



Emergency Operations Plan

Updated 2019

University Police Department

Division of Student Affairs

Suite 108, Bailey Hall

1003 West Sunflower Road

Cleveland, Mississippi 38733

Table of Contents

Foreword	I
Record of Changes	II
Distribution List	III
Acronyms	IV
Definitions	V
Basic Plan	
I. Introduction	1
II. Purpose	1
III. Scope	1
IV. Mission	1
V. Assumptions	2
VI. Situation Level Definitions	2
VII. Response Protocol	4
VIII. Organizational Components	5
IX. Declaration of Emergency	8
X. Emergency Operations Command Structure	9
XI. EOC Functional Working Groups	10
XII. Continuity of Operations	12
XIII. Plan Development and Maintenance	14
Appendices	
A. Hazard, Risk, and Vulnerability Assessment	15
B. National Incident Management System	17
C. Emergency Protocols	20
D. Emergency Warning System	22
E. Individual Building Plans	24
F. Mutual Aid Agreements	25
G. EMS Air Transport	26
H. Safety Coordinators	28
I. Safety Coordinators Instructions	30

Hazard – Specific Appendices

J.	Evacuation Procedures	31
K.	Shelter-in-Place Procedures	32
L.	Building Lock-Down Procedures	33
M.	Severe Weather	37
N.	Fire	41
O.	Explosions	42
P.	Bomb Threat	43
Q.	Infrastructure Failure	45
R.	Hazardous Material Incidents	46
S.	Major Demonstration	47
T.	Emergency Incidents External to the Region	49
U.	Terrorism	50

Resources

Emergency Support Functions Worksheet	52
Emergency Phone Numbers	55
OIT Checklist– Preparedness Response and Recovery	56
Crisis Public Information Officer (CPIO)	57
CPIO Checklist – Preparedness Response and Recovery	58
Additional Roles	59
ICS General Message Form	61
Emergency Flow Chart	62
Emergency Protocols Poster	63

Foreword

Emergency planning and response are the fundamental tools used in emergency management. The management of emergencies is an evolutionary process that has both common and situational independent characteristics. The intent of an Emergency Operations Plan is to create a flexible organizational framework that is capable of managing any required emergency response to an incident occurring on campus.

Delta State University's Emergency Operations Plan (EOP) outlines procedures for managing major emergencies, which may threaten the health and safety of the campus community or disrupt business operations on the local campus. For this plan, the "Local Campus" defines as Delta State University's campus and facilities in Cleveland, Mississippi. Facilities located outside of this area must develop and implement an EOP, which addresses the specifics of the facility and response capabilities within their locale. For support in the development of such plans, please contact the University Police at (662) 846 - 4155. The Bolivar County Emergency Management Agency's Community Emergency Management Plan supplements Delta State University's EOP.

The EOP identifies individuals and departments internally or externally which have a direct or supporting role in emergency response. It provides a management structure for coordinating and deploying resources. The EOP outlines an immediate plan of action to address emergencies in a logical and coherent manner. The intent of this plan is not to establish policies, but to create a flexible framework for an immediate response to an emergency; without impeding the initial first response or requiring policy decisions to first be made during an emergency. (Virginia Polytechnic Institute and State University [VT], 2007).

Distribution List

Department	Number of Copies
University President	1
Academic Affairs	3
Accounting & Finance	1
Administrative Staff Council	3
Admissions & Recruiting	1
Athletics	1
Aviation	1
Cleveland Volunteer Fire/Rescue	1
Cleveland Police	1
Counseling Center	1
EMA	1
EMS	1
Facilities Management	5
Faculty Senate	1
Human Resources	1
Information Technology	5
IHL – Safety Manager	1
SGA/Student Representative	1
Student Affairs	5
University Housing & Residence Life	1
University Police	5
Office of Communications and Marketing (OCM)	2
TOTAL COPIES	43

Acronyms

ARNG	MS Army National Guard
BSA	Body Surface Area
BCEMA	Bolivar County Emergency Management Agency
BCSD	Bolivar County Sheriff's Department
BCVFD	Bolivar County Volunteer Fire Department
COOP	Continuity of Operations Plan
CPD	Cleveland Police Department
CPWD	Cleveland Public Works Department
CSEPP	Chemical Stockpile Emergency Preparedness Program
CVFD	Cleveland Volunteer Fire Department
DHS	Department of Homeland Security
DRU	Disaster Resistant University Plan
EAS	Emergency Alert System
EMA	Emergency Management Agency
EMS	Emergency Management Specialist
ECT	Executive Crisis Team
EOC	Emergency Operations Center
EOG	Emergency Operations Group
EOP	Emergency Operations Plan
ESF	Emergency Support Functions
FBI	Federal Bureau of Investigations
FEMA	Federal Emergency Management Agency
FM	Facilities Management (Delta State)
FRP	Federal Response Plan
HAZMAT	Hazardous Material
HRV	Hazard, Risk and Vulnerability
IC	Incident Commander
ICS	Incident Command System
LZ	Landing Zones
MBI	MS Bureau of Investigation
MDOT	MS Department of Transportation
MHP	MS Highway Safety Patrol
MSDH	MS State Department of Health
NIMS	National Incident Management System
NMDS	National Medical Disaster System
NOAA	National Oceanic & Atmospheric Administration
NWS	National Weather Service
OHS	Office of Homeland Security (MS)
UPD	University Police Department
UPCh	University Police Chief
UTM	Universal Transverse Mercator

Definitions

Biological Weapon: Infectious agents or toxins, which are pathogenic to man, animal, or plants. These may include numerous naturally occurring viruses, bacteria, or genetically engineered organisms.

Crisis Public Information Officer: Individual(s) with PIO experience who act as the communications conduit for the University. Typically, these persons are within the University Administration.

Direction and Control: Effective and efficient use of available personnel, equipment and other resources to save lives and protect property.

Disaster: An event (natural or technological) that may cause loss of life, human suffering, property damage and severe economic and social disruption. May require response by all levels of government (federal, state, and local), industries and volunteers to save lives and protect property.

Emergency: An everyday event that is within the functional capabilities of a single municipal or county department. Examples of emergencies include traffic accidents, structure fires, and heart attacks.

Emergency Operations Center (EOC): a designed site from which the University, county, state, and federal organizations and elected officials, can coordinate, direct and control emergency mitigation, planning, response and recovery efforts.

Emergency Evacuation: is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard. Examples range from the small-scale evacuation of a building due to a bomb threat or fire to the large-scale evacuation of a district because of a flood, bombardment or approaching weather system. In situations involving hazardous materials or possible contamination, evacuees may be decontaminated prior to transport out of the contaminated area.

Hazard: A potential threat to life and/or property.

Hazardous Material (HazMat): Substance or material in quantity or form that may be harmful to humans, animals, crops, water systems, or other elements of the environment if accidentally released.

Incident Commander: The individual responsible for the management of all incident operations.

Lockdown/Shelter in Place: Securing the public in place in areas that can be locked to deny entry during an armed or similar emergency that requires a tactical law enforcement response. Implementation of the DHS protocol Run, Hide, Fight occurs during this type of incident.

National Incident Management System (NIMS): The system created by the U.S. Department of Homeland Security to provide organization and standards for incident response. NIMS is designed to facilitate cooperative response to incidents among federal, state, and local agencies. It includes a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; resource typing; resource management; qualifications and certification; and the collection, tracking, and reporting of incident information.

Shelter in Place (General): is a process for taking immediate shelter in a location readily accessible to the affected individual(s) by sealing a single area (an example being a room) from outside contaminants and shutting off all HVAC systems. These actions are taken after a chemical accident or terrorist attack. Depending on the exact situation, everyone within a specific distance of the incident may be ordered to shelter in place or people within a closer range may be ordered to evacuate while everyone else shelters in place.

Terrorism: The threat or use of force or violence against persons and property to achieve political/social ends usually associated with community disruption and/or multiple injuries or death thus influencing both crisis management and consequence management.

Unified Command: A single incident command structure with a “built-in” process for an effective and responsible multi-jurisdictional or multi-agency approach, and is employed during incidents that involve several jurisdictions or several agencies from the same political jurisdictions.

University Police Director: This is the Chief Law Enforcement Officer of the University, typically the Chief of Police.

Weapons of Mass Destructions (WMD): Any destructive device defined as explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, or missiles having an explosive or incendiary charge of more than one-quarter ounce.

Basic Incident Command System Plan

I. Introduction. The Emergency Operations Plan (**EOP**) does not intend to establish policies, but to create a framework that will allow an immediate response to an emergency without impeding the initial response or requiring policy decisions first. This plan describes the roles and responsibilities of the University's personnel during emergencies. The basic emergency procedures are designed to protect lives and property through effective use of University and community resources. Delta State's EOP is a procedural document for organizing, coordinating and directing available resources toward the control of an emergency event. The plan includes a chain of command establishing the authority and responsibility of various individuals. In emergencies, procedures sometimes must be changed at an instant's notice; therefore, responsible and knowledgeable persons who know the procedures must have the authority to make necessary modifications (VT, 2007). Through the use of Hazard - Specific Appendices (I – T), this Emergency Operations Plan addresses several specific types of emergencies on an individual basis, providing guidelines for the stabilization and recovery from the incident.

II. Purpose. An emergency may be sudden and without warning. These procedures are designed to be flexible to accommodate contingencies of various types and magnitudes. 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 Delta State University. The proper use of available resources and personnel is critical to the successful management of emergency operations. According to this plan, an emergency is defined as any event or condition that normal responses or measures cannot control. The University President or their designated representative is responsible for declaring a state of emergency. Once this state is declared, all students, employees and visitors are to adhere to these guidelines. It is imperative to remember that these procedures are guidelines and should be used as a flexible tool in responding to a variety of contingencies.

III. Scope. These procedures apply to all University personnel and properties owned or leased by Delta State University. Bolivar County has developed an Emergency Operations Plan (copy attached) that DSU will use in conjunction with this plan. 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 (NIMS – Appendix B) 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.

IV. Mission. The University will respond to an emergency in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish 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

V. Assumptions. This Emergency Operations Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- A. An emergency or a disaster will occur at any time of the day or night, weekend, or holiday, with little or no warning.
- B. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide framework and cannot anticipate every emergency circumstance.
- C. An emergency or a disaster will be declared if information indicates that such conditions are developing or probable.
- D. Disasters will be community-wide. Therefore, it is necessary for the University to prepare for and carry out disaster response and short-term recovery operations in conjunction with local and other state resources.

VI. Situation Level Definitions (VT, 2005).

This plan identifies four emergency levels as follows:

- **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 affecting a large segment of the University with long-term implications.

The following level definitions should be used as a guide to defining the magnitude of an emergency incident and the potential impact on Delta State University.

Level 0:

Definition: An unplanned event of short duration that is not likely to adversely affect or threaten life, health or property. Control of the incident is within the capabilities of University employees and the response is made in accordance with individual building plans (Appendix E). The University's EOP is **not** activated for Level 0 events.

Criteria: University employees can resolve the incident with assistance or advice from Facilities Management, Counseling, University Police or other appropriate university departments as deemed necessary. An outside agency may be involved as a precaution or as part of standard university procedures.

- A written report is filed with UPD and other appropriate university departments as deemed necessary.
- No outside medical assistance needed.
- Little involvement of the University's insurance is required.
- Establishment of an Incident Command Center is optional and the EOP would not typically be activated.

Examples: Automatic fire alarm, small chemical spill, localized water pipe break affecting a portion of a building, a localized undetermined odor problem, minor flooding from excessive rain, or labor disruption.

Level I:

Definition: An unplanned event that may adversely affect or threaten life, health or property within a single area. Control of the incident may be beyond the capabilities of university employees. Outside agency assistance may be necessary. Departments are to follow the procedures outlined in the emergency plan when responding. The EOC would not typically be activated for Level I emergencies.

Criteria: Resolution of incident involves both university and/or outside agency personnel.

- Evacuation is short term and affects the immediate localized area only. The incident is of short duration (e.g. 2 hours or less).
- Security procedures will need to be established to protect persons and/or property.
- Medical response may be required.
- Some involvement of the University's insurance may be required.
- An Incident Command Post is established at or near the scene of the emergency.
- The Incident Commander or his/her prepare designee a written report, including a narrative, damage estimates, injury report, and agencies involved.
- Members of the University who participated in the response may hold an incident debriefing/critique coordinated by the Incident Commander or other appropriate official.

Examples: A localized fire or explosion in a residence hall or academic building, a chemical spill that causes a disruption of services and a hazardous materials response, a water main break involving most of a building or one which threatens critical services, a trench cave-in, an odor requiring evacuation, or loss of heat or power to a building.

Level II:

Definition: An unplanned event of unpredictable duration that may adversely affect or threaten life, health or property on a large scale at one or more locations within the University. Control of the incident will require specialists in addition to university and outside agency personnel. Long-term implications may result.

Criteria: Resolution of the incident involves both university and outside agency personnel.

- Evacuation is long-term and affects an entire building, a group of buildings and/or a significant number of employees or students.
- The incident response may require an extended period before it is completely resolved.
- Security procedures will need to be established to protect occupants, evacuees, and/or property.
- Significant involvement of the University's insurance may be necessary.
- Large-scale medical response may be required.
- An Incident Command Post is established at or near the scene of the emergency.
- The Emergency Operations Center (EOC) is opened at the University Police Department (if necessary and while the EOP is active).
- Communications center established to coordinate media and university related communications as necessary for the type of incident occurring.
- The Incident Commander or his/her prepare designee a written report, including a narrative, damage estimates, injury report, and agencies involved.
- Members of the University that participated in the response will hold an incident debriefing/critique coordinated by the Incident Commander or other official.

Examples: A water main break involving service to multiple buildings; or a break affecting an entire academic or residential building; loss of heat or power to multiple buildings; a fire affecting an entire residential or academic building; a chemical release causing the evacuation of one or more buildings; large scale civil unrest on university property; threatened acts of terrorism; or acts of violence on or near campus that have broad implications for university operations.

Level III:

Definition: An incident occurring at the university that adversely affects or threatens life, health or property at the university on a large scale. Control of the incident will require multiple agencies and multiple university departments working together. Long-term implications are expected.

Criteria: Resolution of the incident requires multi-agency response and long-term business disruption is expected.

- Serious hazard or severe threat to life, health and property.
- Resolution of incident involves community multi-jurisdictional and university multi- departmental involvement.
- Major evacuation involving implementation of the university relocation plan, which interfaces with community plans.
- Significant and long-term involvement of University's insurance will be necessary.
- Duration of event is unpredictable.
- Security procedures established to protect evacuees and property.
- Large-scale medical response implemented using both university and community resources.
- An Incident Command Post is established at or near the scene of the emergency.
- The EOC is opened at the University Police Department.
- Communications center established to coordinate media and University related communications.
- Long-term recovery plan established.
- A written report including; the Incident Commander or his/her prepare designee a narrative, damage estimates, injury report, and agencies involved.
- All agencies that participated in the response will hold an incident debriefing/critique coordinated by an appropriate official.

Examples: Large-scale chemical release affecting a significant portion of the University, earthquake, tornado, floods, hurricanes, snow/ice storm (severe weather), major power outage, fire affecting multiple buildings, and building collapse.

VII. Response Protocol. The operational aspect of the University's Emergency Response Plan is based upon the National Incident Management System (NIMS) (see Appendix B). NIMS is a modular emergency management system ***designed for all hazards and levels of emergency response*** (University of Florida [UF], 2005).

This system creates a combination of facilities, equipment, personnel, procedures, and communications operating within a standardized organizational structure. It is used by the Department of Homeland Security (DHS) and throughout the United States as the basis for emergency response management. The use of NIMS will allow the University to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Some of the kinds of incidents and events that would be managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

University response to a disaster or emergency will generally involve the following phases (VT, 2005):

- **Planning and Mitigation** – The process of evaluating exposures and developing or refining response plans that will assure an orderly and effective response to an emergency, and for identifying and mitigating areas of vulnerability. After every activation of the EOP, an after – action review will be performed by the Incident Commander or his/her designee to determine if the response was effective or if the plan should be modified and improved.
- **Response** – The reaction (s) to an incident or emergency in order to assess the level of containment and control activities that may be necessary. During this phase, generally, only preliminary forecast of the impact will be available, and University objectives will be to assure the public welfare, protect critical infrastructures, and provide support to emergency response organizations/operations.
- **Resumption** – The process of planning for and/or implementing the resumption of critical business operations immediately following an interruption or disaster. During this phase, more in-depth forecasts of the impact will be available, and university-wide objectives for program resumption will be determined. All response activities indicated above will continue as necessary.
- **Recovery/Restoration** – The process of planning for and/or implementing recovery of non-critical business processes and functions after critical business process functions have been resumed, and for implementing projects/operations that will allow the university to return to a normal service level.

VIII. Organizational Components. The University's EOP consists of 6 major elements:

- Executive Management Team
- Emergency Operations Group
- Appendices (A – H)
- Hazard – Specific Appendices (I – S)
- Key Annexes (1 – 2)
- Functional Annexes (1 – 18)

A. Executive Crisis Team (ECT). The Executive Crisis Team will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The ECT is also responsible for the review and approval of the Emergency Operations Plan. The Executive Crisis Team will convene to coordinate policy and procedure issues specific to response and recovery activities necessitated by the nature of the event. ECT members shall remain accessible to the EOC for updates and guidance as necessary. Communication with their liaison at the EOC shall be maintained by telephone if possible or by radio, cell phone or other means as necessary.

The ECT's role is that of policy and major decisions. Typically, this would be centered on planning and preparation before and recovery from the incident, the long-term effects of the incident, and the needs to restore the University to normal operations. The ECT 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 of the following functions as they pertain to Delta State University (VT, 2005):

- Review and approval of the University's Emergency Operations Plan.
- Evaluate the institutional effects of the emergency.
- If necessary, authorize a temporary suspension of classes, or a campus closure or evacuation.
- Frame emergency – specific policies as needed; Example: special finance assistance for employees or students.
- Assure that functions critical to the continuity of university business operations are maintained.
- Address legal issues associated with the emergency.
- Collect and analyze information provided by the EOC on the impact of the event on departmental and university operations.
- Determine and convey business resumption priorities and business recovery plans to the EOC.
- Ensure the Incident Commander is functioning in a responsible manner.

Members:

- President
- Provost/Vice President for Academic Affairs
- Vice President of Student Affairs
- Vice President for Finance and Administration/CFO
- Vice President for Executive Affairs & Chief of Staff
- Vice President for University Advancement
- Director of Campus Safety - University Police Chief
- CIO/ Office of Information Technology (as needed)
- Director of Facilities Management (as needed)

B. The Emergency Operations Group (EOG). The Emergency Operations Group (EOG) is organized under the Incident Command System and headed by the Director of Campus Safety. The EOG members are activated to manage the operational aspects of the University's response to an emergency event; based on the type and nature of the incident. For any given incident, it should be noted it may not be necessary for all members of the EOG to be inclusive in incident stabilization and recovery efforts. The Incident Commander will be responsible for notifying members of the EOG when their services are needed (UF, 2005).

Each area identified as part of the EOG is determined to have critical responsibilities on a university – wide basis during emergencies (UF, 2005). Responsibilities include either direct management or management thru the functional annexes. The EOG is comprised of senior management personnel representing functional areas of the University that have critical Emergency Operations Plan execution responsibilities. Members are responsible for ensuring that their functional area has a critical operations plan and necessary resources to execute their plan. Additional personnel may be assembled as necessary to address specific emergency conditions and as needed to support EOC operations.

The Emergency Operations Group includes both primary and alternate members. Alternate members direct and execute their critical operations plan responsibilities in the absence/unavailability of the primary member. **All primary and alternate members must be knowledgeable of the overall Emergency Operations Plan.** Members must also be available during a crisis.

The EOG shall be used to provide centralized direction and control of any or all of the

following functions as they pertain to Delta State University (VT, 2005):

- Members are responsible for the review, discussion, advisement and recommendation concerning the University's Emergency Operations Plan.
- Determine the scope and impact of the incident.
- Deploy and coordinate resources and equipment.
- Adjudicate conflicting claims and /or request for emergency personnel, equipment and other resources.
- Designate responsibilities and duties as necessary to maintain the integrity of the University and its primary mission.
- Provide support to emergency operations at the Incident Command Center.
- Issue communications and warning through Public Relations.
- Request additional resources from outside agencies and implement mutual aid agreements.
- Coordinate with local, state and other governmental agencies.
- Monitor and continually evaluate conditions.
- Analyze damage assessment data, identify business recovery priorities and associated resource needs, and convey this information to the University administration and the Incident Command Center.
- Implement university business continuity and resumption plans.

Members:

- Facilities Management
- IHL designated Safety Officer (Facilities Management)
- University Police Department
- Housing and Residence Life
- Counseling Services (incl. Disability Support Services)
- Human Resources
- Office of Information Technology
- Purchasing Agent
- Comptroller
- Admissions/Recruiting
- Marketing and Communications
- Athletics (Trainers)
- Safety Coordinators
- Building Managers

C. Appendices. These appendices contain information needed to understand the campus of DSU, list of emergency protocols, and other supplemental plans that will aid the EOG members in responding to an emergency or disaster. See Appendices A – I.

D. Key Annexes. The purposes of these Annexes are to provide the President with guidance during the emergency or disaster concerning finances and providing a governmental liaison (See Key Annexes 1 – 2).

E. Functional Annexes (Emergency Support Functions (ESF)). The purpose of these annexes is to provide a basic understanding of the agencies and responsibilities associated with each of the functional annexes as documented in the Emergency Operations Plan. To designate primary and support responsibilities to specific DSU Divisions/Departments for these same functions should university resources be needed for emergency response and recovery efforts either solely for university purposes or at the request of federal/state/county emergency management. It should be noted that the full scope of responsibilities associated with an ESF's reflects those assigned to the County Primary Agency and that the responsibilities assigned to a DSU Primary or Support

Division/Department would be only that portion of responsibilities with which the University can provide. Functional **Annexes 1 – 16** will list those agencies that have been designated by EMA as ESF lead agencies, and those departments/divisions that have been designated by DSU as ESF lead agencies within the university structure (UF, 2005).

F. Hazard – Specific Annexes. Each hazard specific annex of the EOP shall individually address the purpose of the annex, immediate action one should take, concept of operations, and any subsequent procedures or information needed. See Annexes A – K.

IX. 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 communications from a variety of official and public sources. In any emergency, the UPD dispatcher should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the University Police Director. If the UPD Director is not available, the UPD will follow the normal order of succession procedures. Based on information obtained from appropriate entities, the University Police Director will initially declare the level of the emergency and may activate portions of the Emergency Management Plan to the extent necessary to control the situation (UF, 2005).

Succession Procedures

Full plan activation begins at the discretion of the University President or their designee upon the receipt of information of an emergency event or threat of an emergency through the following chain. The University Police Director will first contact the following members of the Executive Crisis Team in order (Depending on severity):

- University Police Director (if not the initiating caller)
- President
- All Vice Presidents
- CIO
- Director of Marketing & Communications
- Director of Facilities Management

Upon activation, appropriate Emergency Operations Group 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 Group and determine the appropriate response. Executive Crisis Team Members will also be contacted and may be present.

If it should be deemed necessary to warn the university community of an impending threat or emergency, the UPD is designated to maintain the Police Communications Center with authority to activate alert warning resources (see Appendix D) 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 (UF, 2005).

The University Police Department has overall responsibility for coordinating and alerting the appropriate parties. UPD will maintain a list of the emergency response key persons and their telephone contact information (p55) - .

The primary EOC in Bailey Hall 108 will be maintained at a state of readiness activation. The EOC serves as the centralized, well-supported location in which the Emergency Operations Group Members and the Executive Crisis Team Members may gather and assume their role. Activities and work assignments will be planned, coordinated and delegated from the EOC.

If there is a **Level 0 or I** incident, the EOC will be at the University Police Department. If that location is unavailable, the EOC will be designated at an alternate site from the pre-identified list of suitable facilities. If there is a **Level II or III** incident, the EOC will initially be located at UPD with the option to relocate to the Bolivar County Emergency Management Agency (BCEMA) EOC. The Incident Commander may designate the EOC to be located elsewhere if necessary. A list of suitable alternatives will be prepared.

X. Emergency Operations Command Structure. The University coordinates its emergency preparedness planning with the BCEMA, and the City of Cleveland, to ensure that the campus procedures are consistent with current government practices and that Delta State University is able to maintain effective emergency communications and coordination during an incident. This plan is promulgated under the authority of the University President. All decisions concerning the discontinuation of university functions, cancellations of classes, or cessation of operations rest with the President or their designee. After consulting with the Incident Commander and available members of the Executive Management Team, the President or his designee shall be responsible for declaring any major institutional emergency. DSU's EOP partitions emergency decision – makers into functional teams to maximize efficiency. These teams are as follows (VT, 2005):

- The **Executive Crisis Team (ECT)**, composed of lead administrators, establishes the policies and procedures as needed to support emergency operations, and determines business recovery and resumption priorities.
- The **Emergency Operations Group (EOG)**, 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. The University Incident Commander heads the EOG and is responsible for overall management of the incident.

In addition to the ECT and EOG, there are five other roles in the Command Structure:

1. The **Incident Commander (IC)** is the individual directing immediate response efforts at the scene of the emergency. The University Incident Commander heads the EOG. The Incident Commander has responsibility for overall management of the incident and must be fully qualified to manage the incident. After an appropriate assessment of the incident, the President can change the Incident Commander. The Incident Commander must be able to quickly assess an emergency, determine the level of impact, assess the effect, contain the incident and assign the proper resources. The Incident Commander is responsible for keeping the ECT informed and up- to-date on all-important matters pertaining to the incident. The Incident Commander or designate in his/her absence, has authorization to fully implement the operational aspects of this Emergency Operations Plan upon the President's request.
2. The **Crisis Public Information Officer (CPIO)** is the individual(s) serving as the point of contact for official information being released both internally (to employees and students, not involved in the response.) and externally to the public, including family members of employees and students. If the incident is large enough to shift Public Information to an external source (FBI, MBI or EMA) the CPIO will focus on internal communications to persons on the Delta State Campus.
3. The **Crisis or Tactical Communications Officer** is initially the UPD senior dispatcher until relieved by the County/State EMA Communications Chief.
4. The **Safety Coordinators (Building Managers)** are responsible for the pre-planning and

activation of plan elements at a local level relative to their facility (Appendix H).

5. The **Employees** are seen as leaders by students and their staff members and should be prepared to direct their students or subordinates to assembly areas in the event of an emergency. Employees should be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes for hurricanes, floods, etc. (UF, 2005). Employees must be prepared to assess situations quickly but thoroughly. All employees are responsible for emergency preparedness planning for their work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance of certain weather systems.

XI. EOC Functional Working Sections. The organization of Delta State's EOG at the EOC is based on the Incident Command System (ICS) used by the Department of Homeland Security, Federal Emergency Management Agency, and the state and local emergency response agencies. Under this model, members of the EOG are assigned to functional working sections to maximize efficiency as follows (VT, 2007):

1. **Planning Section** - initiates, collects and verifies field reports, assesses reconnaissance and other data, prioritizes situation reports and plans, and develops Incident Action Plans.
 - University Police Department
 - Office of Communications and Marketing (OCM)
 - Facilities Management
 - Office of Information Technology
 - Assoc. Athletic Director - Trainers
2. **Operations Section** – directs and coordinates all operations; receives and implements Incident Action Plans. The EOG for this section will depend on the incident.
3. **Communications Section** – acts as the coordinating site for all wireless responder communications traffic. Typically a permanent or mobile dispatch center.
4. **Logistic Section** – obtains and stages resources in support of emergency operations.
 - Facilities Management
 - Housing and Residence Life
 - Food Services
5. **Finance/Administration Section** - tracks all incident costs, and tracks and manages the university claims process.
 - Office of Purchasing
 - Office of Comptroller

The Incident Commander will appoint a Section Chief for each section as appropriate for the type and scale of the emergency. **Note that some sections may not be activated based on the type and size of the emergency.** While this section cannot identify all responsibilities of individual departments in responding to emergencies, it is intended to clarify basic responsibilities. Unique department specific plans are to be reviewed annually.

1. Safety Coordinators

- Emergency Preparedness
 - Building plans and building evacuation information shall be distributed to all employees, and practice drills are recommended to be held annually. Contact the University Police for assistance with conducting drills.
 - Time should be allowed for training employees in emergency response such as fire extinguisher usage, first aid, CPR and building evacuation procedure.
- During an Emergency/Disaster
 - Contact **University Police (662-846-4155)** immediately in an emergency and provide support as needed.
 - Inform all employees and students in their area of the emergency or event and direct their response activities as they relate.
 - Evaluate the impact that the emergency has on their service or activity and take appropriate actions. This may include ceasing operations and evacuation.
 - Maintain emergency telephone communications with representatives from their area or from an alternate location if necessary.

2. Employee Supervisors

- Educate their employees concerning University emergency procedures as well as evacuation procedures for their building and/or areas. It is difficult to drill students on fire safety or building evacuation, so it is essential to have the employees clearly informed of their duties to:
 - Understand how and when to activate a fire pull station (specifically what is to be done by employees to get everyone out safely and away from the building). Important: Inform all students, and employees to strictly follow building evacuation guidelines during an emergency and to report to their designated assembly area outside the building. Assembly areas must not interfere with emergency responders or put evacuees at risk. Conduct roll call to determine if all evacuees have safely exited the building.
 - Inform their students and/or staff of the emergency and initiate emergency procedures as outlined in this guide.
 - Assist with inspecting their assigned building, facility, or area in order to determine the impact an incident could have on their facility. Report all safety hazards to University Police. Work orders that reduce hazards and can minimize accidents should be promptly submitted to Maintenance.
 - During a bomb threat, a supervisor or employee familiar with the work area may be required to assist University Police and Law Enforcement with surveying for unusual packages or explosive devices.

XII. Continuity of Operations. Advance prioritization of critical operations and services is essential to assuring that the university's response to an emergency is in the best interests of the organization as a whole and to the community it serves, and that critical functions are maintained throughout the course of an incident. The Executive Crisis Team (ECT) will determine broad university priorities for restoration of operations and services and communicate these priorities to the EOC. Recovery priorities should be established as follows:

- Immediate recovery (true continuity) is essential
- Recovery required within 24 hours
- Recovery required between 24 and 72 hours
- Recovery not required within 72 hours

Continuity of operations planning encompasses three areas of focus:

- Planning and organizing the emergency response.
- Identifying and mitigating areas of vulnerability.
- Advance prioritization of business continuity and business recovery concerns.

It is recommended that the ECT periodically review and update emergency response and business continuity and recovery plans. It is also recommended that the ECT periodically test these plans to assure they adequately address the critical functions and services of the departments covered by the plan. Testing could include performing a tabletop exercise or simulation. The Emergency Management Specialist personnel will assist with conducting these exercises upon request from the ECT.

Individual departments/building managers are expected to include a continuity of operations plans (Appendix E) to safeguard their essential programs and records, and to involve appropriate academic, administrative and/or financial personnel in the planning process. Instructions for developing these plans are contained in Appendix E. Business resumption procedures should be practiced as a part of annual emergency exercises.

The planning process is based on the following core activities:

- Identification of local mission critical processes, based on the primary mission(s) and business function(s) of each departments/building.
- Development of procedures for recovering all or part of the highest priority functions, given specific failure scenarios and time horizons.
 - Determination of whether each process could be suspended or degraded—or whether it must be fully functional—and the timeframe in which this must be accomplished.
 - Identification of alternate work sites or other temporary facilities for the most critical functions.
 - Ongoing back up of critical data and protection of critical equipment.
- Assignment of local business recovery roles, responsibilities, and authority.
- Procedures for recovering impacted operations quickly and strategies for providing programs and services under various emergency conditions.
- Criteria for returning to normal business operations.

XIII. Plan Development and Maintenance. The University Police Department is responsible for coordinating the preparation and updating of the EOP, and for assuring the compatibility of the plan with similar federal, state, and local plans. In addition, the 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.

When an area plan is updated, a copy shall be submitted to the UPD. The EOP and each department/building plan are to be updated as soon as possible after changes in organizational structure or resources occur. At a minimum, the University Police and Safety Officer shall review this plan and each area plan annually. Each identified area coordinator will sign and date their respective area plan after the annual review to certify that it is accurate, current and comprehensive.

The plan will be exercised periodically. Results of the exercises will be evaluated, and changes to the plan made as deemed appropriate to keep the plan current and effective.

A. Revisions. Revisions to the EOP will be distributed by the UPD to all parties designated to hold a controlled copy. A record of revisions shall be maintained by the UPD and placed in the front of the EOP. Only the basic plan will be made available to the public.

B. Supporting Plans and Procedures. The Emergency Operations Plan provides the framework for response and recovery including general task assignments. Specific building plans are prepared by campus building managers to detail response to disaster events affecting their building. These managers are responsible for developing standard operating procedures necessary to support the basic plan and for annually updating their plans as needed. The UPD is responsible for developing mutual aid agreements or other support methods with agencies outside of the university for disaster resources.

C. Program Administration. Delta State University's ECT has overall responsibility for policy decisions affecting pre-disaster activities, emergency operations and recovery operations of all divisions, as well as the coordination of emergency support provided by other Federal, State and local agencies. The University President is responsible to the ECT as their representative and represents the ECT while directing and supervising all activities of the university during pre-disaster and recovery phase operations. The President is responsible for assuring that an adequate Emergency Operations Plan is maintained.

D. Building Planning. Departmental or building manager Emergency Guidelines are prepared by the individual campus departments/building managers (see Appendix H) to detail response by on-site personnel to such localized events as fires, bomb threats, hazardous materials incidents, etc., on the premises. The EOP provides building manager specific instructions.

E. Exercises and Training. Trained and knowledgeable personnel are essential for the prompt and proper execution of Delta State University's EOP. The University will ensure that all response personnel has 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. Training will generally be coordinated by the UPD.

Exercises will be conducted as needed to allow all persons involved in emergency response to practice their roles and to understand emergency operations and their responsibilities under emergency conditions. **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 the UPD. Smaller-scale exercises will also be held as needed to allow defined work groups to practice their functional roles under emergency conditions.

Appendix A: Hazard, Risk and Vulnerability (HRV) Assessment

Hazard/Threat*	Probability HIGH ●	Probability MEDIUM ●	Probability LOW ●	Human Impact ●	Property Impact ●	Business Impact ●
Severe Weather						
Major Structure Fire						
Hazardous Materials Release						
Successful Cyber Attack						
Infectious Disease						
Domestic Terrorism						
Civil Disturbance						
Mass Casualties Incident						
Major Utility Failure						
Earthquake						
International Terrorism						

* *Not in ranked order of probability or likely occurrence.
Probabilities and related impacts are based on current trends
and similar occurrences in other jurisdictions.*

Description of Hazard or Threat

Hazards and Threats included in this document are a listing of various hazards; man-made, technological, and weather related that could affect the Delta State University (DSU) community. This list is not inclusive of all the hazards and threats that could affect the University.

Severe Weather (Includes tornadoes, hurricanes, flooding, and lightning)

Historical: *Tornadoes, Floods, and Flash Flooding.*

Probability: *High-* Increased activity in the Gulf will likely affect the state with potential tornadoes, high winds, and flooding resulting from higher rainfall amounts.

Mitigation Activities: Coordination with Mississippi Office of Homeland Security, Mississippi Emergency Management Agency, and the Bolivar County EMA on pre-disaster planning and mitigation activities is ongoing. Disaster Resistant University (DRU) project through the Federal Emergency Management Agency, where buildings and content values are pre-identified for a more efficient cost recovery process needs to be completed by the university.

Major Structure Fire

Probability: *High-* Fires on campus will continue to occur as the campus continues to grow and attract additional faculty, staff, and students.

Mitigation Activities: DSU continues to work hard in its efforts to educate, prevent, and improve fire safety measures on campus, especially in housing units.

Hazardous Materials Release or Spill

Probability: *High*- This is a likely event due to the nature of the research being conducted at DSU. Construction, possible intentional release (terrorism), and a nearby chemical spill could be potential sources of hazardous materials that could threaten DSU's campus.

Mitigation Activities: The Safety Officer should be working daily with researchers and with personnel who are responsible for buildings containing hazardous material and /or chemicals. Inspections and continued education programs will help promote a safer environment across campus. If a chemical spill should occur on campus. The UPD will respond with the Cleveland Volunteer Fire Department, who will then contact Bolivar County and any needed HAZMAT teams.

Cyber Attack

Historical: There are many "port probes" that are stopped at the campus firewall, and occasionally there are attempts to guess passwords on the library database authentication system, but very few have any likelihood of success.

Probability: *High*- These attacks will continue and increase in frequency as methods, and the technical expertise of the attackers improves

Mitigation Activities: The University must have good information and physical security plans and procedures to prevent or mitigate against a cyber-attack. Preparedness for an information attack requires constant and active vigilance to detect an attack early enough to minimize and mitigate against the consequences. This includes having a highly-effective surveillance activity as part of the University's **Information Security Plan**, user education, an information program in effect which provides the user with the information and awareness to note abnormalities with their equipment and software functioning, and procedures and protocols for immediate reporting to the responsible operational office.

Infectious Diseases: (Pandemic Influenza)

Probability: *High*- Federal and state public health officials consider some strains of influenza of pandemic proportion to be probable in the United States. Currently, influenza is primarily spread from human to human through the air. Virus particles are released into the air through coughing and sneezing of persons who are ill with influenza. Crowded conditions in enclosed spaces provide ideal conditions for the spread of influenza.

Mitigation Activities: Planning with Public Health and County emergency services is ongoing. DSU has a Pandemic Response Plan in conjunction with MSDH.

Domestic Terrorism

Probability: *Medium*- Environmental activist groups have struck other campuses around the nation, typically targeting property and not people in their attacks.

Mitigation Activities: The University Police Department (UPD) works with DHS & MOHS to curtail possible internal and external threats.

Civil Disturbance/Unruly Protest

Probability: *Medium*- Nonviolent anti-war and political protest appear to be a historical trend in our nation.

Mitigation Activities: Large social gatherings where alcohol might fuel inappropriate or illegal activities could create larger civil disturbances. The UPD is revising and improving their stadium and venue emergency plan in accordance with the University of Southern Mississippi's Spectator Sports Security Center guidelines.

Mass Casualties Event

Probability: *Medium*- A mass casualty event is defined as any event or disaster where local resources are overwhelmed due to the amount of fatalities caused by a man-made incident or natural disaster. Threats and incidents such as pandemic flu, a tornado strike on campus, an incident at an athletic or other venue, or an act of terrorism could potentially generate a mass casualty event on campus due

to our high concentration of faculty, staff, students, and visitors. DSU has a high population density in a relatively small land area which would likely contribute to high casualty numbers should a large-scale disaster occur on campus.

Mitigation Activities: Pandemic Influenza planning is ongoing with Public Health and local emergency services. The police/security plan has been revised and campus notification systems are being researched and evaluated to provide the campus community with instant notification and information to reduce panic and promote appropriate responses in the event of an emergency.

Major Utility Failure

Historical: The University and the Bolivar County area have experienced disruptions in utility service due to winter storms, hurricanes, brief repair work and other accidents that contribute to outages and/or disruption in service.

Probability: *Medium*- Utility failures are unpredictable, but they are generally associated with severe weather, ice storms, and disruptions caused by accidents. There are concerns regarding power grids or water supply systems being targeted that stem from the threat of terrorism.

Mitigation Activities: Alternate supplies of water and power need to be considered in planning. Buildings and departments should consider the feasibility of backup generators, fuel sources, and sustainability for critical infrastructure.

Earthquake

Historical: Recent seismic activity focused around Northwest Mississippi has sparked concern from many seismologists and emergency management officials regarding the frequency of earthquakes.

Probability: *Low*

Mitigation Activities: The DSU EOP includes "Earthquake" emergency procedures. Future training sessions conducted by the University will contain information on earthquake preparedness and response procedures.

International Terrorism

Probability: *Low*- Several recent events have occurred at other institutions of higher education that may indicate that colleges and universities have become potential targets for international terrorism. A few recent sample incidents occurring on higher education campuses include:

- October 2005- Oklahoma University "suicide bomber" incident outside a crowded OU football stadium.
- September 2005- Arrest of a University of Memphis student who was inquiring about being a pilot and who has ties to international terrorist organizations.
- February 2006- Ricin was discovered in a University of Texas dormitory.
- March 2006- American Islamic student at the University of North Carolina who intentionally drove into a group of students for retribution purposes.

Mitigation Activities: Terrorism from international groups historically involves the targeting of people and buildings (whether political or symbolic) for greatest media and psychological impact. The University Police Department and other campus entities continue to work with our federal, state, and local partners in planning, training and exercising to help prepare, prevent, respond, and recover from "All Hazardous Events" in a safe and effective manner.

Appendix B: National Incident Management System (NIMS)

I. Purpose. NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of the NIMS at the University facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. As a management system, NIMS helps to mitigate the incident risks by providing accurate information, strict accountability, planning and cost – effective operations and logistical support for any incident. NIMS can be used on any kind or size of an incident. It can also be used for planned non – emergency events. Some of the kinds of incidents and event that have been managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

II. KEY PRINCIPLES OF NIMS

- A.** Modular response model based on activating only those organizational elements required to meet current objectives.
- B.** Common terminology applied to organization elements, position titles, facility designations and resources.
- C.** Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- D.** Comprehensive resource management for coordinating and inventorying resources for field responses
- E.** Integrated communication so that information systems operate smoothly among all response agencies involved.
- F.** Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
- G.** Consolidated action plans that contain a strategy to meet objectives at both the field response and Emergency Operations Center levels.

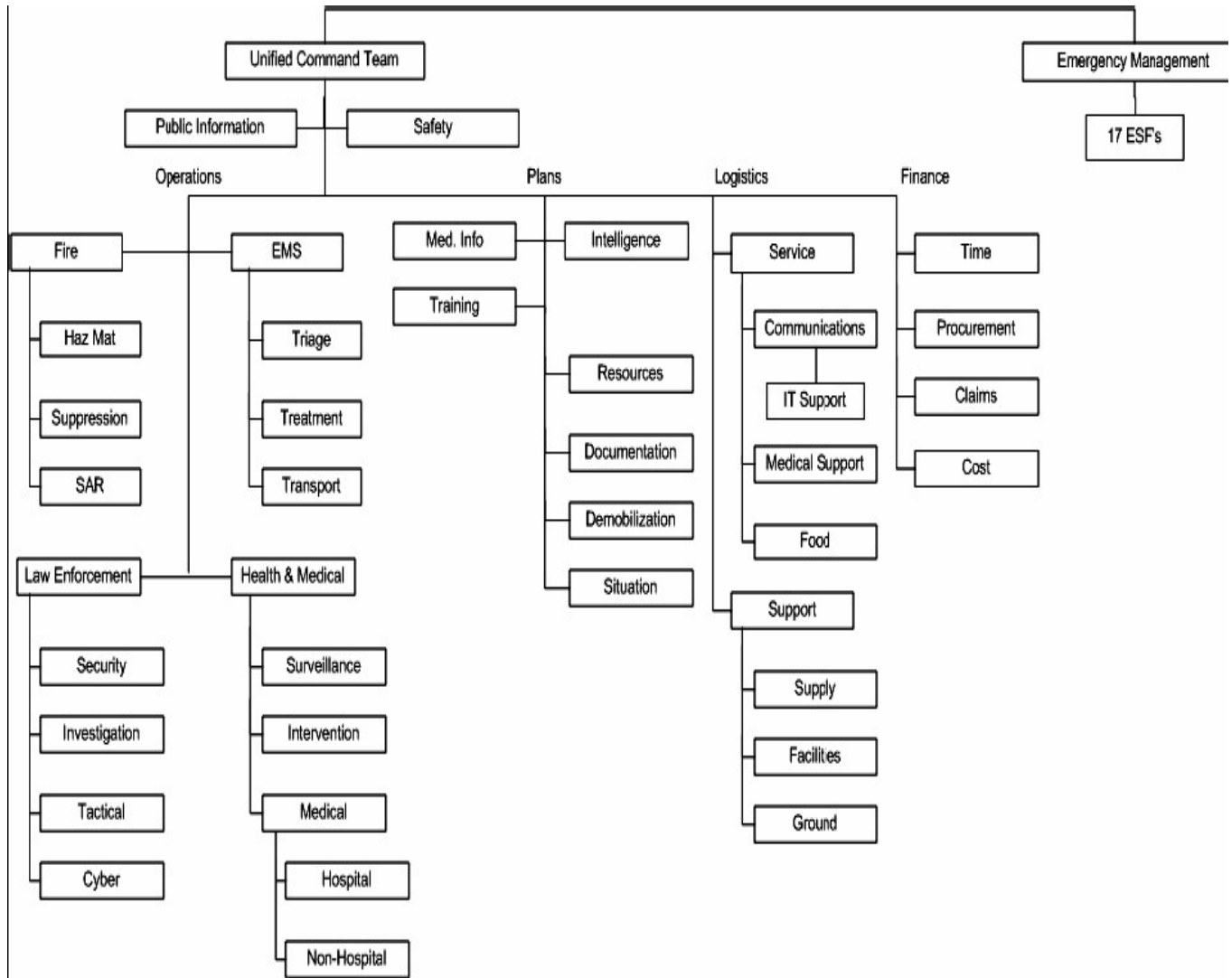
III. ORGANIZATION. NIMS is organized around five major management activities:

- A. Command:** Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy. In all incidents, there is an identified Incident Commander or a unified command team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.
- B. Operations:** Develops the tactical organization and directs all resources to carry out the Incident Action Plan.
- C. Planning:** Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information and maintains status of assigned resources.
- D. Logistics:** Provides resources and all other services needed to support the organization.
- E. Finance Administration:** Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

On small incidents, a single individual may manage the five major activities. Large incidents usually require each of these activities to be established as a separate section within the organization.

Not all sections need to be established within the NIMS organization. The Incident Commander will make this decision based on the demands of the incident. Each of the primary Incident Command System sections may be further subdivided as reflected in the organization chart.

Exhibit Components of National Incident Management System



Appendix C: Emergency Protocols

The following protocols have been developed to assist the University community in handling emergencies. Please read through these protocols and note the appropriate office to contact in case of emergency.

EVENT	RESPONSIBLE DEPARTMENT	ACTIONS
Blood and Body Fluid Spills	Facilities Management	Contact with blood or body fluid should be avoided if possible. Exposure means any specific eye, mouth, mucous membrane, or non-intact skin contact with blood or other potentially infectious materials. Contact Facilities Management for cleanup.
Bomb Threats	University Police	All bomb threats are to be taken seriously. The majority of threats are made with the intent of disrupting normal business. However, every bomb threat will be considered real until investigated. Contact the UPD immediately. The UPD may recommend closing part or all of campus. (Review Hazard –Specific Appendix D: Bomb Threat.)
Catastrophic Emergency	University Police Cleveland Police Cleveland Fire Bolivar County Sheriff, Fire and EMA	In the event of an accident, widespread illness, or act of violence resulting in serious injury or unexpected death of a member of the campus community, the designated University administration (once contacted) will determine campus status (remain open or close) and begin the notification process. The UPD may recommend closing the campus if dangerous situation exists. Initiate Emergency Operations Plan.
Emergency Operations Response	University Police ECT EOG	The Emergency Operations Plan is designed to provide information on how the campus will respond to a wide variety of emergencies.
Demonstrations and Rallies	University Police Cleveland Police Bolivar County Sheriff	DSU policy allows members or groups within the campus community to express their views on a particular issue or cause. Demonstrations and rallies, however, should not interfere with the operation of the institution. Prior approval for such events must be made through DSU administration and UPD.
Emotional Distress	Counseling	The DSU Counseling Center provides counseling for all members of the campus community and for all levels of emotional distress. Counselors should be contacted directly by the concerned person.
Fire Emergencies - Non-Residential Facilities	University Police Cleveland Fire	All fire alarms are to be taken seriously. Evacuation of the facility is mandatory until the signal to re-enter has been given by the fire department or the UPD.

Fire Emergencies - Residential Facilities	University Police Cleveland Fire Housing & Residence Life	University policy requires building occupants to immediately evacuate in the event of fire alarm activation or during any other emergency that requires evacuation. However, there may be other emergencies in which you may be required to decide on a course of action to protect yourself and the other members of your classroom or apartment.
Hazardous Materials	University Police Cleveland Fire Facilities Mgmt.	Protocols are EVACUATION; then call the DSU Maintenance/UPD/City Fire and follow their directions.
Lock Emergency	Facilities Management	The DSU Locksmith is located at the Facilities Management Building; the UPD will assist when a door is not securable because of a lock malfunction.
Major System Failure	Facilities Management	Report any system failure immediately to Facilities Management. This includes electric, heat, central air conditioning, gas leaks, and water/sewer. All reasonable efforts will be made to provide temporary service until permanent repairs are made. If the safety of the building occupants cannot be assured, senior management will be consulted for the relocation of occupants.
Cyber Security	Information Technology	Report issues to OIT
CSEPP Emergency	University Police Emergency Management	If you are notified of an emergency in your area, proceed to a designated shelter area. Your options are to go to a shelter or evacuate the area. If you evacuate, follow instructions from local EMA or Police. Tune to the Emergency Alert System (EAS). It will broadcast announcements that are timely and accurate instructions concerning the emergency.
Medical Emergencies	University Police EMS	Request medical assistance through the UPD/ Fire/911. Local EMS will be requested in the event of injury or illness. Local EMS will determine if a patient should be transported.
Sexual Assault	Counseling University Police Title IX Coordinator	For students who are victims of sexual assault, the UPD will be notified as well as the DSU Counseling Service. DSU offers emotional support and access to legal information.
Violence, Armed Incursion or Criminal Behavior on Campus	University Police Student Life Judicial Officer	Be alert to suspicious situations and promptly report threatening, violent or criminal behavior to the University Police. If you encounter a violent person, use "Run, Hide, Fight" policy and call the UPD immediately. Lockdown initiated by UPD.

Appendix D: Alert System

Messages and Their Explanation

- University Police Department sends messages for emergency purposes only.
- The primary alert system is OKRA ALERT (an email and text based alert system).
- Emergency messages are sent via phones, cell phones, email, Twitter, Facebook, and the news.
- Emergency messages should produce immediate action.
- Messages and their meaning are shown below.
- Follow-up messages may be sent.

Emergency Message	Explanation of Message
<p>Active Threat to Campus: There is an active threat event. Execute the response plan appropriate. Additional instruction will follow.</p>	<p>There is a very serious emergency on campus. Do not enter the campus. Classes and all activities are cancelled. There is a threat to life safety on the campus. Please see Appendix K for more information (pg. 38).</p>
<p>Emergency Evacuation: Due to an emergency, everyone is asked to safely evacuate the Delta State campus or a particular area/named building. Additional instruction will follow.</p>	<p>The immediate and urgent movement of people from the campus or specific area away from a hazard. Please see Appendix I for more information (pg. 34).</p>
<p>Tornado Warning: A tornado warning has been issued for Cleveland and Delta State. Please take appropriate safety measures and tune to your local media source for updates.</p>	<p>A tornado has been sighted or indicated on radar and is imminent in the area. The Bailey Hall will be opened for shelter. Please see Appendix L for more information (pg. 42). Take immediate action!</p>
<p>Tornado Emergency: A tornado is confirmed on the ground and causing severe damage.</p>	<p>This is the most serious warning concerning a Tornado. A tornado is confirmed by official personnel, is actively causing damage and is an immediate threat to life safety. Take cover immediately. It is too late to evacuate, "Shelter in Place" on lowest level!</p>
<p>Severe Weather Warning: Bolivar County has been placed under a severe weather warning. Please tune to your local media source for updates and changes to the weather.</p>	<p>A severe weather warning has been issued for the area. The weather event is imminent or occurring. Warnings are issued for events that will pose a risk to life and property. Warnings can be issued up to 48 hours in advance. This includes hail, thunderstorms, high winds, winter storms, tornados, etc. Please see Appendix L for more information (pg. 42).</p>

<p>University Phone Outage: During an extended phone outage. Please call 662-588-3182 for emergencies and refrain from routine calls to UPD.</p>	<p>If the university phone system is not working, call the University Police at 662-588-3182 for emergencies until the phone system is back operational.</p>
<p>University Closure: Delta State University is suspending all operations and is closed. All classes are cancelled. Monitor the University homepage for further details.</p>	<p>Campus is closed and classes cancelled for the date and time specified in an Okra Alert or other official notification. All essential employees and Building Managers must coordinate with their supervisor, before leaving the University.</p>
<p>All Clear: The threat to the University has passed. Please continue to monitor your local media source for further updates.</p>	<p>This message is sent when the emergency condition is over.</p>
<p>Test Message: This is a test from Delta State University's emergency alert notification system, "OKRA ALERT". This is only a test. No action is required.</p>	<p>This test message will be sent when the system is tested. This will be at least once per semester or more frequently as needed.</p>

Appendix E: Individual Building Plans

I. Requirement of Specialized Plans. Specialized plans prepared by any university unit shall be consistent with the guidelines established in this Emergency Operations Plan. Appropriate ***EOG members, and Safety Coordinators/Building Managers***, shall at a minimum, develop and maintain procedures to accomplish the following:

- A. Identify the individuals and alternates to whom the specific responsibilities are assigned;
 - Building or facility emergency response.
 - Plan Maintenance – Buildings are required to annually provide the UPD with changes to a plan.
 - Identify the Building Response Group (BRG).
 - Develop procedures for communicating within the BRG. Including a current emergency call roster.
- B. Identify unique life safety threats for the building. Be certain that all employees review and understand the safety procedures defined in the EOP and building specifics.
- C. Identify important assets and how to protect them in an emergency.
 - Assets include physical items of value and data information.
 - Assign individuals (or other units) to secure physical assets.
 - Assign individuals to be responsible for vital records.
 - Assist with building content damage assessments.
- D. As appropriate, identify a building/department disaster plan to maintain and restore services that are critical to the University.
- E. Identify critical reliance on other units.
- F. Provide training for new hires as necessary.
- G. Communicate assignments to relative employees.

Appendix F: Mutual Aid Agreements

Purpose. Delta State University Police Department maintains emergency mutual aid agreements with local and state agencies. Details of these agreements are available from the UPD Director, Bailey Hall 108 Cleveland, MS. 38733. Delta State University does not operate its own fire rescue or emergency medical service. The city and county fire departments provides these services to the campus.

Delta State University participates in the MEMA statewide emergency assistance pact and in the IHL emergency response agreement maintained by the Mississippi Institutions of Higher Learning Emergency Manager.

Delta State University is a member of the MSWIN wireless radio communication network and complies with recommended interoperability standards.

Appendix G: EMS Air Medical Transport

I. Purpose. Delta State University will utilize air medical transport for air lifting critical patients to hospitals as necessary. This program is dedicated to transporting the critically injured and ill patients from anywhere within 150 miles of each base. There are two bases close to the University; one in Greenville, MS and the other in Batesville, MS. EMS Air Transport also utilizes a base in Arkansas if needed. Each is capable of transporting patients to a facility that best serve the patients' trauma care needs.

II. Criteria for Transport Services

Consider Air Transport for the critically injured or ill victim. Consult the Safety Officer and Incident Command.

III. Requesting EMS Air Support

Communication:

EMS air medical transport dispatch is staffed 24 hours a day seven days a week. If the Incident Commander (UPD, Fire Dept., EMS, other Law Enforcement agency, etc.) has decided that air transport is needed, the UPD or local EMS will contact Air Medical Transport.

Air medical transport will dispatch based on availability and / or weather conditions and give an estimated time of arrival. Once in route, dispatch will receive the arrival estimation from the pilot. UPD or other dispatch should be prepared to provide the following information to Air EMS dispatch concerning the accident/s:

- **Requesting agency**
- **Location (Latitude and Longitude if available)**
- **Landing Zone information if available**
- **Ground contact radio frequency**
- **Call back number**
- **Medical Control Physician in region**
- **Patient information (Type of injury/illness, vital, age, weight, etc.)**
Age, height, and weight may be approximate.

Weather

A request for air transport should be made even if the weather is doubtful. The final decision (based on weather) to accept or reject a flight is made by the pilot. The pilot has the latest forecast and current weather conditions based on observations and radar.

Stand – By Request

Put air transport on standby if the situation is unknown and there is a probability that they will be needed.

V. Landing Zone Safety

Ground Operations

Helicopters are should always be approached with caution.

Danger zones must be recognized and avoided.

If an officer is asked to serve as tail rotor guard by a crewmember:

- Maintain eye contact with the pilot at all times, they will remain in the aircraft.
- Do not approach an operational helicopter until directed by its crew
- Do not approach a helicopter until the pilot signals it is safe to do so.
Always approach from the side or rear.
- Use caution: even slowing main rotors can dip to 6 feet
- Never run near an operating helicopter
- No vehicle of any type, including emergency vehicles, within 50 feet when the rotors are turning.
- I.V. poles, hands and equipment should never be raised above your head
- Never depart a helicopter up slope or approach down slope
- **THINK SAFETY!**

Hazardous Material

Accidents involving hazardous materials require special handling by Fire / Rescue units on the ground. The aircrew must be informed of any hazardous material (s) on the scene in order to prevent contamination of the crew or patients (s). Flight crews do not normally carry protective suits or breathing apparatus. Upon initial radio contact at the scene, the flight crew must be made aware of any hazardous gasses in the area. **Never assume that they have been informed.**

If a **HAZMAT**, condition exists,

- Inform the Air EMS dispatcher on the initial request of the type
- Quantity of spill
- Any special precautions

Materials of Concern are: Toxic, Poisonous, Flammable, Explosive, Irritating, or Radioactive

VI. Patient Transport

If feasible, maintain patient in an environment that will allow adequate initial assessment (inside ambulance, building, etc.)

Loading

The aircrew will direct patient loading. No one except the aircrew should open or close aircraft doors. Patients will be loaded from the side of the aircraft. One crewmember will load the head of the stretcher and ground personnel may be asked to assist with loading the feet of the patient. Move all vehicles, personnel and equipment away from the aircraft prior to rotors turning and lift off.

Transport

An EMS helicopter typically accommodates one patient: however, there is a weight limit depending on helicopter capabilities. If more than, one patient meets criteria for transport discuss the patient weights and severity of the second patient with the dispatcher and the Air EMS Pilot and Medical Staff will determine if a second helicopter is needed.

Mass Casualties

Air EMS has the capabilities of sending additional aircraft from surrounding areas. If there is a Mass Casualty incident, notify air medical dispatch of the situation. If you are unsure of how many patients need transportation tell them and they will place additional aircraft on standby.

Appendix H: Safety Coordinators List
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Appendix I: Safety Coordinator Roles and Responsibilities

General Expectations:

- Act as point of contact for safety and emergency related communications pertaining to the building and/or department.
- Develop and maintain “call trees” to communicate with department heads during and outside of normal working hours in the event of an emergency in your building.
- Make yourself familiar with emergency equipment location and operation (fire extinguishers) and evacuation routes for your building.

Building or Campus Evacuation

- Alert employees, students and guests to the activated building fire alarm.
- Encourage employees, students and guests to leave the area quickly and quietly
- Close any open doors along the exit corridor route if possible
- Check elevators in your area for stranded persons (if applicable)
- Note any personnel who did NOT leave the area and advise the UPD dispatch center.
- Convene to a pre-determined assembly area. Provide a count to the EOC.
- Notify the EOC of those unaccounted and who did not evacuate.
- Make note of any lighting/equipment that is malfunctioning and forward information to the UPD.

Shelter in Place – Severe Weather

- When a watch is issued, be weather conscious, when a warning is issued take immediate action.
- Refer employees, students and guests to Severe Weather and Tornado procedures on emergency posters and guides.
- Encourage all to proceed to the lowest level of the building.
- Once on the lowest level use a designated shelter area.
- In the absence of a designated shelter area, use an interior windowless hall or room.
- Crouch or sit on the floor with your head covered.
- Stay away from exterior windows, skylights or potential sources of flying glass or debris.

Lockdown - Shelter in Place (RUN, HIDE, FIGHT)

- **If the emergency is in your area, move everyone away as quickly as possible.**
- **Move persons who cannot RUN (escape) in open areas to areas that can be secured.**
- **If you cannot RUN then HIDE by sheltering in a lockable area.**
- Notify UPD immediately on any hostile incident or act.
- If confronted and you cannot get away FIGHT by using whatever objects you have available while trying to get to responding law enforcement or safety.
- **DO NOT OPEN A SECURE AREA FOR ANYONE OTHER THAN LAW ENFORCEMENT.**

Hazard – Specific Appendices

Appendix J: Evacuation Procedures

Purpose. The following evacuation procedures are presented as general guidelines. Each building and work area should establish procedures specific to the facility to ensure the safe evacuation of students, employees, and visitors.

Immediate Action. Events may occur that may require the evacuation of an area. Examples of events that may require evacuation may include, but are limited to an actual fire or fire alarm, a bomb threat, a hazardous material emergency, a power failure, police emergency, or other situations where it would be prudent for occupants to evacuate. **Do not use elevators. Remain calm.**

Decision. In the event of a fire alarm, complete evacuation of the building will be **IMMEDIATE AND MANDATORY**. For other emergencies that may require partial or total evacuation, the UPD, or other responsible authority will notify you.

Evacuation Routes:

- Primary evacuation routes for each floor of each building will be the nearest safe stairwells or hallway.
- Elevators should not be used for evacuation (may become inoperative/smoke hazards may develop).
- All occupants should be familiar with the evacuation routes that are posted on each floor.
- Evacuees should meet at a designated area for accounting.
- “Assembly points” to be used during an evacuation will be identified and included in the facility evacuation plan. “Assembly points” must be 200 feet or more depending on the height of the structure from the building and firefighting equipment. They should be upwind as much as possible.

Method of Evacuation:

- Evacuation should begin with those persons requiring assistance. This avoids the possibility of the disabled being injured.
- Position persons with disabilities near the stairwell farthest from danger. If possible, designate one person to stay with, the disabled, and another to notify emergency responders of their location.
- Elevators will not be used during an emergency evacuation.
- Occupants will proceed to the nearest stairwell in an orderly manner, Stay to the right side of the stairs and exit the building on the ground floor.
- Occupants should be informed to take personal items only if there is time.
- Occupants should remain quiet in the evacuation process in order to hear directions.

Bomb Threat Evacuation:

- If the evacuation is due to a bomb threat, be alert to make a note of any unusual packages that may be in or near your office area.
- **Report any unknown package to the UPD and do not touch!**
- For additional information, view the “Bomb Threat” section.

Conduct following Evacuation:

- DO NOT PANIC.
- Once in the safe area, stay visible.
- Occupants not accounted should be assumed missing.
- Occupants will proceed to the area outside identified for assembly as warranted by existing conditions.
- All personnel should follow instruction given by those in charge.
- Do not return to an evacuated building unless authorities authorize you to do so.
- Instructors and supervisors should account for occupants from their respective areas and make notification to authorities immediately if someone is missing.

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance.

Appendix K: Shelter-In-Place Procedures

Purpose: **Shelter-in-place** refers to the need to remain where you are for your own safety. *Employees and students generally cannot be forced to shelter-in-place; however, there are circumstances when university officials and emergency personnel will recommend that everyone must stay where they are for their own safety and well-being.* You should consider how and where to shelter-in-place prior to having to perform this measure. Depending on the circumstances and nature of an emergency, the first important decision is whether to stay where you are or leave.

There are circumstances when staying where you are and creating a barrier between yourself and potentially contaminated air or physical hazard outside – a process known as “shelter-in- place” – can be a matter of survival. Sheltering in place is a defensive action that building occupants can take to protect themselves against airborne hazards outdoors, and for which there is a warning.

A shelter is a pre-determined interior area or room of the building, which – with special provisions – Can provide a barrier to protect occupants from external dangers. A common example is the tornado shelters.

In the event that a shelter-in-place is advised for this area, all building occupants will be notified to proceed to their shelter area and the building doors will be locked. All occupants must decide whether they will shelter-in-place until the “all clear” is announced, or whether they will leave the premises within several minutes. After the building is closed, no one will be allowed to break the seal on the building until the “all clear” is given.

A shelter-in-place order may be issued for several reasons:

- Severe weather
- Hazardous materials
- Any situation where it is best for you to stay where you are to avoid an outside threat.

Recommended shelter criteria:

- Room(s) large enough to accommodate department personnel.
- Preferably an interior room at or above ground level (depending on emergency), preferably without windows.
- Room with as few windows, doors, and vents as possible.
- Portable AM/FM radio, cell phone, flashlight, bottled water, something to read/entertain.
- **Remember that people cannot be forced to shelter. However, law enforcement may detain or restrict movement due to public safety.**

SEVERE WEATHER SHELTERING - You should know where the shelter areas are in your building. If you do not, attempt to seek shelter in the basement or interior most portion of the building, avoiding windows and glass doors. For additional information, see Severe Weather section page on 42.

You should be alert for instructions and updates as they become available from the emergency personnel and university administrators through the DSU Alert system. **If class is in session, encourage students not to leave, BUT do not force anyone to stay.** If you are in other buildings such as dorms, encourage everyone to remain there, but again DO NOT force anyone to stay. Keep everyone CALM. Stay away from windows, doors, and outside walls

When a shelter-in-place is advised, turn off all air handling equipment. Initiate HVAC shut down procedures.

Decision. The Incident Commander will make decisions regarding the control and abatement of the incident and will determine if it is safe to leave the building. Remain in Shelter Mode until told everything is all clear by emergency personnel. **Do not leave until you are sure of the identity or source of the person making the announcement.**

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance.

Appendix L: Building Lockdown Procedures (Lockdown-Shelter in Place)

Policy

When instructed by the Delta State University Police Department (UPD) to initiate a lockdown of the campus or specific building(s), this procedure is used.

Purpose

In the event of a police emergency, it may become necessary to lockdown a building or buildings on campus to protect occupants and minimize the overall exposure to danger.

Definition

A lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from possible looming danger. This action might be necessary when an evacuation would not be appropriate. Run, Hide, Fight protocols are implemented. (DSU Emergency Protocols Poster, 2017)

A temporary sheltering technique (e.g. 30 minutes to several hours) is utilized to limit civilian exposure to dangerous situations. Once alerted, occupants of any building within the subject area will lock all doors and windows not allowing entry or exit to anyone until the "all clear" message has been received via the Emergency Notification System. This procedure converts any building into a large "Safe Room."

Types of Events Triggering Lockdown

The types of events that could require lockdown include situations such as the following:

- Active Threat/Mass Shooting
- Hostage Situation
- Riot/Large Uprising
- Other emergency situations where evacuation may pose greater risk than sheltering in place

Authority and Responsibility

UPD is responsible for:

- Declaring the lockdown
- Activating the Emergency Notification System
- Immediate response to the scene
- On scene incident command
- Notification to internal and external resources
- Arrest of the offender
- Security of the scene
- Location and security of any shelter sites used
- Participation in appropriate training
- Participation in drills and incident critiques
- Training in lockdown procedures for campus administration and building managers

Safety Coordinator, Deans, and Department Heads:

- Implementing their building specific plan
- **Run, Hide, Fight Protocols in effect (DSU Emergency Poster, 2017)**
- Notifying building occupants.
- Check all accessible windows, e.g. ground floor; near fire escapes, and doors
- PLEASE Notify UPD at 662-846-4155 when building is complete
- Head count of occupants
- Once the "ALL CLEAR" has been given building managers will compile a list by names of all persons sheltered within their facility.
- Participation in training
- Participation in drills and incident critiques
- Distribution of general lockdown procedures and building specific plans to their tenants.

Campus Community is responsible for:

- Following instructions
- Participation in training
- Participation in drills
- Run, Hide, Fight Protocols in effect

Incident Notification

All emergencies, e.g. police emergencies, fires or hazardous material spills should be reported to the University Police Department. For campus buildings, contact the University Police at Ext. 4155 (Internal dial) or 662-846-4155 when calling from any other telephone. **Remember, UPD will be extremely busy during an emergency so please wait for updates.**

When reporting an emergency, provide the following information:

- Your name
- Location of the emergency
- Telephone number from which you are calling
- Type of emergency you are reporting (e.g., police, fire, hazardous material spill)

Risk Assessment

Once the initial call has been received by the UPD's dispatch, they will initiate an investigation to confirm the emergency by:

- Dispatching patrol units and a supervisor to investigate the initial call
- Dispatch shall notify the Cleveland Police Department, Bolivar Sheriff and the DPS, so that officers and EMS are on standby.
- Notify the University Police Director

Initiation of Lockdown Procedures

If the risk assessment determines the need to secure a building or buildings to protect the campus community and to prevent an escalation of the emergency, the University Police Director or designee will give the order to lockdown specific areas or the entire campus.

- Notice that a lockdown has been issued will be broadcasted through the Emergency Notification System and by other appropriate means determined by the University Police Director.
- Leave the area and/or the campus if it is possible to do so safely. When running, use a zigzag pattern, instead of running in a straight line.
- If unable to leave, proceed to an area that can be secured.
- Lock all doors into an area. If it is not possible to lock the doors, place furniture, and equipment in front of them to barricade them.
- Some doors open outward. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
- Move to the point in the room that is most distant from the door entering the room from the outside or from a corridor/hallway. Do not huddle, but spread out.
- Close blinds and drapes for concealment.
- Turn off lights. Put cell phones on vibrate and if communication is needed, use text messaging only.
- Remain under lockdown until either advised through the Emergency Notification System with an "all clear" message or by the University Police Director, senior administration, or law enforcement personnel that the crisis has been resolved.
- After the lockdown order has been lifted, employees should then attempt to restore normalcy and comfort/assist the room occupants.
- If an assailant enters the room and you are not able to flee, consider throwing items at the person to inhibit progress.
- Remember that every emergency is different and you always should use your best instincts.
- After the emergency, use text messaging to notify your friends and family about your situation. Please try to keep cell phone lines open for emergency personnel.

RUN, HIDE, FIGHT Protocols:

The Department of Homeland Security developed Run, Hide, Fight for public action in the event of an armed emergency in a public venue.

- **RUN: React and do not wait for further instruction or confirmation.** Run away from the affected area if safe to do so, get off campus and do not return until safe.
- **HIDE:** In a lockable area such as any classroom, offices or designated areas.
 - **LOCK** any door, close blinds, cover windows, turn off lights and stay down.
 - **STAY away from windows and doors.** Use furnishings as barricades. **Silence your phone.**
- If you are in a hallway or lobby go to the nearest secured area.
- **FIGHT:** If you are forced into an encounter **FIGHT** like your life depends on it. **(Delta State Emergency Poster 2017)**

How You Will Be Alerted

The Emergency Notification System will be used to alert the campus community of a lockdown. You will be sent the message at your DSU e-mail address and provided cell phone number.

The University can send emergency alerts via a text messaging of a cellular phone. If you have not already signed up for this important safety warning feature, details on how to do so are listed below:

- [DSU Online Services](#)
- login
- 'Personal Information'
- 'Enroll in Okra Alert (Emergency Text Message Notification)'

Emergencies that do not require action will only be sent to members of the Safety Coordinator Group who have attended this training course and are listed in the After Action Group.

After-Action Notifications

Officers may respond to serious crimes involving violence and potential threats to the campus community. These crimes may not be considered active threats to the community, but by their very nature, a serious event that may require certain personnel of Delta State University to be notified to assist in the normal business functions and operations on campus. These functions may include public vigilance to criminal activity, precautions for the safety of faculty, staff, and students. Responding officers should evaluate a crime report/scene and obtain factual information concerning the serious event involving violence and/or potential violence. The UPD Director will determine if an "after- action notification" should be made to special groups within Delta State University. Currently, special groups include an emergency committee, building managers, faculty staff, and students, on campus residents, special needs, and the UPD. If an after-action notification is authorized, the senior officer on scene should ensure notification is made to the desired groups promptly prior to ending tour of duty. Messages should be short, clear, and concise with information concerning the serious event. Messages should include the date and time, location of event, the offense, and elements of the offense. Persons receiving these after-action notifications should consider the information sensitive and not notify members of the media or create unnecessary panic. Additional information released to the Crisis Public Information Officer may be made after approval from the Incident Commander or his designee.

Appendix M: Severe Weather

- I. **Introduction.** The purpose of this Severe Weather Plan is to provide a course of action to be used during severe weather events such as tornadoes, hurricanes, thunderstorms, floods, and winter storms to minimize the potential for injury and loss of life that can result during severe weather. This plan also identifies the most tornado-resistant areas in your building. These areas are not necessarily to be considered tornado safe; but, in our judgment, they are the "best available" for locating people during tornado warnings. All employees in your area to ensure that everyone knows where the severe weather shelter area is and what to do when the severe weather siren activates (Auburn University [AU], 2007 should review this plan at least annually.

- II. **Thunderstorms.** Thunderstorms may develop at any time of the year. Although thunderstorms can occur during any month, the more violent storms occur in the spring and summer months. Thunderstorms can be single cell, multi-cell cluster, multi-cell line, and super cell. Supercells always form severe thunderstorms. Thunderstorms typically consist of very high winds, rain, lightning, and in many cases hail. Typically the larger the hail is, the stronger the thunderstorm is. Hail $\frac{3}{4}$ inch in diameter or more with winds in excess of 55 mph indicate a severe thunderstorm where tornados are likely to be spawned. Tornado formation is most likely to occur where the hail falls. Another dangerous aspect of a thunderstorm is lightning. The best protection from lightning is to seek shelter in a nearby building. Flooding can also occur in low areas and in areas where storm drains are blocked. It is also no surprise that severe thunderstorms can produce damaging winds with or without forming tornados.
 - A. **SEVERE THUNDERSTORM WATCH.** A severe thunderstorm watch means weather conditions are such that a severe thunderstorm could develop but has not at this time. This alert usually lasts for five or six (5 or 6) hours.

 - B. **SEVERE THUNDERSTORM WARNING.** A severe thunderstorm warning means a severe thunderstorm has developed and will probably affect those areas stated in the alert message (AU, 2007).

- III. **Tornadoes.** When a tornado warning is issued, activating the sirens and broadcasting a tornado warning via the severe weather radios, **all supervisors and instructors shall immediately lead their employees and students to their building's designated shelter area.** Persons responsible for severe weather radios in the building should unplug them and take them to the shelter area to monitor for additional warnings. **All persons located outdoors should seek shelter indoors immediately.**

Exterior doors should not be opened. Under no circumstances should persons leave buildings during a warning. During a warning, persons should take one of two positions -- the preferred position is kneeling with their head between their knees facing the wall, and the other is, seated on the floor with their backs to the wall. In either case, they should be as low as possible to reduce their potential for injuries from flying glass or debris. If available, some form of covering should be used to protect heads, arms, and legs. The warnings will last for an hour from the last siren unless the National Weather Service indicates a shorter time. Building occupants should remain in the shelter area for at least that long unless a new warning is issued and the sirens activate again, or the National Weather Service issues a release. **Listen to your radio for information.** Remember, you typically have only three minutes to reach a shelter, so **do not delay.** Waiting can mean the difference between life and death. Everyone must be familiar with the location of the severe weather shelter area(s) in their buildings and should be briefed on what actions to take when the sirens have sounded. Persons in the shelter should tune to local radio stations, their severe weather radio, and/or a NOAA weather radio for additional information. The most common direction of a tornado path is from the southwest to the northeast, but they can come from any direction. Tornadoes are most likely to occur during the afternoon and evening (AU, 2007).

A TORNADO WATCH means weather conditions are favorable for tornadoes. No tornado is active at the time.

A TORNADO WARNING means a tornado is indicated by radar or sighted, and may affect those areas stated in the alert. This alert usually lasts for one (1) hour.

The most violent storms occur in March, April, May, November, and December. The peak hours are from 12:00 noon until 7:00 P.M. (AU, 2007).

IV. Hurricanes. As a storm approaches, forecasters may declare a hurricane warning or a hurricane watch. If it is a warning, be aware that hurricane conditions are expected to develop within 24 hours. A watch indicates that hurricane conditions are possible within 36 hours. If a tropical storm is predicted, it does not mean you can relax. While winds may not be as severe, a tropical storm can develop torrential rain and trigger flooding in coastal areas or along streams.

If a **HURRICANE WATCH** is issued, there are possible hurricane conditions within 36 hours. This watch would activate the EOP and protective measures should be initiated.

If a **HURRICANE WARNING** is issued, winds of at least 74 mph are expected within 24 hours or less. Once this warning has been issued, departments and EOG members should be in the process of completing protective actions and deciding the safest location to be during the storm. Please refer to the Tornado section and Sheltering sections for further actions.

VI. Floods. A flood occurs with prolonged rainfall over several days, rapid intense rainfall over a short period, or a jam causes a river or stream to overflow and flood the surrounding area. Flash floods can catch people unprepared. You will not always have a warning that these deadly sudden floods are coming. If you live in areas prone to flash floods, plan now to protect your family and property. The use of the word “flash” here is synonymous with “urgent.” When a Flash Flood WATCH is issued, be alert to signs of flash flooding and be ready to evacuate.

When a Flash Flood WARNING is issued:

- Alternatively, if you see water rising quickly, evacuate immediately. You may have only seconds to escape. Act quickly!
- Move to higher ground away from rivers, streams, creeks, and storm drains. Do not drive around barricades . . . they are there for your safety.
- If your car stalls in rapidly rising waters, abandon it immediately and climb to higher ground.

Please refer to the Tornado and Sheltering sections for further actions.

VII. Winter Storms. Winter Storms could affect the entire county at the same time. This type of emergency poses a difficult response effort because of road conditions that impede or prohibit vehicle movement. Even areas that normally experience mild winters can be hit with a major snowstorm or extreme cold weather. Winter storms can result in flooding, storm surge, closed highways, blocked roads, downed power lines, and hypothermia. In the event severe weather such as ice and snow are imminent, University Police will monitor weather conditions.

A. Immediate Action. In the event of an overnight winter/severe storm:

The University Police Director advises the President regarding road conditions. The University Police monitor current conditions and forecast from the National Weather Service in Jackson, and reports from the MS Department of Transportation.

B. Decision. The President will decide whether to maintain the normal schedule, delay the normal opening time, or close the University until conditions are safer. If weather and road conditions are known the evening before, a decision to alter the normal schedule will be announced on the late evening television news. If weather and road conditions cannot be accurately determined until the very early hours of the morning, a decision and announcement about the University's operational status will be made as early as possible with a targeted announcement time of before 6:00 a.m. If the President or designee alters the schedule or opts to close the University, he/she will notify the University's Director of Communications or Police immediately.

The Director of Communications:

1. Send necessary information to the Emergency Notification System
2. Notify local media
3. Place a message on the University web page or other social media

Based on this information, phone notification trees are activated to notify employees. If NO CHANGE is made, NO NOTICE will be given to the media or posted on the Web. NO notification of a change in schedule means that the University will operate as usual. The current operational status of the University is always available from the UPD, regardless of whether the University is open or closed.

C. Subsequent Procedures/Information. In the event of a winter/severe storm during the day: The Director will monitor current conditions and the forecast from the National Weather Service in Jackson. To determine road conditions, he/she will confer with the MS Department of Transportation, the MS Highway Patrol and other agencies as necessary.

Based on that advice and if conditions warrant, the University President will decide whether to close the University or to alter the schedule. The Office of the President will notify each of the vice presidents. Employees will be notified through supervisory channels. If notified to leave campus, faculty, staff, and students are asked to do so immediately (UM, 2007).

The Director of Communications will:

- Record necessary information onto the Emergency Notification System (See Appendix D)
- Notify local media
- Place the message on the University web page or other social media

VIII. EMERGENCY NOTIFICATION SYSTEM. Severe weather alerts are transmitted by three means: pole-mounted sirens stationed near the campus; severe weather radios located within campus buildings; and the Emergency Warning System (see Appendix D). The sirens are tested audibly every Saturday at noon (this will not occur if it is storming to prevent confusion). Defective radios should be immediately reported to the University Police Department for repair or replacement. Watches and warnings are broadcast **via the severe weather radios**. If you hear an outdoor siren, stay calm! Go indoors and tune to your local Emergency Alert Station for more information.

IX. List of On Campus Shelter Areas. All University buildings are capable of sheltering during a severe weather event. Please refer to Appendix I for a list of managers to contact for specific shelter instructions.

X. MEASURES TO BE TAKEN WHEN USING A SHELTER AREA

- All doors around shelter areas should be closed and secured during a tornado warning.
- Window and doors with glass panels should be avoided because of potential objects propelled by high winds.
- Chemicals and cleaning supplies should be removed from areas designated for shelter use and relocated to a non-shelter area.

ADDITIONAL RESOURCES – WEATHER

The National Weather Service Jackson

Current and Forecasted Weather Conditions, Hazardous Weather Outlook and Other Resources
<http://www.weather.gov/jan>

Mississippi Emergency Management Agency

<http://www.msema.org/>

Appendix N: Fire

Purpose. A fire may include visible flames, smoke, or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911 (9-911 from a University phone) and the University Police Dept. at ext. 4155. The building manager should also be contacted if possible. The building managers shall work with the emergency responders to provide information about the location of the fire, the cause of the fire, and to assist in the safe and orderly evacuation of the building.

Immediate Action:

- For the person discovering the fire, remember R-A-C-E.
 - A. **REMAIN CALM**, and **RESCUE** anyone in immediate danger.
 - B. **ALARM**—pull the nearest fire alarm.
 - C. **CONTAIN** the fire—close all doors but do not lock them—and **CALL** 911 (9-911 from a University phone) and University Police Dept. at ext. 4155.
 - D. **EXTINGUISH** the fire only if you can do so safely and quickly, and **EVACUATE** the building using established procedures.

After the fire is extinguished, call 911 and the University Police Dept. at ext. 4155, if you have not already done so.

- For occupants of the building:
 - A. Close, but do not lock the doors to your immediate area.
 - B. **EVACUATE** the building via the nearest exit. Assist others in exiting the building.
 - C. **DO NOT** use elevators.
 - D. Avoid smoke-filled areas.
- For persons evacuating from the immediate fire area:
 - A. Feel the door from top to bottom. If it is hot, **DO NOT** proceed, go back.
 - B. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it.
 - C. If no smoke is present, exit the building via the nearest stairwell or exit.
 - D. If you encounter heavy smoke in a stairwell, go back and try another stairwell, remember if you encounter smoke crawl to avoid inhalation.

Decision. The responding Fire Department Incident Commander will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the University. The University Police will decide when to turn control of the scene back to the facility tenant(s).

Subsequent Procedures/Information. Depending on the nature and degree of the fire incident, other support agencies and University resource units may be brought in for service or assistance. For more information on fire safety and evacuation procedures for a University building, consult the building evacuation plan (UV, 2007).

Appendix O: Explosions

Purpose. An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

Immediate Action:

- Get out of the building as quickly and calmly as possible. Call University Police at ext. 4155 or 911 (9-911 from a University phone).
- If items are falling off bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Assist others in exiting the building and move to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Decision. The Incident Commander will make decisions regarding the control and abatement of the explosion incident and will determine if it is safe to re-enter or occupy the building.

Subsequent Procedures/Information. Depending on the nature and degree of the explosion or incident, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).

Appendix P: Bomb Threat

Purpose. A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that as few people handle the document as possible, as this is evidence that should be turned over to the University Police Department. If the threat should come via email, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone. The following instructions are provided with that assumption:

Immediate Action:

- Remain calm and immediately refer to the attached **Telephone Bomb Threat Checklist**. If applicable, pay attention to your telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
- Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
- Attempt to obtain information on the location of a device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify the University Police at ext. 4155 or dial 911 (9-911 from a University phone).
- If the threat was left on your voice mail, do not erase.
- Notify the immediate supervisor within your work area.

Decision. The decision to evacuate a University facility shall be made after a thorough evaluation of the information available, including but not limited to:

- The nature of the threat
- The specificity of location and time of detonation
- Circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
- Discovery of a device or unusual package, luggage, etc.

The University Police or other police unit will dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

Subsequent Procedures/Information. Staff can be of assistance to the University Police in several ways. Staff will be more familiar with their work area than the police officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. If an evacuation of an academic building is necessary, classes will be dismissed or relocated. If a suspicious device, package, bag, etc. is discovered, the University Police will notify the local bomb squad for assistance. The decision to resume normal activities in the building will be made jointly by the UPD Director or a designee in consultation with the President of the University and/or appropriate individuals in the University administration (UV, 2007).

The FBI suggests the following steps and questions be asked when responding to a potential phone – in bomb threat:

- Questions to ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb personally? Why?
 - g. What is your name?
 - h. What is your address?
 - i. What is your phone number?

- Document the EXACT wording of the threat and caller's response.
- Note the apparent gender, race, age of the caller.
- Note the characteristics of the caller's voice (calm, angry, excited, accent, etc.)
- Background sounds (street noises, static on the line, etc.)
- Threat Language (Well Spoken, incoherent, taped, and irrational?)
- If you have Caller ID, please record the phone number, if possible.

Appendix Q: Infrastructure Failure

Purpose. It is understood that from time to time Delta State University may experience infrastructure problems that could render the work place unsafe or uninhabitable such as; electricity, computer, steam, water, or telephone failure.

Immediate Action:

- For a critical incident relating to water, electricity, or steam, call the UPD at ext. 4155.
- For a critical incident relating to the phone system, call the OIT Help Desk at ext. 4444.
- For a critical incident relating to computer systems, call the OIT Help Desk at ext. 4444.

For after-hours emergencies related to any of the above, call the UPD at ext. 4155.

An alternate emergency number for the UPD if the phone system has failed is (662) 588-3182.

Decision. The first responders will determine whether a critical incident exists and will report to the appropriate department heads. In the event that a critical incident exists, the UPD Director will notify the ECT and necessary EOG members.

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).

Appendix R: Hazardous Material Incidents

Purpose. A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e. the local Fire Department or the Safety Committee. The University does not have a fire department or HAZMAT Team (UV, 2007).

Immediate Action: Major spills or emergencies:

- Dial (662) 846-4155 or (9-911 from a University phone)
- Evacuate, assemble at a safe distance, and designate a person to communicate with the Fire Department
- Account for individuals
- Wait for and provide information to responders
- Notifications and Reporting: Notify Environmental Health and Safety and the UPD regarding any simple or major hazardous materials spill.

Decision.

- Determine if emergency responders are needed.
- Determine if immediate hazards are under control and the situation is stabilized.
- Determine if the site can be reoccupied or if further remediation or repair is needed.

The decision to call for emergency assistance may be made by the user, a person discovering an incident, or the resource or emergency unit receiving a call for assistance.

The emergency response agency, i.e. the Fire Department, Environmental Health and Safety Committee, or a HAZMAT team makes the decision that an incident is controlled and stabilized. Emergency agencies and units may request input for decision-making from University resource units; for example, to determine that re-occupancy is safe.

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).

Appendix S: Demonstrations – Civil Unrest

Purpose. In many cases protests on University grounds such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration (UV, 2007):

- Disruption of the normal operations of the University.
- Obstructing access to offices, buildings, or other University facilities.
- Threat of physical harm to persons or damage to University facilities.
- Willful demonstrations within the interior of any University building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into or occupation of any University room, building, or area of the grounds, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment, or facilities.

Immediate Action and Decision Maker(s): If any of the above conditions exist, the University Police Dept. should be notified and will be responsible for contacting and informing the ECT members. Depending on the nature of the protest, the appropriate procedures listed below should be followed:

- Peaceful, Non-Obstructive Protest
 - A. Generally, peaceful protests should not be interrupted. Protestors should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.
 - B. If protestors are asked to leave but refuse to leave by regular facility closing time, then arrangements will be made by the President and other ECT members to monitor the situation during non-business hours, or determination will be made to treat the violation of regular closing hours as a disruptive protest
 - C. All demonstrations must conform to the policy on the use of University Facilities contained in the Graduate and Undergraduate Records.
- Non-Violent, Disruptive Protest: In the event that a protest blocks access to university facilities or interferes with the operation of the University:
 - A. A designated administrator will go to the area and ask the protestors to leave or to discontinue the disruptive activities.
 - B. If the protestors persist in disruptive activity, the following statement should be read by a selected University administrator as circumstances permit:

I am a representative of Delta State University authorized to make this statement. I am hereby officially requesting and, if necessary, directing you to please leave these premises immediately. I am also notifying you that if you do not leave immediately, you will be in violation of both the University's Standards of Conduct and state law. The University does not want that to happen to any of you. Violating the University's Standards of Conduct puts students at risk of being suspended or expelled from the University, and criminal law violations may result in prosecution with costly dollar penalties and/or jail sentences.

- C. If the protestors persist in disruptive behavior after the above administrative message is read, the following statement may be read as circumstances permit:

The University has requested that law enforcement clear this area. Please cooperate with law enforcement. If you fail or refuse to do so, you may be arrested and criminally charged.

- Violent, Disruptive Protests: In the event that a violent protest in which injury to persons or property occurs or appears imminent, the following will occur:
 - A. During Business Hours: Notify the University Police immediately. The UPD Director or designee will contact key administrators.
 - B. After Business Hours: Notify the University Police immediately of a disturbance and take action as necessary to preserve order and public safety. The officers will investigate the disruption and report to the UPD supervisor, who will inform key administrators.

NOTE: If possible, an attempt should be made to communicate with the protestors to convince them to desist from engaging in violent activities in order to avoid further escalation of possible violent confrontation.

Subsequent Procedures/Information. If it becomes necessary, the UPD Director or designee will call for assistance from the Cleveland Police, Bolivar County Sheriff or other law enforcement agencies as needed. If assistance is needed with mass transportation, the UPD Director will call for assistance. Efforts should be made to secure positive identification of protestors in violation to facilitate later testimony, including photographs if deemed advisable. Additionally, efforts should be made to video document any police action for future reference (UV, 2007).

Appendix T: Emergency Incidents External to the Region

Purpose. Significant events outside of our own region (either nationally or internationally) may have an impact on the University community or its operations. Heightened Homeland Security Advisory Levels (HSAL) and activation of certain national response organizations such as the National Medical Disaster System (NMDS) may require regional actions for mitigation and response on campus. The NMDS assists American state and local medical agencies responding to the health effects of peacetime disasters, terrorism, and weapons of mass destruction.

Immediate Action. Upon receiving information from federal, state, or local authorities of a credible threat or significant event and evaluating the effects on the University community, the President's office may decide to have University agencies take preventive actions such as the completion of preparedness actions called for under each terrorist threat level or natural disaster response.

Decision Maker(s). The President's office, in consultation with the ECT, will decide on actions to be taken in the event of a significant incident occurring outside of our region but which has an impact on University operations or the community.

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).

Appendix U: Terrorism

Purpose. This appendix provides additional communication and coordination mechanisms that applies to all annexes when the cause of the emergency is determined by the federal government to be a terrorist act and when that determination is made, the authorities of the U.S. Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN) and Presidential Decision Directives (PDDs) 39 and 62 are invoked by the FBI and/or FEMA.

Coordination and communication processes outlined in this annex do not supersede or replace existing local operational systems but instead, provide supplemental mechanisms to insure timely and complete links from the lead federal agencies to key decision makers in each participating jurisdiction.

Scope. The Terrorism Annex is intended to focus on enhancing existing communications and coordination processes for potential or actual terrorist events at Delta State University that require inter-jurisdictional coordination and information sharing.

Responsibilities:

- **Primary.** The initial responsibility of the University Police Department (UPD) is to provide direction and control at incidents involving possible acts of terrorism. In conjunction with the UPD, local law enforcement or fire department will operate in a Unified Command System using the MS Incident Management System (MSIMS). Once federal agencies have arrived, the UPD will take a supportive role in the command structure. The overall incident will follow the Federal Response Plan once federal agencies have arrived and assumed command.
- **Supporting Agencies.** Mutual-aid resources will be used at the large-scale incidents involving terrorism. All responders will operate within MSIMS. This annex will support the communication of timely and appropriate incident information before, during, and after an incident to support local jurisdictions and organizations in determining appropriate actions based on the collective regional knowledge of the situation. The Terrorism Annex will also support information sharing among jurisdictions related to the need for local, regional, state, or federal assistance.

Supporting agencies include:

- Local Law Enforcement, Fire & EMS agencies
- State Hazardous Materials Teams
- National Guard's Civil Support Team

Terrorism Incident Assumptions. To enable all first responders to conduct a safe and effective initial response to a terrorism incident, and to allow Delta State University to respond to the consequences presented as the act of terrorism unfolds, the following assumptions are established:

- **The event can and will be both a disaster and a crime scene.** The event will ultimately come under federal jurisdiction. The response phase may take several hours to several days to complete. Local and regional resources will need to maintain security of the incident and the integrity of the crime scene while mitigation efforts are in progress. The progression of the incident response will be dynamic. The response of numerous emergency response personnel may overwhelm the scene, and the personnel dealing with the effects of the incident. The terrorist may observe the response and recovery processes and behaviors, taking notes and identifying potential weaknesses within the system.
 - a. **A secondary device and hazard may be present.** At an incident involving an explosion, all patients and victims will be searched for a secondary device. A bomb squad will mitigate secondary devices. Teams of Fire, EMS, Law Enforcement, and Bomb Squad personnel may be put together to help minimize the risk for an accidental secondary device activation. A full federal response and support could take 24 hours or longer to be operational. Local and regional resources will need to respond accordingly. No single agency, at the local, state, federal, or private sector level, possesses the expertise to act unilaterally on the many difficult issues that may arise in response to a threat or act of terrorism. Particularly if a weapon of mass, destruction is used.

- **Notification (Pre- Incident)**

- a. Delta State University will use the alert level system to help identify pre-incident actions to minimize the impact from a potential terrorist act.
- b. The University's terrorism alert level system will coincide with the MS Office of Homeland Security and Emergency Management alert system

- **Notification (Incident Response).** When the UPD or local authorities believe an incident involves an act of terrorism, they will notify the FBI. When the FBI determines that terrorist response authorities are to be exercised, this determination will be distributed via the AIMS system. To the extent possible, and with consideration of national security issues, FBI will utilize the AIMS system to provide critical information to state and local jurisdictions.

When FEMA determines that terrorist response authorities for consequence management are to be exercised, this determination will be conveyed to and distributed through the AIMS system. FEMA will manage Consequence Management operations through the FRP, and, to the extent possible, utilize AIMS for conveying critical information to affected state and local jurisdictions.

- **Coordination.** A field command post will be utilized to coordinate all "on-scene" agencies. When deemed necessary, the Emergency Operations Center (EOC) may be opened. The EOC will assist in the coordination of resources for the "on-scene" incident commander. The Office of Homeland Security will be responsible for coordinating the non-FRP activities and information from federal agencies such as determinations to evacuate federal buildings or to exercise continuity of operations plans.

- **Crime Scene Activities at a Terrorism Incident.** The response to an incident involving a chemical agent will follow the Hazard Appendix I Hazardous Materials Incidents. However, the incident will be considered a "crime scene". Once HAZMAT teams have contained the threat and any injured persons have been removed from the scene, the incident will be sealed off from further actions and processed properly. The UPD will be a part of the investigation through the Command Post. However, it may not be the primary lead investigative agency.

- **Planning.** The Department of Homeland Security and Emergency Management along with UPD is responsible for coordinating planning under the Terrorism Annex, including review and revisions of the Terrorism Annex. All Delta State University departments that could be potentially involved in a terrorism response will contribute to this planning effort. Planning will include a comprehensive assessment of the current capabilities of Delta State University departments and local jurisdictions to respond to, and recover from a terrorist attack.

- **Training.** Ongoing and scheduled training related to the EOP will be developed and carried out by the University, local, regional, state, and federal agencies and/or organizations.

- **Exercise.** In order for the EOP to be effective, a series of simulations/exercises are to be conducted on a regularly scheduled basis. The exercise series is comprised of tabletop exercises, functional communications and coordination drills, and field exercises conducted by the UPD or other organizations.

- **Evaluation.** To ensure continuous improvement in this Annex and in the EOP, the plans, policies, and procedures are evaluated through real world experience and exercises.

- **After Action Reports.** Lessons learned from training, exercises and incidents will be captured in After Action Reports and the issues tracked to ensure that they are resolved and incorporated into plan revisions as appropriate.

Emergency Support Functions Worksheet

(ESFs)	Responsibilities	Primary Department	Supporting Departments
Transportation	Evacuation of buildings Transportation requests	Facilities Management	MDOT
Communications	Radio communications Phone and Network services Technical operations	O.I.T.	MS Wireless Com Ham Operators Network
Public Works	Debris clearance Restoration of critical infrastructure Damage assessment Vehicle maintenance	Facilities Management	City and County MDOT MEMA MDEQ
Fire Service	Fire detection and Suppression Fire investigation	Fire Department	Facilities Mgt. State Fire Marshal
Emergency Management	Collect, analyze, and share information about emergencies. Support incident management activities (de-)Activate Incident Command/EOC	University Police	BCEMA MEMA FEMA
Mass Care	Shelter Food First Aid Relief supplies	Housing & R.L. Red Cross Athletic Trainers	Salvation Army
Logistics Management & Resource Support	Locating, procuring, and issuing resources.(personnel and equipment) Logistical support to EOC/responders	Procurement Comptroller	Accounting & Finance SBS
Health and Medical Services	Coordinate health and medical needs Triage EMS services	Athletic Trainers, EMS	EMS Bolivar Medical Ctr. MSDH
Search and Rescue	Locate missing people in damaged structures or the surrounding area.	University Police Facilities Mgmt. Co. & State SAR	Building Managers Residence Life Cleveland Fire Dept.
Hazardous Materials	Response and recovery from a hazardous materials release	Cleveland Fire University Police	Facilities Mgt. Environmental Quality MEMA
Energy and Utilities	Restore power, natural gas, water/sewage, generators, etc.	Facilities Management	Entergy Public Works
Law Enforcement	Life safety and protect property Perimeter security and traffic control Criminal Investigation EOC security Evacuation Access control	University Police	Cleveland Police Bolivar Co. Sheriff MS Highway Patrol Federal LEAs Regional Response MDOT
Public Information	Disseminate situational reports. Coordinate with media and ext. CPIOs Establish a Call Center for non-emergency information including requests for information and assistance from family of those affected by incident.	VPUA/OCM	Other agencies PIOs
Volunteers	Provide coordination and logistical support for arriving volunteers Provide assignments as directed by the Incident Commander	Human Resources	Staff Council Faculty Senate
Crisis Support	Crisis intervention. Plan and provide for on-site intervention services as needed. Set up Family Reunification Area	Counseling Admissions & Recruiting	Crisis Intervention Admissions & Recruiting
Academic Affairs	Reschedule academic classes as needed Modify academic calendar if needed	Academic Affairs	College Deans

Emergency Support Functions Worksheet (Sorted by Department)

Department	Responsibilities
University Police Department Assisted by: Other LEAs, BCEMA, MEMA	Life safety and protect property Perimeter security and traffic control Criminal Investigation EOC security and Incident access control Evacuation Locate missing people in damaged structures or the surrounding area. Collect, analyze, and share information about emergencies. Make decision to activate/de-activate Incident Command.
Office of Information Technology	PC, Phone and Network services EOC communications Checklist for Information Technology (EOP)
Facilities Management Assisted by: City/County Public Works	Debris clearance and roadway maintenance Restoration of critical infrastructure Damage assessment Evacuation of buildings & related transportation requests Restore power, natural gas, water/sewage, generators, etc. Assist locating missing persons in structures.
City Fire Department	Fire detection and suppression Fire investigation Support search and rescue efforts. Hazardous Materials – detection, containment and removal
Office of Communications & Marketing/VPUA	Disseminate situational reports. Coordinate with media and ext. CPIOs. Establish a Call Center for non-emergency information including family reunification. CPIO job description and checklist. (EOP)
Comptroller, Procurement Officer	Locating, procuring, and issuing resources, such as personnel and equipment. Logistical support to EOC and responders. Logistics management & resource Support. Accounting of expenses associated with incident.
Athletic Trainers Assisted by: EMS	Coordinate medical needs First Aid/Triage EMS services
Admissions & Recruiting,	Set up Family Reunification Area (may need to locate off site) Coordinate with Counseling for service needs.
Human Resources	Provide coordination and logistical support for arriving volunteers or volunteer agencies Provide assignments to volunteers as directed by the Incident Commander
Counseling	Respond to requests for crisis intervention counseling. Plan and provide for intervention services as needed Assist with services to reunification area
Academic Affairs Assisted by: College Deans	Reschedule academic classes as needed Modify academic calendar if needed Relocate classes as necessary.
Housing & Residence Life.	Shelter including relocation or use of dorms as shelter. Relief supplies Hygienic needs Student Food Service

REDACTED

Office of Information Technology - EMERGENCY CHECKLIST

OIT Preparedness

- Review and Identify OIT resources and requirements.
- Identify private and public agencies to augment communication capabilities.
- Survey equipment locations in relation to potential hazards.
- Coordinate communication capabilities with adjacent jurisdictions.
- Ensure testing and maintenance of EOC communication equipment.
- Determine requirements for an Emergency Broadcast System link to broadcast facilities.
- Prioritize communication requirements for emergency restoration.
- Ensure testing and maintenance of auxiliary power; and batteries as it relates to emergency response.

OIT Response Phase

- Acknowledge and authenticate messages.
- Verify that communications lines are operating within functional areas.
- Contact necessary communications personnel.
- Assign personnel to emergency communication facilities.
- Advise EOC of communication status and functionality.
- Implement message-handling system and instruct staff on contents and use.
- Determine status of phone system, related equipment, and links to providers.
- Determine and implement alternate communication paths.
- Contact private and public agencies for assistance (manpower, supplies, equipment)
- Make temporary repairs to communication facilities
- Maintain log of activities and OIT expenses.

OIT Recovery Phase

- Assess disaster effects on communication system
- Determine and implement alternate communication facilities
- Contact private and public agencies for assistance (personnel, supplies, equipment)
- Make repairs to communication facilities
- Maintain communication with city, county, and state entities and adjacent communities
- Replace damaged or destroyed communications equipment in priority order
- Terminate temporary services and complete restoration of normal services
- Prepare report on communication activities during disaster situation
- Critique operations and revise SOP accordingly

DSU Crisis Public Information Officer (CPIO)

I. PURPOSE

The Crisis Information operation will mobilize and will disseminate instructions and information in the following order of priority: Lifesaving and health preserving instructions, status information, and useful information originated by University administration, or media inquiries.

Attention will focus on restoring channels of communication. Appropriate information will continue to be released, particularly on the restoration of essential services, first responder activities, travel restrictions, shelter operations, reunification, counseling and other assistance programs.

II. ASSUMPTIONS

- a. During emergencies, students, employees, and the public will demand information on proper survival and response actions.
- b. Some emergency information and instruction will be prepared in advance including; newspaper releases, radio spots, and newspaper supplements.
- c. Telephone communication may be sporadic or impossible. Local and regional radio/television stations may also be off the air.
- d. All emergency news releases will be coordinated through the EOC.
- e. Demand for information will be overwhelming.
- f. Preparedness activities will be accelerated. Plans, procedures, checklists, contact list, and campus information materials will be developed.

III. ORGANIZATION AND RESPONSIBILITIES

A. Organization

The Crisis Public Information Officer (Office of Communications and Marketing - OCM) operates under the direction of the ECT. For proper coordination in a large-scale emergency, it is essential that information be released from a single point to assure consistency and authenticity.

B. Responsibilities

The Crisis Public Information Officer will:

- With the approval of the ECT, keep the students, faculty, and staff informed.
- Determine a site near the EOC for the purpose of press conferences and briefings.
- Disseminate all official media releases.
- Receive all calls from the media and the public and respond with official information or relay calls to EOC.
- Coordinate with functional areas on the release of information pertinent to specific area.
- Address the needs of the visual and hearing impaired.
- Authenticate information sources before release to the media.
- Coordinate with the federal, state, Bolivar County, and Cleveland CPIOs.

OCM - EMERGENCY CHECKLIST

CPIO - Preparedness Phase

- Update and confirm emergency communication resources.
- Release information that is pertinent to preparing for emergencies to students, faculty and staff.
- Review procedures for emergency media broadcasting.
- Review dissemination and distribution procedures to ensure maximum coverage.
- Plan the establishment of an information center and media release point.
- Coordinate with the CIO on communication requirements, including anticipated needs for additional telephones.
- Review and update the campus emergency communication information.

CPIO – Response Phase

- Notify essential University Communications staff.
- Release required immediate protective actions to EBS.
- Maintain contact and advise the Incident Commander /EOC.
- Implement message-handling system and instruct staff on contents and use.
- Implement Media Release Point and establish schedule for periodic briefings.
- Confirm policy on admittance of new media.
- Established crisis information center.
- Release telephone numbers for information center to public.
- Coordinate release and distribution of emergency information.
- Coordinate with the MEMA, Bolivar County EMA, and Cleveland PIOs as needed.
- Advise Telecommunications Manager of communications requirements (including additional telephones).

CPIO – Recovery Phase

- Notify employees, students and public of instructions for the recovery phase.
- Notify any evacuees when it is safe to return to the campus.
- Release information regarding any shelters.
- Release safety measures and precautions applicable to hazard and recovery activities to the public, campus, employees, and students.
- Discontinue operation of the Information Center.
- Release contact numbers for further assistance.
- Discontinue operation of campus media release point and return to normal Communications and Marketing procedures.
- Analyze operations and revise SOPs.

Departmental Roles

These roles are a guideline for University departments and do not preclude an individual from being assigned other duties such as an ICS "Section Chief".

Admissions & Recruiting:

The Offices of Admissions and Recruiting will set up as directed by the Incident Commander, a location for family members waiting and reunification. Depending on the nature of the emergency, this location may need to be off campus. Admissions and Recruiting will set up the Reunification Center and coordinate its staffing along with responding agencies such as MEMA or the Department of Mental Health. Admissions and Recruiting will see that the Reunification Center is has necessary comfort items such as snacks and water. The Reunification Center will coordinate lists of missing persons with the EOC and will update as often as is prudent.

Accounting and Finance:

The CFO sits on the ECT. Operational expenditures flow through the Comptroller and Purchasing Director. The A&F Office will evaluate expenditures and their impact on resources; develop a plan to fund the emergency or incident; review and authorize expenditures made to support emergency preparedness, response, recovery and mitigation. Special attention will focus on documenting purchases to be reimbursed under a Disaster Declaration or the Federal Emergency Management Relief Funds. Additionally, A&F will develop a process for the receipt and disbursement of funds from parties in the event the incident disrupts normal processes. A&F will maintain current Disaster Expenditure Policies as provided by IHL or the State Auditor.

A&F will develop strategies to maintain payroll during an extended emergency that affects the normal process.

All ECT and EOG members will use due diligence in record keeping and collecting data in support of Accounting & Finances' mission to fund emergency operations.

Communications and Marketing: Roles are found in the Crisis Public Information Officer Section. VP of University Advancement is the primary Crisis PIO .

Counseling and Disability Services:

In the event that counseling services are needed during an emergency, the University Counseling Center, in cooperation with University Health and the regional mental health agency will be available to address needs on a case-by-case, and at-large basis.

The Student Counseling Center serves as the Disability Support Services Coordinator. In this role, this office will prepare a list of students whom have self-identified disability needs and be prepared to provide the EOC their location in an evacuation. This Office will also work with Facilities, and Housing where applicable, to determine where evacuation equipment should be located in multi-story buildings. Facilities Management or Housing will be responsible for providing such items as a part of Fire Safety.

Facilities Management:

The Director of Facilities Management (DFM) and Safety Officer shall maintain procedures that support hazard vulnerabilities analysis and damage assessment processes of all assets. The DFM will coordinate and conduct post-incident assessments on all university buildings utilizing the assistance of necessary outside agencies and contractors. The DFM will designate an individual to maintain plans of action taken before, during, and after a disaster. The plan should include preparedness efforts taken before a disaster, a plan for personnel to respond to a disaster or emergency, a process for providing support and services during an emergency, and a plan for identifying and assessing damages to estimate costs.

Food Services:

DSU Food Services will assist Housing & Residence Life with feeding necessary persons (students) required under their contract. Disaster Relief organizations will coordinate food for victims and responders as appropriate under the direction of the Incident Commander or team member.

Human Resources:

The Director of Human Resources will coordinate both employees and outside volunteers responding to an emergency. This may include registering employees and volunteers and directing them to areas of need based on talent and job capacity. The Incident Commander or Operations Chief would designate areas of need.

Housing and Residence Life:

The Director of Housing will coordinate with the Incident Commander for the necessary evacuation of any student housing units. The Housing staff will be prepared to use available housing units when necessary during an emergency to accommodate displaced persons or responders. The Housing Director will provide occupancy and availability information during an emergency to the EOC. The Housing Director shall serve as the Ad Hoc Mass Care Director until relieved by a disaster official trained in Mass Care. During this time, Housing will coordinate food, shelter and other mass care functions for displaced persons and responders as necessary. Food Services will assist Housing with feeding until a disaster mass care agency assumes food prep and distribution duties. Housing will begin to plan for assessment of housing unit damage and prepare for the students' return as soon as the immediate threat has ended. Housing will coordinate such damage assessment under the direction of the Director of Facilities Management and report its findings to the ECT or Incident Commander as appropriate.

Information Technology: Roles under the OIT section.

University Police:

The University Police Department serves as the hub of the University's response efforts. It is the physical location of the primary EOC and the University Police Call Center (dispatch). The UPD officers are charged with the protection of life, life safety, and the protection of property at all times. In an emergency, the UPD with assistance from other law enforcement agencies is responsible for those important functions as well as: criminal investigation related to the emergency, perimeter and internal security, traffic control related to the incident, evacuation, EOC operations, search and rescue, and Incident Command System roles and responsibilities assigned by the EOC or Incident Commander. The UPD Call Center is the receptacle of all emergency incoming information through its computer aided dispatch system. Radio and telephone communications are funneled through this location so they can be documented. At some point, calls or radio traffic may be diverted to a more functional location due to volume or nature of the crisis.

Vice President for Executive Affairs & Chief of Staff:

The Chief of Staff will serve as the primary point of contact for the MS-IHL and key partners of the University. Information approved by the ECT or Incident Commander for sharing with key partners may include requests for assistance or resources that the University may need during or in the recovery portion of an emergency.

ICS GENERAL MESSAGE

TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:

MESSAGE:

[Large empty box for message content]

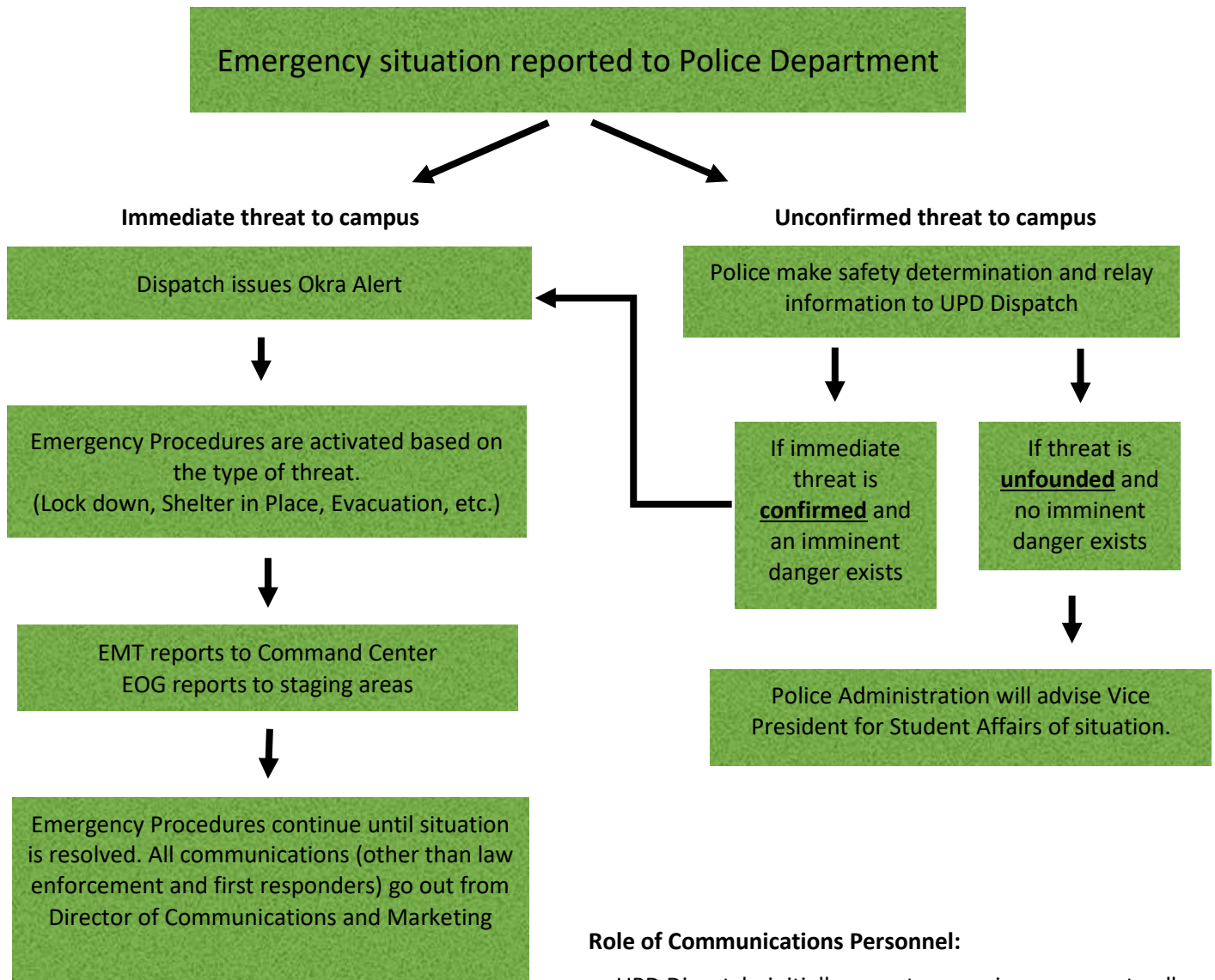
SIGNATURE:	POSITION:
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REPLY:

[Large shaded area for reply content]

DATE:	TIME:	SIGNATURE/POSITION:
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Emergency Response Flowchart



Alert Warning Recipients: Entire campus population, community, schools, law enforcement, radio

Communication Method/Sources: All communication technologies operative on DSU campus will connect to police dispatcher and Director of Communications and Marketing.

Alert Warning Drill Schedule: at minimum in spring and fall annually.

Role of Communications Personnel:

- UPD Dispatch: initially executes warning message to all parties in the emergency network or to police for investigation.
 - Backup: UPD Director, Director Communications and Marketing, Chief Information Officer, Assistant Director Communications and Marketing, UPD Sr. Secretary.
- Director of Communications and Marketing: continues all ongoing messages at least once per hour.

Core Group: Executive Committee, OIT, UPD, Facilities Management, Communications and Marketing.

Command Center: Bailey 108 EOC
 Backup: As designated by ICS Command.
Location on DSU campus where all law enforcement leadership is located as well as DSU EMT.

DELTA STATE UNIVERSITY

EMERGENCY PROTOCOLS

662-846-4155

FIRE ALARM/ BUILDING EVACUATION

- THE FIRE ALARM SOUNDING indicates a fire or building evacuation.
- Call UPD 662-846-4155 provide your location and what you see.
- DO NOT assume an alarm is false, always investigate and be prepared to escape.
- If you see fire or smoke before an alarm sounds, pull the nearest fire alarm and get out.
- DO NOT use an elevator. Try to assist any elderly or disabled persons out of the building.
- If you are in a class stay together once outside.
- All persons should be at least 500 feet away or as directed by emergency personnel.

MEDICAL EMERGENCY

- Call 911 IMMEDIATELY DO NOT WAIT.
- Render first aid if you are trained to do so.
- Report all medical emergencies, accidents, or injuries to the UPD 662-846-4155.
- AEDs (defibrillators) are located on campus.

TORNADO WARNING

- LISTEN for overhead siren.
- SHELTER on a ground floor interior hallway/room staying away from exterior glass, windows and doors.
- A Tornado Warning means a Tornado has been sighted or confirmed by radar.
- STAY sheltered until advised of an "all clear" by University officials.

HOSTILE OR DISRUPTIVE BEHAVIOR

- Stay Calm and GET AWAY!
- If person is violent call 911.
- Get away from the problem area and call UPD 662-846-4155.
- Do not confront the subject or block his/her exit as they could be dangerous.
- Get to an area where you can lock the door and stay secured until help arrives.

POLICE EMERGENCY (SHELTER IN PLACE)

- The Okra Alert will advise that a Shelter in Place or Police Emergency has occurred. (RUN, HIDE, FIGHT protocols).
- RUN. React and do not wait for further instruction or confirmation. Run away from the affected area if safe to do so, get off campus and do not return until safe.
- HIDE: In a lockable area such as any classroom, offices or designated areas.
 - LOCK any door, close blinds, cover windows, turn off lights and stay down.
 - STAY away from windows and doors. Use furnishings as barricades. Silence your phone.
- If you are in a hallway or lobby go to the nearest secured area.
- DO NOT TRY TO HELP POLICE!
- FIGHT: If you are forced into an encounter FIGHT like your life depends on it.
- KEEP HANDS UP AND VISIBLE TO POLICE. Do NOT put your hands in your pockets.
- Do NOT UNLOCK THE DOOR for anyone other than clearly identified police.
- Law enforcement will escort you to safety or give the "all clear."

BOMB OR BOMB THREAT

- If you observe a suspicious device do not touch or move it.
- Clear the area and call UPD 662.846.4155 immediately.
- If you are advised of a bomb by phone:
 - Check the caller ID on your phone and note information.
 - Note the date and time of the call and where received.
 - Ask the caller where, when, how, why, the bomb was placed.
 - Observe any identifiers: age, gender, speech, attitude, noises, or accent.
- If advised of a bomb or suspicions in writing or e-mail:
 - Try not to handle the letter or package. Save and report.
 - Note the date, time, and location, return address or e-mail address.



REPORT ALL INCIDENTS AND SUSPICIOUS PEOPLE TO UPD 662-846-4155
IF YOU SEE SOMETHING, SAY SOMETHING