UMSL EMERGENCY OPERATIONS PLAN

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LETTER OF PROMULGATION AND SIGNATURE STATEMENT
Plan Authority and Date of Effect

As the Chancellor of this University, I direct that this Plan shall be in full force and effect as of 12:01 A.M. on the first day of the month next following the date of the last signing of this instrument, as evidenced by the signatures affixed below. (The plan is reviewed and approved annually by the Chancellor and the Provost/Vice Chancellor)

This Emergency Operations Plan has been reviewed and approved by:

Chancellor, Dr. Thomas George
___________________________________________________  _________________

Provost and Vice Chancellor Academic Affairs, Dr. Glen Cope
___________________________________________________  _________________
# UMSL EMERGENCY OPERATIONS PLAN

## RECORD OF CHANGES

(Record of Changes updated annually and distributed to persons on Plan distribution list)

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<th>Change #</th>
<th>Section Number</th>
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<th>Date Entered</th>
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<td>D. Freet</td>
<td>09/15/13</td>
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INTRODUCTION

1.0 INTRODUCTION
1.1 Scope of the Plan
Numerous natural or man-made disasters and hazards can affect the University and pose an actual or potential threat to public health and safety on the university campus. A comprehensive emergency plan is needed to ensure the protection of students, faculty, staff and guests from the effects of critical incidents and emergencies.

This Emergency Operations Plan (EOP) may be activated in response to a regional or national crisis that affects the University. Any emergency that affects our students, faculty, staff or guests is considered a University emergency.

This plan is designed to enable administrators, faculty, staff, and students to successfully cope with campus critical incidents and emergencies. The overall ability of University personnel to respond to any incident will rely primarily upon preplanned procedures, business continuity plans, the BEST Building Emergency Plans and existing or newly promulgated SOPs and directives.

This plan, while primarily local in scope, is intended to be able to support a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including mitigation, preparedness, response, and recovery as required by the National Incident Management System.

This EOP currently includes the basic plan, emergency support annexes, the BEST Building Emergency Plans, facility plans and other approved instruments and inclusions intended to augment, assist, support, or amend the EOP during emergency operations conducted in response to a critical incident, crisis, or disaster.

The EOP guides mitigation, preparedness, response, and recovery actions and may be activated during any of the following incidents, which may include, but are not limited to:

- Active Shooters or Violent/Criminal Behavior
- Aircraft Incidents
- Bombs
- Chemical, Biological, Radiation, Nuclear, Explosive (CBRNE) incidents
- Civil Disorder/Disturbances
- Cyber Attacks
- Earthquakes
- Explosions
- Fires
- Hostage Situations
- Medical Emergencies & Severe/Mass Casualty Incidents
- Structural Failure
- Tornados/Severe Weather/Snow Emergencies
- Utility Failure

Emergency Operations Plans should:

- Include a risk assessment that would ideally address threat, consequence, and vulnerability
- Be developed in coordination with state and local community partners (law enforcement, fire personnel, local government, public and mental health agencies, etc.)
- Include establishment of an Incident Command System (ICS)
- Be available for review by the campus community
- Be in alignment with the National Incident Management System (NIMS)
- Include the use of exercises, drills, and training; and
- Be a “living document,” continuously reviewed, practiced and updated
1.2 Purpose of the Plan
The EOP has been designed as a strategic plan to provide the administrative procedures necessary to cope with most campus emergencies. Any University's overall ability to respond to an emergency will rely upon tactical plans and business continuity plans developed by its individual departments.

The purpose of any plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives; establish responsibilities necessary to performing these functions; and to prevent, minimize and repair damage; and to ensure continuity of operations so that essential services may continue to be provided to the University and its clients.

This plan assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response efforts and critical support services, and provides a management structure for coordinating and deploying essential resources.

The University will benefit from the use of this plan in other areas as well. Following the proper format and protocols required by the Federal Government for disaster response ensures reimbursement for the use of resources in addition to our own. Jurisdictions that do not follow these protocols have found themselves unable to receive funds from the government at a later date. Additionally, the command structure outlined in this plan organizes the University leaders to be involved in the disaster response thus protecting the legal and public relations interests of the University allowing for a faster return to normal University operations during the recovery phase.

1.3 Hazard Summary Scope
In 2013 the University of Missouri – Saint Louis (UMSL) participated in an extensive UM System wide Emergency Response Audit performed by Pricewaterhouse Coopers LLP, which included a Hazard Vulnerability Assessment. Our campus assessment identified the 14 natural and manmade hazards listed in section 1.1 that could affect the university causing physical and financial loss.

The main focus of our Hazard Mitigation Plan will be directed toward those hazards identified to be “high” or “moderate” risk according to the Hazard Vulnerability Assessment. Those hazards that pose a negligible risk will continue to be monitored during subsequent updates to this Plan, but may not be fully addressed until they are determined to be of at least a moderate risk. Depending on the financial consequences incurred, it has become a common practice at UMSL to assimilate these low risk mitigation actions into remodeling projects. Thus, this Plan prioritizes the mitigation actions based on hazards assessment, addressing first those issues that present the greatest risk to lives and property.

Annually, the Campus Safety Coordinator or a designee named by the Director of Institutional Safety in consultation with the Director of Environmental Health and Safety will complete a Hazard Vulnerability Assessment (HVA). This HVA, carried out under the guidelines mandated by the UM System will be documented by use a Hazard Table Threat Matrix which includes both the probability of occurrence and the potential impact of each identified hazard. The review will include an assessment of the adequacy of the EOP to address each hazard.
2.0. EMERGENCY OPERATIONS PLAN

2.1 Plan Objectives

2.1.1 Statement of Policy
This Plan is intended to be a comprehensive administrative plan for the protection of life and property on this campus. It is compatible with the doctrines and methods expressed in the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Plan (NRP), Homeland Security Presidential Directive-5 (HSPD-5), Homeland Security Presidential Directive-8 (HSPD-8), and other similar directives.

2.1.2 Plan Applicability
The policies and procedures contained in this plan will be followed by any administrator, faculty member, or staff member, whose position and/or duties are expressly addressed or are implied by this Plan. Campus emergency operations will be conducted within the framework of the policies and procedures of the federal National Incident Management System (NIMS), the federal National Response Plan (NRP), and all applicable local, state, county, and federal laws, ordinances, and regulations.

2.1.3 Plan Implementation
Whenever an emergency affecting the campus reaches such proportions that it cannot be handled by routine measures, the UMSL Chancellor – or his/her designee –after consultation with the University President, may declare a Campus State of Emergency (CSOE) and shall cause implementation of this Plan by a designated Incident Commander or, in the absence of an IC, the Operations Section Chief. In the event the Chancellor is neither available nor able to designate his/her successor to fulfill the above responsibility, the UMSL Vice Chancellor and Provost or the University System President, in that order, will assume this duty.

2.2 Plan Assumptions

2.2.1 General Assumptions
The University EOP can provide a realistic approach to the problems likely to be encountered on campus during a critical incident, crisis, or disaster. Therefore, the following general assumptions can be made:

2.2.2 An Emergency May Occur at Any Time
A critical incident, crisis, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning.

2.2.3 Most Incidents are Handled Locally
Almost all incidents are handled locally, but some incidents may require the support and resources of local, county, state, federal governments, and/or private institutions, and other entities.

2.2.4 Incident Plans must be Flexible
The succession of events in any incident are not fully predictable; therefore, this EOP and any Incident Action Plan (IAP) devised prior to or at the time of the event, will serve primarily as a guide or checklist, and may require modifications in the field to mitigate injuries, damages and/or to recover from the incident.

2.2.5 Outside Resources or Assistance May Be Delayed
An emergency or a disaster may additionally affect residents within close proximity to the University; therefore city, county, state, and federal emergency services or resources may not be immediately available. In such cases, a delay in the delivery of effective off-campus emergency services may typically be expected for a period of up to 48-72 hours.

2.2.6 Media Events must be Properly Addressed
Any incident that is likely to result in media coverage should be promptly reported to the Associate Vice Chancellor-Communications. During non-business hours report these incidents to UMSL Police dispatch. UMSL Police personnel shall then make further notifications. The accurate assessment of received information and its accurate reporting to all will negate the spread of unfounded rumors, panic, and the effects of misinformation.
2.2.7 Operational Requirements must be Sustainable
During any incident which is perceived to require operations for longer than twenty-four hours, at the
discretion of the University Chancellor, impacted personnel shall be assigned to 12-hour shifts with
cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate.

2.2.8 Communications are Likely to be Disrupted or Compromised
During an emergency or disaster, there is a likelihood of the disruption of communications due to
damage to related infrastructure or by the burdens placed on communications due to high levels of
usage. This is especially true of cellular telephones. Prior agreements with cellular companies should
be in place to secure usable operating channels during any emergency by arranging for Wireless
Priority Service (WPS).

2.2.9 Declaration of a Campus State of Emergency (CSOE)
The decision to declare a Campus State of Emergency rests solely with the University Chancellor or
his or her designee after consultation with the University President.

Upon notification of a critical incident or emergency by the Chief of UMSL Police, if the Chancellor
decides that a CSOE is necessary, he or she shall so inform the Chief of UMSL Police, who shall in
turn direct the UMSL Police Dispatch to make necessary notifications.

2.2.10 Plan Procedures should be Flexible
Since any emergency may occur suddenly and without warning, this Plan must be flexible enough to
accommodate conditions as they occur. While most incidents are handled on a daily basis by a single
jurisdiction at the local level, there are important instances in which successful domestic incident
management operations depend on the involvement of multiple jurisdictions, functional agencies, and
emergency responder disciplines. These instances require effective and efficient coordination across
an often-broad spectrum of organizations and activities.

Once a critical incident begins to evolve, the Incident Commander shall be continuously mindful of the
possibility that University resources and capabilities may be overwhelmed. The IC shall so apprise
the University Chancellor of this fact, or the possibility thereof, so that a request for additional
assistance can be forwarded promptly to municipal, county, or state authorities in a timely and
effective manner.

The promulgation and maintenance of this Plan is the responsibility of the Chief of UMSL Police as
directed by the University Chancellor. Changes to the EOP are determined by the Chief of UMSL
Police and are approved by the Chancellor.

2.2.11 Exceptions to Plan Functions and Responsibilities
Any exceptions to Plan policies and procedures may only be conducted after the approval from the
Incident Commander or his or her designee is obtained.

2.2.12 Plan Changes and Recommendations
The Chief of Police, as Director of Institutional Safety for UMSL, is responsible for disaster planning. Requests
for procedural changes and other recommendations should be submitted in
writing to the Chief of UMSL Police for review and recommendation. All changes recommended by the Chief of
UMSL Police will be submitted to the Chancellor’s Cabinet for evaluation and final approval and inclusion in the
EOP.

2.2.13 Plan as Primary Source Instrument, exceptions
This University EOP shall be used as the primary source for guiding University administrators, faculty, students,
and staff whenever an emergency or a disaster occurs on campus.

It is recognized that, in addition to the procedures outlined in this Plan, there are functional and geographic areas
of the campus that have specific procedures in place that are to be followed first in a developing emergency.
These additional procedures – including SOPs, checklists, the BEST Building Emergency Plan and other similar
guidelines – shall remain in effect as long as they do not conflict with the provisions of this Plan.
2.2.14 Plan Conflicts
This EOP supersedes all previously developed administrative policies and procedures that address campus emergency operations. Conflicts with existing plans, including university SOPs and similar directives shall be reconciled with this Plan or shall be immediately brought first to the attention of the Chief of UMSL Police as soon as possible for resolution.

2.2.15 Legal Authority, Basis and References for the Plan

Federal Laws
- Federal Civil Defense Act, as amended (50 USC 2251 et seq.), 1950
- Disaster Relief Act, PL 93-288, as amended (42 USC 5121 et seq.), 1974
- Superfund Amendment and Reauthorization Act (also known as the Emergency Planning and Community Right to Know Act), PL 99-499, 1986
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended (42 USC 5131 et seq.), 1988
- Disaster Mitigation Act, PL 106-390, 2000
- HSPD 5 and HSPD 8 Presidential Directives reference NIMS/ICS
- United States Code (USC), Title 42, Public Health and Welfare
  o Chapter 68, Disaster Relief
  o Chapter 116, Emergency Planning and Community Right-To-Know (EPCRA)

State Statutes
- Chapter 44, Revised Statutes of the State of Missouri
- Chapter 70, Revised Statutes of the State of Missouri

Saint Louis County Ordinances
Saint Louis County Ordinance 701.200

University of Missouri, Collected Rules and Regulations
- 20.075 Chancellor – Campus Emergency
- 110.060 Disaster Relief Program

2.2.16 Training and Certification Standards
All personnel who are defined and tasked as emergency responders or emergency management personnel are required to train and/or be certified to minimum levels of competency as required

by various federal, state, and local standards, including Homeland Security Presidential Directive-8 (HSPD-8). For most personnel, at a minimum, this means completing training courses such as the NIMS introductory course IS-700, NIMS IS-100.HE (Incident Command System for Higher Education) or higher. See the NIMS Online Website in Section 11, hyperlink #1 as well as local municipal, county, or state emergency management resources for further information.

2.2.17 NIMS and the Emergency Operations Plan
The National Incident Management System (NIMS) document, which can be accessed in Section 11, hyperlink #2, addresses Emergency Operations Plans (EOP) by stating that each jurisdiction shall develop an EOP that defines the scope of preparedness and incident management activities that are necessary for that jurisdiction. The EOP should also describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.

The EOP shall facilitate response and short-term recovery activities which set the stage for successful long-term recovery. It should drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. An EOP should be flexible enough for use in all emergencies.
A complete EOP should describe the purpose of the plan, situation and assumptions, concept of operations, organization, assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. It should also contain functional annexes, hazard-specific appendices, and a glossary.

EOPs should pre-designate jurisdictional and/or functional area representatives to the IC or UC, whenever possible, to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, EOPs should also include pre-incident and post-incident public awareness, education, and communications plans and protocols.

### 2.2.18 Incident Action Plans

Tornadoes, blizzards and other natural disasters can affect the University. In addition, disasters such as transportation accidents, explosions, accidental releases of hazardous materials and national security emergencies pose a potential threat to public health and safety on campus. Terrorist events involving Weapons of Mass Destruction (WMD) are also a threat. A comprehensive emergency plan is needed to protect students, faculty, staff and the campus guests from the effects of these hazards. An Incident Action Plan (IAP) guides preparedness, response, recovery, and mitigation actions and may be activated during any incident.

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

The IAP addresses tactical objectives and support activities required for one operational period, generally of 12 to 24 hours duration. The IAP contains provisions for continuous incorporation of “lessons learned” as incident management activities progress. An IAP is especially important when:

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

Any original Incident Action Plan shall be retained for a minimum period of 20 years by the University within the Office of the Chancellor. Copies of any IAP shall be distributed to all primary and supporting departments or units of the university for appropriate tactical, planning, training, and historical uses, or for any other legitimate purpose.

### 2.2.19 After Action Reports

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

The AAR shall be written by the Operations Section Chief with the assistance of any other section of the Incident Command Group, as required. AAR documents shall be submitted within 30 days of termination of incident operations.

The AAR shall detail all facts and circumstances known about incident causation, the quality and nature of the response effort, and the incident resolution. In addition, the AAR shall determine both deficiencies and highlights that occurred during the resolution of the incident and shall make recommendations about planning, training, and operational needs and improvements for consideration to enhance the efficiency of future responses.
Each original AAR and IAP shall be retained on file within the Office of the Chief of UMSL Police for a period of 20 years. Copies of the AAR shall be contemporaneously forwarded to all Chiefs of the Incident Command Group, including the IC.

2.3 Plan Activation (Initial Incident Response)
2.3.1 Involvement of the University Police (UMSL-PD) is Required
Whenever conditions are present that meet the definition of a crisis or disaster, or whenever a CSOE is declared by the University Chancellor, the UMSL Police Department will immediately place into effect procedures that are designed to meet the emergency by safeguarding persons and property and maintaining the functioning of the institution.

On-duty UMSL-PD personnel shall immediately consult with the Chief of UMSL Police regarding the emergency and shall initially follow the notification procedures outlined in this Plan.

2.3.2 Persons on Campus Must be Controlled
During a CSOE, only registered students, faculty, staff and their affiliates (i.e., persons required by employment) are authorized to enter or remain on campus. Persons who cannot present proper identification (such as a student or employee identification card or other suitable identification showing that they have a legitimate purpose on campus) will be directed to leave the campus. Unauthorized persons remaining on campus may be subject to expulsion, detention, or arrest in accordance with applicable laws.

2.3.3 Nonessential Persons shall be Restricted from the Incident Site
Only faculty, staff, and student volunteers who have been assigned to Incident Management duties or who have been issued a University Emergency Identification Pass (EIP) or who have been authenticated by an alternate means by the UMSL Police Department will be allowed to enter the immediate incident site.

Since any terrorist incident is considered to be a criminal act, that incident site is to be managed as any crime scene would. This requires the collection and preservation of evidence and other procedural requirements that are critical to the performance of a criminal investigation.

2.3.4 Perform Communications and Media Relations Duties
Effective communication plays a critical role during any emergency. In almost all emergencies, the University will need to communicate with internal audiences, including students, faculty, and staff. Depending on the severity of the situation, it is likely that the University will need to communicate with external media sources in order to provide information to wider audiences.

2.3.5 Direct all Media Inquiries to PIO
All media inquiries should be directed to the Associate Vice Chancellor-Communications, acting as the Public Information Officer. It is important that information provided to outside media persons be coordinated through PIO to ensure consistency concerning communications about the status of the University during a critical incident or emergency. If the incident involves entities from other jurisdictions, the external communications function of the PIO shall be coordinated through an established Joint Information Center (JIC).

2.3.6 Mutual Aid
The University Police Department has co-authority on the campus and at off-site University property with the following local police agencies: Bel Nor, Berkeley, Normandy, Saint Louis City and Saint Louis County. The campus is protected by the Northeast Fire Protection District which provides both fire and ambulance services. Should UMSL local resources become overwhelmed, assistance will be requested from surrounding municipalities and/or the Saint Louis County Office of Emergency Management.

2.3.7 Other Notifications
The PIO, in coordination with the Incident Commander, shall determine when and by what methods it is appropriate to issue timely warnings, emergency alerts, and other informational releases to key government officials, community leaders, emergency management response agencies, volunteer
organizations, and any other persons and entities essential to mounting a coordinated response to an incident.

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

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

2.4 Situation Levels Defined
2.4.1 General Response Guidelines to Campus Conditions *
Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5131, an emergency is defined as: “Absent a Presidentially declared emergency, (is) any incident(s) human-caused or natural that requires responsive action to protect life and property.”

* Incidents are also defined by the U.S. Fire Administration. The training course ICS-400: Advanced ICS Command and General Staff – Complex Incidents, divides incidents according to complexity and the resources required to respond, in an increasing order of involvement from Type 5 to Type 1 @ pp. 2-17, 2-18, 11/05.

In addition, the following four definitions are provided to assist Incident Managers and/or building managers to plan for or respond to predicted or existing campus conditions:

2.4.2 Normal Campus Conditions (No Emergency)
When normal campus conditions exist, no unusual response or planning activities are necessary.

2.4.3 Critical Incident (Minor Emergency)
A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the university. A critical incident causes significant disruption to the subgroups which they affect, but does not disrupt overall institutional operations. During a critical incident an Incident Command Post (ICP) may be established as determined necessary by the Chief of UMSL Police or his/her designee.

2.4.4 Crisis (Major Emergency)
A crisis or major emergency is any event which disrupts the orderly operations of the University or its institutional missions. A crisis affects all facets of the institution and often raises questions or concerns over closing or shutting down the institution for any period of time. Outside emergency resources will probably be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of an ICP and may require an Emergency Operations Center (EOC). Major policy considerations and decisions will usually be considered by the Executive Policy Group during a crisis.

2.4.5 Disaster (Severe Emergency)
A disaster is an event whose nature and impact extends beyond the University and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation and outside emergency services and resources will be essential. In all cases of a disaster, an ICP and an EOC will be activated, and appropriate support and operational plans will be executed.
3.0 EMERGENCY OPERATIONS COMMAND STRUCTURE
3.1 Purpose and Description of Command Structure (org chart)
3.1.1 Incident Command and Incident Management
3.1.2 The Command Function and the NIMS
3.1.3 Eight Critical Tasks will be performed by the first responding supervisor
According to current ICS doctrine, the first responding supervisor in the crisis phase of any initial response must perform the following eight critical tasks as soon as possible:

- Preliminary assessment of scope of disaster
- Secure and Establish Communications and Control
- Identify the “Hot Zone”
- Establish an Inner Perimeter
- Establish an Outer Perimeter
- Establish an On-Scene Command Post or ICP
- Establish a Staging Area for Personnel and Equipment
- Identify and Request Necessary Resources

3.1.4 Single Command IC (IC)

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


When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single command IC should be designated with overall incident management responsibility assumed by the appropriate jurisdictional authority. *(In some cases in which incident management crosses jurisdictional and/or functional agency boundaries, a single command IC may be designated if all parties agree to such an option.)* Jurisdictions should consider pre-designating ICs within their preparedness plans.

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

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

3.1.5 Unified Command IC (UC)

UC is an important element in multijurisdictional or multiagency domestic incident management. It provides guidelines that enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, UC overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework.

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

The exact composition of the UC structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e., which functional
agencies of the involved jurisdiction(s) are required). In the case of some multijurisdictional incidents, the designation of a single IC may be used to promote greater unity of effort efficiency.

3.1.6 Area Command
The following ICS organization and operations characteristics relevant to Area Command are taught by DHS personnel in ICS training programs:

- Area Command is activated only if necessary depending on the complexity of the incident and incident management span-of-control considerations. An area command is established either to oversee the management of multiple incidents being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations.
- Incidents that are not site specific or are geographically dispersed, or evolve over a long period of time such as a biological event, may require the use of area command. Acts of biological, chemical, radiological, and/or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between federal, state, local, tribal, private sector, and nongovernmental organizations. Area command also is used when there are a large number of the same types of incidents in the same area. These represent incidents that may compete for the same resources. When incidents do not have similar resource demands, they are usually handled separately and are coordinated through the Emergency Operations Center (EOC).
- If the incidents under the authority of area command are multi-jurisdictional, then a Unified Area Command should be established. Area command should not be confused with the functions performed by an EOC. An Area Command oversees management of incidents, while the EOC coordinates supports functions and provided resources support. It is important to note that Area Command does not have operational responsibilities. For incidents under its authority, the Area Command:
  - Sets overall agency incident-related priorities
  - Allocates critical resources according to established priorities
  - Ensures that incidents are managed properly
  - Ensures effective communications
  - Ensures that incident management objectives are met and do not conflict with each other or with agency policies
  - Identifies critical resource needs and reports them to EOC
  - Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations
  - Provides for personnel accountability and a safe operating environment

3.1.7 Incident Command System Adoption and Training
In Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents, the President directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). On March 1, 2004, the Secretary of the Department of Homeland Security issued the NIMS document to provide a comprehensive national approach to incident management, applicable to all jurisdictional levels across functional disciplines. The NIMS provides a consistent nationwide approach for federal, state, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS establishes standard incident management processes, protocols, and procedures so that all responders can work together more effectively. NIMS components include:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies and
- Ongoing Management and Maintenance

*NIMS National Standard Curriculum Training Development Guidance, October 2005*
The NIMS Integration Center was established to oversee all aspects of NIMS, including the development of NIMS-related standards, guidelines, and support guidance for incident management and responder organizations as they implement the system. The Center will validate compliance with the NIMS and National Response Plan responsibilities, standards and requirements.

Through this initial document, the NIMS Integration Center is coordinating the development of a National Standard Curriculum for NIMS, which will be built around available training opportunities and course offerings that support NIMS implementation. The curriculum also will serve to clarify training that is necessary for NIMS-compliance and streamline the training approval process for courses recognized by the curriculum.

Initially, the training curriculum is to be made up of NIMS awareness training and training to support the Incident Command System (ICS). Eventually it will expand to include all NIMS training requirements including training established to meet national credentialing standards.

The NIMS Integration Center recognizes that many operational aspects of NIMS, including ICS training, are available through state, local, tribal agencies, and private training vendors. It is not necessary that the training requirements be met through a federal source.

Emergency management and response personnel who have already been trained in ICS do not need retraining if their previous training is consistent with DHS standards, including ICS courses managed, administered, or delivered by the Emergency Management Institute, the National Fire Academy, FIRESCOPE, the National Wildfire Coordinating Group, the U.S. Department of Agriculture, the Environment Protection Agency, and the U.S. Coast Guard.

One of the most common concerns of federal, state, tribal, and local governments has to do with the process and timeframe for adopting NIMS. NIMS compliance requirements will be phased in over time.

The ICS is one of three standardized organizational structures established by the NIMS. The ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident. The other two standardized organizational structures outlined in the NIMS include the Multi-agency Coordination System and the Public Information System.

The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

The NIMS is based on an appropriate balance of flexibility and standardization in order to provide a framework for interoperability and compatibility during incident operations.

The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

The NIMS also provides a set of standardized organizational structures – such as the ICS, multi-agency coordination systems and public information systems – as well as requirements for processes, procedures, and systems to improve interoperability among jurisdictions and disciplines in various areas.

The forms needed for the proper execution of the ICS can be accessed online in Section 11, hyperlink #3.
3.2 List of Key Personnel
3.2.1 Organization, assignment of responsibilities and function (primary & support)
3.2.1.1 University Table of Organization

UNIVERSITY OF MISSOURI-ST. LOUIS
ICS EMERGENCY RESPONSE ORGANIZATIONAL CHART

OFFICE OF THE CHANCELLOR
Chancellor

Incident Commander
chief of Police

Public Information Officer
Associate Vice Chancellor - Communication

Liaison Officer
Assistant to the Provost, Public Affairs & Economic Development

Safety Officer
Director, Environmental Health & Safety

EXECUTIVE POLICY GROUP
Provost and Vice Chancellor
Director and Chief Diversity Officer
Vice Chancellor, Managerial & Technical Services
Vice Chancellor, University Advancement
Vice Provost, Academic Affairs & Dean of Graduate School
Vice Provost, Research
Vice Provost, Student Affairs & Dean of Students
Senior Associate Vice Chancellor, Marketing & Communications
Associate Vice Chancellor, Human Resources
CIO & Associate Vice Chancellor, Information & Technology Services

Financial Section
Finance Director

Logistics Section
Asst. Dean of Students, Student Life

Operations Section
Police Department Commanding Officer

Planning Section
Assistant Vice Chancellor, MTS

Academic Section
Special Assistant to the Provost

Educational Continuity
Deans & Department Heads

Health
Assistant Vice Provost, Health, Wellness, and Counseling

Procurement
Claims & Compensation

Housing
Director, Residential Life

Food
Contract Vendor

Transportation
Supervisor, PD Communications

Staging
PD Supervisor

Emergency Planning
BEST Teams

Police Response

Critical
Transportation

Campus-Wide
Evacuation

Revision dated 1/5/15
3.2.1.2 Incident Management Team
The Incident Management Team is defined by NIMS as the IC and the appropriate Command and General Staff personnel assigned to manage an incident.

3.2.1.2.1 Incident Commander
The Incident Commander has overall control of any incident. All decisions that reference campus evacuation, closure or restrictions, postponements and resumptions, and special circumstance personnel policies fall within the purview of the Incident Commander. In most cases, however, the IC will be a senior UMSL Police Department official who has completed incident command system training and incident related experience.

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

- Command Staff shall advise the Incident Commander of all campus-wide policy matters as they relate to the campus crisis or disaster
- Command Staff shall assist in the implementation of policy strategies developed to mitigate the effects of the crisis or disaster
- Command Staff shall establish a priority list of issues that reference specific crisis and/or disaster situations, and shall approve all communications initiatives and emergency directions
- Command Staff shall maintain liaison with the Municipalities sharing jurisdiction with the campus, Saint Louis County, State of Missouri, all Federal Agencies and University leaders.

3.2.1.2.2.1 The Public Information Officer (PIO)
Preparedness and training for emergency media communications procedures shall be conducted under the direction of the Associate Vice Chancellor-Communication, acting as the Public Information Officer, or his/her designee.

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

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

- E-mail messages to all students, faculty and staff or subsets of those groups
- Text messages
- Voicemail messages
- Web-based messages
- Emergency signage
- Information line and help line telephone messages
- News releases to the media
- News conferences for the media

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

- Only authorized spokespersons such as the University Chancellor – or his or her designee – or the Associate Vice Chancellor-Communications, as PIO – or his or her designee – will meet or talk with the media
- Only factual information is released; no speculation is to be offered

Additional guidelines include the following:
All executive and supervisory personnel are notified to report emergencies to the police. They also should be reminded not to discuss the situation and instruct their subordinates not to discuss the situation with anyone, especially the media, on behalf of the University.

The Chancellor, other senior administrators, and the Associate Vice Chancellor-Communications are to be immediately informed of an existing emergency. Complete details are to be made available to these officials.

The Chancellor and the Associate Vice Chancellor-Communications and any other appropriate personnel involved shall confer and decide on appropriate actions.

All calls from the news media are to be referred directly to the Associate Vice Chancellor-Communications at: campus phone 314-516-5665.

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

3.2.1.2.3 The Liaison Officer (LNO)
The Assistant to the Provost, Public Affairs & Economic Development, acting as the Liaison Officer, is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single IC or UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the LNO. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LNO to facilitate coordination.

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

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

3.2.1.2.5 Conduct of Operations
Day-to-day operations shall be initially directed by the senior police official at the scene or by the appropriate designated Incident Commander (IC). In the absence of the designated incident commander, one of the administrators that fill the positions listed below shall assume the role of the IC, in descending order of preference:

- Operations Section Chief
- Planning Section Chief
- Liaison Section Chief
- Logistics Section Chief
- Other designee of the University Chancellor

3.2.1.3 The General Staff
The General Staff is responsible for the functional aspects of the incident command structure and typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs.
3.2.1.3.1 The Operations Section Chief
The direct operational control of any campus critical incident, crisis, or disaster is the responsibility of the Senior UMSL Police Department official, acting as the Operations Section Chief. The Operations Section is responsible for managing tactical operations at the site, directed toward the coordination of all on-campus emergency functions and campus provided emergency response teams.

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

The Operations Section is responsible for implementation of the University EOP, to include:

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

In some jurisdictions, the senior fire official at a fire scene or incident site where EMS services must be employed is in charge of the actual incident site pursuant to state law. The Operations Section Chief would still have overall operational control of the incident as it relates to site security and other duties, but not necessarily as it relates to fire-fighting operations and/or rescue duties. Suitable working arrangements should be preplanned for these types of instances.

3.2.1.3.2 The Planning Section Chief
Training and planning activities to ensure the preparedness of the campus community in dealing with emergency situations shall be conducted as necessary under the direction of the UMSL Assistant Vice Chancellor MTS, acting as the Planning Section Chief.

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

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

The Planning Section Chief in cooperation with the Chief of Police, the Director of Environmental Health and Safety, and any suitable other person or entity on campus, shall devise, maintain, and distribute as needed an Emergency Communications Plan (ECP) prior to the occurrence of any critical incident. This plan shall be updated at least once each year. It shall describe the status and capabilities of the communications function on campus, and the capabilities related to conducting effective communications with other public and private emergency response organizations and other key emergency management personnel. The ECP shall provide lists of contact names and numbers, describe the status of communications interoperability, and incorporate all related operational and planning agreements between participants in any emergency, subsequent to completed and current MOUs, MOAs, and other written agreements.
3.2.1.3.3 The Logistics Section Chief
Emergency communications equipment and other materials necessary for the operation of an Emergency Operations Center (EOC) and/or an Incident Command Post (ICP) shall be maintained in a state of readiness by the Assistant Dean of Students, Student Life, acting as the Logistics Section Chief.

The Logistics Section function includes the supply, food, ground support, communications, facilities, and medical units, and meets all of the support needs for the incident, including ordering resources through appropriate procurement authorities from offsite locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food services, communications, and medical services for incident personnel. The Logistics Section Chief may be called upon to obtain assistance from specialized support teams (e.g. canine search and rescue, building safety engineers/architects). These teams may need specialized equipment, setup and support. Obtaining the teams and the necessary support thereof are the responsibility of the Logistics Section Chief.

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

3.2.1.3.4 The Finance/Administration Section Chief
When there is a specific need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities, a Finance/Administration Section should be established. The Finance/Administration Section includes the Compensation, Claims, Cost, Procurement, Granting Reimbursement and Time Units and is headed by the Finance Director, acting as the Finance/Administration Section Chief.

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

This area of responsibility includes provisions to record work hours of personnel and to ensure that adequate personnel codes are used and proper recording as well as tracking of reported workers compensation injuries or liability issues arising out of the incident.

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

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

The Finance/Administration Section Chief will determine, given current and anticipated future requirements, the need for establishing specific subordinate units. In some of the functional areas (e.g., procurement), an actual unit need not be established if it would consist of only one person. In such a case, a procurement technical specialist would be assigned in the Planning Section. Because of the specialized nature of finance functions, the Section Chief should come from the agency that has the greatest requirement for this support. This Section Chief may also have an assigned deputy.

3.2.1.4 Other Administrative Duties and Responsibilities
3.2.1.4.1 The Incident Commander
The duties of the Incident Commander (IC) include the following:

- Responsible for the overall emergency response effort of the University
- Works with the Incident Command Staff to assess the emergency and to prepare the specific response of the University
- Announces the beginning and end of the CSOE as directed by the Chancellor
• Notifies and conducts liaison activities with University Administration, and the Administration of the Saint Louis County Government and of any State and/or Federal Emergency Management agencies

3.2.1.4.2 The Associate Vice Chancellor-Communications
The Associate Vice Chancellor-Communications:

• Is responsible for developing communications to be disseminated to internal and external audiences
• Establishes the media center and provides information to the media
• Directs parties to the American Red Cross “Safe and Well” website to answer inquiries from parents, family and friends as to the welfare of students, faculty, staff and guests affected by the incident. Access site in Section 11, hyperlink #4.
• Acts as the University PIO for the duration of the incident

3.2.1.4.3 The Senior UMSL-PD Officer on duty
The Senior UMSL-PD Officer on duty:

• Maintains UMSL-PD facilities in a state of constant readiness during an incident
• Initiates the Emergency Notification System – (ENS) as directed
• Takes immediate and appropriate action to protect life and property and to safeguard University records as required
• Obtains law enforcement assistance from city, county, state or federal governments as required
• Provides traffic control, access control, perimeter and internal security patrols and coordinates fire and EMS services as needed

3.2.1.4.4 The Director of Facilities Services (DFS)
The following functions will be performed by the Director of Facilities Services:

• Provides equipment and personnel to perform shutdown procedures, establish hazardous area controls, erect barricades, and perform damage assessment, debris clearance, emergency repairs and equipment protection
• Provides vehicles, equipment and operators for the movement of personnel and supplies, and assigns vehicles as needed
• Obtains the assistance of utility companies as required during emergency operations
• Furnishes emergency power and lighting systems
• Surveys habitable spaces and relocates essential services and functions

3.2.1.4.5 The Chief Information Officer
The Chief Information Officer-Associate Vice Chancellor IT Services or his/her designate:

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

3.2.1.4.6 The Department of Environmental Health and Safety
The Director of Environmental Health and Safety:

• Coordinates with other Operations Section members
• Provides an accounting summary of the financial impact of the emergency response, clean-up and recovery efforts
• Ensures that rescue and clean-up operations are conducted in as safe a manner as possible to prevent injury to rescue and clean-up personnel, or to prevent unnecessary or further injury to victims
- Coordinates rescue and clean-up operations so as to conform to applicable safety, health and environmental regulations
- Coordinates and has oversight of the activities of outside regulatory, investigative or insurance related agencies
- Initiates the request for the spending authority necessary to conduct emergency operations
- Obtains funding provided for clean-up and recovery expenses
- Monitors campus emergency warning and evacuation systems

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

The oversight for this requirement shall be devised and implemented by the Incident Commander or a designee as soon as practical.

3.2.1.4.8 Duties of BEST Building Coordinators
Each Building Coordinator, who shall either act as or shall have BEST Team Members for each campus building/location under their supervision or control, has the following responsibilities prior to and during any emergency:

3.2.1.4.9 Maintain the BEST Building Emergency Plan
The Best Building Emergency Plan for each building or facility shall be developed that will include, but not necessarily be limited to, the following components, equipment, and/or functions: (29 CFR 1910.38)

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including the type of evacuation and exit route assignments
- Procedures for employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- The name or job title of an employee who may be contacted by other employees who need more information about the plan or an explanation of their duties under the plan

In addition, the following subject areas should be considered for inclusion in each Plan:

- Evacuation Team duties
- Evacuation of disabled or special-needs persons
- Management of designated assembly areas
- Diagrams of specified building/facility exit locations and evacuation routes
- Hazardous conditions reporting and appropriate corrective procedures
- Emergency First Aid information
- Specified locations of available emergency equipment
- Location and maintenance of adequately stocked First Aid kits
- The location and operation of fire extinguishers and other fire suppression equipment
- Lists of available emergency equipment
- Lists of personnel who would normally present within each building/facility

3.2.1.4.10 Review Emergency Action Plans
Each Building Coordinator should review the BEST Building Emergency Plan with the BEST Team Members and with normal building occupants

- When the plan is developed or the employee/student is initially assigned to the building or facility
- When the BEST Team Members assignment changes
• When the plan is changed

Building evacuation information shall be distributed to all employees with follow-up discussions, on-the-job training or additional explanation as required. Contact the UMSL PD Campus Safety Coordinator for assistance.

3.2.1.4.11 Other Building Coordinator’s Duties (many are delegated through BEST Plan)

• Report every emergency to the Campus Police at 516-5155
• Serve as the primary contact person to receive emergency information from UMSL-PD
• Inform all building employees of any emergency conditions
• Evaluate the impact of any emergency on persons or property and take appropriate action including ceasing operations and initiating evacuation of the building or facility
• Maintain emergency telephone communications with University officials from the building or facility or from an alternate site if necessary

3.2.1.4.12 Develop a Building/Facility Contact List
The BEST Communication Team Member shall develop a contact list of both work/home/mobile phone numbers for all persons that normally work or reside in the building or facility.

3.2.1.4.13 BEST Team Member Responsibilities (detailed in BEST Handbook)
BEST Team members, as outlined in the BEST Book, have the responsibility to:

• Educate students or employees to relevant emergency procedures including evacuation procedures for their building or facility
• Inform students and/or staff of any perceived emergency and initiate emergency procedures as prescribed within the BEST Building Emergency Plan
• Evaluate, survey, and estimate their assigned building/facility or activity spaces to determine the potential impact of any emergency on their facility
• Report all safety hazards as soon as possible to the Building Coordinator

IMPORTANT: Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to their appropriate assembly area outside the building so that a head count can be taken.

3.2.1.4.14 Deans, Department Heads, Other Campus Employee Duties
Each University Dean and Department Head will develop and implement a business continuity plan for each of their respective areas of responsibility.

Business Continuity Plans will be updated at least once every three years, or more often as the need arises, due to the reassignment of Deans and Department Heads, or other critical circumstance that affect the suitability of such plans. A copy of each revised plan will be submitted to the Chief of Police for inclusion in the EOP.

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

3.2.2 Contact Information
Business contact numbers for select entities on campus are included in section 4.1.1. An emergency contact list of key stakeholders for the University is maintained in Annex “C” “Communications”.

3.3 Situation level-command/control/communications table
The information concerning contact numbers for those involved in the ICS are included in Annex “C” Communications.

3.4 Communications (The Emergency Notification System (ENS))
During any critical incident or emergency, the University will use several methods of communication to disseminate information. The methods to be used, in the following descending order of preference, will include these listed methods:

- **UMSL Campus-Wide Emergency Notification System (ENS)**
  - The UMSL PD will activate the ENS system and send appropriate warnings/messages to those who have signed up for such notifications. This system sends out:
    - Voice messages
    - Emails
    - Text messages
  - In the event the UMSL computer system is inoperative, the UMSL-PD will use a pre-established alternate ISP to send the ENS message.

- **UMSL Website home page alert message**
  - The main UMSL website can be used to disseminate emergency information.

- **Incoming phone call voice message**
  - Emergency messages/directions can be programmed into the campus phone system so that persons who call the main campus telephone number are automatically informed.

- **Work station computer pop-up alerts**
  - This system causes emergency alerts to “pop-up” on the screens of computers which are part of the University network.

- **Phone tree calling**
  - Each Department can use phone tree information to notify their staff of emergency messages.

- **Fax Machine**
  - Fax messages may be used to transmit timely or preplanned messages, checklists, assignment sheets, and other information, as required.

- **Police Vehicles**
  - The public address systems in police vehicles can be used to convey emergency information on campus.

- **Signage**
  - Signs detailing the status of the University will be posted on University buildings and in other locations on campus.

### 3.4.1 The Initial Responses to a Reported Emergency

Each emergency occurring on-campus shall be reported immediately to the University Police at 314-516-5155 or 911. Upon receiving notification of a reported emergency, the UMSL-PD shall initiate the following chronology of events:

#### 3.4.2 Dispatch a Police Officer to the Scene

One or more police officers shall be dispatched to the scene to confirm the existence of a critical incident, crisis, or disaster.

#### 3.4.3 Dispatch Appropriate EMS/Fire Services

UMSL-PD dispatch shall request appropriate assistance from Fire or Emergency Medical Services personnel.

#### 3.4.4 Dispatch Facilities Services

UMSL-PD dispatch shall request appropriate assistance from the Director of Facilities Services and Director of Environmental Health and Safety once an emergency or disaster has been identified as one that affects University buildings or other infrastructure in a manner that requires DFS corrective action.

#### 3.4.5 Contact the Chief of Police and the Associate Vice Chancellor-Communications

UMSL-PD dispatch will immediately contact the Chief of Police or his/her designee and the Associate Vice Chancellor-Communication or his/her designee.
3.4.6 The Chief of Police and Associate Vice Chancellor-Communications Contact the Chancellor
The Chief of UMSL-PD and/or Associate Vice Chancellor-Communications shall immediately contact one of the following persons in the following descending order of preference:

- UMSL Chancellor
- UMSL Vice Chancellor and Provost
- University of Missouri System President

3.4.7 Assignment of Emergency Status
After consulting with the University Chancellor or a designee, the UMSL-PD Chief will assign one of the following three emergency status conditions to the incident and shall activate the Emergency Notification System (ENS), if appropriate:

3.4.8 Critical Incident (Minor Emergency)
During a Critical Incident or Minor Emergency, ENS may be activated. Incident Command staff members may not necessarily meet as a group, but will be still be advised of conditions. An Incident Command Post (ICP) may be established.

3.4.9 Crisis (Major Emergency)
During a Crisis or Major Emergency, ENS will be activated. Command Staff members shall report as directed by the Chief of Police. An EOC may be activated at the Campus Police Station. An Incident Command Post shall be established.

3.4.10 Disaster
During a Disaster, the ENS will be activated. All Incident Command Staff members shall report to the ICP or EOC as directed. If a primary site is not available, an alternate ICP or EOC site will be established by the Chief of Police. Command Staff members shall report as requested and shall also provide the following items, as appropriate:

- All University property keys checked out to them
- Pagers
- Cellular phones with extra batteries
- Laptop PC with extra batteries, if any
- Two way radios with extra batteries, if any

3.4.11 Deactivation of Emergency Incident Operations
At the close of Incident Operations, the Incident Commander will notify the Operations Section Chief to begin the stand-down phase of operations according to the procedures developed as part of the Incident Action Plan for that incident.

3.4.12 Incident Documentation
Each participating department, section, building, or function manager or supervisor is responsible for documenting all activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each emergency response entity will retain documents associated with its activities during the response. These documents, although local in origin, will be based primary on the formats and purposes devised for federal ICS forms for the following purposes:

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

All documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency. The Finance Section Chief shall request documentation, including post-incident reports, from any responding agency that participated in the incident response.
3.4.13 Responding to ENS Notification
The Chancellor has pre-authorized both the UMSL-PD and the University Advancement and Marketing Department to send Emergency Notifications when necessary.

Once the ENS is activated, UMSL-PD dispatch will contact all Incident Management Team members and provide them with the appropriate instructions for reporting to either the ICP or the EOC, as directed by the IC.

3.4.14 Command Staff (Policy Group)
The following members of the Command Staff will report to the ICP or EOC as directed or shall remain on Stand-By status.

- Chancellor
- Provost and Vice Chancellor
- Director and Chief Diversity Officer
- Vice Chancellor, Managerial & Technological Services
- Vice Chancellor, University Advancement
- Vice Provost, Academic Affairs & Dean of Graduate School
- Vice Provost, Research
- Vice Provost, Student Affairs & Dean of Students
- Senior Associate Vice Chancellor, Marketing & Communications
- Associate Vice Chancellor, Human Resources
- CIO & Associate Vice Chancellor, Information & Technological Services
- Chief of Police
- Director, Environmental Health and Safety
- Associate Vice Chancellor-Communication
- Assistant to the Provost, Public Affairs and Economic Development

3.4.15 Incident Command Staff
Incident Command Staff members will be contacted by the IC and requested to:

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

3.4.16 Operations Section Staff
The Operations Section shall serve in a direct support capacity to the Incident Command Staff. The Operations Section shall include, but is not necessarily limited to the following individuals:

- Commanding Officer, UMSL-PD
- Staging, UMSL-PD Supervisor
- BEST Evacuation Teams

Once the EOC has been activated, all Operations Section staff will respond to the EOC unless directed otherwise by the Operations Section Chief. If an ICP only is being staffed, the Operations Section staff will be contacted by the Operations Section Chief and shall either report to the ICP or remain on standby alert, as directed.

3.4.17 Emergency Facilities
Whenever a critical incident, crisis, or disaster occurs or is imminent, it shall be the responsibility of the on-duty UMSL-PD personnel to set up and staff an Incident Command Post (ICP) and/or an Emergency Operations Center (EOC), as appropriate. In addition, regular University Police facilities are to be fully staffed and operational at all times during the incident.

3.4.18 Incident Command Post (ICP)
A University Police vehicle or other suitable vehicle may be used as an Incident Command Post (ICP). The ICP is to be located as close to the emergency scene as possible to enhance tactical control. At least one uniformed officer or police dispatcher is to staff the ICP at all times until tactical
operations terminate. A small stationary office with a desk, chairs, and a telephone may also be established as near to the scene as may be determined necessary by the Chief of Police or his/her designate. The ICP may be maintained in addition to any EOC at the discretion of the Chief of UMSL-PD.

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

### 3.4.19 ICP Equipment List
The following types and quantities of equipment suitable for an ICP should be considered for staging as required:

- Barricades, barrier tape, and signage for the scene
- Portable hand radios (minimum of two) with spare batteries
- Portable public address system unit
- First aid kit
- Campus telephone directory, a State Government Telephone Directory, and a local telephone directory to include Yellow Pages sections
- Three copies of the University EOP
- Flashlights (minimum of 10) with extra batteries
- Cellular telephone(s) and extra batteries and/or charging capabilities
- High Visibility Vests (10)
- Command Post Location Marker or other suitable means of ICP identification, and
- Campus maps/area maps

### 3.4.20 Emergency Operations Center (EOC)
If any incident exceeds or is likely to exceed available campus capabilities and resources, an Emergency Operating Center (EOC) will be established at the UMSL Police Station. If this location is unsuitable or unavailable, the UMSL-PD Chief shall select another location and shall so inform the UMSL-PD dispatcher. At least one uniformed police officer is to staff the EOC at all times until the incident is resolved.

During the selection of any stationary EOC location, an alternate site should also be selected, in the event that relocation of the EOC is required due to safety concerns or other reasons. This space is activated at the direction of the UMSL-PD Chief and remains so until the IC decides to deactivate it. The main EOC and back-up EOC should each take approximately 20 minutes and one hour, respectively, to become operational. *(The actual desired times for setup goals to be determined by planning and exercising, etc.)*

### 3.4.21 EOC Equipment List
The following types and quantities of equipment suitable for an EOC should be considered for staging as required:

- An emergency power source (gas generator & fuel sufficient for an initial 72 hour period)
- Tables, desks and chairs sufficient to accommodate EOC Staff and all support staff, and access to a refrigerator and coffee maker
- A network connected copier/printer/scanner and a network independent free-standing copy machine
- Two-way radio base station, battery operated AM/FM radio and a television equipped with cable provided local channels as well as an “over the air” antenna for reception redundancy
- A hand-held “HAM” radio
- A back up two-way radio communications center
- Telephone equipment as follows:
  - Dedicated lines for Incident Commander use (min. of 2)
  - Dedicated lines for Incident Command Staff use (min. of 2)
  - Cellular telephones (min. of 3) issued by a cellular provider and that include a code for priority phone access to the cellular tower during an emergency
- Sanitary facilities
• Paper copies of Campus maps, drawings/blueprints of buildings, HVAC systems, ICS forms etc.
• Computer work station and printer that has network capabilities and connectivity to non-network independent printer
• Pads, envelopes, writing implements and other office supplies
• A Fax machine and non-VOIP phone line with broadcast capabilities
• Temporary sleeping arrangements

3.4.22 Staging Areas
One or more staging areas for arriving off-campus responders, equipment, and other resources shall be established. For operations of the Incident Command Staff, a permanent conference room with facilities for emergency response elements that is designed to accommodate multiple telephone and/or electrical devices shall be established by the UMSL Police Department. In the event this established facility is not available, another suitable alternate site shall be chosen.

Staging areas should be located either on or as near to the campus as possible, but not in such close proximity to the incident site as to interfere with site operations or to be endangered by the incident.

3.4.23 Media Center/JIC
If a campus incident is expected to last for more than eight hours, a site for a media center/Joint Information Center (JIC) will be established in at the direction of the Associate Vice Chancellor-Communication. Parking adjacent to these facilities will be reserved for media and staff vehicles.

The media center/JIC will include space for the media reporters, a podium, a multimedia box, backdrop, and appropriate signage. If a JIC is established, the site should contain enough space for meeting rooms and have the capacity to support JIC operations.

3.4.24 Campus Telephone Information
At the direction of the Associate Vice Chancellor-Communications or his designee, the main campus telephone number will have a voice message placed on it recognizing the event, giving instructions concerning the emergency if available and/or directing parties to the American Red Cross “Safe and Well” website for inquiries from parents, family and friends as to the welfare of students, faculty, staff and guests affected by the incident. The link to the “Safe and Well” website can be accessed in Section 11, hyperlink #4.

Additionally, the phone instructions may include information concerning the functions being handled by those involved in post disaster responses as outlined in Annex “M” Mass Care and Sheltering.

3.4.25 Area Maps
Campus maps and building specific floor plans showing utility shut-offs and other essential items are located in Annex “E” Damage Assessment/Public Works and Utilities.
4.0 RESOURCES

4.1 Emergency Assistance Contact Numbers
This section of the EOP identifies the contact names and telephone numbers of on-campus and off-
campus resources available to assist campus personnel.

Although a wide range of services and assistance resources have been identified, the listings should
not be considered all inclusive. Emergencies and disasters can affect the University in numerous
ways and resources may not always be available from traditional sources. In the event of a Crisis or
Disaster on campus, flexibility to seek resources by extraordinary measures may be pursued by the
Incident Management Team and others.

It is a normal assumption of emergency planning that each political entity will handle a disaster
affecting their area of responsibility using the resources they have available. If these resources
become exhausted, or the scope of the disaster immediately exceeds the available resources, an
official request would be made for outside resources to be brought in. The commitment of the Saint
Louis County Office of Emergency Management would be the same to UMSL as it would be to any
other governmental agency locate within Saint Louis County. As a result, should our resources not be
sufficient to respond to the emergency, the Saint Louis County Office of Emergency Management
could request additional resources including from the State Emergency Management Agency (SEMA)
and/or the Federal Emergency Management Agency (FEMA) if necessary.

4.1.1 On-Campus Resources

Police Services

Facilities Services
Main Telephone 314-516-6320 or 6300
Regular Hours: 8:00 a.m.-5:00 p.m., Monday-Friday
After-hours and weekends contact UMSL-PD at 314-516-5155

Grounds (Includes heavy trucks/backhoe/snow removal/emergency generators)
Main Telephone 314-516-6323

Residential Life
Residential Life can provide such items as temporary housing, bedding, sanitary facilities, and food
services to support a wide range of emergency situations.
Main Telephone 314-516-5537

Mark Twain Athletic Building:
The Mark Twain Athletic Building may be utilized as temporary housing, dining, or storage facilities
during an emergency. There is an agreement with the American Red Cross for the use of this building
as a shelter in the event of a large scale disaster affecting the region around the campus.
Main Telephone 314-516-5326

Environmental Health and Safety
Telephone 314-516-6363/6362 or 5158
After-hours and weekends 314-516-5155

EHS will:
✓ pick up waste chemicals, radioactive material, and other hazardous materials
✓ provide lead and asbestos testing
✓ conduct air sampling and testing for mold or other suspected contaminants
✓ respond to hazardous material release events

**Information Technology - Computing, Voice, Data, and Video**

Information Services ensures communications back-up resources, and can contact outside contractors to restore communications services.

<table>
<thead>
<tr>
<th>Main Telephone</th>
<th>314-516-6000</th>
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</thead>
<tbody>
<tr>
<td>(The staff at the main IT phone number will direct your call)</td>
<td></td>
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**Procurement (Purchasing)**

<table>
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<tr>
<th>Main Telephone</th>
<th>314-516-5361</th>
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**Counseling Services**

<table>
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<th>Main Telephone</th>
<th>314-516-5711</th>
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**Student Health and Wellness Services**

<table>
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<tr>
<th>Main Telephone</th>
<th>314-516-5671</th>
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**University Marketing and Communication (Public Relations)**

The Office of University Marketing and Communication handles all information released related to emergency operations. The Associate Vice Chancellor-Communications serves as the PIO in the ICS organizational chart for UMSL.

<table>
<thead>
<tr>
<th>Main Telephone</th>
<th>314-516-5429</th>
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### 4.2 Community Involvement-Local, State, Federal and Other Assistance

#### 4.2.1 Off-Campus Resources

**Saint Louis County Police Department**

| Emergency | 911 |
| Non-Emergency | 314-889-2341 |

**Normandy Police Department**

| Emergency | 911 |
| Non-Emergency | 314-385-3300 |

**Bel Nor Police Department**

| Emergency | 911 |
| Non-Emergency | 314-381-2971 |

**Missouri State Highway Patrol**

| Emergency | 911 |
| Non-Emergency | 636-300-2800 |
Northeast Fire Protection District Services

Emergency  911
Non-Emergency  314-382-1501

Missouri State Fire Marshal

Main Tel. #  573-751-2930
Contact Name 1: Randy Cole, State Fire Marshal

State Emergency Management Agency - Missouri

Main Telephone  573-526-9101
Contact Name 1: Paul Parmenter, Director

Saint Louis County Office of Emergency Management

Main Telephone  314-615-9500
Alt. Telephone  314-889-2341
Contact Name 1: Michael Smiley, Director

Missouri Department of Health and Senior Services – Department Situation Room

Main Telephone  800-392-0272
Alt. Telephone  MO. Dept. of Natural Resources 1-800-361-4827
Alt. Telephone  573-751-5152

Saint Louis County Health Department

Main Telephone  314-615-0600

Missouri Department of Natural Resources

Main Telephone  800-361-4827

Saint Louis County Medical Examiner

Main Telephone  314-615-0800
Alt. Telephone  314-889-2341
Contact Name 1: Mary Case, M.D.

Missouri Office of Homeland Security

Main Telephone  573-522-3007
Alt. Telephone  573-751-1619
Contact Name : Chris Pickering

American Red Cross Disaster Services

Main Telephone  314-516-2800
Alt. Telephone  314-889-2341

4.2.2 Miscellaneous/Other

Federal services

National Weather Service – regional office

Main Telephone  636-441-8467
4.3 Job Action Sheets/Executive Checklists
ICS Job Action Sheets and Executive Checklists can be accessed online in Section 11, hyperlink #5.

4.4 Memorandum of Understanding, Mutual Aid Agreements, etc.
The University of Missouri-Saint Louis Police Department is authorized pursuant to Chapter 172, Revised Statutes of Missouri. Mutual Aid is authorized by Section 70.837, Revised Statutes of Missouri. In order to be prepared to grant or receive additional assistance when needed for law enforcement purposes, Memorandums of Understanding (MOUs) may be entered into between UMSL-PD and other law enforcement agencies.

4.4.1 Resources from Saint Louis County
As a result of the relationship between UMSL and the Saint Louis County Office of Emergency Management as outlined in section 4.1 of this Plan, there is no need to execute a written MOU in order to obtain outside resources should those controlled by UMSL become depleted.

4.4.2 Saint Louis County Code 1000 Plan
The Saint Louis Area Police Chief’s Association, in conjunction with the Saint Louis County Office of Emergency Management has developed a mutual aid law enforcement plan known as Code 1000. The UMSL-PD participates in this regional plan. The Code 1000 Plan is an administrative and an operational law enforcement mutual aid contingency plan which coordinates the commitment and deployment of police resources within the geographic limits of St. Louis County, Missouri. The purpose of Code 1000 is to provide a preplanned method of coordinating the mobilization and management of law enforcement personnel, equipment and expertise during a local or county-wide emergency situation.

Law enforcement authorities may activate this plan anytime they have insufficient personnel, equipment or special expertise to maintain law and order during an ongoing crisis. Activation may be exercised if a participating jurisdiction believes additional resources may be needed to respond to an anticipated event that presents the potential for rapidly overwhelming local resources.

The complete Code 1000 Plan is attached to this EOP as Annex “N”.
4.5 Campus Maps (see Section 11 hyperlink #6)
HAZARD-SPECIFIC AND CAMPUS-SPECIFIC EMERGENCY RESPONSE PLANS

5.0 HAZARD-SPECIFIC EMERGENCY RESPONSE PLANS

5.1 “What To Do in an Emergency” Wall Posters

What to do in an emergency

- **Severe Weather/Natural Emergencies**
  - **Tornado**
    - Take shelter in safe areas of your building
    - Exit classrooms and lecture halls, avoid glass doors and windows
    - If your class location is outside, move to a lower location
    - If necessary, sit or lie on the floor under heavy furniture or against a wall
    - Cover your head with your hands
  - **Earthquake**
    - Drop to the floor, take cover under sturdy furniture or brace yourself in an interior corner or hallway
    - Hold on until shaking stops
    - Cover your head with your hands
    - Avoid glass or objects such as light fixtures or furniture that can fall
    - Stay inside until after the shaking stops, then pursue the safest evacuation route
    - Be prepared to change location if directed by the BEST Evacuation Team or other authorities
    - Do not enter buildings that are damaged

- **Fire/Explosion/Hazardous Material Release**
  - Activate the nearest fire alarm
  - Evacuate the building immediately and close doors behind you
  - Call Campus Police
  - Do not return to the building unless you are instructed by someone in authority
  - Assist or report any persons who need help evacuating
  - Be prepared to change location if directed by the BEST Evacuation Team or other authorities

- **Suspicious/Criminal Activity**
  - **General**
    - Immediately call Campus Police
    - Describe the event, location and the person(s) involved
    - Do not approach or confront the suspect
  - **Shooter/Violence**
    - If you hear gunfire, leave the building and call Campus Police
    - If you cannot leave, lock or barricade yourself in the nearest room
    - If a violent person threatens you in your housing area, take action to save your life
    - Follow the EVACUATE INITIATION (Exit/Alert/Instruct/Assemble/Alert/Act) procedure
  - **Medical Incidents**
    - Immediately call Campus Police
    - Do not move the patient (or injured) unless you are trained and it is necessary
    - Stay with patient until help arrives
    - Stay on phone with dispatcher until medical personnel arrive

- **Elevator Malfunction/Utility Failure**
  - **Elevator Malfunction**
    - If the elevator is stuck or emergency call is not answered, activate the emergency call button
    - Call Campus Police
  - **Utility Failure**
    - Call Campus Police
    - During short interruptions, remain in place unless notified to leave
    - During prolonged utility failures, exit corridors and stairs while temporary emergency lights are on

- **Call Campus Police**
  - Call 314-516-5155 (non-programed/cordless phone)
  - Use the designated exit emergency phones
  - Use Blue Light Emergency Phones located outside of buildings throughout campus

- **Emergency Notification**
  - To ensure that you are notified in an emergency, verify your contact information is current:
    - Students should go to myumslo.umslo.edu and employees should go to my.sycamores.edu
    - Login and click on "Personal Information" and click "U.Emergency Information"
    - Enter all phone numbers and e-mail addresses where you wish notification to be sent

- **ADA Assistance**
  - Students are encouraged to self-identify their special needs and develop a plan with University Disability Access Services
  - You have the right to make your own decisions about your life safety evacuation assistance
  - If assistance is needed during an emergency, call or ask someone to call the Campus Police
5.1.1 Bomb Threats
Bombs or other threats of violence may be received by telephone, E-mail, or letter. If you receive any threats, remain calm. The Police Department will need information such as:

- Date & Time of Call
- Exact Wording of Threat
- Description of Caller's Voice
- If voice was familiar, who did it sound like?
- Any background sounds? Describe them
- Questions to ask the caller:
  - What kind of device/bomb is it?
  - What will it do (explode? bio-terror?)
  - Where is it?
  - What does it look like?
  - Did YOU place it? Why?
  - Where are you calling from?
  - What is your address?
  - What is your name?

If the threat is made in writing, do not handle the letter or note any more than absolutely necessary.

DO NOT touch or move any unfamiliar objects that you observe.

If you experience any of these, call Campus Police at 314-516-5155.

Provide all information you have received; specifically the location and time that the bomb is supposed to explode.

Do not cause alarm by spreading unconfirmed threats or information.

The University of Missouri policy addresses emergency campus closures. The Chancellor has the authority to temporarily suspend campus operations through a partial or full campus closure under unusual and emergency circumstances. These circumstances include natural, mechanical or man-made incidents. The Chancellor will determine if employees are to continue working or to leave the building.

Await instructions from the Campus Police before evacuating.

5.1.2 Criminal Activity
If you observe a crime in progress or behavior that you suspect is criminal, call Campus Police at 314-516-5155.

The Police Department will need information such as:

- What is happening
- Where it is happening
- Physical description of those involved
- Vehicle description and license number
- Direction of travel

DO NOT become part of the event.
DO NOT approach or attempt to apprehend the person!

Your safety is important - be a good witness.
If possible, stay on the telephone with the police until the first officer arrives.
5.1.3 Earthquake
In an effort to stay as safe as possible during an earthquake, be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors:

DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.

Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.

Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on. DO NOT use the elevators. If someone is believed to be confined in an elevator, call Campus Police at 314-516-5155.

If outdoors:

Stay outside and move away from buildings, streetlights, and utility wires.

Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If trapped under debris, do not light a match. Do not move about or kick up dust. Cover your mouth with a handkerchief or clothing.

Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

After the shaking stops, begin evacuation of the building by activating the Building Emergency Plan.

If it is safe to do so, check for injuries, but do not move seriously injured persons unless the danger in the area is greater than their injuries. Do not endanger yourself or others.

Report significant damage, injuries or individuals trapped in buildings to Campus Police at 314-516-5155 or 911. Keep as far away from buildings as possible.

Keep streets clear for emergency vehicles, minimize telephone usage, avoid downed utilities, broken gas lines, etc. Be aware of the potential threat of aftershocks.

5.1.4 Explosion/Fire
In Case of Fire:

Distance yourself and others from the threat immediately.

If possible, activate the nearest fire alarm.
Call 314-516-5155 or 911.

Close any doors that may help contain the fire.
Warn other building occupants of the danger. Begin evacuation of the building by activating the Building Emergency Plan. BEST Team members should move occupants toward a pre-designated assembly point.

DO NOT use elevators during evacuations. If someone is believed to be confined in an elevator, call Campus Police at 314-516-5155.

Follow the instructions of the emergency response personnel.

5.1.5 Medical Emergency
If a person needs emergency medical assistance:
Call Campus Police at 314-516-5155 or 911.
Tell the police call taker what is happening and where it is happening.

Stay with the victim until help arrives. If properly trained, render first-aid or CPR if needed.

Ask someone to direct emergency responders to the scene.

If you are exposed to another person’s blood or other bodily fluids, inform the on-scene paramedic and notify your supervisor. Call Custodial Services for a cleanup of blood or other bodily fluids

5.1.6 Severe Weather
When severe weather develops, keep alert of changing conditions by listening/viewing current weather conditions on internet, radio, etc.

The National Weather Service (NWS) issues a tornado warning when a tornado has been spotted, or when Doppler radar indicates a thunderstorm circulation which can spawn a tornado. When a tornado warning is issued for your town or county, take immediate precautions.

UMSL Police Department monitors the “NOAA Weather Radio All Hazards” (the radio warning system used by the National Weather Service) and will issue appropriate warnings.

When you hear an outdoor warning siren activated or are otherwise notified of a tornado warning (such as from the UMSL emergency notification system) activate the BEST Basic Building Emergency Operation Plan.

After the emergency has passed, call Campus Police at 314-516-5155 to report building damage or outdoor damage (trees down, electrical lines down, road blockage) that may impede emergency responders such as fire or ambulance crews from arriving.

If you are involved in planning an outdoor event, you should develop a Lightning Safety Plan to address the threat of lightning. The National Collegiate Athletic Association (NCAA) has specific guidelines to mitigate lightning hazards.

NCAA recommends the following:

Designate a person to monitor threatening weather and to make the decision to remove a team or individuals from an athletics site or event. Lightning safety experts strongly recommend that when the monitor observes 30 seconds between seeing the lightning flash and hearing thunder, all individuals should have left the athletics site and reached a “safer structure or location”.

“Safer structure or location” includes buildings frequently used or occupied by people (which have plumbing/electrical systems that help ground the building) or any vehicle with a sturdy metal roof (not a convertible).

“Safer structure or location” does not include dugouts, rain or picnic shelters, golf carts or locations near light poles, towers or fences.
Know where the closest “safer structure or location” is to the field or playing area, and know how long it takes to get to that location.

5.1.7 Utility Failure
Utility failure disrupts the normal operations of our campus. They may be short or long in duration.

In case of an on-campus utility failure (electric, water, gas) immediately call Facilities Management at 314-516-6320 or Campus Police at 314-516-5155.

Provide information regarding the:

- Building name and affected area
- Nature of problem
- The reporting party's telephone number

The most common type of utility failure is electrical. Emergency lighting is temporary and is not designed to allow continued building operations.

The University of Missouri policy addresses emergency campus closures. The Chancellor has the authority to temporarily suspend campus operations through a partial or full campus closure under unusual and emergency circumstances. These circumstances include natural, mechanical or man-made incidents. The Chancellor will determine if employees are to continue working or to leave the building.

Exit corridors and stairs should be evacuated while emergency lights are on.

If someone is believed to be confined in an elevator, call Campus Police at 314-516-5155.

5.1.8 Workplace Violence
Workplace violence may take the form of various types of personal assaults. These may include weapons such as knives or handguns. The only warning you may receive that a workplace violence incident is occurring may be the sound of gunfire, scuffling, or other employees yelling a warning.

Active Shooter:

The tragic incidents that have occurred at schools such as Columbine and Virginia Tech have caused the term Active Shooter to be coined in the law enforcement world. An active shooter is best defined as an individual armed with at least one firearm, and whose activity is causing the immediate death or serious injury of one or more victims.

UMSL Police Officers have adopted new training and response methods as part of a regional law enforcement plan to confront this type of incident.

The Department of Homeland Security recommends the following “Options for Consideration” in the event you should become involved in an active shooter situation. The video is available in Section 11, hyperlink #7.

If you are in a building and hear gunfire, formulate a plan as quickly as possible—seconds count.

Leave the building if it is safe to do so. If necessary, consider exiting through a window. Once outside move away from the building and distance yourself from the shooter.

If you cannot leave, find a room and lock or secure the door if possible. If the door cannot be locked, barricade the door by whatever means available such as furniture, desks, tables or chairs.

Call the campus police at 314-516-5155 or 911 and remain on the line as long as safety permits.

Obscure the assailant's view of your area. Turn off the lights and move away from the door.

If you are outside the building, open spaces provide opportunities to place distance between you and the active shooter. Move as quickly and as far away as possible.

If you are directly confronted by the active shooter the ALiCE program recommends we consider these
options: **flight, fight or freeze.** If you are confronted by a person who is shooting or starts shooting, you must make a critical choice (at this point the choice is yours alone regardless of the choices others make).

- **Flight** – Flee in a zigzag manner.

- **Fight** – the unexpected attack against the assailant (any counter measure such as throwing books and chairs or jumping on him).
  
  This attack may allow:
  
  o You and others to escape
  o The assailant to escape
  o The assailant to be subdued

- **Freeze** - not recommended.

Attacking the gunman is very dangerous, but standing still and doing nothing increases the probability of a fatal outcome.

In all of these instances there is no one correct response. There is little or no time for planning, so consideration of these actions in advance and the choices you make may save you from harm.
6.0 CAMPUS SPECIFIC EMERGENCY RESPONSE PLANS

6.1 BEST Building Emergency and Safety Teams Plan
BEST BUILDING EMERGENCY and SAFETY TEAM HANDBOOK
The UMSL Campus Safety and Violence Prevention Committee authorized a building safety program entitled “BEST” (Building Emergency and Safety Team). This program functions through a system of Building Coordinators and their BEST Teams who are responsible for planning and executing emergency building operations. Building Coordinators and Team Members are given a handbook outlining the necessary functions to be implemented. The Coordinators and their Teams then complete a ‘building specific’ plan based on the handbook. The BEST Building Coordinator’s handbook is available to BEST Team Members in a Sharepoint website accessible in Section 11, hyperlink #8. The BEST Building Emergency and Safety Teams Plan is attached to this EOP as Annex “A”

6.2 List of Essential Support Functions (ESFs)

6.2.1 ESF #1 Campus Evacuation and Transportation (See Annex “B”)
6.2.2 ESF #2 Communications (See Annex “C”)
6.2.3 ESF #3 Continuity of Business/Recovery (See Annex “D”)
6.2.4 ESF #4 Damage Assessment/Public Works and Utilities (See Annex “E”)
6.2.5 ESF #5 Emergency Management (See Annex “F”)
6.2.6 ESF #6 Environmental Health and Safety (See Annex “G”)
6.2.7 ESF #7 External Affairs/Public Information (See Annex “H”)
6.2.8 ESF #8 Finance and Administration (See Annex “I”)
6.2.9 ESF #9 Health, Counseling and Medical Services (See Annex “J”)
6.2.10 ESF #10 Law Enforcement/Public Safety (See Annex “K”)
6.2.11 ESF #11 Logistics/Resource Support (See Annex “L”)
6.2.12 ESF #12 Mass Care and Sheltering (See Annex “M”)

6.2.1 Campus Evacuation and Transportation (Police Dept.-Chief and Manager Parking and Transportation)
In the event of certain emergencies, the UMSL campus may require a partial or total evacuation and/or may need the ingress of emergency vehicles or supplies. It is vital that roadways are passable, alternate routes are identified and established and that traffic control is implemented in order to minimize confusion. At times, the evacuees may need to use transportation other than their own vehicles, such as campus shuttle busses, MetroLink trains or Bi-State busses. This annex outlines how to accomplish these goals most effectively.

6.2.2 Communications (Chief of Police, CIO, Associate VC, Info. & Technology)
Proper communication systems are the foundation of an effective emergency response, yet past disaster experiences show they often fail due to unpredictable circumstances. This annex addresses the need for the UMSL campus to be able to communicate internally and to the UM System. The Campus Police Department would also be able to properly warn those on campus of impending issues and to be able to communicate with outside agencies for assistance. The annex should contain specifics about communications equipment and interoperability as well as redundancy and system recovery. Due to the technical nature of our communications, this annex should address the campus telephone/internet system, the Emergency Notification System and the radio systems used by Police, Facilities, Grounds and other departments so equipped. This annex will serve as the repository for the 24 hour emergency callback phone numbers for campus leadership and will contain technical communications information such as radio frequencies to be used during emergencies.

6.2.3 Continuity of Business/Recovery (Vice Chancellors, Deans and Department Heads)
The UMSL Deans and Department Directors are responsible for the continuity of business/recovery of their own areas. This annex should address the needs the University as a whole will have to facilitate
recovery, and should have a mechanism whereby the above individual plans can be prioritized and coordinated. The annex should also address the need to estimate the long-term financial impact of a disaster and the development of a recovery plan to address this impact. The University of Missouri-System Records Management department will assist any campus needing help with the development of a recovery plan. This annex fulfills the requirements of section 8.2 of this EOP.

6.2.4 Damage Assessment/Public Works and Utilities (Director of Facilities Services)
In order for the UMSL campus to respond to life saving needs and to more quickly begin the recovery process, certain functions should be repaired or restored as a top priority. This annex addresses the areas of campus-wide damage assessment, building inspections and restrictions, restoration of utilities, debris removal, emergency contracting and emergency power generator continuity. The “search and rescue” mission contained in Annex "K", Law Enforcement, may need to rely heavily on the resources and expertise contained in this Annex.

6.2.5 Emergency Management (Chief of Police)
Emergency Management consists of the identification and mitigation of campus hazards, the planning and preparation for the response to an emergency, the actual response to the emergency, and the recovery of the campus from the effects thereof. Emergency Management is a coordination function which brings together all areas of the campus in terms of planning, resources, communications, lines of authority and in the preparation of the UMSL Emergency Operations Plan (EOP). During the response phase, emergency management utilizes the ICS system to properly handle the emergency. The Emergency Management function includes assisting various Department Heads and Directors in the development of their Essential Support Function (ESF) Annexes. The UM System requires an annual exercise to test and improve the EOP and annexes. The coordination of this exercise is a key element of the Emergency Management ESF.

6.2.6 Environmental Health and Safety (Director, Environmental Health and Safety)
The UMSL campus contains Chemical/Biological/Radioactive/Nuclear/Explosive (CBRNE) materials used for normal campus operations as well as in the science and research areas. In addition to these internal risks, the campus is at risk for hazardous material incidents due to the physical proximity to the interstate highway. It is the responsibility of Environmental Health and Safety to address both the mitigation of these hazards and the safe response to a CBRNE incident. The response portion of the annex should contain information on proper coordination between campus authorities and outside agencies involved.

6.2.7 External Affairs/Public Information (Associate Vice Chancellor-Communications)
During an emergency, the lack of information or the dissemination of inaccurate information can cause undue public panic and can significantly hamper disaster relief efforts. To ensure the timely, accurate and coordinated release of public information and instructions, it is imperative to have a plan in place for “official” information releases to the affected population, other government agencies involved in the emergency and the media. This annex should contain an ongoing system to address the anticipated needs the campus may face during an emergency as well as a plan to address these needs.

6.2.8 Finance and Administration (VC Managerial and Technological Services and UM System Procurement)
The procurement of resources to meet both System demands and local needs, the ability to execute emergency contracts and the proper recording of expenses (including employee overtime and workman’s compensation issues) are outlined in the Finance & Administration annex. This annex ensures that proper policies and University System contacts are in place prior to the occurrence of an emergency. By having these in place pre-event, there is no “lag time” in gaining approval for needed expenditures. The methods for documentation of expenses which are needed for both internal purposes, as well as for possible reimbursement are outlined in this annex.

6.2.9 Health, Counseling and Medical Services (Director, Counseling Services and Director, Student Health and Wellness)
Some emergency situations involve medical, health and crisis counseling issues. This annex addresses the response of the University to needs that arise including first aid, immunizations, EMS service coordination and defining the epidemiology of the incident. Other areas of consideration include public health information, the collection of statistical data and the assessment of potential health risks associated with the incident. Another
area of concern is ensuring that crisis counseling is available to both the victims of the disaster and to those responding to it.

6.2.10 Law Enforcement/Public Safety (Chief of Police)
Emergency situations present the need to prevent fatalities and reduce injuries and property damage. These are accomplished by coordinating evacuations and engaging in initial search and rescue and damage assessment actions. Additionally, there is a need for traffic and crowd control and the suppressions of criminal activity. In order to ensure continued safety and an orderly response to an emergency, this annex should address issues of scene security and credentialing, security at critical facilities (power/communications/E0C/medical treatment areas) and coordination with Fire/EMS agencies. The “search and rescue” element of this ESF will be heavily supported by Annex “E”, Damage Assessment/Public Works and Utilities.

6.2.11 Logistics/Resource Support (Assistant Dean of Students-Campus Life)
The Incident Commander (IC) and the ICS support team will be tasked with evaluating the need for and the deployment of manpower, equipment, supplies and other resources during an emergency. The purpose of this annex is to ensure that these items can be located, categorized, procured, staged and tracked so as to be available to the IC as expeditiously as possible. At times, specialized teams (e.g. canine search and rescue, building safety engineers/architects) may be needed. These teams may need specialized equipment, setup and support. Obtaining such teams and the necessary support items for them is the responsibility of the Logistics Section Chief. This function includes manpower tracking, record keeping and resource specifications as articulated by the NIMS system. This annex should include procedures for the proper disposition of resources once the emergency situation has concluded. Another aspect in this section is the handling of volunteer manpower and resources as they become available. This function needs to be coordinated with the functions outlined in Annex “I”, Finance and Administration for the funds needed to procure resources.

6.2.12 Mass Care and Sheltering (Director, Residential Life)
Mass Care and Sheltering involves addressing the non-medical needs of the victims of a disaster such as lodging, food and other personal needs, to include the contacting of friends and relatives of the victims so as to alleviate concerns over the welfare of their loved ones. One efficient way to handle this issue is to encourage victims to register on the American Red Cross “Safe and Well” website which can be accessed in Section 11, hyperlink #4. UMSL and the American Red Cross have entered into an agreement whereby the Mark Twain Building could be used for sheltering and meal needs in the event of an emergency. The building and parking areas near it could also be used as a staging and distribution area for resources should the need arise.

6.3 Law Enforcement Information Sharing

6.3.1 Local Law Enforcement Information Sharing
A law enforcement information sharing program entitled the “St. Louis Regional Intelligence Project” is in place in the Greater Saint Louis region and is administered by the Missouri State Highway Patrol. UMSL-PD both contributes and receives criminal updates through this consortium.

6.3.2 Federal Law Enforcement Sharing
UMSL-PD is involved with the Saint Louis Field Office of the FBI in what is known as the “Campus Liaison Initiative” (CLI). This program ensures that UMSL and other Saint Louis area campuses are in mutual cooperation with one another and with the FBI Joint Terrorism Task Force that serves our area.

Main Contact: Special Agent Melissa McMullen Phone: 314-589-2634

6.4 Campus Response to National Threat Alert Levels
The Chief of UMSL-PD may consider any of the following steps, as well as any others, calibrated to local, state, or national threat alert levels:

- Consider assigning officers as liaisons with the UMSL International Studies Programs Department in order to facilitate communications and to build trust so as to allay any fears the group may have.
- Review the campus EOP with the EOC management team, command staff and jurisdictional partners.
- Ascertain the need for additional staff training
- Review leave policies for reassignment of plainclothes officers to uniform duty to enhance visibility and coverage to critical areas
- Update the most recent risk assessment
- Increase physical checks of critical facilities during periods of increased alert
- Establish a single point of access for each critical facility and institute 100% identification checks
- Limit public access to critical facilities and consider escort procedures for authorized persons
- Increase administrative inspections of persons and their possessions entering critical facilities
- Increase administrative inspections of vehicles and their contents
- Assess adequacy of video monitoring
- Assess adequacy of physical barriers outside sensitive buildings and the proximity of parking areas
- Ensure adequacy of emergency alert and communication system for students, faculty, staff and guests
- Review parent communication and reunification plan and educate all stakeholders
### 7.0 RECORD OF DISTRIBUTION
(Template only—original signed form is maintained with the “Official” copy of Plan at Police Dept. Signatories are listed first, followed by alphabetical listing of recipients with Police Department listed last.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE</th>
<th>REVISION #</th>
<th>DATE RECEIVED</th>
<th>SIGNATURE</th>
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<td>George, Thomas</td>
<td>Chancellor</td>
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<td>Cope, Glen</td>
<td>Provost and Vice Chancellor Academic Affairs</td>
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<td>Arshadi, Nasser</td>
<td>Vice Provost, Research</td>
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<tr>
<td>Burris, Deborah</td>
<td>Director and Chief Diversity Officer Office of Equal Opportunity and Diversity</td>
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<td>Eisenberg, Larry</td>
<td>Assistant VC Managerial and Technological Services</td>
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<td>Frederick, Lawrence</td>
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<td>Freet, Dan</td>
<td>Campus Safety Coordinator Campus Police</td>
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<td>Director-Environmental Health and Safety</td>
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<td>Gossen, Ronald</td>
<td>Senior Associate Vice Chancellor, University Marketing and Communications</td>
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<td>Heithaus, Peter</td>
<td>Associate Vice Chancellor, Human Resources</td>
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<td>Krueger, James</td>
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<td>Leifeld, Martin</td>
<td>Vice Chancellor, University Advancement</td>
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<td>Mulderig, John</td>
<td>Assistant to the Provost, Financial Services</td>
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<td>Roccia, Miriam</td>
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<td>Roeseler, Charles</td>
<td>Police Captain, Campus Police</td>
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<td>Salamon, Steven</td>
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<td>Samples, Bob</td>
<td>Associate Vice Chancellor-Communications</td>
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<td>Van Uum, Elizabeth</td>
<td>Special Assistant to the VC, Academic Affairs –Public Affairs and Economic Development</td>
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<td>Vogan, Randall</td>
<td>Director, Finance and Accounting</td>
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<tr>
<td>Walker de Felix, Judith</td>
<td>Vice Provost Dean of Graduate School</td>
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<td>Police Department Reference Copies (10)</td>
<td>Police Department</td>
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</table>
8.0 POST-INCIDENT REVIEW AND RECOVERY

8.0.1 After the conclusion of an incident or event, the Operations Section Chief will conduct a post-incident investigation and report. The report will review the scope of the event and the actions taken by the ICS team. The report will indicate what actions had the desired effect and will identify actions that need improvement so as to better handle incidents in the future. The report will be completed and submitted to the Chief of Police within 30 days.

8.1 Plan De-Activation

8.2 Business Continuity/Recovery

8.2.1 Business Records Continuity/Recovery
Disaster/emergency planning for records and information should be a planned approach for the prevention of records and information loss, preparedness and response to the emergency events affecting records and information, recovery of records and information, and necessary processes and equipment for business continuity following the event.

The recovery phase includes the implementation of short-term activities that restore vital records and information while restoring normal business operating procedures and practices. This phase includes assessing damage, stabilization and salvage techniques, restoration of records, information and equipment, and resumption of operations.

The prevention/mitigation phase involves: establishing a vital records program, completing risk management processes, and developing a disaster prevention plan.

This section of the EOP is covered more specifically in Annex “D” entitled “ESF #4 Continuity of Business/Recovery”.

8.2.2 Academic and Classroom Continuity/Recovery
Although continuity/recovery is important for all areas of UMSL, of critical concern is the ability to re-establish and continue classes that have been disrupted by an emergency. This can be accomplished by establishing partnerships with other educational agencies in our area to provide facilities and support for on-site classes. The online classes offered through UMSL would be able to continue due to the redundancy which is already built into our IT systems. The details of this continuity plan are covered more specifically in Annex “D”, Continuity of Business/Recovery.
9.0 MAINTENANCE AND ADMINISTRATION OF THE PLAN
9.1 Program Administration
9.2 Annual Plan Reviews and Hazard Vulnerability Assessment
9.2.1 The EOP shall be reviewed at least once each year
On or about January 1 of each year, the Chancellor of the University shall cause an annual review of the EOP to be conducted. As a result of this review, any updates or changes shall be incorporated into this Plan and be distributed to users as soon as possible. As required by UM System, the campus Hazard Vulnerability Assessment must be reviewed annually. In the event that conflicting versions of the plan exist, the “official” copy of the plan will be maintained by the Chief of Police.

9.2.1.1 Hazard Vulnerability Assessment Chart

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Probability of Occurrence</th>
<th>Impact to Campus Facilities</th>
<th>Impact on Lives/Safety</th>
<th>Total Impact Sum</th>
<th>HVA (Probability X Sum)</th>
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<tbody>
<tr>
<td>Severe Weather</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>25</td>
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<tr>
<td>CBRNE Incident</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>15</td>
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<tr>
<td>Fire Emergencies</td>
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<td>2</td>
<td>3</td>
<td>5</td>
<td>10</td>
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<tr>
<td>Earthquake</td>
<td>1</td>
<td>5</td>
<td>3</td>
<td>8</td>
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<tr>
<td>Bomb Incident</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>6</td>
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<tr>
<td>Civil Disorder/Disturbances</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Aircraft Incident</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>5</td>
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<tr>
<td>Structural Failure</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>5</td>
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<tr>
<td>Violent/Criminal Behavior</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Mass Casualties</td>
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<td>1</td>
<td>2</td>
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<td>Weather Related Flooding</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Hazard definitions:

1. Aircraft Incidents—may include crash, emergency landing or falling items/fuel from airplanes flying over the campus hourly.
2. Bomb Incidents—may include explosion due to intentional setting or detonating of any ingredients/devices capable of exploding.
3. CBRNE—This event would be a hazardous materials spill or exposure that occurs within a facility either accidentally or intentionally, including terrorism; or incident that necessitates clean-up and potentially isolation of individuals and/or areas. Includes both on-campus materials and those being transported on the nearby interstate highway.
4. Civil Disorders/Disturbances—may include protests, unauthorized building occupation, groups preventing access to facilities, crowd control, other disturbances and mass arrests.
5. Earthquake

6. Fire Emergencies
7. Mass Casualties
8. Severe Weather—This may include high winds, tornado, freezing or frozen precipitation (freezing rain, sleet, snow) or combined effects of winter precipitation.
9. Structural Failure—This event would include infrastructure damage to buildings and services through terrorism, explosion, or natural causes severe enough to cause partial or full evacuation of facilities.
10. Violent/Criminal Behavior—May include active shooter or hostage crisis, among others.
9.2.2 BEST Building Emergency Plan Review
Each year, the BEST Emergency Building plan for each building will be reviewed and updated as
needed. Any changes will be distributed to users as soon as possible.

9.2.3 Reporting Building Changes
In order to ensure that all building emergency plans are current, the Director of Facilities Planning and
Construction should devise a system to manage and track the updating of all building/facility floor
plans and notify the Chief of Police any changes. Similarly, the Director of Facilities Services should
do the same so as to provide the Chief of Police with any changes to existing shutoff locations for
electric/gas/water supplies.

9.2.4 Emergency Support Function Annexes
The UMSL EOP Emergency Support Function Annexes (ESFs) listed under section 6.1 are in
accordance with the Emergency Support Function Annexes identified in the National Response Plan
Framework. The ESFs describe how the various departments of UMSL will support emergency
operations. They also describe the broad actions and functions of governmental and private sector
response agencies. Once each year, the Emergency Support Function Annexes should be reviewed
by the responsible authors who are identified in section 6.1. Any changes should be forwarded to the
UMSL Chief of Police for review and inclusion in the EOP.

9.3 Exercises and Training

9.3.1 FEMA NIMS/ICS Training
All UMSL staff who would be considered “first responders” (i.e. Police, EHS staff or ICS personnel)
should be trained at the appropriate level of the Incident Command System. This can be
accomplished by enrolling in classes or by taking the online courses provided by FEMA. The FEMA
online training website can be accessed in Section 11, hyperlink #1. The following chart indicates the
required training for annex specific personnel. Having the proper level of NIMS/ICS training for those
who will function in the Incident Command System is a requirement if an agency desires to qualify for
Federal Homeland Security/Preparedness grants. The training requirement specifically applies to
those who would serve in the ICS structure such as the IC, the IC Command Staff and the IC General
Staff.

The training is not mandated for the Executive Policy Group (e.g. Chancellor, VC and Provost etc.
who would serve as resources for the IC), but is valuable nonetheless. Those persons on campus
who are responsible for executing the following ESFs during an emergency need to have the
minimum required training as shown below so as to be able to function as members of the ICS team if
needed.

<table>
<thead>
<tr>
<th>Required Training</th>
<th>Additional Recommended Training</th>
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<tbody>
<tr>
<td>ESF#1 – Campus Evacuation and Transportation</td>
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<tr>
<td><strong>IS-100.HE</strong> - Introduction to the Incident Command System, for Higher Education</td>
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</tr>
<tr>
<td><strong>IS-200.b</strong> - ICS for Single Resources and Initial Action Incidents</td>
<td></td>
</tr>
<tr>
<td>ESF#2 – Communications</td>
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<td><strong>IS-100.HE</strong> - Introduction to the Incident Command System, for Higher Education</td>
<td><strong>IS-702.a</strong> - NIMS Public Information Systems</td>
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<tr>
<td><strong>IS-200.b</strong> - ICS for Single Resources and Initial Action Incidents</td>
<td></td>
</tr>
<tr>
<td>ESF#3 – Continuity of Business/Recovery</td>
<td>IS-100.HE - Introduction to the Incident Command System, for Higher Education</td>
</tr>
<tr>
<td>ESF#4 – Damage Assessment/Public Works and Utilities</td>
<td>IS-100.HE - Introduction to the Incident Command System, for Higher Education</td>
</tr>
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<td>IS-200.b - ICS for Single Resources and Initial Action Incidents</td>
<td>IS 300, IS 400, NIMS 700a, NIMS 800b</td>
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<td>ESF#5 – Emergency Management</td>
<td>IS-100.HE - Introduction to the Incident Command System, for Higher Education</td>
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<td>IS 300, IS 400, NIMS 700a, NIMS 800b</td>
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<td>ESF#6 – Environmental Health and Safety</td>
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<td>ESF#7 – External Affairs/Public Information</td>
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<td>IS-702a - NIMS Public Information Systems</td>
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<td>ESF#8 – Finance and Administration</td>
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<td>ESF#9 – Health, Counseling and Medical Services</td>
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<td>ESF#12 – Mass Care and Sheltering</td>
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<td>Administration - Executive Group</td>
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<td>All EOC Executive Policy Group and ICS IC and IC Command Staff Group</td>
<td>Incident Command System Awareness for UMSL Executive/Senior Administration Provided by Division of Institutional Safety</td>
</tr>
</tbody>
</table>

**9.3.2 Annual Training/Exercise**
As required by UM System, at least one training exercise, which may be a tabletop exercise, involving both primary and secondary personnel, as well as alternate personnel acting in primary roles, will be carried out annually. The aim of this exercise is to acquaint key personnel with the roles they will fulfill under the guidelines of this plan, as well as to explore potential threats to the campus and appropriate responses to those threats. UMSL will invite and encourage the participation of area local responders in this annual exercise.

**9.3.3 Exercises and Evaluations**
The Campus Police Division of Special Operations will develop a program of periodic evaluation and training that is compatible with the federal, state and local governments that coincides with the goals and doctrines of the U.S. Department Homeland Security, Office of Domestic Preparedness, Homeland Security Exercise and Evaluation Program. The Homeland Security Exercise & Evaluation Program (HSEEP) contains doctrine and policy for designing, developing, conducting and evaluating exercises. HSEEP is a threat- and performance-based exercise program that includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction. [This website can be accessed in Section 11, hyperlink #9](#).

Additionally, the exercise requirements of the Clery Act (specifically the annual testing of the ENS) will be met and properly documented. If both goals can be accomplished simultaneously, there is not a need to duplicate exercises.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AAR</td>
<td>After Action Report</td>
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<tr>
<td>BEST</td>
<td>Building Emergency and Safety Team</td>
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<tr>
<td>CBRNE</td>
<td>Chemical/Biological/Radiation/Nuclear/Explosive</td>
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<tr>
<td>CLI</td>
<td>Campus Liaison Initiative</td>
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<tr>
<td>CSOE</td>
<td>Campus State of Emergency</td>
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<tr>
<td>EMS</td>
<td>Emergency Medical Services</td>
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<td>ENS</td>
<td>Emergency Notification System</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>EOP</td>
<td>Emergency Operations Plan</td>
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<td>ESF</td>
<td>Emergency Support Function</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>IAP</td>
<td>Incident Action Plan</td>
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<td>IC</td>
<td>Incident Commander</td>
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<td>ICP</td>
<td>Incident Command Post</td>
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<td>ICS</td>
<td>Incident Command System</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<tr>
<td>SEMA</td>
<td>State Emergency Management Agency</td>
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</table>
11.0 LIST OF UMSL EOP HYPERLINKS

1. NIMS/ICS online training
   http://training.fema.gov/IS/NIMS.aspx

2. NIMS and the EOP

3. ICS forms
   http://training.fema.gov/EMIWeb/is/ICSResource/icsforms.htm

4. Red Cross Safe and Well Website
   https://safeandwell.communityos.org/zf/safe/add

5. FEMA Job Action Sheets and Executive Checklists
   http://training.fema.gov/EMIWeb/is/ICSResource/PositionChecklists.htm

6. Campus Maps
   http://www.umsl.edu/maps.html

7. Department of Homeland Security “Options for Consideration” video (active shooter)
   http://www.youtube.com/watch?v=fafuMnU2thY

8. UMSL Building Emergency and Safety Teams (BEST) SharePoint Site
   https://sharepoint.umsl.edu/sites/BEST/SitePages/Home.aspx

9. DHS HSEEP site (for exercise design and evaluation)
   https://www.fema.gov/media-library/assets/documents/32326
12.0 LIST OF ANNEXES

Annex “A” BEST Building Emergency and Safety Team Plan
Annex “B” Campus Evacuation and Transportation
Annex “C” Communications
Annex “D” Continuity of Business/Recovery
Annex “E” Damage Assessment/Public Works and Utilities
Annex “F” Emergency Management
Annex “G” Environmental Health and Safety
Annex “H” External Affairs/Public Information
Annex “I” Finance and Administration
Annex “J” Health, Counseling and Medical Services
Annex “K” Law Enforcement/Public Safety
Annex “L” Logistics/Resource Support
Annex “M” Mass Care and Sheltering
Annex “N” Code 1000 Plan
Annex “O” Listing of UMSL “Research Intensive Facilities”