

# Emergency Operations Plan

## Introduction

The Federal Emergency Management Agency (FEMA) describes an emergency as "any unplanned event that can cause deaths or significant injuries to employees, customers or the public; or that can shut down your business, disrupt operations, cause physical or environmental damage, or threaten the facility's standing or public image". This plan describes the roles and responsibilities of the University's personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources.

Jacksonville State's Emergency Operations Plan (EOP) is a procedural document for organizing, coordinating and directing available resources toward the control of an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals. The purpose of this plan is to establish clear **guidelines** detailing the appropriate response to disaster and crisis situations. The goal of this plan is to limit the loss of life and property in the event of an emergency or crisis that affects the operations of Jacksonville State University. These procedures apply to all University personnel and properties owned or leased by Jacksonville State University.

The Emergency Operations Plan is consistent with established practices relating to coordination of emergency response actions. This plan incorporates the use of the National Incident Management System to facilitate interagency coordination between responding agencies. The University will cooperate with federal, state and local emergency management agencies and other responders in the development, implementation and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

The University's mission is to respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized in accomplishing the following priorities:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety, and Basic Care Services
- Priority 3: Protection of University Assets
- Priority 4: Maintenance of University Services
- Priority 5: Protecting and Maintaining the Institutional Image
- Priority 7: Assessment of Damages
- Priority 8: Counseling or other necessary steps to restore well being on campus
- Priority 9: Restoration of General Campus Operations
- Priority 10: Evaluation of the Crisis and Revision of Procedures

## Situation Level Definitions

This plan identifies four emergency levels; the following level definitions should be used as a guide to define the magnitude of an emergency incident and the potential impact on Jacksonville State University

- **Level 0** covers a short-term internal "routine" emergency involving only university facilities and employees. Limited outside agency involvement may be required.
- **Level I** includes an emergency with a predictable duration at a single site involving the university and a single outside agency such as the fire department.

- **Level II** involves an emergency with an unpredictable duration with a multi-agency response.
- **Level III** relates to a widespread emergency impacting a large segment of the university with long-term implications.

EOP consists of six major components:

### 1. **Executive Management Team (EMT)**

The EMT's role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and recovery from the incident, the long-term effects of the incident and the needs to restore the University to normal operations. The EMT would be directly involved in incident stabilization only if major expenditures or policy decisions were needed to complete the stabilization. This team provides centralized direction and control of any or all functions as they pertain to Jacksonville State University. Members are as follows:

- President
- Vice President for Academic & Student Affairs
- Associate Vice President for Academic Affairs
- Associate Vice President for Office of Distance Education
- Associate Vice President for Enrollment Management & Student Affairs
- Vice President for Administrative & Business Affairs
- Vice President for Information Technology
- Vice President for Institutional Advancement
- Director of Public Safety
- Director of Public Relations
- Director of Safety and Environmental Health

### 2. **Emergency Operations Team (EOT)**

The Emergency Operations Team is organized under the Incident Command System and headed by the Incident Commander. EOT members are activated, based on the type and nature of the incident, to manage the operational aspects of the University's response to an emergency event. Each area identified as part of the EOT is determined to have critical responsibilities on a University – wide basis during emergency situations. Responsibilities include either direct management or management thru the functional annexes. The following departments are team members:

- JSU Physical Plant
- Williams Student Health Center
- Environmental Health and Safety
- JSU Police
- JSU Housing and Residence Life
- Counseling and Career Services

- Office of Human Resources
- Division of Information Technology
- Office of Purchasing
- Office of Controller
- Institutional Support Services
- Registrar's Office
- Disability Support Services
- Office of Public Relations
- Institute for Emergency Preparedness

### **3. Appendices**

- Hazard, Risk, and Vulnerability Assessment
- National Incident Management System
- Emergency Protocols
- Emergency Warning System
- Individual Building Plans
- Mutual Aid Agreements
- Life Saver
- Building Information

### **4. Hazard – Specific Appendices**

- Severe Weather
  - Tornado
  - Hurricane
  - Thunderstorm
  - Flood
  - Winter Storm
- Fire
- Bomb Threat
- Explosion
- Infrastructure Failure
- Hazardous Material Incident
- Major Demonstration
- Active Shooter – Law Enforcement
- Active Shooter – Campus
- Emergency Incidents External to the Region
- Terrorism

### **5. Key Annexes – (Emergency Support Functions)**

- ESF #1: Financial
- ESF #2: Government Liaison

### **6. Functional Annexes– (Emergency Support Functions)**

- ESF #1: Transportation
- ESF #2: Communication
- ESF #3: Public Works
- ESF #4: Fire Rescue

- ESF #5: Information and Planning
- ESF #6: Mass Care
- ESF #7: Resource Support
- ESF #8: Health and Medical
- ESF #9: Search and Rescue
- ESF #10: Hazardous Material
- ESF #11: Food and Water
- ESF #12: Utilities
- ESF #13: Military
- ESF #14: Public Information
- ESF #15: Volunteers and Donations
- ESF #16: Law Enforcement
- ESF #17: Student Issues
- ESF #18: Animal Services

### **Emergency Notification**

Jacksonville State University Police will initiate the emergency notification system. This emergency notification system will be tailored to notify only those individuals required to respond to a specific emergency. Current notifications rosters will be maintained in the Communications Center at the police department. Departments who have a response requirement will provide updated emergency notification rosters as necessary.

### **Declaration of Emergency**

The primary responsibility for monitoring emergency threats and events resides with the University Police Department. **UPD operates on a continuous 24/7/365** basis and is always available to receive emergency communication from a variety of official and public sources. In any type of emergency, the UPD Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the University Director of Safety (Chief of Police). If the Chief of Police is not available, UPD will follow established order of succession procedures. Based on information obtained from appropriate entities, the Incident Commander will initially declare the level of the emergency and may activate portions of the Emergency Operations Plan to the extent necessary to control the situation.

### **Succession Procedures (TBA)**

Full plan activation begins at the discretion of the University's President or his/her designee upon the receipt of information of an emergency event or threat of an emergency through the following chain. The University Director of Public Safety will first contact the following members of the Executive Management Team in the following order:

- Vice President for Institutional Advancement
- Vice President for Information Technology
- Vice President for Office of Distance Education
- Vice President for Administrative and Business Affairs
- Associate Vice President for Enrollment Management and Student Affairs
- Associate Vice President for Academic Affairs
- Vice President for Academic and Student Affairs
- President

Upon activation, appropriate Emergency Operations Team members will be notified and should report to the designated command center as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response. Executive Management Team Members will also be contacted and may also be present.

If it should be deemed necessary to warn the university community of an impending threat or emergency situation, UPD is designated to maintain the Police Communications Center with authority to activate alert warning resources and activities. Based on the initial report, and information obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency.

**The Disaster Recovery Team will continue with the following members:**

The Disaster Recovery Team will assemble following each crisis to evaluate how the situation was handled and make recommendations to better handle similar situations in the future. The Disaster Recovery Team will also assemble at least once per year to review the overall campus plan, individual department plans, and to evaluate training and emergency notifications literature.

**Plan Development and Maintenance**

Jacksonville State University Police Department is responsible for coordinating the preparation and continuous updating of the EOP, and for assuring the compatibility of the plan with similar Federal, State, and local (county and municipal) plans. In addition, UPD will be tasked with the development and maintenance of certain Annexes. Individuals and departments that are specified in the EOP that will play an active role in responding to a campus emergency are expected to prepare and continuously update their area plans as needed to ensure the timely and effective delivery of disaster response and recovery services by that organization during a disaster.

**Exercises and Training**

Trained and knowledgeable personnel are essential for the prompt and proper execution of Jacksonville State University's EOP and sub-plans. JSU will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner. University-wide exercises will be held at least once per year, and will consist of tabletop, practical and full-

scale staged events as deemed appropriate. Such exercises will be coordinated by UPD. Smaller-scale exercises will also be held as needed to allow defined work groups to practice their functional roles under emergency conditions.

Specific details of this plan are only available to members of the EMT and EOT. You may contact the University Police Department at 256-782-5050 if further information is needed.