FORWARD

This Emergency Response Plan has been compiled to provide assistance and guidance to our campus community in the event that a major disaster (which may cut the campus off from the outside world for a length of time) should occur. It provides a structure which is specific, yet flexible to time of day, day of week, time of year.

The university asks that responders report to their designated posts as soon as possible following a major event—even if they are off-campus at the time of the occurrence.

Various duties have been assigned to your position at the university in the event of a major disaster. Please read the entire Plan to gain insight into our response to the emergency as a whole, and know your assignments well—before you are needed.

Also please designate someone else within your department to serve as "backup" to yourself, and ensure that they are knowledgeable of the Plan and what their duties would be. Designate other persons within your department to serve as part of your "team" response to the event. Please communicate this information to the Director of Operations (Director – Emergency Response Team).

Above all, please remember that many in our community will be in need and counting upon you for help.

James M. Dennis
President

McKendree University

EMERGENCY RESPONSE PLAN

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I. **INTRODUCTION**

For the purpose of this Plan, disaster means any event that causes widespread destruction and/or human suffering beyond the resources of the University to combat, and which requires outside assistance to correct and/or alleviate the attendant problems.

This Emergency Response Plan (ERP) is designed to specifically and effectively coordinate the University's response to these natural (or man-made) disasters in the interim between the event and federal, state, and local intervention and assistance. The plans contained herein are subject to and compliant with the National Incident Management System (NIMS) and the Incident Command System (ICS). McKendree University senior officials and supervisory staff are required to complete various levels of NIMS training modules in order to be knowledgeable of the differing response activities within the NIMS and ICS structures.

Major disasters considered in the Plan include high-magnitude earthquakes, tornadoes, and acts of terror, although other disasters such as fire, hazardous material incidents, air crashes, and explosions may require similar or limited response. Establishment of departmental emergency response plans (Foodservices, I.T., Physical Plant, and Science Building) is encouraged with the caveat that they not interfere or contradict this University Emergency Response Plan. Individual departmental plans are subject to review and correction by the Emergency Policy Group (EPG) and the director of the Emergency response Team (ERT).

Following such incidents, the University will respond in three major phrases:

PRIMARY = life saving and injury

SECONDARY = damage control and injury prevention

TERTIARY = recovery, repair, re-organization

The Plan organizes campus units to assess damages and direct resources in a coordinated manner to these ends. Primary and Secondary responses must also include special consideration toward assisting disabled persons.

Certain assumptions have guided the development of this Plan:

-McKendree University is vulnerable to significant damage from a major earthquake along the New Madrid fault.

-McKendree University is geographically and meteorologically located within a high-risk tornado zone.

-McKendree University is located within and adjacent to aircraft flight patterns in and out of Scott Air Force base and Mid-America Airport.

-Recent criminal “shooter-events” at other campuses have increased the likelihood of “copy-cat” scenarios at our own campus.

-All response activities should be guided by life safety as the highest priority, followed by protection of properties and restoration of University programs.

-Specific procedures will depend upon time of day, day of week, and time of year in which event occurs.

-Changing circumstances in social and legal paradigms demand fluidity of the Plan and require review and updating of the Plan at least twice per year.

This Plan is organized into the following sections:

I. INTRODUCTION
II. TYPES OF DISASTERS
III. NOTIFICATION PROTOCOL
IV. EMERGENCY ORGANIZATION AND RESPONSIBILITIES
V. EMERGENCY RESPONSE PRIORITIES
VI. EMERGENCY COMMUNICATIONS
VII. DEPARTMENT RESPONSIBILITIES
VIII. EMERGENCY EQUIPMENT AND SUPPLIES-LOCATIONS

II. TYPES OF DISASTERS

A. Earthquake

The highest earthquake risk in the United States outside the West Coast is along the New Madrid fault. Damaging tremors are not as frequent as in California, but when they do occur, the destruction covers more than 20 times the area because of underlying geology. Damaging earthquakes in this area, 6.0 or greater, occur about every 80 years (the last one in 1895). The results would be serious damage to schools and masonry buildings from Memphis to St. Louis. Our greatest concerns are the 6.0 – 7.6 sized events, which do have significant probabilities in the near future. A shock has a 90% chance of occurring by the year 2040.

The New Madrid fault system extends 120 miles southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. It crosses five state lines and cuts across the Mississippi River in three places and the Ohio River in two places.

The first indication of a damaging earthquake may be gently shaking. You may notice the swaying of hanging plants or light fixtures or hear objects wobbling on shelves. The first indication of a strong earthquake may be a violent jolt, such a sonic boom. You may hear a low rumbling noise such as thunder. After these preliminary indicators, the shaking is greatly amplified, and it may be difficult to stand up or move from one place to another. Do not wait to be certain that a strong earthquake is occurring—take immediate action. At the first indication of shaking, drop and cover.

Persons in buildings should crawl beneath desks or into a closet, place their heads between their knees and cover their heads with their arms. Persons who are in hallways or large open areas should move to an interior wall, crouch down and cover their heads with their arms. Persons who are outdoors should move away from buildings and utility wires and either lie down or sit down.

During an earthquake, the following events may happen:

Objects will slide and crash together.

Free-standing cabinets and bookshelves may fall over.

Wall-mounted objects may shake loose and fly across the room.

Suspended ceiling components may pop out, bringing light fixtures, ventilators, and other ceiling fixtures down with them.

Door frames may be bent and may jam doors shut. Window frames may be bent and break causing windows to shatter sending dangerous shards of glass into rooms. Noise levels may be extremely high and many unfamiliar sounds will be heard. This will cause great emotional stress on all involved.

Building evacuation following an earthquake is imperative due to the possibility of secondary hazards, such as explosions and fires. Building evacuation following an earthquake should also be quick and orderly. It is, however, difficult to estimate how long it will take or how difficult it will be for students and staff to maneuver through the debris that may have fallen in their path to safety.

Because surprises lead to confusion and anxiety, students and staff should be told what to expect and how to navigate safely. To emphasize that evacuation takes place only after ground shaking ceases, building evacuation should be practiced as an extension of classroom "drop-and cover" drills.

A pre-arranged assembly point outside the building, and approximately 30 yards in front of the building, which conforms to earthquake safety guidelines should be assigned and communicated. Trapped and injured persons must be located and assisted as soon as possible. First-aid must be rendered. Transportation must be arranged for the seriously injured to the campus control aid station in Pearson Hall. A verbal report on injured, trapped persons must be given as soon as possible to the command post in Piper Academic Center, so that resources and assistance may be directed to problem areas quickly.

Shutting off utilities at point of origin fall within the purview of the emergency response team (ERT), which will be addressed further in this plan.

Indoors or outdoors, when an earthquake occurs: TAKE ACTION AT THE FIRST INDICATION OF GROUND SHAKING.

B**. Tornado**

Tornadoes develop during severe thunderstorms and hurricanes. While not all thunderstorms and hurricanes create tornadoes, the potential remains. During violent weather, monitor a local television or radio station for tornado reports, or call Public Safety at Ext. 6911 for information.

If you are outside, look for a funnel shaped cloud with obvious rotating motion. As a tornado develops, it will produce a loud roar that grows louder as the funnel cloud touches the ground. When nearby, a tornado has a sound comparable to the combined roar of several jet engines.

A tornado watch indicates that conditions are right for a tornado to develop and that the sky should be watched.

A tornado warning indicates a tornado or severe storm has been sighted or has been spotted on radar. Warnings will give the location of the tornado/severe storm, and the areas immediately affected by the warning. Persons in the path of the tornado/storm should immediately take cover in the best shelter available.

The immediate danger from tornadoes is danger to life and damage to property from violently whirling winds and debris hurled through the air. Post tornado risks include the possibility of building collapse, fallen trees and power lines, broken gas lines, broken sewer and water mains, and the outbreak of fires.

Notification and alerts about tornadoes will be made by the National Weather Service over television and radio, and passed along to campus departments and persons by the Emergency Response Team.

The best protection is a basement shelter, or a substantial steel-framed or reinforced concrete building. (If none is available, take refuge in other places as indicated below).

If your building has no basement, take cover under heavy furniture in the ground floor in the center part of the building, in hallways, or in a small room on the ground floor that is away from outside walls and windows. Interior stairwells offer good protection, also.

Do not remain in a trailer, recreational vehicle, automobile, or mobile home if a tornado is directly approaching you. Take cover in a ditch, culvert, etc.

If advised that you are likely to be in the path of a tornado, and if time permits, electricity and fuel lines should be cut off.

If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this—or if you are walking—take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.

C. **Aircraft Crashes**

The proximity of McKendree to two major airports (Scott Air Force Base and Mid-America Airport), coupled with the fact that most air crashes occur within a ten mile radius of the take off point, (according to the National Transportation Safety Board) present the University and the Emergency Response Team with the possibility of a crash event occurring at some point in the future.

A crash of any sized aircraft could be devastating to the university because aircraft will be carrying a large amount of fuel upon takeoff, and it would occur without warning.

The Emergency Response Team needs to be prepared to take actions such as building evacuation, search and rescue, utility shut off, and medical triage for approximately two hours following the event, and prior to the arrival of substantial outside assistance.

D. Acts of Terror and Lockdown Procedures

University campuses have become "soft targets" (relatively easy targets) for acts of terror and terrorism.
Campuses present ready-made locations for large numbers of people which are appealing to terrorist groups or certain mentally disturbed individuals.

If the success of an act of terror is defined by the terrorist as a high casualty count, then the success of the responding university is defined by a low or zero casualty count. The best way to ensure low or zero casualty counts is thorough training of the university populace in recognizing, responding, and alerting of the campus community to threats.

All campus persons are strongly advised to be aware of the Emergency Response Plan (ERP) for the university and act accordingly when a terror event occurs.
The university has installed stop-gap measures for instant communication of the threat to as many campus persons as possible as quickly as possible.
As soon as the threat is identified the Emergency Response Team (ERT) will issue an instant text message via personal cell phones notifying all subscribers that a terrorist threat has/is occurring, give as much information as possible about the nature of the threat, and issue instructions as to immediate actions required by the text recipient (e.g. stay put, evacuate, lockdown, etc.)

All campus persons are strongly urged to register their cell phone numbers, Facebook account, and Twitter account on the University's website in order that they may receive this emergency messaging.

Also, Emergency Response Team members and Public Safety Officers will be dispatched ASAP to all classroom buildings imparting information verbally and via bullhorns when possible to inform persons not carrying cell phones or otherwise not privy to emergency text messaging.
Campus wide emails will also be broadcast.

Rapid notification and communication of action required are critical factors in achieving low or zero casualty counts. This can only be achieved through a cooperative effort between the Emergency Response Team and the campus community.

Lockdown procedures will be communicated by all means possible and implemented rapidly in the event of a shooter on campus. All classroom doors have been equipped with internal deadbolt locking systems for this purpose.

Be aware, also, that local and other law enforcement agencies are on the way and, within the purview of NIMS (National Incident Management System), will assume control of the event upon their arrival.

E. Other

Fire, explosion, and hazardous materials spills are events that, like aircraft crashes, will require limited action from the Emergency Response Team.

By nature, they are "localized" events involving one building only, and are turned over to local intervention upon arrival.

The role of the Emergency Response Team is primary in nature, involving life-saving measures and, if possible, containment of threat.

III. NOTIFICATION PROTOCOL

A. Emergency Policy Group (EPG)---President's Group members

B. Emergency Response Team (ERT)

Edward Willett
Director of Operations – Director—Emergency Response Team
Pearson Hall 2nd Floor
618-537-6959 (w) 618-537-3922 (h) 618-791-5800 (cell)

Shawn Connelly
Operations Coordinator – Assistant to the Director-Emergency Response Team
Pearson Hall 2nd Floor
618-537-6958 (w) 618-667-2554 (h) 618-791-2106 (cell)

Monte Lowery
Chief of Public Safety
Pearson Hall 2nd Floor
618-537-6911 (w) 618-443-6477 (h) 618-792-3500 (cell)

Steve Barz
Director
Physical Plant – Monroe Street
618-537-6487 (w) 618-288-2517 (h) 618-444-9108 (cell)

Mary Frances Daylor
College Nurse
Clark Hall
618-537-6503 (w) 618-537-2515 (h)

Mitch Nasser
Director of Resident Life
Clark Hall
618-537-6855 (w) 618-628-3993 (h) 314-322-7583 (cell)

Shazad Baig
Director of Food Services
Ames Dining Hall
618-537-6985 (w) 618-624-4941 (h) 618-623-8444 (cell)

Lance Ringhausen
Athletic Trainer
Fitness Center
681-537-6929 (w) 618-410-6620 (h)

Shirley Rentz
Director of Human Resources
Wildy Hall
618-537-6533 (w) 618-397-9713 (h) 618-406-4015 (cell)

George Kriss
Director of Information Technology
Piper Hall
618-537-6425 (w) 217-553-6344 (cell)

Gail Hollis
Laboratory Technician
Voigt Science Hall
618-537-6954 (w) 618-476-1309 (h) 314-724-4262 (cell)

Krysti Connelly
Director of Communications and Marketing
Wildy Hall
618-537-6861 (w) 618-667-2554 314-591-6671 (cell)

Emergency Response Team Assignments

Director of Operations
Assignment: Director – Emergency Response Team
Responsibilities:

1. Report to Emergency Response Command Post – Piper Academic Center . Obtain approval from EPG for activation of Emergency Response Plan if time permits. Activate Emergency Response Command Post. Contact 911 if warranted and not done yet.

2. Establish Communication:
   A) Retrieve cell phones
   B) Set up phones for use if telephone switch is still operational or becomes operational.
   C) Direct Security to retrieve all VHF and UHF radios to command post for distribution to ERT members.
   D) Establish communications with outside assistance entities if possible via cell phones and/or VHF radio link.
   E) Procure battery operated AM/FM radios.

3. Direct Emergency Response Team Members to conduct rapid reconnaissance of damage and injuries on campus and to coordinate immediately needed life-saving activities. Ensure that all damaged or potentially hazardous facilities, including designated laboratory buildings, are evacuated.

4. Identify and prioritize all major response actions, working closely with the Emergency Response Team members.

5. Coordinate all response efforts, including campus lockdown procedures, closure, and evacuation if necessary. Ensure that critical information is communicated to all responding

units.

6. Activate emergency messaging to campus community, and coordinate with Office of Communications in release of public information.

7. Provide periodic reports to the Emergency Policy Group.

8. When immediate life safety concerns have been addressed, coordinate response to secondary problems.

9. Deactivate Emergency Response Command Post upon request of Emergency Policy Group.

Director of Public Safety
Assignment: Commander Field Operations Security Services
Responsibilities:

1. Establish position as departmental representative at Emergency Response Command Post. Provide dispatcher to operate the Command Post radio base Station, and maintain records of all activities at Command Post. Contact 911 if warranted, directed, or not done yet.

2. Mobilize Security Services staff for emergency duties, and establish designated Security Command Sub-Posts to include Pearson Hall, site of medical Triage and first-aid.

3. Coordinate rapid reconnaissance of major damage and problems on campus, depending on time of day, day of week, and time of year.

4. Take control of all incidents involving evacuation, fire control, search and rescue, hazardous materials, and medical aid, following command procedures based on the following steps:
   -Conduct initial assessment
   -Mobilize personnel and equipment
   -Isolate affected area
   -Identify entrance and exit routes
   -Identify responders' assembly areas
   -Evacuate an appropriate area if necessary
   -Provide for treatment of injured
   -Coordinate with other responding units

5. After life-safety hazards have been controlled, prioritize campus areas in terms of

security needs, and assign personnel to provide security as needed, including controlling access to evacuated areas or buildings. Arrange for temporary supplemental staff through outside security contractors if necessary.

Director of Physical Plant
Assignments: Damage Assessment and Control
Responsibilities:

1. Establish command Sub-Post at Physical Plant building. Activate emergency plans, mobilizing damage-assessment Physical Plant staff in pre-designated zones. Damage assessment priorities will depend on time of day, day of week, and time of year. If the incident occurs when instructional and administrative buildings are fully occupied, they will be first assessment priorities. If the incident occurs when primarily residential structures are occupied, they will be first assessment priorities.

2. Establish communication with and provide periodic reports to the Emergency Response Command Post in Piper Academic Center.

3. Begin primary damage assessment, conducting quick external assessment of gross structural damage to identify major problem areas.

4. Communicate major structural damage quickly to the Emergency Response Command Post.

5. Begin secondary damage assessment, conducting more in-depth inspections of damage to building interiors, equipment, nonstructural elements, and utility systems. Focus primarily on identifying problems that must be addressed immediately, such as gas leaks, interior flooding, and electrical problems. Those hazards that can be addressed immediately in the field should be so addressed.

NOTE: Dangerous assessment staff should not enter buildings with severe structural damage due to possibility of collapse. They should also not begin interior assessments of laboratory buildings unless accompanied by the Laboratory Science officer (if available) on the Emergency Response Team to assess hazardous materials problems.

6. Conduct emergency repairs, shoring, and bracing of damaged facilities necessary to assure life safety in the emergency period. If necessary, establish contact with contractors to assist with damage repair and control.

7. Medical or search and rescue emergencies encountered during the damage assessment process should be reported immediately to the Emergency Response Command Post. If necessary, staff should be prepared to assist with rescue and medical transportation efforts after the primary damage assessment has been completed.

8. After emergency period ends, begin planning of long-term repair and reconstruction based on codes and standards that will lessen future damage.

Nurse and College Athletic Trainer
Assignment: Medical Triage/First-Aid
Responsibilities:

1. Mobilize medical and support staff to include any and all available persons from the university's departments of nursing, available Public Safety staff (certified in first-aid
(CPR)), and if possible, certified EMTs from local area. Establish medical Sub-Post in Pearson Hall, if structurally sound or alternate location if not.

2. Establish telephone or radio contact with the Emergency Respond Command Post in Piper Academic Center. Public Safety will deliver radio.

3. Assess status of all patients.

4. Assign medical staff to treat various levels of injury, and support staff to prepare disaster equipment and supplies for use.

5. Based on information from the Emergency Response Command Post, assess the location and severity of injuries. If possible, medical evaluation teams should be sent to casualty sites to provide first-aid and coordinate movements of victims. If the number of casualty sites precludes this, teams should be sent only to sites with large number of seriously injured; decision to be made by Director ERT and nurse.

6. Request the assistance of medically trained volunteers from the Emergency Response Command Post.

7. Coordinate with other campus units to assist with transporting casualties.

8. Keep records of the status and locations of all casualties.

Laboratory Science Officer
Hazmat
Assignment: Hazardous Materials Control
Responsibilities:

1. Report to Emergency Response Command Post and immediately recommend closure of high hazard facilities pending assessment. Assess incidents involving hazardous materials in University facilities.

2. Advise emergency responders and other campus personnel regarding chemical and radiological hazards during emergency period; assist in assessing building habitability and determining if access is to be allowed for researchers to retrieve vital materials.

3. Assist campus personnel in controlling/mitigating incidents involving hazardous materials. Take all possible steps to prevent chemical fires or other secondary hazards.

4. Provide periodic reports to Emergency Response Command Post regarding status of effort to control hazardous materials incidents.

5. Monitor sources of warning of potential off-campus hazardous materials incidents (overturned trucks, derailed trains, etc.).

Emergency Medical Technician – EMT
Assignment: Commander – Search and Rescue Team, Fire Hazards Control
Responsibilities:

1. In coordination with other members on the Emergency Response Team prioritize locations where search and rescue services are needed.

2. Mobilize available personnel trained in search and rescue techniques.

3. Coordinate the effort of trained staff and volunteers to perform search and rescue services. Evaluate search and rescue sites to ensure that risks to rescuers are minimized.

4. Provide periodic reports on the status of search and rescue efforts via radio to the Emergency Response Command Post.

5. Alert the campus to fire risks following the event, and provide recommendations for fire prevention measures to be followed during the emergency.

6. To the extent possible, respond to reports of small fires that can be extinguished if caught in time.

7. In the event that a larger fire occurs in a campus facility assure that all personnel are safely evacuated. Request assistance from the Lebanon Fire Department, if they are available. To the extent possible, prevent the spread of fire to other facilities.

8. If necessary, establish a fire watch in facilities determined to be at risk of fire in

absence of Fire Department services.

Director of Resident Life
Assignment: Emergency Housing Needs
Responsibilities:

1. Procure and distribute all available VHF in –house radios to resident directors or their designated representatives.

2. Establish resident life sub-post in Deneen Center. Establish communication with Emergency Response Command Post in Piper Academic Cent. via VHF radio and cell phones.

3. Direct activities of resident directors regarding survival, health, and safety of all resident students. Direct life safety assistance efforts in cooperation with EMT – Commander Search and Rescue Team and Fire Hazards control.

4. Ensure that damaged housing is safely evacuated and persons accounted for.

5. Provide emergency housing for displaced students and staff. (This may involve facilities not normally used for housing).

6. Maintain records on persons using emergency housing and of operations conducted.

7. Report missing or injured students to Human Resources in Emergency Response Command Post in Piper Academic Center.

Director of Food Services
Assignment: Emergency Food Services

Responsibilities:

1. Assess ability of Dining units to function, including availability of utilities and staff. Assess inventory of perishable/non-perishable food available for use; take any feasible steps to preserve perishable food. To the extent possible with available staff and safe facilities, provide food for resident students and staff required to remain on campus. If food reserves are available, coordinate with other campus units in distribution to designated shelter areas.

2. Arrange for supplemental food supplies through activation of emergency purchase agreements if necessary.

3. Maintain records on persons using emergency housing and feeding facilities, of activities and operations conducted, and of the associated costs.

4. Maintain close liaison with director of housing.

5. Make periodic reports to Emergency Response Command Post in Piper (PAC).

Director of Human Resources
Assignment: Personnel Tracking and Volunteer Coordination
Responsibilities:

1. Report to Emergency Response Command Post in Piper Academic Center.

2. Director of Housing and department coordinators will begin process of personnel tracking by identifying missing or injured students and staff, and communicating information to this desk at Emergency Response Command Post.

3. If possible, communicate student/staff status to inquiring families.

4. Coordinate volunteer services required during emergency by locating and mobilizing students and staff with useful emergency skills. Liaison with Director of Emergency Response Team in personnel resources allocation.

Director of Informational Technology
Assignment: Vital Records Protection
Responsibilities:

1. Mobilize assigned staff for disaster response roles. Establish communication with Emergency Response Command Post. Assist with life-saving operations if necessary.

2. In coordination with other campus units, take immediate steps to prevent loss of systems information.

3. Thoroughly assess damage to critical systems, in coordination with Director of Emergency Response Team, and Physical Plant. Assess all systems in priority order, starting with those system elements determined to be most critical to the University.

4. If necessary, arrange for alternate site processing of critical records and information while primary site is being restored.

5. In coordination with other units involved in recovery activities, conduct necessary repair and restoration activities. Follow repair and restoration procedures that will minimize damage in future emergencies.

Director of Communications and Marketing
Assignment: Public Relations, Media relations, Press releases
Responsibilities:

1. Interface with all media regarding Emergency Policy Group as outlined in the Crisis Communication Plan.

IV. **EMERGENCY ORGANIZATIONS AND RESPONSIBILITIES**

Following a major disaster, key university staff will assess and repair damage, provide emergency assistance to those in need, and disseminate information to keep the campus informed of critical events and conditions. University administrators and representatives of various Departments will coordinate these response activities from the Emergency Response Command Post, located in Piper Academic Center lower level.

Individual campus units will also establish disaster command Sub-Posts to serve as coordination points for the response. These command Sub-Posts will be established in designated locations if conditions permit, or outdoors if required. Units establishing command Sub-Posts will include:

-Damage Assessment and Control – Physical Plant Building

-Medical Triage and First-Aid – Pearson Hall LL

-Emergency Housing – Deneen Center

In the event that telephone service is disabled, two-way radios will provide a back up communications network. Cellular phones will provide an additional back up communications network. If necessary cellular phones will be delivered to Command Sub-Posts at the direction of the Emergency Response Team Director.

Two groups will have critical decision-making responsibilities in the emergency situation:

1. The Emergency Policy Group (EPG) composed of key administrators and representing various departments provides the overall guidance, under the leadership of the President of the University.

2. The Emergency Response Team (ERT), composed of key administrators, faculty, and staff persons manages emergency response activities for the college.

Both groups EPG and ERT will occupy the Emergency Response Command Post in Piper Academic Center. The secondary location will be Pearsons Hall (1828).

Group Responsibilities:

The Emergency Policy Group will request periodic updates from the Director of Emergency Response team to the extent of the emergency and actions taken. The Group's major responsibilities include:

-Provide overall guidance and policy direction in the emergency.
-Resolve issues of coordination and authority in emergency response operations.

-Provide decisions on major policy issues, including campus closure, dismissal/resumption of classes, legal questions, acquisition of outside resources, demolition of damaged buildings, and personnel issues.

-Provide critical input to emergency public information, including emergency bulletins to staff and students.

-Notify the Emergency Response Team Director at the appropriate time to deactivate the Emergency Response Plan.

The Emergency Response Team will manage the University's response to the emergency within the policy framework provided by the Emergency Policy Group. They will activate the Emergency Response Command Post, provide periodic reports to the Policy Group on the situation, and coordinate detailed response to all problems, including:

-damage assessment and emergency repairs
-medical triage and first-aid
-fire and hazardous materials control
-terrorist/shooter activity
-emergency dining and housing services
-evacuation and transportation services
-personnel tracking
-search and rescue
-emergency communications
-student assistance

V. **EMERGENCY RESPONSE PRIORITIES**

In the event of a major disaster, emergency response activities will be guided by several priorities:

1. Primary – Life saving and injury

2. Secondary – Damage control and injury prevention

3. Tertiary – Recovery, repair, re-organization

When the Emergency Response Command Post has been established, specific response steps will depend on the magnitude of the event, the amount of damage, and the timing of the incident. The first step in the emergency response will be an assessment of damage and injury in order to identify areas of campus in need of assistance. The Emergency Response Team has developed damage assessment plans assigning staff to conduct an assessment in specific areas of campus. The plans are proactive and automatic.

Emergency response units have divided the campus into assessment areas, identifying a priority order in which facilities will be assessed. If the incident occurs during business hours when school is in session, classroom, assembly, and administration buildings will be first priority. If the incident occurs during non-business hours when classes are not in session, residential areas will be the first priority. If the incident occurs during early evening hours when limited classes are in session, priorities will be adjusted accordingly. Nearby off-campus areas will be included in damage assessment priorities, if possible.

In the event of a major disaster, the university community will look to the emergency response units for evacuation guidance. Students, faculty, and staff will be concerned about the stability of buildings and relocating to safe outdoor assembly areas, and will be uncertain about the safety of re-entry. Evacuation decisions will be made jointly by the

key emergency response unit representatives in the Emergency Response Command Post, in consultation with field personnel.

Security, Safety, Facilities, and Housing personnel engaged in damage assessment will order evacuation if they determine that a life safety hazard is present. Any evacuated facility will be locked to bar re-entry until full damage assessment is possible. Field responders will base decisions on a conservative standard, ordering evacuation if they have any doubt about the safety of the facility.

Generally, a building should be evacuated if it has sustained structural damage or if there are special hazards present. While only structural engineers are trained to fully evaluate structural damage, general indicators for evacuation include major wall cracks, column failures, portions of the building leaning, or major foundation damage. However, the evidence may not be clear; structural damage can be hidden, and cosmetic damage can appear more serious than it is.

Special hazards justifying evacuation include release of hazardous materials in laboratory buildings or other facilities. The following potentially high-hazard campus facilities shall be evacuated automatically following a major event, and re-entry will not be allowed until facilities have been assessed by hazardous materials staff:

-Voigt Science Hall

-Benson Wood Hall

-Eisenmayer Auditorium

-Physical Plant

Emergency response units will coordinate all evacuation decisions among themselves rather than closing or opening buildings unilaterally. If a building must be closed due to life safety hazards, the action must be communicated to other response units. When the hazard is eliminated, the building must not be opened for re-entry before consulting with other response units.

Listed below are the major steps involved in primary response, secondary response, and recovery:

Primary Response

-Establish emergency communication

-Conduct initial overview of damage, injuries, and location of major problems.

-Evacuate damaged campus facilities pending assessment.

-Isolate all hazardous buildings and areas until they are judged safe for re-entry.

-Establish medical triage and first-aid area, and transport seriously injured to hospital facilities if necessary, and if possible.

-Conduct rapid assessment and repair of nonstructural systems to prevent further life safety hazards. (including gas lines, water, power, elevators, HVAC, etc.)

-Rescue individuals trapped in damaged facilities.

-Control secondary hazards such as fire or hazardous materials incidents.

-Disseminate critical emergency information and instructions to the campus, the public, and families of students.

Secondary Response

-Brace or shore up damaged facilities that pose life-safety hazards.

-Provide emergency food and shelter for students displaced from resident housing and staff required to remain on campus during the emergency.

-Conduct rapid structural engineering assessment of campus facilities.

-Track status of all injuries and missing staff and students.

-Assess and restore damaged telecommunications and computer systems as quickly as possible.

-Assess transportation conditions in the surrounding areas and provide advisories to the campus regarding viable routes.

-Provide security for damaged facilities vulnerable to property loss or re-entry problems.

-Take steps to restore systems that process vital university records.

Tertiary Response

-Document all damage to university facilities

-Relocate office and classroom space if necessary due to damage.

-Identify time frame for dismissal/resumption of classes and work schedules.

-Provide counseling assistance to staff and students experiencing psychological problems.

-Begin planning of long-term repair and reconstruction of campus facilities, based on codes and standards that will lessen future losses.

VI. **EMERGENCY COMMUNICATIONS**

The university relies on several levels of communication in a major emergency: Telephone, radio (VHF and UHF), and cellular phones.

A. Telephone systems

Following a major disaster the telephone system will be overloaded with calls and it will be necessary to implement Essential Line Service. This procedure involves temporarily rerouting the primary call-in numbers to the Emergency Response Command Post in Piper Academic Center.

It is important to note that, in the event of power failures, the university has installed emergency generators in Piper Academic Center to maintain telephone and computer systems.

B. Radio Systems

Radio systems will play a critical operational role following a major disaster, even in the event that the university's telecommunication systems are operational.

The university is currently assigned three radio frequencies by the Federal Communication Commission – two VHF and one UHF. VHF communication occurs radio to radio, and radios are located in Security, Physical Plant, and Resident Life. UHF communication occurs via a repeater system located in Security. In the event of disaster the repeater will be relocated to the Emergency Response Command Post in Piper Academic Center. Public Safety and Physical Plant currently possess numerous UHF radios, and Security runners will dispatch UHF radios to Resident Life

Emergency Housing Sub-Post in Deneen Center, and Medical Triage Sub-Post in Pearson Hall to complete the communications loop on two frequencies with all posts.

All university personnel will follow established protocol for emergency radio communications procedures, and will minimize radio traffic in order to keep frequencies clear for high priority messages.

KMOX Radio 1120 am will play important roles during a major emergency. It is designated as part of the Emergency Broadcast System and will be monitored at the Emergency Response Command Post.

C. Cellular Phone Systems

Currently the university possesses numerous cellular telephones.
All members of the Emergency Policy Group and the Emergency Response Team are requested to bring their cell phones with them to the Emergency Response Command Post in Piper Academic Center

D. Portable Public Address Systems

Battery operated bull-horns are held by Security for use in major emergencies, and it is suggested that all departments with critical missions in emergency response maintain bullhorns in designated locations.

E. Text---Facebook---Twitter Messaging

The Director of the Emergency Response Team will broadcast campus-wide messages to all campus persons keeping them informed of emergency response procedures, advisories, and other pertinent information. Messages will occur at the direction of the EPG and will originate from a temporary service telephone line set up at the Emergency Response Command Post Piper.

VII. **DEPARTMENTAL RESPONSIBILITIES**

The Emergency Response Team will manage the University's response to the disaster/emergency within the policy framework provided by the Emergency Policy Group. They will activate the Emergency Response Command Post and Sub-Posts, provide periodic reports to the Policy Group, and coordinate detailed response to all problems including:

-damage assessment and emergency repairs
-medical triage and first-aid
-fire and hazardous materials control
-emergency dining and housing services
-evacuation and transportation services
-personnel tracking
-search and rescue
-emergency communication

Specific responsibilities of Departments represented in the Emergency Response Team will include:

A. Public Safety: Coordinate the overall emergency response effort; provide initial situation assessment; assist with medical response, evacuation, rescue, and fire control as necessary; provide security for damaged and evacuated buildings; coordinate with City and County responders.

B. Physical Plant: Assess damage to buildings and utility systems; provide emergency repairs to reduce life safety hazards in the emergency period; begin planning of long-term repair and reconstruction of campus facilities.

C. Health Services and Nursing Department: Provide medical triage and first-aid for casualties; coordinate transport of seriously injured to available outside facilities (with assistance of other units.)

D. Public Relations: Coordinate dissemination of emergency public information to the campus and community.

E. Resident Life: Assist students during the disaster/emergency; help to keep track of students status; assist in direction of students movements; with Human Resources Director, answer parent inquiries and coordinate student volunteers assisting with non-hazardous tasks; designate emergency housing.

F. Dining Services: Coordinate allocation of emergency food services and dining facilities/arrangements.

G. Human Resources: Assist in tracking all campus persons; coordinate volunteers; report status of all campus persons to inquiring parties (families).

H. Telecommunications/Communications: Establish emergency telephone services; provide essential line services in Command Posts; provide cellular telephones to Command Post; provide voice mail messaging to campus; provide AM and FM battery-operated radios and television to Command Post; assure procurement and proper allocation of all VHF and UHF radios to Emergency Response Team.

I. Science: Assess and control hazardous materials problems in university laboratories and other facilities; provide warnings of hazardous situations to other campus units; coordinate Hazcom documentation.

J. Computing and Information Systems: Provide personnel to assess damage to computing systems and restore services as soon as possible.

K. Counseling Center: Provide counseling assistance to staff and students experiencing psychological difficulties as a result of the disaster/emergency.

L. Special Assignments:

During and after an emergency, Building Supervisors will coordinate feasible actions to control immediate problems within their areas, assist in evacuations if necessary, to the extent possible identify and report missing persons, and report major problems requiring assistance to the Emergency Response Command Post. Building Supervisors will be notified of any emergency instructions, serving as a communication link between the command post and their building occupants.

VIII. **EMERGENCY EQUIPMENT AND SUPPLIES – LOCATIONS**

Four locations on campus have been designated as bases for emergency response:

Piper Academic Center – Emergency Response Command Post
Pearson Hall – Medical Triage/First-Aid Sub-Post
Deneen Center – Resident and Student Sub-Post
Physical Plant Building – Damage Assessment Sub-Post

Additional equipment and supplies will be maintained at McKendree West for use at the location following a major disaster/emergency.

Piper Academic Center – Emergency Response Command Post
(Supplies temporarily located in Voigt Science Hall basement)
-Portable cellular telephones – two
-First-aid kits – two
-Status board and campus maps
-Battery operated Radio and T.V.
-Battery operated flashlights and lanterns
-Portable public address system
-Camera
-Emergency Rations
-Tables/chairs
-Hazmat kits – two
Storage location: Lower Level store room

B. Pearson Hall – Medical Triage/First-Aid Sub-Post
-VHF radios
-UHF radios (delivered by Security)
-Cell phone
-First-Aid kits – five to ten
-Battery operated radio
-Flashlights/Lanterns
-Blankets and pillows
-Mattresses from dormitories
Storage location: Storage area in boiler room.

C. Deneen Center – Resident and Student Sub-Post
-VHF radios
-UHF radios (delivered by Security)
-Cell phones
-First-Aid kits – five
-Battery operated radio and T.V.
-Flashlights/Lanterns
-Portable public address system
-Blankets/pillows/mattresses – from dormitories
Storage location: South stairwell maintenance room

D. Physical Plant – Damage Assessment Sub-Post
-VHF radios
-UHF radios
-Cell phone
-First-Aid kits – two
-Battery operated radio
-Camera
-Flashlights and lanterns
-Portable public address system
-Hazmat kits – two
-Hardhats – ten
-Portable fire extinguishers – five
Storage location: North-West storage room in break room areas

E. McKendree West – Remote Location
-VHF radio
-UHF radio (delivered by Security)
-Cell phone
-First-Aid kits – three
-Battery-operated radio and T.V.
-Flashlights
Storage Location: Resident Director apartment