Department	662-254-6333
19	City of Itta Bena	Fireman	662-457-7393
20	MS Department of Health	Main Number	1-866-458-4948 601-576-7400
21	MS Department of Environmental Quality	Main Number	601-961-5171
22	MS State Medical Examiner	Main Number	601-420-9140
23	MS National Guard Civil Support Team (CST)	Main Number	601-313-1575
24	MS Department of Wildlife, Fisheries & Parks	Main Number	601-432-2176
25	American Red Cross – Southwest Mississippi	Main Number	601-353-5442
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500.00   **Annual Training**

Training will be conducted on at least an annual basis for all designated staff. Local first responders may be invited to participate. This training may include tabletop exercises and other contextual training.

500.10   **Exercises and Evaluations**

The director of University Police shall develop a program of periodic evaluation and training that is compatible with the federal, State and local governments and which coincides with the goals and doctrines of the U.S. Department Homeland Security Exercise & Evaluation Program (HSEEP). HSEEP consists of doctrine and policy for designing, developing, conducting and evaluating exercises. HSEEP is a threat- and performance-based exercise program that includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction.

(See the link at https://hseep.dhs.gov/)

600.00   **Infrastructure Protection**

610.00   **Threat and Hazard Identification and Risk Assessment (THIRA) Program**

As soon as practicable, and periodically thereafter, the director of University Police shall devise and implement a program whereby each physical asset and/or facility of the University shall be inspected and evaluated for risk potential.

610.10   **Purpose**

The purpose of this program will be to perform a Threat, Hazard and Vulnerability Assessment (THIRA) and to implement solutions identified during these assessments to enhance security and improve campus preparedness.

610.20   **Methodology**

Upon completion of such inspection, a report shall be filed with Facilities Management that details the evaluation of risk and makes recommendations on ways to decrease the vulnerability of the asset or facility.

In addition, diagrams, blueprints and similar materials shall be assembled and maintained for each campus facility for use during both routine and emergency operations.

All reports shall be used by the director of facilities management to document the deficiencies found and make recommendations for the purpose of improving campus preparedness and security.

700.00   The Law Enforcement Information Sharing Program

A Law Enforcement Information Sharing Program should be devised and initiated as soon as practicable by the Director of University Police.

700.10   Purpose

The purpose of this program shall be to increase communications between University Police and other law enforcement agencies at all levels of government to enhance safety and security measures against criminal and terrorist threats against the campus and surrounding communities and to enhance cooperative efforts to combat such threats.

700.20   Methodology

As soon as practicable, the Director of University Police shall devise and implement a program designed to maximize the interaction of the campus law enforcement community with the appropriate members of government law enforcement agencies and sister campus security agencies. In order to ensure the timely receipt of threat information, the director of University Police shall establish a working relationship with:

- The Jackson FBI field office
- The regional Joint Terrorism Task Force (JTTF)
- The Mississippi Analysis and Information Center (MSAIC)
- State and local law enforcement officials,
- Campus police associations, and
- Others, as appropriate

800.00   Campus Response to National Threat Alert Levels

The Director of University Police may consider any of the following steps, as well as any others, calibrated to local, state, or national threat alert levels:

- Consider assigning staff as liaisons with international students on campus (in addition to potentially eliciting life saving information, these officers may build trust and allay the fears such groups may have).
- Establishing a management team responsible for directing implementation of the campus EOP
- Immediately review the campus EOP and mutual aid agreements with the management team, command staff and jurisdictional partners.
- Determine the need for additional staff training.
- Consider assigning a campus liaison officer to the local EOC.
- Update the most recent risk assessment inventory (THIRA).
- Increase physical checks of critical facilities during periods of increased alert.
- Assess adequacy of video monitoring.
- Ensure adequacy of emergency alerts and communication systems for students, faculty, staff and visitors.
- Review of parent communication and reunification plan and educate all stakeholders.

900.00   **Annual Plan Reviews**

900.10   **The EOP shall be reviewed at least once each year**

On or about July 1 of each year, the president of the University shall cause an annual review of the EOP to be conducted. As a result of this review, any updates and/or changes shall be incorporated into this Plan and shall be distributed to users as soon as possible.

900.20   **Reporting Status of Plan Revisions**

The Director of Facilities shall devise a system to manage and track the updating of all building/facility plans and shall notify the Director of University Police.

900.30   **Emergency Communication Plan**

On or about July 1 of each year, the office of communications/office of the president shall conduct a review of the campus Emergency Communications Plan. As a result of this review, any updates and/or changes shall be incorporated into this Plan and shall be distributed to users as soon as possible. This review shall be conducted whether or not plan updates have been accomplished at any time since the previous review.

Table 1: University Incident TYPES

Event Level	Description	Examples	Recommended Actions
TYPE 5 Routine Emergency	An incident that can be resolved with existing University resources or limited outside help. Such an incident is usually a one-dimensional event that has limited duration and little impact on the wider University community, other than users of the space or building in which the incident occurred.	• Minor fuel oil or chemical spills • Building loss of heat, electricity, water, or technology for several hours • A minor fire in a confined space	• Potential notifications if a situation escalates. • Actions taken at the University office level.
TYPE 4 Minor Emergency	Emergencies that are primarily people, rather than infrastructure-focused. In particular, many student issues can become quite complex because of varied institutional and student support responses that must be coordinated. In these situation, specific office/incident plans may be implemented.	• Assaults • Sexual Assaults • Building/Office Occupation • Civil Disobedience • Extended Power Outages • Hate Crimes • Bomb Threats	• Potential contact with local PD and FD or other outside agencies. • Possible establishment of an Incident Command Post.
TYPE 3 Moderate Emergency	An emergency that shows moderate resistance to stabilization or mitigation. The incident can become more complex if not stabilized and infrastructure and operations may be threatened with damage and lives may be threatened as well,	• Tornado damaging a small area, HAZMAT leak, detonation of a large explosive device, active shooter, Category 1 or 2 hurricane.	• Outside agencies and resources are notified. • Mandatory Incident Command Post and Unified Command activation. • Partial EOC activation.
TYPE 2 Severe Emergency	A major emergency that impacts a sizable portion of the campus and/or outside community. Level 3 emergencies may be single or multi-hazard situations and often require considerable coordination both within and outside the University. Level 3 emergencies also include imminent events on campus or in the general community that may develop into a major University crisis or a full disaster. The EOG will be activated.	• Heating plant failure • Severe storms • Major fire • Contagious disease outbreak • Domestic water contamination	• Outside agencies and resources are notified. • Mandatory Incident Command Post and Unified Command activation. • Potential EOC activation.

TYPE 1 Disaster Emergency	A catastrophe affecting the entire campus and surrounding community. Immediate resolution of the disaster, unusually multi-hazard, is beyond the response capabilities of the University and local emergency response agencies. State and federal assistance will likely be necessary for recovery. The University will engage through the National Incident Management System (NIMS) by via a designated representative of the University as the MVSU incident commander in Unified Command.	• Major Hurricane • Act of war • Large-scale terrorist action	• Madatory EOG notification. • Mandatory physical EOC activation. • Outside agencies and resources are notified. • Mandatory Incident Command Post and Unified Command activation.

TABLE 2: NIMS Incident Complexity Guide

					Incident Complexity Level: Incident Effect Indicators Summary					
Type	Resistance to stabilization or mitigation	How long does it take for resources to meet incident objectives?	Effects on population immediately surrounding the incident	Length of incident effects	Evacuations necessary during mitigation	Adverse impact on CIKR	CIKR impact/ mitigation measures	Coordination required with elected/ governing officials and stakeholder groups	Do conditions or actions that caused original incident persist?	Probability of cascading event or exacerbation of current incident
5	None	1-2 hours	Minimal	Minimal	Few or none	None	None	Minimal or none	No	None
4	Low	Several to 24 hours	Limited	Up to 24 hours	Few or none	Minimal	Uncomplicated within one operational period	Minimal or none	No	Low to none
3	Moderate	At least 24 hours	Moderate	Several days to over one week	Possible; may require shelter	Threatens, damages, or destroys property	Adverse; multiple operational periods	Some	Possibly	Medium
2	High	Several days	Significant	Several days to two weeks	Possible; may require shelter/ housing for several days to months	Threatens, damages, or destroys property	Destructive; requires coordination over multiple operational periods	Moderate, including political organizations	Possibly	High
1	High	Numerous operational periods	Significant	Two weeks to over a month	May require shelter/ housing for several days to months	Significantly threatens, damages, or destroys property	Highly destructive; requires long-term planning and extensive coordination over multiple operational periods	High, including political organizations	Yes	High