# Wichita State University
## EOP

## Table of Contents

### SECTION I - INTRODUCTION ........................................................................................................ 1
- Purpose ............................................................................................................................................. 1
- Authority ........................................................................................................................................... 3
- Scope ............................................................................................................................................... 3

### SECTION II - OPERATIONS ........................................................................................................ 5
- Concept of Operations ..................................................................................................................... 5
- Levels of Emergency Response ....................................................................................................... 6
- Plan Activation .................................................................................................................................. 7
- Command Structure .......................................................................................................................... 7
  - Crisis Management Team Members ................................................................................................. 7
  - Responsibilities of the Crisis Management Team .............................................................................. 8
  - Safety Committee Members ............................................................................................................ 8
  - Responsibilities of the Safety Committee ....................................................................................... 9
  - Behavior Intervention Team Members ............................................................................................ 10
  - Responsibilities of the Behavior Intervention Team ...................................................................... 10
  - Communications Team Members .................................................................................................. 10
  - Responsibilities of the Communications Team .............................................................................. 10
  - Health Risk Assessment Committee Members ................................................................................ 11
  - Responsibilities of the Health Risk Assessment Committee ............................................................. 11
  - Business Continuity Committee Members ..................................................................................... 11
  - Responsibilities of the Business Continuity Committee ................................................................. 12
  - Other Specific Emergency Roles .................................................................................................... 12
- Safety Committee and Incident Command System (ICS) Response ............................................ 12
  - Incident Command Flowchart – Figure 1 ........................................................................................ 13
- Essential Personnel ............................................................................................................................. 13
- Emergency Notification/Crisis Communication Processes ................................................................. 14
  - Authority to Initiate an Emergency Alert ........................................................................................ 14
# Table of Contents

Command Centers....................................................................................................................15

*Activation of the University Emergency Operations Center* .............................................16

*Emergency Response Flowchart – Figure 2* .................................................................17

**SECTION III- RECOVERY** ......................................................................................... 18

Business Continuity and Recovery.......................................................................................18

Counseling Services...........................................................................................................19

**SECTION IV- MAINTENANCE OF THE EOP** ...................................................... 20

Emergency Operations Plan ...............................................................................................20

Building Coordinators Plan ...............................................................................................20

Business Continuity and Recovery Plans ...........................................................................20

Training ...............................................................................................................................20

**SECTION V- APPENDICES** ..................................................................................... 21

Armed or Violent Behavior .................................................................................................21

*Police Response to Armed or Violent Behavior* ............................................................21

Hostile Intruder(s) on the Campus .....................................................................................23

*Flee the Area* ..................................................................................................................23

*Shelter in Place* ...............................................................................................................23

*Play Dead or Fight For Your Life* ..................................................................................24

Hostile Intruder(s) in a Residence Hall .............................................................................25

*Shelter in Place* ...............................................................................................................25

*Flee the Area* ..................................................................................................................25

*Play Dead or Fight For Your Life* ..................................................................................25

Hostage Situation ..............................................................................................................26

Bomb Threats or Explosions ..............................................................................................27

*Bomb Threat - Identifying Suspicious Items* .................................................................28

*Bomb Search Procedures* .............................................................................................28

Chemical, Biological, Radiation, Nuclear, Explosive (CBRNE) Incidents .......................29

*Shelter in Place* ...............................................................................................................29

*Notification from Police* ...............................................................................................29

*Close Doors and Windows* ............................................................................................29

*Seal Off Ventilation Sources* .........................................................................................30
Table of Contents

Remain Indoors ........................................................................................................................................... 30
Civil Disorder or Disturbances .................................................................................................................. 31
Earthquakes or Building Collapse ............................................................................................................. 32
  During an Earthquake .............................................................................................................................. 33
Electrical Failure ......................................................................................................................................... 35
  Before a Power Outage ............................................................................................................................. 35
  Short-term Power Outage .......................................................................................................................... 35
  Response to Prolonged Power Outage ...................................................................................................... 35
  After Power Outage .................................................................................................................................. 36
Elevator Malfunction .................................................................................................................................... 37
  Entrapped Person(s) .................................................................................................................................... 37
Fire ................................................................................................................................................................. 38
  Activate the Fire Alarm ............................................................................................................................... 38
  Telephone the UPD .................................................................................................................................... 38
  Evacuate the Building ................................................................................................................................. 38
  Evacuation for the Disabled ........................................................................................................................ 38
Gas Leaks ...................................................................................................................................................... 39
Medical Emergencies ................................................................................................................................. 40
  Telephone the University Police .................................................................................................................. 40
  Wait for the Emergency Medical Responders ........................................................................................... 40
  Notifications ............................................................................................................................................. 40
Tornados ......................................................................................................................................................... 41
  Tornado Warning ..................................................................................................................................... 41
REFERENCES .................................................................................................................................................. 42
SECTION I - INTRODUCTION

Purpose
The purpose of the Emergency Operations Plan (EOP) is to enable the Crisis Management Team, emergency responders, and other support staff to perform essential emergency planning and response functions that will:

- Support life saving efforts
- Provide efficient use of available resources
- Insure continuity of operations so that essential services may continue to be provided to the University and its community

The EOP is a university-wide plan which will:

- Clarify the roles and responsibilities of the Crisis Management Team
- Explain the roles and responsibilities of the Crisis Management Team’s five technical working groups
- Explain the roles and responsibilities of the emergency responders and the support staff assisting in the operational response
- Require collaboration with non-University emergency responders through the utilization of the National Incident Management System (NIMS) and establishment of an Incident Command System (ICS)
- Identify the emergency notification and crisis communication processes, provide for training and testing of the emergency notification systems and crisis communication
- Direct the creation of a risk or behavior intervention protocol utilized for identifying, reporting, evaluating, and addressing threatening behavior, conditions, circumstances and other potential threats which will provide for oversight by the Crisis Management Team
- The Behavior Intervention Team will be responsible for preparing plans necessary to provide post-emergency incident counseling services for victims and families
- Require training about crisis management and the EOP for University community members, including emergency responders and others
- Require business continuity and recovery plans to be created by colleges and departments
- Include a post-emergency evaluation process

The Crisis Management Team is chaired by the Vice President and General Counsel. This team is described in WSU Policy Manual Section 20.02, Crisis Management Planning and Preparedness,
This team is supported by five additional technical working groups: the Safety Committee, the Behavior Intervention Team, the Communications Team, the Health Risk Assessment Committee, and the Business Continuity Committee.

The Safety Committee is chaired by the Environmental Health & Safety Director. This committee is responsible for providing planning, training, and EOP evaluation support functions to the Crisis Management Team. The Safety Committee also provides direction and oversight for the Building Coordinator Program. This program is critical to the planning and immediate emergency response described in the EOP, in that the Building Coordinators create and regularly evaluate building coordinator plans for the campus buildings and building occupants in emergency situations. The Building Coordinator Program and building coordinator plans are the responsibility of the Chair of the Safety Committee. Additionally, on an annual basis, or as necessary, the Safety Committee will continue to review general workplace safety incidents and forward campus or workplace occupational safety recommendations to the Crisis Management Team. This regular review and evaluation of occupational accidents and public accidents on campus property provides an additional mitigation component for campus safety.

The Behavior Intervention Team (BIT) is chaired by the Dean of Students. This team coordinates the University response to concerns that a student, staff member, or faculty member may be engaged in behavior that creates danger to self or others. The University Police Department (UPD) or other emergency first responders might be the first responders in an incident involving these sorts of concerns. The Behavior Intervention Team, augmented by other team members as deemed appropriate, will create and implement an immediate appropriate response to the reasonable determination that a student, staff member, or faculty member is a danger to self or others. The Dean of Students will liaison and communicate team recommendations, to the Crisis Management Team. Following the behavior intervention response and after intervening to stabilize the situation, the Behavior Intervention Team will evaluate the response, outcome(s), and provide a report to the Crisis Management Team.

The Communications Team is chaired by the Associate Vice President of University Relations. This team is responsible for developing and updating a crisis communications plan and it directs the internal and external communication activity on behalf of the Crisis Management Team during and after the declaration of a crisis situation at the University.

The Health Risk Assessment Team is chaired by the Director of Student Health Services. This team is responsible for developing a University Pandemic Flu Plan and for identifying other risks to the health or well-being of the University community and developing plans to address and prevent those risks.
The Business Continuity Committee is chaired by the Vice President of Administration & Finance. This committee is responsible for creating the Business Continuity Plan designed to maintain critical University services and functions in the event of a crisis or other disruption of business services.

Authority
The EOP 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), Kansas Executive Order 05-03, K.S.A. 48-928, and other similar directives.

Scope
Numerous natural or man-made disasters and hazards can pose an actual or potential threat to public health and safety on the University campus. A comprehensive EOP is needed to respond to the effects of critical incidents, crises, and catastrophes.

The EOP may be activated in response to a local, regional, or national crisis or catastrophe that significantly affects the University. The University defines three levels of emergency which may result in the activation of the EOP.

The EOP is designed to enable faculty, staff, and students to successfully cope with campus critical incidents, crises, and catastrophes. The overall ability of University personnel to respond to any emergency incident will rely primarily upon preplanned policies, plans, and procedures; emergency building plans and the Building Coordinator Program; business continuity and recovery plans; and existing or newly created guidelines and directives.

The EOP is local in scope, but is intended to support a comprehensive, multi-agency and multi-disciplinary, all-hazards approach to incident management across a range of activities including:

- **Mitigation** – periodically evaluating the physical environment to minimize the potential for risk of harm to others in the University community; evaluating each emergency response following EOP activation to improve and enhance future responses and thereby minimizing future risk of harm to members of our campus community and visitors.

- **Preparedness** – creating and revising emergency plans and policies, training, and evaluating emergency responses for different types of crisis’ or catastrophes.

- **Response** – the immediate emergency response to a critical incident, crisis, or catastrophe; performing such functions as protecting life,
stopping or containing additional threat to life and property, and protecting critical infrastructure

- **Recovery** – planning for and implementing actions to restore critical business functions and non-critical business functions, in order to restore operations of the University

The EOP includes or references appendices, emergency building plans, business continuity and recovery plans, emergency contact information, or inclusions intended to support, or modify the EOP during emergency operations conducted in response to a crisis or catastrophe.

The EOP may be activated during any of the following incidents, which may include, but are not limited to:

- Armed or Violent Behavior
- Bomb Threats or Explosions
- Chemical, Biological, Radiation, Nuclear, Explosive (CBRNE) Incidents
- Civil Disorder or Disturbances
- Earthquakes or Building Collapse
- Fire
- Medical Emergencies
- Tornados
- Utility Emergencies
SECTION II - OPERATIONS

Concept of Operations
Only the President of the University or in the President’s absence, any member of the Crisis Management Team has the authority to declare a campus state of emergency in order to activate the EOP. The Vice President and General Counsel serves as the Chair of the Crisis Management Team and is responsible for maintaining and implementing the EOP.

The EOP provides for two primary groups to deal effectively with any declared emergency on campus. These groups are the Crisis Management Team (executive level) and the Safety Committee (operations level). There are four other technical working groups that perform various mitigation, preparedness, response, and recovery functions.

The Crisis Management Team reports to the President of the University. During any prolonged absence from duty, team members must appoint a designee to serve in her/his place. The Team includes the President, Provost and Vice President for Academic Affairs and Research, the Vice President for Administration and Finance, the Vice President for Campus Life and University Relations and the Vice President and General Counsel.

This team, pursuant to WSU Policy Manual Section 20.02, Crisis Management Planning and Preparedness, http://webs.wichita.edu/inaudit/ch20_02.htm, directs the University response, within the various EOP, NIMS and ICS guidelines, during a crisis or catastrophe by creation or implementation of necessary emergency strategies in response to the unique challenges of the specific crisis or catastrophe. These strategies are focused upon directing and managing all aspects of the University’s response to and recovery from the crisis or catastrophe.

The second component in the EOP is the Safety Committee. Its members report to the Crisis Management Team. The Safety Committee includes those persons responsible for the emergency response to protect life and property in any emergency incident and critical non-emergency support functions.

Non-emergency University business functions may be interrupted or suspended during a declared campus crisis or emergency. The emergency functions assigned to specific University staff members identified in the EOP should be as similar as possible to their daily operating job functions. Other University staff members may be redirected from their normal job functions to perform necessary functions contained in the EOP or as determined by the Crisis Management Team.
Levels of Emergency Response

The initial emergency response may require the responding emergency services to immediately transition to the Incident Command System (ICS). Members of the University Police Department (UPD) will usually be the first responders to or discoverers of an incident which may be elevated to a declared campus crisis.

UPD members may be required to initially perform multiple critical functions in a highly compressed period of time before an incident is stabilized. Typically, UPD personnel respond to an incident and must immediately assess and respond by taking action to save lives; direct other responding emergency resources; stabilize the immediate crisis environment or crime scene; and initiate notifications concerning the emergency or crisis incident.

There are numerous variables and conditions which may impact the severity level of any emergency on campus. First responders will initially determine the level of emergency response. The following guidelines describe the three levels of emergency response on campus.

- **Level 1** – is a critical incident or minor emergency in which the UPD and/or other emergency responders are able to sufficiently address. The incident is localized so as not to inflict major interruption of University-wide services. The Chief of University Police or her/his designee may determine that an Incident Command Center (ICC) needs to be established in the field to provide operational control; and a member of the Crisis Management Team should be notified. It usually is not necessary to activate the Emergency Operations Center (EOC).

- **Level 2** – is a crisis or major emergency which disrupts the orderly operations of the University or its institutional missions. A crisis or major emergency affects many facets of the institution and may raise questions or concerns over closing or shutting down the institution for any period of time. Outside emergency resources are required, as well as a major effort from all available campus resources.

- **Level 3** – is a catastrophe or severe emergency whose nature and impact extends beyond the University and disrupts not only operations and functions of the institution, but also those of the surrounding communities. During a disaster or severe emergency, resources from other governmental sources 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.
Level 2 and Level 3 emergencies will require activation of the University Emergency Operations Center (EOC).

Plan Activation
In those cases when the UPD officers are the first to discover or respond to a critical incident, crisis, or catastrophe, the UPD will be the point of contact for information necessary to be transmitted to the Crisis Management Team concerning whether or not to activate the EOP.

The Crisis Management Team may activate the EOP in response to a critical incident, crisis, or catastrophe in order to:

- Save lives and property or prevent further damage to the environment or physical plant systems
- Provide efficient use of University resources during a declared campus emergency
- Provide or restore essential services for the business operations of the University
- Temporarily reassign University employees to support the EOP
- Request non-University emergency resources to respond to the declared campus emergency
- Activate the University Emergency Operations Center (EOC)

Command Structure
When the EOP is activated, the Crisis Management Team is in command. The Safety Committee and the other four technical working groups provide operational support for the Crisis Management Team.

Additionally, other specific emergency roles will include:
- Liaison (from the Safety Committee to the Crisis Management Team) usually the UPD Chief
- Public Information and Media Relations Officer (from the Communications Team)
- Incident Commander (emergency response commander in-charge of on the scene)

Crisis Management Team Members
- University President
- Vice President and General Counsel – Chair
- Provost and Vice President for Academic Affairs and Research
- Vice President for Administration and Finance
- Vice President for Campus Life and University Relations
Responsibilities of the Crisis Management Team

The Crisis Management Team performs a variety of functions, as outlined in WSU Policy Manual Section 20.02, Crisis Management Planning and Preparedness, http://webs.wichita.edu/inaudit/ch20_02.htm:

- Identify and evaluate the immediate and long range effects of the crisis or catastrophe on the University's business operation and community members; and, the impact on the surrounding community
- Determine the immediate business operations parameters and whether or not classes or campus offices should be closed
- Identify any unique assignments of staff or unique emergency policies necessary to conduct emergency operations or less critical non-emergency functions
- Identify and address any legal issues associated with the crisis or response to the crisis
- Analyze information from the Liaison from the Safety Committee, emergency responders, Safety Committee, Behavior Intervention Team, Communication Team, Health Risk Assessment Committee, and Business Continuity Committee, other University staff members, non-University information sources, and others to determine the impact of the critical incident, crisis, or catastrophe upon University operations
- Create and communicate business resumption plans to the appropriate persons within the University community
- Provide direction and oversight to the Communication Team concerning production of regular internal status reports and media releases to the University and larger communities
- Provide direction and oversight of the Safety Committee and Behavior Intervention Team, Communication Team, Health Risk Assessment Committee, and Business Continuity Committee
- Direct Deans, Directors, and other appropriate senior managers to develop and implement business continuity and recovery plans

Safety Committee Members

- Director, Environmental Health & Safety – Chair
- Assistant Athletics Director for Facilities
- Associate Vice President, University Relations
- Chief, UPD
- Director, Counseling & Testing Center
- Director, Disabilities Services
- Director, Facilities Planning
- Director, Housing & Residence Life
- Director, Office of Campus Recreation
- Director, Office of Human Resources
• Director, Office of Purchasing
• Director, Office of Student Leadership
• Director, Physical Plant
• Director, Rhatigan Student Center
• Director, Student Health Services
• Director, University Computer and Telecommunications Services
• Registrar
• Other staff members as deemed appropriate

Responsibilities of the Safety Committee
The Safety Committee is responsible for the following functions:

• Regularly review the emergency response plans for campus buildings as created and submitted annually by the Building Coordinators from the Building Coordinator Program, which are maintained by the Chair of the Safety Committee
• Evaluate the scope and impact of the crisis or catastrophe and provide evaluations to the Crisis Management Team
• Prioritize response functions
• Coordinate deployment of University resources and equipment with other responding agencies resources
• Resolve conflicting demands for personnel and other resources
• Designate responsibilities and duties as necessary to accomplish the evolving emergency goals while maintaining the integrity of the University
• Identify the job tasks and University resources necessary to complete those essential job tasks during the emergency operations phase of the EOP
• Direct Deans, Directors, and other senior managers to identify whether or not personnel are missing due to the emergency on campus; send informational reports to the point of contact at the EOC; distribute safety instructions and other information from the EOC to the students in their buildings and their personnel
• University Relations will coordinate media releases with the other responding agencies media relations personnel, upon the direction of the Crisis Management Team
• Recommend additional resources be requested from outside agencies and implement formal or informal mutual aid agreements
• Liaison with the Crisis Management Team and coordinate with local, state and other governmental agencies
• Monitor and evaluate the operational response
• Analyze information concerning loss of life and damage assessment; identify business recovery priorities; and provide assessments or projections of
specific emergency response or recovery work and timelines to the Crisis Management Team, Incident Command Center, and other University officials and partners

- Request post critical incident counseling services for victims and families
- Upon direction from the Crisis Management Team, request that Deans and Directors implement their University business continuity and recovery plans
- Create annual workplace accident reports and statistics and submit to the Crisis Management Team

Behavior Intervention Team Members
- Dean of Students – Chair
- Assistant Director, Student Health Services
- Assistant General Counsel
- Chief, UPD
- Director, Counseling & Testing Center
- Director, Housing and Residence Life
- Director, Office of Student Leadership
- Senior Associate Provost
- Other staff members as deemed appropriate for the circumstances

Responsibilities of the Behavior Intervention Team
This team provides the following functions:
- Create a flexible multi-disciplinary risk or threat assessment protocol to be utilized by this team
- Educate community members regarding the threat assessment protocol
- Review concerns that an individual may be engaged in behavior that potentially creates danger to self or others, which may be discovered during a UPD emergency response or otherwise
- Create and implement an immediate response to the reasonable suspicion that an individual is a danger to self or others
- Liaison and communicate team recommendations, when appropriate, to the Crisis Management Team
- Following the threat assessment response, evaluate the response and outcome(s) and report to the Crisis Management Team
- Create plans to provide counseling resources for the University community post traumatic incident

Communications Team Members
- Associate Vice President, University Relations – Chair
- Assistant Director/Manager of Technical Services, University Computing
- Associate Director Elliot School of Communication
- Captain, Support Division, University Police
- Director of Interactive Communications
- Director of News and Media Relations
• Director of Communications, Alumni Association
• President, Student Government Association

Responsibilities of the Communications Team
This team provides the following functions:
• Create a flexible crisis communications plan
• Recommend team goals and objectives, tactics, and special requirements
• During a crisis or catastrophe, recommend to the Crisis Management Team, appropriate and periodic internal communications for faculty/staff and students
• During a crisis involving only the University community, recommend to the Crisis Management Team, appropriate and periodic external communications
• During a crisis or catastrophe involving the University and the surrounding community, coordinate external communications with other communication teams from the other involved governmental agencies
• Assist in identifying one person to represent the University in delivering all internal and external crisis communications

Health Risk Assessment Committee Members
• Director of Student Health Services – Chair
• Captain, Operations Division, University Police
• Director, Environmental Health and Safety
• Director of Facility Maintenance, Physical Plant
• Director of Training/Associate Director, Counseling and Testing Center
• Physician, Student Health Services
• President, Student Health Advisory Committee
• One or more faculty members

Responsibilities of the Health Risk Assessment Committee
This team provides the following functions:
• Develop a University Pandemic Flu Response Plan
• Identify potential risks to the health and well-being of the University community members
• Create and update community inoculation distribution plans for chemical and biological events

Business Continuity Committee Members
• Vice President of Administration and Finance, Chair
• Associate Provost and CIO
• Associate Provost
• Director, Budgets and Personnel, Campus Life and University Relations
• Director, Facilities Planning
• Director, Office of Financial Operations & Business Technology
• Director, Office of Human Resources
• President, Faculty Senate
• Senior Internal Auditor

Responsibilities of the Business Continuity Committee
• Develop business continuity project plan
• Perform risk assessment
• Develop Recovery Plans
• Periodically review and evaluate the business continuity and recovery plans

Other Specific Emergency Roles
Requests for personnel, resources, information, and assistance for the Incident Command Center will usually be forwarded to the Chair of the Safety Committee.

The Liaison between the Safety Committee and the Crisis Management Team is usually the Chief of the UPD, though another member of the Safety Committee may fill this role. The Liaison from the Safety Committee provides the critical information flow between the Safety Committee and Crisis Management Team.

The Associate Vice President of University Relations or his designee will fulfill the ICS position known as the Public Information and Media Relations Officer. The Associate Vice President will manage internal status reports; coordinate with the Crisis Management Team to provide external media briefings; and, liaison with any external agency Public Information Officers at the non-University Emergency Operations Center.

Safety Committee and ICS Response
The Incident Commander is usually the emergency response commander in-charge of the 911 response in the field and the person coordinating all other emergency responders on the scene. The Incident Commander may be the police commander directing the on-scene response to a violent criminal incident. Or, the Incident Commander may be the fire commander directing the operational response to a large fire or rescue operations in a building collapse.

When the EOP is activated, the Safety Committee and the other four technical working groups will transition to the ICS model in order for members to most effectively communicate cross-functions, cross-disciplines, and cross-agencies, and to perform as efficiently as possible in a high stress environment. The ICS functional work groups (sections) include:

• Planning Section – collects, verifies, and organizes information to be analyzed in order to make operational decisions; documents the Incident Action Plans
• Operations Section – directs and coordinates the operations plans to accomplish the response goals and Incident Action Plans outcomes
• **Logistics Section** – obtains resources and stages the personnel and resources for deployment, replacement, rehabilitation, and redeployment

• **Finance Section** – tracks all costs, manages the claims process, and provides projections of “burn rates” of personnel and resources for the *Crisis Management Team*

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**Figure 1**

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**Essential Personnel**

All executives and senior managers (President, Vice Presidents, Associate and Assistant Vice Presidents, Deans, Associate and Assistant Deans, Executive Directors, Directors, Associate and Assistant Directors, and Department Chairs) are considered essential personnel in Level 2 and Level 3 emergencies. Additionally, *Building Coordinators* are considered essential personnel.

Other essential personnel include all staff members from departments that perform emergency response or support functions such as supplying shelter facilities and residential housing on campus; physical plant care and support functions; and others as identified by the *Crisis Management Team*.

The roles and responsibilities of essential personnel are to be described in their respective building and departmental emergency plans. The emergency functions assigned to specific University staff members identified in the EOP or
building emergency plans should be as similar as possible to their daily operating job functions.

**Emergency Notification and Crisis Communications Processes**

Emergency notification and crisis communications are critical functions during a critical incident, crisis, or catastrophe on campus. The University’s *Shocker Alert System* (SAS) facilitates electronic emergency notification to individual faculty, staff, and students within the University community.

SAS transmits emergency notification information by:
- Email
- Text message

To receive the benefits of SAS, University community members must elect to opt-in. See [www.wichita.edu/emergency](http://www.wichita.edu/emergency) in order to complete the steps necessary to receive emergency notification by voicemail and text message.

There is a third method of emergency notification available to those persons in campus buildings. In addition to the two layers of individualized emergency notification provided by SAS (email, text message), digital message boards are strategically located in campus classrooms, department offices, and in many building lobbies. The message boards normally perform as digital clocks. When emergency notification is activated, however, these digital displays immediately transition into message boards and provide a scrolling emergency text message.

SAS and the message boards may be activated from the UPD building or from a secondary broadcast location on campus.

The three methods of emergency notification described above, as initiated by the University, do not include tornado warnings, which are issued by the National Weather Service. When a tornado warning is issued for any part of Sedgwick County, the local Emergency Management office activates all tornado sirens located in the county, including the tornado warning siren located on the main campus.

**Authority to Initiate an Emergency Alert**

Generally, the *Crisis Management Team* members reserve the authority to direct the initiation of an emergency notification during all levels of emergency response. Different circumstances and other variables may impact the decision concerning which or how many of the multiple layers of emergency notification might be activated in any given incident (see Table 1).
Table 1

<table>
<thead>
<tr>
<th>Incident</th>
<th>Message</th>
<th>Responsible for Decision to Notify</th>
<th>Responsible for Dissemination</th>
<th>Communication Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 1</strong></td>
<td></td>
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</tbody>
</table>
| Cyber Attack | Standard message/or with directive information | Crisis Management Team [Exception: UPD dispatchers may issue Tornado Warning Alert] | UPD Dispatcher; University Webmaster | 1. Email  
2. Message Board  
3. Text Messaging  
4. Web Alert on University Emergency/Crisis Management page  
5. Tornado Siren |
| Public Health Alert | | | | |
| Tornado Warning | | | | |
| Weather-related | | | | |
| Campus Closure | | | | |
| **LEVEL 2** | | | | |
| Bomb Threats | Message with fill–in the blank details and directive information | Crisis Management Team | UPD Dispatcher; Webmaster; or Communications Team Chair or Designee | 1. Email  
2. Message Board  
3. Text Messaging  
4. Web Alert on University Emergency/Crisis Management page  
5. Tornado Siren (if tornado warning) |
| Civil Disorder | | | | |
| Electrical Failure | | | | |
| Elevator Malfunction | | | | |
| Fire | | | | |
| Gas Leak | | | | |
| Hazardous Materials Spill | | | | |
| Tornado | | | | |
| **LEVEL 3** | | | | |
| Armed or Violent Behavior | Information disseminated will be incident specific and the Communications Team will assist | Crisis Management Team [Exception: UPD Chief or Senior Officer in Charge] | UPD Dispatcher; Communications Team Chair or Designee; and Webmaster | 1. Email  
2. Message Board  
3. Text Messaging  
4. Web Alert on University Emergency/Crisis Management page |
| Building Collapse or Earthquake | | | | |
| Chemical, Biological, Radiation, Nuclear, or Explosive Incidents | | | | |

**Command Centers**

Persons involved in executive level decision-making and operations may or may not be located in the same offices on campus.

The Incident Commander and other operations section personnel may be at an *Incident Command Center (ICC)* located near the critical incident or crisis. The center may be simply a central location of emergency vehicles that responded to the incident or the ICC may be temporary quarters inside a nearby campus structure.

The *Crisis Management Team* may decide to establish a *University Emergency Operations Center (EOC)* during a Level 1 emergency. An EOC will be activated during the initial stages of Level 2 and Level 3 emergencies.
Depending upon the nature of the emergency and the location of the EOC, the Crisis Management Team may choose to remain in an identified location in Morrison Hall, or they may choose to join the Safety Team at the EOC.

Activation of the University Emergency Operations Center
A Level 2 or Level 3 Emergency will trigger activation of the EOC. The Crisis Management Team may activate the EOC during a Level 1 Emergency. When the EOC is activated:

- The location of the EOC will be determined based upon the circumstances and location of the particular emergency
- A list of potential locations, equipment, and other needs for the establishment of an EOC is provided in Section VI
- A state of emergency is in effect for the campus community
- Safety Committee members will be responsible for the management of operations during the particular Level 1, 2, or 3 Emergency
- Safety Committee members duties as described above under Purpose of the Safety Committee will be performed from this location
- If the Crisis Management Team is housed in the EOC, they will perform their functions as described above under Purpose of the Crisis Management Team
- As the emergency response proceeds, information relative to the nature and scope of the incident which caused the emergency to be declared will be provided to the Crisis Management Team by a variety of sources including the Liaison from the Safety Committee, emergency responders, staff from the University Police and the other University and non-University sources
- The Crisis Management Team will use this information to make an initial assessment of the potential impact on University business operations
- Departments in those areas of the campus likely to be affected by the emergency will be identified
- Based on this initial assessment, the Crisis Management Team may notify or direct the Safety Committee to notify the Deans and Directors of those departments likely to be affected
- The Building Coordinator Plan will be activated; Building Coordinators and departments should then initiate their building or departmental emergency plans
- The Safety Committee will continue to direct and manage the operational response to the emergency through the duration of the emergency until the effects of the emergency no longer impact the University’s operations
- The University President or his designee will declare an end to any state of emergency, when appropriate.
Figure 2

Incident

Call to UPD

Emergency Response to Determine Level of Emergency

Level 1 Emergency - Critical Incident

UPD, WPD, WFD, EMS, Physical Plant, Other Campus and NonCampus Resources as Needed

May establish an Incident Command Center

Notify the Crisis Management Team, if appropriate. An EOC May Be Activated

Level 2 Emergency - Crisis

UPD, WPD, WFD, EMS, Physical Plant, Other Campus and NonCampus Resources as Needed

Establish an Incident Command Center On-Scene Incident Commander

Notify the Crisis Management Team

Activate the EOC

Activate the Safety Team; Point of Contact; Liaison to the Crisis Management Team; Public Information and Media Relations Officer

Activate the Risk Assessment Team or Mental Health Services, if appropriate

Level 3 Emergency - Catastrophe

UPD, WPD, WFD, EMS, Physical Plant, Other Campus and NonCampus Resources as Needed

Establish an Incident Command Center On-Scene Incident Commander

Notify the Crisis Management Team

Activate the EOC

Activate the Safety Team; Point of Contact; Liaison to the Crisis Management Team; Public Information and Media Relations Officer
SECTION III – RECOVERY

Business Continuity and Recovery
Preplanning is essential in identifying and prioritizing the critical business operations and services necessary to be delivered during an emergency, while maintaining institutional integrity and serving the best interests of the University community, under difficult circumstances.

A Business Continuity Plan will be prepared in order to ensure the University has the ability to maintain critical services and functions in the event of a disaster or other disruption of service. Business continuity is a process used to restore operations after an unplanned interruption of normal business processes that is beyond the immediate ability of an organization’s normal staff and management structure to control. The recovery response includes information systems, networks, hardware, software and people – not just data. The Business Continuity Plan would be executed after health, life, and safety issues are addressed.

Business continuity planning should include:
- Planning and organizing business operations to be utilized during the EOP response
- Identifying and minimizing (mitigating) vulnerabilities in a future crisis response
- Prioritizing business continuity and recovery concerns
- Reviewing and modifying the EOP, building emergency plans, and business and recovery plans
- Testing or conducting different types of exercises to evaluate the EOP, building emergency plans, and business and recovery plans

The Business Continuity Committee goals include:
- **Develop Business Continuity Project Plan:** Define the scope of recovery for the University and create a project plan which defines tasks and resources required for each phase of recovery
- **Perform Risk Assessment:** Complete a risk assessment and business impact analysis which will define critical services and vulnerabilities
- **Develop Plans:** Develop recovery plans for critical services which include identifying resources required for recovery (i.e., equipment software, employees, vendors, customers, vital records and documents)
- **Exercise and Maintain Plans:** Exercise and maintain plans on a regularly scheduled basis or when significant changes occur

Based upon the circumstances of the Level 1, 2, or 3 Emergency, recovery priorities will be determined by the Crisis Management Team. They may choose to set timelines when recovery is required to occur.
In order to prepare University community members to perform competently during a Level 2 or 3 Emergency, senior executives and senior managers are required to create business continuity and recovery plans to protect their essential records and programs for their respective colleges and departments. This is required to insure the University will be able to resume normal business operations within a reasonable period of time and with minimal destruction to critical business records. The ultimate goal will be to resume business operations in order to continue the mission of the University.

**Counseling Services**

Traumatic events can create short-term and long-term psychological effects. The BIT will coordinate referrals with outside community resources for our University community members affected by the crisis or catastrophic event. Counseling services will be made available to all students, faculty/staff who desire those services as soon as it is reasonable feasible to deliver those services in a safe and effective manner.
SECTION IV - MAINTENANCE OF THE EOP

Emergency Operations Plan
The EOP will be regularly reviewed by the Crisis Management Team.

Building Coordinators Program
The Chair of the Safety Committee directs the Building Coordinators Program. Building coordinator representation in each building and department are essential to the success of the EOP. A template is provided to Building Coordinators to insure there is standardization of information concerning emergency building plans. The Safety Committee may assist in the regular review and evaluation of emergency building plans.

Business Continuity and Recovery Plans
The Business Continuity Committee will develop, maintain, and test the continuity and recovery plans. A template is provided to Deans and Directors for the standardization of Business Continuity and Recovery Plans. The Business Continuity Committee assists the Crisis Management Team in the regular review and evaluation of college and department Business Continuity and Recovery Plans.

Training
The Safety Committee will identify and recommend to the Crisis Management Team any annual training and testing mechanisms to best evaluate all components of the EOP.
SECTION V – APPENDICES

Armed or Violent Behavior
WSU Policy Manual Section 18.02, Emergency Assistance, http://webs.wichita.edu/inaudit/ch18_02.htm, provides information concerning how to respond to crimes. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

As with any crime, awareness of your surroundings and events is the biggest potential deterrent to a criminal terrorist act. Please report any suspicious activities or behavior to campus police - dial 911 or 978-3450 (cell phone). This may include:

- Suspicious vehicles on and around campus
- Suspicious persons in and around buildings
- Persons taking photographs or videotaping students or facility and staff in locations unusual for their duties or responsibilities
- Suspicious packages around the building perimeter and or in any of the buildings and suspicious by unknown visitors or phone calls

Promptly notify UPD 911 (campus phone) or 978-3450 (cell phone) to report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.

If you observe a criminal act, or whenever you observe a suspicious person on campus:

- Immediately notify the UPD 911 or 978-3450 (cell phone).
- Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- If there is gunfire or an explosion, you should flee in the opposite direction or shelter in place by taking cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

Police Response to Armed or Violent Behavior
Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

You should understand the police response to active shooter situations. Police officers are trained to enter the building as soon as possible and proceed to the area of the shooter(s). They will move quickly and directly.
When you encounter responding police officers they are trained to treat every one as a potential threat. Comply with any commands given by the police.

Usually there will be commands given to show your hands, drop anything in your hands and to get on the ground. Stay calm and show you are not a threat or the offender. The police may take actions to take control of you, which may include handcuffing.

We do not recommend an automatic evacuation or automatic lock-down of the building. This may place you in danger either from the shooter or responding police. If there is an opportunity to escape, get as far away as possible and do not gather in groups. Once you are in a safe location let 911 know your location and whether you are injured.

**COMPLY WITH ANY AND ALL COMMANDS ISSUED BY POLICE OFFICERS.**

Early in an incident, police may not be able to rescue people. Remain calm and patient during this time, so as not to interfere with police operations. Injured parties will be rescued when safe. Be prepared to administer first aid if it is safe to do so.

If you are alerted there is a violent or active shooter situation while enroute to the campus **STAY AWAY FROM CAMPUS.** Alerts and all-clear messages will be issued by email and telephone contacts.

This guide cannot cover every possible situation that might occur but it is a tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.
Hostile Intruder(s) on the Campus
This is a police response situation. Responding UPD officers are trained and equipped to confront an armed suspect.

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the campus, we recommend the following procedures be implemented:
1. FLEE THE AREA
2. SHELTER IN PLACE
3. PLAY DEAD or FIGHT FOR YOUR LIFE

Flee the Area
- If you able, run away from the threat as fast and as far as you can and seek shelter (cover and concealment); avoid parking lots and open areas
- If you are able to flee from the immediate area of danger, summon help and warn others
- Contact UPD 911 or 978-3450 (cell phone).
- Give your name
- Provide your location of the incident (be as specific as possible)
- Describe what is happening
- Describe or identify the shooters
- Provide your current location (stay on the line, if possible)
- Do not run in a straight line
- Put obstacles or cover between you and the hostile person(s) while you are running away; i.e. vehicles, bushes, trees, buildings, etc.
- If the shooting is occurring outdoors, run away from the sounds of shooting, if you can do so without increasing your risk of harm and/or find cover and concealment

Shelter in Place
If you are unable to flee, SHELTER IN PLACE:
- Go to the nearest room or office and hide
- Close and lock or barricade the door, if possible
- Cover the door windows, if possible
- Keep quiet and act as if no one is in the room
- DO NOT answer the door
- Notify UPD 911 or 978-3450 (Cell phone)
  - Give your name
  - Provide your location of the incident (be as specific as possible)
  - Describe what is happening
  - Describe or identify the shooters
  - Provide your current location (stay on the line, if possible)
  - Wait for the police to enter the room and escort you out
If you decide to SHELTER IN PLACE take into consideration the area in which you are hiding
  • Will I be found here
  • Is this really a good spot to remain hidden

Play Dead or Fight For Your Life
  • If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you or fight for your life
  • The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option
  • If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands. Do not appear to pose a challenge—be submissive
Hostile Intruder(s) in a Residence Hall
When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within the residence hall, we recommend the following procedures be implemented:

Shelter in Place
- SHELTER IN PLACE - Lock yourself in your room
- Barricade yourself in your room with desks, beds, or anything you can push against the door
- Stay away from the window
- Turn all lights and audio equipment off
- Try to stay calm and be as quiet as possible
- If communication is available, call UPD 911 or 978-3450 (cell phone)
  - Give your name
  - Provide your location of the incident (be as specific as possible)
  - Describe what is happening
  - Describe or identify the shooters
  - Provide your current location (stay on the line, if possible)
- If away from your room, join others in a room that can be locked.
- Do not stay in the open hallway
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit
- If you are caught in the open such as hallways and lounge areas, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on your actions

Flee the Area
- If you think you can safely run from the residence hall, do so
- If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person (s) while in the building. Once outside, do not run in a straight line
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you

Play Dead or Fight For Your Life
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you or fight for your life
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes, and obey all commands. Do not appear to pose a challenge—be submissive
**Hostage Situations**

This information could prove helpful if you find yourself a hostage:

- Be patient. Time is on your side. Avoid drastic action
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor may be emotionally imbalanced. Do not make mistakes that could jeopardize your well-being
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Try to maintain eye contact with the captor at all times, but do not stare. Treat the captor as friendly as possible
- Avoid speculating. Comply with the instructions as well as you can
- Avoid arguments. Expect the unexpected
- Be observant. Try to remember all distinguishable characteristics of your captor (tattoo, scar, teeth missing, etc.). You may be released or escape. The personal safety of the others may depend on your memory
- Be prepared to answer the police on the phone should a line be patched through to your location. Be patient, wait. If medication or first aid is needed by anyone, say so. The captor in all probability will not harm persons being held
Bomb Threats or Explosions

- Report any explosion by calling UPD at 911 or 978-3450 (cell phone) immediately
- If necessary, or when directed to do so, activate the building firm alarm
- When the building fire alarm is sounded, an emergency exists. All rooms should be evacuated. Closing doors will help contain a fire. DO NOT LOCK DOORS
- ASSIST THE DISABLED TO AN ENCLOSED STAIRWELL LANDING AND NOTIFY POLICE OR FIRE PERSONNEL OF THEIR LOCATION
- DO NOT USE THE ELEVATORS

Concerning a bomb threat, remain calm and do not panic others.
If a written message is received, keep track of the following information:
Who found it
- Who else was present
- Where was it found or how was it delivered
- When was it found or delivered
- Who touched it
- Have any previous threats been received

If the threat is received by telephone, in a calm voice, try to obtain as much information as possible about the bomb and the caller: (KEEP A BOMB THREAT CARD UNDER YOUR PHONE AND USE IT IF A CALL COMES IN!)
- Date and exact time of call
- Time set to explode
- Which building is it in
- Where it is
- Type of bomb
- Estimated age and gender of the caller
- Emotional state: agitated, calm, excited
- Background noises: traffic, music, voices
- Why it was set
- Who is the target
- Who is the caller

If practical, do not hang up the phone, but phone the police from a different telephone. Call the UPD by dialing 911 or 978-3450 (cell phone).

The UPD senior officer on the scene will contact a Crisis Management Team member and recommend a plan of action. A decision on whether or not to evacuate will be based on all available information received at that time.

If the decision is made to evacuate, instruct occupants to take personal belongings with you, they could be mistaken for concealed explosives and EXIT the building.
If ordered to evacuate, move at least 300 feet away from the building to designated evacuation area and wait for instructions. Stay away from glass.

**Bomb Threat - Identifying Suspicious Items**
- Look closely around work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later
- Report potential safety or security problems to UPD 911 or 978-3450 (cell phone)
- Be on the lookout for anything unusual, particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd
- If asked to assist in a search for a bomb:
  - Be thorough
  - DO NOT USE 2-way RADIOS
  - Do not touch anything you suspect
  - If necessary move people away from the suspicious item
  - Look for anything and everything that might conceal a bomb
  - Do not panic persons in the area
  - Follow all instructions from the police

**Bomb Search Procedures**
- If the time of detonation given was in excess of 30 minutes from the time the call was received, the investigating officer in charge will initiate a search of the building
- The search will be suspended 30 minutes prior to the reported detonation
- The search will be resumed 30 minutes following the reported detonation
- If no time of detonation was given by the caller, the search will be conducted at the discretion of the investigating officer
- The senior police officer in-charge will make a recommendation to the Crisis Management Team member whether or not persons should return to the building if no explosive has been found
Chemical, Biological, Radiation, Nuclear, Explosive (CBRNE) Incidents
Some kinds of chemical accidents or attacks may make going outdoors dangerous. Leaving the area might take too long or put you in greater danger. In such a case it may be safer for you to stay indoors than to go outside.

Shelter in Place
This means to make a shelter out of the place in which you are located. It is a way for you to make the building as safe as possible to protect yourself until help arrives. You should not try to shelter in a vehicle unless you have no other choice. Vehicles are not airtight enough to give you adequate protection from chemicals.

- If communication is available, call UPD 911 or 978-3450 (cell phone)
- Give your name
- Provide your location of the incident (be as specific as possible)
- Describe what is happening
- Describe or identify the shooters
- Provide your current location (stay on the line, if possible)
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit

Notification from Police
The following steps may help keep you safe during a CBRNE incident:

- In the event of a chemical or biological release that would require protective actions be taken by campus residents, the UPD would be notified by the Sedgwick County Emergency Communications of the incident
- A variety of notification methods will be used to inform all WSU employees and students of the protective action alert
- Message boards will be used to notify building occupants of any imminent danger, and give direction on what to do
- DO NOT PANIC

Close Doors and Windows
- Do not exit the building
- If possible, move to interior, windowless room on an upper floor
- Close all doors to the outside and lock all windows
- Wet towels or other fabric items and jam them in the crack under the door
- Use plastic (trash bags are good) to cover all windows and doors. Use tape to seal the edges of plastic
Seal off Ventilation Sources
- Turn off fume hoods, range hoods, air handlers, and all air conditioners
- Switch inlets to the "closed" position
- Seal off all vents, grills, or other openings to the outside to the extent possible
- Minimize the use of the elevators in the building. These tend to "pump" outdoor air in and out of a building as they travel up and down
- If you become bothered by the gaseous release, hold a wet cloth or handkerchief over your nose and mouth
- If you experience breathing difficulties contact the UPD 911 from any campus phone or 978-3450 from a cell phone and request immediate medical assistance

Remain Indoors
- Monitor the local media for further information and guidance
- Do not evacuate the building unless told to do so by UPD, Building Coordinators or the other emergency services responders
Civil Disorder or Disturbances
Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators.


Should a disturbance occur, call the University Security and/or Police by dialing 911.

If a disturbance seems to threaten the occupants of the building, report it immediately and take the following actions:
- Alert all persons in the area of the situation
- Lock all doors and windows
- Close blinds to prevent flying glass

If necessary, your department may decide to cease work operations.

If necessary to evacuate, follow directions from police.

If evacuation occurs, meet at the location designated in your Emergency Building Coordinator Plan and wait for additional instructions and information.
Earthquakes or Building Collapse
In the event of an earthquake and/or building collapse, the following guidelines shall be adhered to:

- UPD will roll call officers for location and their injuries
- After an earthquake or building collapse information is received in the UPD officers will do an exterior survey in assigned areas and report back to UPD
- Officers will render emergency first aid and report all injuries and trapped persons to UPD
- HRL facilities will be surveyed first, followed by occupied campus buildings
- Exterior campus survey – Officers will note and report the following to UPD
  - All life threatening emergencies
  - Small fires – (use available resources to extinguish if possible)
  - Structural damage to building
  - Broken of fallen power lines
  - Burnout on the exterior of electrical boxes
  - Gas Odors
  - Sewer and water line damage
  - Pavement cracks or sink holes
  - Unknown spills
- Watch for animals – Pet behavior may change dramatically after an earthquake
- Building Coordinators will report building damage and injury estimates to the UPD
- Rescue and Interior Building Survey
  - Rescue maximum number of victims, with minimum risk to rescuers
    - Priority to live victims; dead are noted and removed later.
    - Initially, rescue victims who are easy to get to, extricate, and evacuate
  - Search and survey the interior of only structurally sound (“Safe to enter”) structures
    - Size up each structure before entering
    - Surround structure and check for both victims and safety problems
    - Look through windows, doors and openings for victims and hazards before entering
    - Surround structure and call to victims, then quietly wait for a response
    - Examine and report any damages to: walls, floors, doors, windows, ceilings, stairways, sewage or water line damage, gas leaks, electrical burnout areas and foundations
    - Interview victims already out for information on escape routes and victims still trapped
    - Obtain floor or architectural plan of structure. Create map if plan not available
    - Determine most likely victim locations considering type of facility, type of activities taking place at time of incident, and date & time.
• Remove or rescue exterior surface victims
• Search and rescue in damaged structures performed by teams with specific functions. Most personnel on teams drafted from available survivors
• Draw locations on live and dead victims and hazards on map during search
• Search team - Searches for and triages victims. Performs non-CPR life saving procedures, such as repositioning airway or controlling life threatening bleeding, before continuing with the search
• Medical Team – Performs medical assessment and provides treatment after search team locates victim
• Extrication team – Performs extrication of victims from debris
• Evacuation team – Evacuates victims after extrication
• Debris Line team – Forms line and passes debris out of structure onto pile outside. Debris piles formed by debris line marked, so that they are not checked again
• Other teams may be formed as needed; some teams may be combined or may overlap
• All team members briefed on safety and procedures before beginning assignment
• Map likely survival areas
• Report building survey information, deliver map of trapped, injured and dead to the EOC

If the area were to experience an actual earthquake EMS services may be limited.

During an Earthquake
During an earthquake, remain Calm and quickly follow the steps outlined below:
• If INDOORS, seek refuge in a doorway or under a desk. Stay away from glass windows, shelves, and heavy equipment. "DUCK, COVER AND HOLD"
• If OUTDOORS, move quickly away from buildings, utility poles, and other structures. CAUTION: Always avoid power or utility lines, as they may be energized. Know your assembly points
• If in an AUTOMOBILE, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers
• After the initial shock, evaluate the situation and, if emergency help is necessary, UPD; be prepared for aftershocks
• Damaged facilities should be reported to the EOC or UPD 911
• If necessary, or when directed to do so, ACTIVATE the building fire alarm. ALSO report the emergency to the UPD 911 (campus telephone) or 978-3450
• When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same
• ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that the elevators are reserved for the handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. Do not panic; remain calm
• Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your Building Coordinator Plan for evacuation purposes
• If requested, assist emergency crews as necessary
• An Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business
• DO NOT RETURN TO AN EVACUATED BUILDING unless permitted to do so by your Building Coordinator, a UPD officer or other emergency services responder

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Building Coordinator will take attendance and assist in the accounting for all building occupants.
Electrical Failure
Electrical failures can disrupt work and study activities throughout individual buildings or large areas of the campus. In order to ensure employee, student, and visitor safety, the following guidelines should be followed:

Before a Power Outage
- Prepare or review the existing plan to notify affected personnel about workday and after-hours emergencies
- Identify and prioritize vital power-dependent functions, operations, and equipment
- Plan ahead for short-term and longer-term impacts and needs
- Battery-powered flashlights should be kept at known locations, readily accessible during outages. Candles and other open flame devices are prohibited
- Keep duplicates of critical data
- Determine if there are emergency power outlets (red) in your area. Use them for critical functions only
- Determine if there is emergency lighting in your area
- Keep flashlights in all work areas
- Develop strategies for resuming operations when power returns

Short-Term Power Outage
- Assess the extent of the outage in your area
- Report outages to the UPD from any campus phone; dial 911 or 978-3450 from a cell phone
- The UPD, Building Coordinators or a member of the Crisis Management Team may make the decision to evacuate individual buildings
- If told to leave the building, lock or secure the work area, collect personal belongings and leave
- Reenter the building only when directed to do so by the UPD or other emergency responders
- If evacuation of the building is not necessary, restrict movement to areas that are adequately illuminated
- Report any losses or equipment damage to the UPD or Physical Plant, as soon as possible

Response to Prolonged Power Outage
- Building coordinators should check their buildings elevators and initiate rescue efforts by notifying the UPD
- Only trained rescue personnel shall assist persons stranded in elevators
- Move building occupants in darkened work areas to safe locations
- Keep refrigerators and freezers closed throughout the outage
- Unplug personal computers
- Unplug non-essential electrical equipment and appliances
- If possible, open windows for additional light and ventilation
• The Crisis Management Team will make the decision to cancel classes or close business offices
• Report any losses or equipment damage to the UPD or Physical Plant as soon as possible

After Power Outage
• Make sure that all power is restored before turning on any equipment
• The Physical Plant will ensure that all elevators are reset as well as fire and security alarms under their control
Elevator Malfunction
To ensure the safety of patrons or visitors and personnel who use, or maintain the elevators at the University, under no circumstances should anyone, other than a trained and experienced elevator technician attempt to perform repairs to an elevator or its associated equipment, or attempt to rescue any entrapped passenger(s) unless a bona fide emergency, such as a risk to life or a fire, exists.

The only personnel authorized to access elevator shafts and cars, in other than normal usage, are the elevator technicians, the university's elevator contractors, or personnel under the direct supervision of an experienced elevator technician.

Entrapped Person(s)
- All elevator cars are equipped with Emergency Telephones with direct lines to the UPD Dispatcher
- Persons trapped in the elevator car should immediately use the Emergency Telephone to describe the problem and their exact location
- Personnel who are on the scene should attempt to locate the car and communicate with the passenger(s) by any means available, including yelling through the closed shaft doorways
- Personnel should assure the passenger(s) that they are safe in the car, ask them to remain calm and inform them that help is on the way
- Check all floors to visually verify that all of the shaft doors are closed
- If a shaft door is found either fully or partially open, do not attempt to close
- Keep all others away from an open shaft door until the elevator technician arrives
- Identify the building and if the building contains multiple elevator units, identify the specific elevator number or elevator location (if in a bank of elevators)
- Locate the floor position of the elevator
- Verify whether or not the elevator is "empty" or there is an "entrapment".
- Verify whether the elevator doors are "closed" or "open"
- Report the status of the elevator:
  - Example: "Lindquist Hall, elevator #2, 3rd floor, the doors are open, the elevator is 6" above the floor, the main power has / has not been turned off"
- If the doors are open, after the power has been turned off, and after persons have been safely removed, if possible pull doors closed (even if they can only be partially closed). This will help keep the public from entering and possibly becoming trapped
Fire
University Policy 18.02 http://webs.wichita.edu/inaudit/ch18_02.htm describes how to respond to fires.

Activate the Fire Alarm
- In the event of a fire, activate the nearest fire alarm.
- Take appropriate actions to ensure your personal safety

Telephone the UPD
- From a safe location call the UPD 911 from any campus phone or 978-3450 from a cell phone
- Give your name and the exact location of the fire (room, floor, etc.)
- Be sure to stay on the phone until released by the emergency operator
- If you are unable to leave the building make every effort to call 911 from any campus hard-wired phone or 978-3450 from a cell phone and inform the emergency operator of your exact location within the building. Move to a room with a closing door as far from the fire as possible. Check any door that you open with the back of your hand to see if the door is hot - do not open a door that feels warm to the touch

Evacuate the Building
- Ensure those in the general vicinity are aware of the evacuation
- Evacuate the building quickly and calmly by way of the nearest exit
- Shut off any major equipment or electronics before exiting the building
- Shut doors behind you to reduce the spread of fire. If there is heavy smoke, stay as close to the floor as possible

DO NOT USE ELEVATORS!
- Upon exiting, proceed to a safe distance from the building
- Keep clear of emergency vehicles
- If possible report to the designated evacuation area for your building
- Stay with the group from your area or with your class
- Do not reenter the building until the "all-clear" has been given

Evacuation for the Disabled
- Escort persons unable to negotiate stairs to an area near the emergency exit staircase
- After the emergency exit is clear of traffic, move them onto the landing of the emergency stairwell
- Do not attempt to move them down the stairs
- If you have information regarding the location of any individuals unable to evacuate the building, provide that information to arriving emergency personnel

Be aware and prepared. All campus community members should plan their evacuation before a fire breaks out. Never ignore the smell of smoke or an alarm
Gas Leaks
Natural gas is colorless, non-toxic and odorless, although an odorant is added as the gas is fed into the distribution system. Known as mercaptan, this odorant is an important safety measure because it provides a distinct smell (much like the smell of rotten eggs) in the event of a gas leak. Natural gas is lighter than air and rapidly dissipates into the air when it is released.

If you smell gas or suspect a leak, cease all operations. Take appropriate actions to ensure your personal safety:

- If the gas smell is inside the building and windows can be easily opened, open to ventilate the area
- Leave the area at once and pull the nearest fire alarm to initiate evacuation of the building
- Call the UPD 911 from any campus phone or 978-3450 from a cell phone
  - Give your name
  - **Provide your location of the incident (be as specific as possible)**
  - **Describe what is happening**
  - **Provide your current location (stay on the line, if possible)**
- Evacuate the building by the nearest exit
- Report to the building entrance to inform emergency response personnel of the situation
- Emergency Building Coordinators and/or their designees will check occupied areas of their buildings and notify occupants that they must immediately evacuate the building by means of the nearest exit
- Exit quickly and calmly by way of the nearest exit to a safe distance from the building
- Leave sidewalks and streets free for emergency responders
  
  **DO NOT USE ELEVATORS!**

- Escort persons unable to negotiate stairs to area near emergency exit staircase
- After the emergency exit is clear of traffic, move them onto the landing of the emergency stairwell
- Do not attempt to move them down the stairs
- A staff person should go to the building entrance to inform arriving emergency personnel where any such persons are waiting
- Do not reenter the building until authorized to do so by the UPD or other emergency responders
Medical Emergencies

Telephone the UPD
- Call the UPD 911 from any campus phone or 978-3450 from a cell phone
  - Give your name
  - Location of the incident (be as specific as possible)
  - Describe the medical emergency or how the injury occurred
  - If known, provide the medical history
  - Your current location (stay on the line, if possible)
  - Do not hang up unless released by the emergency operator

Wait for the Emergency Medical Responders
- Generally, do not move the victim, unless the airway is obstructed and the airway can be established without further injury
- Keep the victim still and comfortable until help arrives
- In case of a minor injury or illness, students may be directed to the University Student Health Services

Notifications
- Persons with serious or unusual medical problems should be encouraged to notify their supervisors or instructors of the medical problem and the standard emergency treatment related to that problem
**Tornados**
WSU Policy Manual Section 20.04, Tornado Warnings, [http://webs.wichita.edu/inaudit/ch20_04.htm](http://webs.wichita.edu/inaudit/ch20_04.htm), describes how to respond to tornado warnings.

**Tornado Warning**
- When activated, Sedgwick County Emergency Management will ALWAYS activate ALL tornado sirens in Sedgwick County at the same time, including the warning siren on the main campus
- Go to the designated Shelter or SHELTER IN PLACE
  - Move to the lowest level of the building away from windows or glass
  - An interior hallway, stairwell or other room on the lowest floor or in the basement is preferred
  - If disabled personnel cannot safely move to the lowest level of the building, assist to an interior hallway away from windows and areas with large expanse of glass
  - Do not attempt to flee the tornado by foot or automobile
  - Do not seek shelter in or under your car
  - Do not use elevators
- Exterior doors should not be opened and all occupants should immediately proceed to shelter areas
- Monitor weather information transmitted over local radio and television stations
- Remain in the shelter area until the “all clear” is given by the National Weather Service, news media, or University staff or other emergency personnel
- If directed to evacuate the building, exit quickly and calmly by way of the nearest exit to a safe distance from the building
- Keep clear of emergency vehicles
- Leave sidewalks and roadways free for emergency responders
- Stay with the group from your area or with your class
REFERENCES

The following resources were utilized in the creation of this plan:

FEMA, (February 2006). *Emergency planning: Independent study*  

IACLEA, (2007). *Campus emergency operations planning guidelines*

University of California - San Francisco, (October 2001). *Emergency response management plan*  
http://www.police.ucsf.edu/ermp.htm

University of Miami, (October 31, 2006). *Disaster preparation and recovery: A plan for business continuity*  

University of Missouri, (May 4, 2007). *Emergency operations plan: Executive summary*  

University of San Francisco, (n.d.). *Emergency operations plan*  

University of Wisconsin – Milwaukee, (October 22, 2007). *Emergency operations plan*  
http://www.uwm.edu/Dept/EHSRM/EMERGENCY/UWMEOP.pdf

http://www.ehss.vt.edu/Programs/OSD/Emergency%20Planning/01_introduction.htm