

## EMERGENCY OPERATIONS PLAN OUTLINE

### I. PURPOSE

Weber State University's Emergency Operations Plan (EOP) outlines a strategy to cope with hazards that threaten the campus, as well as the concept of operations and management of critical resources in response to potential emergencies. It defines the role and responsibilities of departments, divisions and agencies on and off campus that are vital to help protect life and property.

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, WSU President or designee may declare a "local emergency" throughout the campus or a portion of the campus, and can officially downgrade the "local emergency" to a business-as-usual state. (See Forms section, Declaration/Termination form)

### II. SITUATION

- A Many natural and technological hazards could threaten the students, staff, faculty and visitors of WSU causing a major emergency and/or mass casualty event. These hazards could occur at any time. (See Hazard Analysis)

Natural Hazards could include:

- Earthquake
- Mudslide/Landslide
- Flood
- Tornado
- Fire – wild land
- Weather extremes

Technological Hazards could include:

- Transportation accidents
- Hazardous Material incidents
- Utility failure
- Fire - structural

Extraordinary criminal events:

- Civil disturbances
- Bomb threat
- Violent or criminal behavior
- Employee or student sabotage

### III. ASSUMPTIONS

- A. WSU will always be subject to the hazards stated above.
- B. Warning time available to implement this plan varies from little or none to days to weeks, depending on the type of hazard.

- C. All major buildings and departments will maintain specific emergency response plans relevant to their area operations and will ensure that all personnel concerned are trained and familiar with existing plans and procedures, and capable of implementing them in a timely manner.
- D. Assistance from city, county, state, and federal agencies and from other local agencies, as well as volunteer organizations will be available to supplement WSU resources.
- E. Some types of emergencies will be preceded by a building up period which, if recognized and utilized, can provide advance warning to those areas and/or population groups which might be affected. Other emergencies occur without advance warning, thus requiring mobilization and commitment of the emergency organization after the onset of the emergency situation.
- F. WSU officials can meet their basic operational objectives if automatic and coordinated responses are based on contingency plans and preparations which forecast actual emergency conditions.
- G. WSU will remain open, or will reopen as soon as possible, to fulfill its mission of providing educational instruction after any natural or man-made disaster or event.
- H. WSU will provide support to the local community, other statewide agencies, and the federal government during any natural or man-made disaster or event, to the extent resources and mission requirements allow. This may include, but is not limited to, providing shelter, refuge, or serving as an evacuation assembly point for persons not normally affiliated with WSU.
- I. WSU will, as its first priority in the event of a natural or man-made disaster, protect and provide for the safety of personnel, with priority being given to student housing residents for shelter, food and other essential services.

#### **IV. CONCEPT OF OPERATIONS**

- A. This EOP may be activated fully or in part by WSU President, the Vice President for Administrative Services, the Police Chief or their designees depending on the type or severity of the event.
- B. WSU's emergency response will generally be classified into one of three operational levels, as soon as an event has occurred, as illustrated in the steps below:
  - ✓ Observation or notification of the event
  - ✓ Identification of the event
  - ✓ Nature and scope of the event
  - ✓ Severity of the event
  - ✓ When the event occurred

- ✓ Determination of operational level

### **LEVEL 1 – MINOR EMERGENCY**

This level includes any incident, potential or actual, which will not seriously affect the overall functional capacity of WSU. Response to an emergency situation includes calling 626-6460 and/or 9-1-1, which activates appropriate public safety entities i.e., Police, Fire and EMS. These entities will monitor the situation and determine if it could escalate into a Level 2 event which will affect campus operations.

### **LEVEL 2 – MAJOR EMERGENCY**

This level includes any incident, potential or actual, which affects an entire building(s), or area of campus and will disrupt the overall operations of WSU. Major policy considerations and decisions may be required. This level may require emergency personnel be put on standby and/or report to the Emergency Operations Center (EOC) if activated by the administration. This level may require a declaration. This level may be handled by campus resources or with assistance by mutual aid unless the incident escalates to a Level 3.

### **LEVEL 3 – DISASTER**

This level includes any event or occurrence which has taken place and has seriously impaired or halted the operations of WSU. In the event of a disaster of major proportions WSU would likely be self-sustaining for a period of time. In some cases mass student/personnel casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to control the situation effectively. Outside emergency medical services will be essential. The EOP and EOC will be fully activated. (See Section V. Organization and Responsibilities)

The WSU policy group and coordination group will report to the EOC where assessment of the situation and assignments can be given. Responsibilities would include assessing the situation, warning the campus populace, evacuating impacted areas, establishing and maintaining communications and employing resources to provide for care and treatment of injured as well as preserving lives and property. It will be necessary to keep the campus population informed of changing conditions and provide them with precautionary instructions.

Assistance from the state will be requested if campus and local resources are fully committed and the WSU President declares the situation to be a “local emergency”.

## **V. ORGANIZATION AND RESPONSIBILITIES**

WSU disaster operations will be under the direction of the President of WSU or designee. Emergency and disaster response will be conducted according to established operating procedures and the National Incident Management System (NIMS) will be used to manage the event. The NIMS systems provides a set of standardized organizational

structures such as the Incident Command System (ICS) a system currently in use by the police and fire departments; NIMS standardized processes, procedures and systems are designed to improve interoperability among jurisdictions and disciplines in many areas and will provide a comprehensive approach to incident management. All other departments, responding to assist with scene management, will operate under this system.

If the emergency or disaster exceeds WSU resources pre-existing mutual aid agreements will be in effect and if needed, city, county and state resources will be petitioned. When resources at the state level are exceeded the Governor will petition for the federal disaster declaration.

When WSU declares a local emergency or upon the occurrence of a natural act or disaster, the Emergency Operations Plan and Emergency Operations Center shall be put into effect immediately if they have not already been activated. Below are some suggested guidelines for EOC activation.

When to activate the EOC:

- Disaster or emergency involves multiple sites and/or areas of campus
- Disaster or emergency requires unique or multiple resources
- Disaster or emergency exceeds event capabilities
- Public Health related events
- Homeland Security events
- At the discretion of WSU President

How to activate the EOC:

- WSU Police Department will activate call down system
- Notification via the Emergency Alert System (EAS)
- Notification via the City Watch system
- Notification via WSU computer, telephone communication systems

Upon activation of the EOC:

- EOC staff will be called in
- EOC will be set up for operations i.e., computers, phones, work stations, work packets, maps, status boards, check-in sheet etc.
- Announcements over campus through radio, broadcast, voice mail or means available to communicate with campus population
- Notification of activation to city, county and state by the Office of Emergency Management
- Media communications will be established and if necessary Weber County will be requested to activate the Joint Information Center (JIC)
- Begin compilation of the windshield damage assessment and Initial Disaster Report (see Forms section)
- Apprise EOC staff of the event

Field Command reports (communicates) to EOC as soon as activation is in place:

- Location of field responders, condition of responders, condition of vehicle and condition of their immediate area will be needed
- Severe damage that is in view will need to be logged and reported by field responders and/or building safety coordinators

Upon declaration of “local emergency” all essential records in regard to WSU shall be preserved and all records in regard to the emergency response, including orders, proclamations, procurements and contacts shall be appropriately documented and maintained pursuant to the EOP. The EOC coordination group, finance section shall maintain all records and record them immediately as they occur during the period of emergency declaration.

The WSU EOC is comprised of two groups, the policy group and the coordination group. Pursuant to the requirements of the EOP all emergency personnel in the policy group (see below) shall report to the EOC unless otherwise advised. Coordination group members will be activated as necessary. The EOC will be located at Lampros Hall, the policy and coordination group will report at this location at the time of EOC activation. The alternate location of the EOC will be at a location that is determined safe, should the main EOC location be damaged.

#### **EOC Policy Group**

University President  
University Counsel  
Provost  
V.P. Administrative Services  
V.P. Student Affairs  
V.P. University Communications/Relations  
Chief Information Officer  
Clerk/Recorder (appointed as necessary)

Policy issues that the President and/or the policy group may address during activation may include; declaration, restrictions, contingency funding, donations/volunteer management, restoration, resource allocation and response and recovery priorities etc.

The coordination group will consider implications of the disaster and communicate with the policy group especially in relation to coordination for response and recovery efforts, legal issues and campus operations.

#### **EOC Coordination Group**

Assistant V.P. Administrative Services  
Assistant to V.P. Facilities Management  
Emergency Manager  
Police Chief  
Law Enforcement Officer  
Fire Marshal  
Environmental Health & Safety Director

Risk Manager  
 Damage Assessment Officer (appointed by FM)  
 Facilities Operations Officer (appointed by FM)  
 Assistant V.P. Financial Services / Finance Officer  
 Accounting Officer  
 Director Purchasing Officer  
 Associate V.P. Human Resource Officer  
 Compensation Manager / H.R. Officer  
 Director Housing Residence / Shelter Officer  
 Health and Medical Officer - if needed (appointed by Student Affairs)  
 Dining Services Officer  
 Executive Director Communications Officer  
 Director of Media Relations Officer  
 Telecommunications Manager Officer  
 Information Technology Officer  
 Emergency Planning Committee Members  
 Davis campus representative – if needed

**Outside Agencies**

Red Cross  
 Public Health Department  
 Amateur Radio Emergency Services (ARES)  
 Ogden Fire & EMS  
 Utah Power  
 Questar  
 Others as needed

**EOC Functional Responsibilities**

<b>Function</b>	<b>Primary Responsibility</b>	<b>Secondary Responsibility</b>
Alert and Notification	Police, Administrative Services Personnel, Dispatch	Departments with EOC representatives
Building & Utility Damage	Facilities Management, Building Safety Coordinators	Facilities Management, Police, Responsible outside agencies
Communications	University Communications Facilities Management Police Department	CERT, ARES
Computer Support	Information Technology	Outside community agencies
Criminal Event	Police	Mutual Aid Agencies, Responsible outside agencies
Crowd Management	Police	Mutual Aid Agencies
Damage Assessment	Facilities Management Police Department	Fire Marshal Building Safety Coordinators

Debris Management	Facilities Management	Outside community agencies
Record Keeping	Academic Affairs	Finance, Human Resource
Emergency Medical / Mass Casualty	Police Department	Mutual Aid Agencies
Employee Welfare	Human Resources	Health Center
Environmental Issues	EH&S	Weber County Health Department
Evacuation	Building Safety Coordinators, Police	Fire Marshal
Finance	Accounting Services	Payroll
Fire	Fire Marshal	Mutual Aid agencies
Flood/Heavy Rains	Police	Facilities Management
Hazardous Materials Response	EH&S, Fire Marshal	Mutual Aid Agencies, Police Department
Insurance and FEMA Documentation	Accounting Services	Risk Management
IT support	Information Technology	
Legal	Legal Counsel	Presidents Council
Map Procurement	Parking, Printing Services	Parking, Multi-Media Services
Mass Care / Sheltering	Police Department, Red Cross, Housing, Food Services	Mutual Aid agencies, Health Center, Housing, CERT Teams
Mental Health	University Counseling Services	Weber County Health Department
Protective Actions	Police Department	Weber County Sheriffs
Public Health	E H&S	Weber County Health
Public Information/Media	University Communications	Media Relations
Search & Rescue	Mutual Aid Agencies, CERT Teams	Weber County Search & Rescue
Severe Winter Weather	Police, Facilities Management	Police, Responsible outside agencies
Special Needs Individuals	Disability Services	Student Affairs, Human Resource
Student Welfare	Student Affairs	Health Center, Counseling Services
Telecommunications	Telecommunications	Outside community agencies
Tornado	Facilities Management, Police	Mutual Aid agencies
Transportation	Shuttle Bus	UTA, Local School Districts
Utility Disruption	Emergency Management	Responsible outside agencies
Volunteer Management	Human Resources	Student Affairs, CERT
Water Supply/Contaminated (non-terrorist)	Facilities Management	Environmental Health and Safety Weber County Health Department Police Department
Water Supply/ Loss	Facilities Management	Responsible community agencies

**Davis Campus:**

Davis campus EOC will be located on the first floor of the building

EOC Policy / Coordination Groups:

Will be staffed by Davis campus representatives with Ogden campus representatives as backup for emergency operations

**Outside Agencies**

Red Cross

Davis County Public Health Department

Layton City Police / EMS

Amateur Radio Emergency Services (ARES)

Utah Power

Questar

Others as needed

**VI. ADMINISTRATION AND LOGISTICS**

To ensure the readiness of WSU to respond to any emergency at any time, a system of cooperation and coordination is needed.

Documentation of the response is vital. Incident command in the field will be instrumental in monitoring and documenting needs and requests to the EOC. Personnel in the EOC will handle and document available resources and requests as well as keeping disaster records in relation to damage, expenses, time, assistance and recovery.

Accounting will be necessary to keep records dealing with documentation, damages and costs associated with the incident.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

This Emergency Operations Plan follows the standard format as contained in the State and Local Assistance Guide, (SLG 101) which provides information on FEMA's concept for developing risk-based, all-hazard emergency operations plans. This format will:

- serve as the basis for effective response to any hazard that threatens the campus
- facilitate integration of mitigation into response and recovery activities; and
- facilitate coordination with the city, county, state and federal government during catastrophic disaster situations

It is the responsibility of WSU Emergency Manager to write and review the plan. Departments must be involved in the pre-emergency planning and response preparations. Departmental representatives will be asked to serve on the Emergency Planning Committee, which will be tasked with keeping the EOP current and making sure the information contained therein is effectively and efficiently written to reflect actual

responsibilities during a disaster or major event. The Emergency Planning Committee's responsibilities will include:

- Coordinating the writing of the EOP with WSU Emergency Manager
- Assigning or coordinating assignments to support departmental responsibilities
- Executing the provisions of the EOP upon its activation

The EOP will be reviewed annually and the responsible department will recommend changes or updates to the Emergency Manager. The Emergency Manager will make necessary changes and updates, print copies and distribute them to all agencies, departments and key personnel having a copy of the EOP.

### **VIII. AUTHORITY**

- A. Emergency Management, Utah Code Section 63-5
- B. Disaster Response and Recovery, Utah Code Section 63-5A
- C. The Federal Civil Defense Act of 1950, (Public Law 81-920) as amended.
- D. Federal Disaster Relief Act of 1974 (Public Law 93-288).
- E. Emergency Management, Utah Code Section 63-5
- F. The Disaster Mitigation Act of 2000 (Public Law 106-390)

For more information, or to view the entire Emergency Operations Plan, please contact Lt. Mike Davies at 626-7729.