



**WESTMINSTER**

SALT LAKE CITY • UTAH

**Emergency  
Operations  
Plan**

# Westminster College

## Emergency Operations Plan

### PREFACE

The comprehensive emergency operations plan is developed to ensure pre-emergency mitigation and preparedness, appropriate response, and timely recovery from natural or manmade hazards affecting the campus.

The plan consists of seven sections:

1. **Administration** – outlines, situations and assumptions, types of emergencies, concepts of operations, authority, direction and coordination of emergency operations.
2. **Organization** – provides overview of organization, services and assistance to be provided, describes the lead section's responsibility and/or authority, includes assisting sections responsibilities, and indicates the direction and coordination of each function.
3. **Plan Activation** – various documents that are informational tools for the implementing of the plan. These include items such as team member distribution lists, maps, checklists, and templates.
4. **Incident Response** – Overview of Response, Documents detailing the response to various incidents, other agency plans, and educational information that affect this emergency operations plan.
5. **Role of Organizational Departments** – supporting documents that add detail to the overall plan such as departmental plans, building plans, and other agency plans.
6. **Recovery and Damage Assessment** - written procedures outlining the campus recovery procedures, and documentation of resources, services, and other support with another entity.
7. **Documentation** – reports and records of plan activities to include training, exercises, and events.

## **Section 1 ADMINISTRATION**

### **PURPOSE**

The Emergency Operations Plan (EOP) for Westminster College is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the College. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through the effective use of Westminster and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. Through the use of supporting documents, this EOP with its associated annexes provides guidance and directions for Westminster personnel in the area of prevention, mitigation, preparedness, response, and recovery operations. This EOP will address each type of emergency on an individual basis, providing guidelines for the containment of the incident. Attachments provide emergency instructions to the individual designated to direct Westminster resources in a concise format and emergency response information primarily for use by Campus Patrol, faculty, staff and other onsite personnel who may be initial responders to an emergency incident.

### **SCOPE**

This plan is a college level plan that guides the emergency response of personnel and resources during an emergency situation. It is the official emergency response plan of Westminster College and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This EOP is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies.

Westminster College will cooperate with Salt Lake City's Emergency Management Agency, Fire Department, Police Department and other responders in the development of emergency response plans and participate in multijurisdictional emergency planning exercises.

### **MISSION**

#### **Emergency Operations Plan Basic Plan**

The college will respond to an emergency situation in a safe, effective and timely manner. Westminster personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of life and the health of people
- Priority II: Support of Health & Safety Services
- Priority III: Protection of assets and property
- Priority IV: Communicate with the College community and its various constituencies
- Priority V: Assessment of damages
- Priority VI: Recover and restore normal College operations

## ASSUMPTIONS

This EOP is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. These events cause disruption in the normal processes of the organization and interfere with achieving organizational goals and objectives. How fast the organization can be restored to achieving its mission will be determined by the ability of members to recognize the situation, prevent harm to personnel, or property, and to operate under emergency conditions while restoring the organizations critical functions. Westminster students and employees can possibly be affected by a number of natural and man made incidents, emergencies and disasters. The following assumptions are made and should be used as general guidelines in such events:

1. Westminster is located along the Wasatch Fault, one of the most active faults in the United States. Utah Seismographs Stations record over 700 seismic events every year, most of which are very small. About 13 of these earthquakes are of a magnitude of 3.0 to 4.0 on the Richter scale, but cause little or no damage. According to geologists, the chance of having 5.0 + earthquake on the Wasatch Fault during the next 50 years is about 20%.
2. In addition to the very real threat of a large earthquake, Westminster could also be affected by numerous potential incidents, emergencies and disasters. The following situations have been identified as possible occurrences that need to be evaluated and addressed in any emergency planning effort at Westminster College.
  - a. Bomb Threats/Terrorism - This threat is increasing as is noted by the events that have been reported by the Federal Bureau of Investigation with their recent arrests of persons planning to bomb structures in the United States. Schools are one of the main targets on terrorist's lists.
  - b. Energy failures – These events are common in this area of Utah, usually as a result of natural occurrences such as strong wind and snow storms.
  - c. Fires – Westminster College has an excellent fire prevention program, but the potential for fire is still there. In most incidents the fire would affect a single building and Salt Lake City Fire Department would respond, however, in the event of a major seismic event, numerous fires could occur which would exceed the resources available to the Salt Lake City Fire Department.
  - d. Evacuations – The potential for mass evacuations is relatively low unless other major incidents occur.
  - e. Floods – Generally serious flooding of Westminster College would be very low. According to FEMA, Westminster College is located in an area that has a .2% chance of flooding. This could change with a catastrophic event.
  - f. Hazardous Materials Incidents – Westminster College uses numerous hazardous materials in the maintenance areas as well as the academic departments. The possibility of potential spills is always present.

- g. Transportation accidents –Interstate 80 is a major transportation route carrying industrial and hazardous cargo material. In addition, the transportation of gasoline to service stations on 1300 East 1700, South and 2100 South 1300 East, 1100 East 1700 South and 100 East and Hollywood Avenue also present a problem of spills. 1300 East is also a major transportation route for University of Utah’s Research Park and three major hospital facilities.
  - h. Weather Extremes – both primary and secondary effects of weather extremes could be devastating for large numbers of Westminster student’s faculty and staff. The most significant secondary affect is power failure, especially during the winter months.
  - i. Incidents of violence/Threats of Violence – Usually such events are small enough to be effectively managed by Campus Patrol or Student Services, however, increasingly such incidents are impacting College and University campuses across the country. This plan addresses not only the management of such events when they occur, but steps to be taken by College personnel to prevent such incidents if the potential for such is recognized in the developing stages.
3. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
  4. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
  5. Disasters may be community wide. Therefore it is necessary for the College to plan for and carry out disaster response and short term recovery operations in conjunction with local resources.

## **TYPES OF EMERGENCIES**

**There are four categories or types of emergencies:**

**Category One** event – Is a minor incident with limited impact that temporarily results in the disruption of operations or impairs the use of facilities and can be handled by Campus Patrol, the Safety office, and Plant Operations. A category one event would most likely not trigger the implementation of this plan. However, they must be immediately reported to Campus Patrol and/or Risk Management because a category one event could become more serious if not immediately addressed. Examples could include: power outage affecting only parts of the campus, a small fire, altercation between two students, or a small chemical spill.

**Category Two** event - An emergency that could affect a sizable segment of the College or where conditions are developing, or have the potential to develop, that could threaten the safety and security of the College personnel and facilities. These situations would require a coordinated response beyond normal operating procedures. The EOP and Emergency Operations Center (EOC) may or may not be activated based upon an assessment made by first responders. These incidents may require the response from Salt Lake City Fire Department, Salt Lake City Police,

Utility Companies, or other local organizations. Examples: A major power outage, major structural damage, chemical spills, extensive utility outages or fires.

**Category Three** event – Requires a coordinated response by multiple departments of the College and external agencies. When a category three event occurs, the EOP will be activated by the Emergency Manager or any member of the Emergency Management Staff. The EOC will be activated and those assigned to the EOC will respond. Examples could include major fires, earthquakes, wide spread chemical spills biological agent contamination, active shooter on campus or terrorist attacks.

**Category Four** event – (Major Disaster) Impacts the College and surrounding community and requires a response by local and state agencies. When a category four event occurs, the Emergency Manager or any member of the Emergency Management Staff will activate the EOP and the EOC. The assigned members of the EOC will be notified along with the Salt Lake City Police, Fire and the Red Cross and other available resources.

**Assumptions:** During the first 72 hours after a major disaster Westminster College must be prepared to respond without assistance from outside agencies. For planning purposes, assume:

1. Extensive damage to buildings has occurred
2. Telephones, including cell phones are inoperable
3. Information Services (IS) Servers, PC's and other equipment are inoperable. The only computer support available may be a laptop or desktop computer without network support.
4. Westminster offices (academic and administrative) are intact but not accessible.
5. Computer files and hard copy records are not accessible.
6. Westminster must provide food and shelter for:
  - a. All students living on campus plus any commuter students that are unable to leave campus.
  - b. Staff and faculty and other personnel unable to leave campus.
  - c. Staff and other emergency management personnel required to remain on campus to help manage the emergency.
  - d. Possible community members and students living close to the campus that are displaced from their residence.

## **National Incident Management System**

The National Incident Management System (NIMS) provides a consistent nationwide modular emergency management system designed for all hazards and levels of emergency response. NIMS is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of NIMS Incident Command System creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The use of NIMS at Westminster College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions.

### **1. Key Principles of the Incident Command System**

- a. Incident Commander, Command Staff, and General Staff
- b. Modular organization based on activating only those organizational elements required to meet current objectives.
- c. Common terminology applied to organization elements, position titles, facility designations and resources.
- d. Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span of control limits.
- e. Comprehensive resource management for coordinating and inventorying resources for field operations.
- f. Integrated communication so that information systems operate smoothly among all responders.

### **2. Designation of the Westminster Incident Commander**

It is essential to all emergency response planning and action that a single Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur. This initially may be the first responder who will maintain this position until this authority is transferred. Ultimately this responsibility will go the Director of Campus Patrol or designee who will report to the Senior Administrative Team (SAT).

### **3. Emergency Operations Center (EOC)**

The Emergency Operations Center (EOC) will be the main headquarters for emergencies that occur on or near the Westminster College Campus and will coordinate with the Salt Lake City Police and Fire Departments for those emergencies surrounding Westminster's Campus. The EOC will be located in Watson Board Room in the Giovale Library. The first alternative location will be Meldrum Science Building. In the event that the campus cannot be accessed the alternative location will be the Office of Admissions located at Chabad Square on the southwest corner of Blaine Avenue and 1100 East.

## **INITIAL EMERGENCY RESPONSE**

In event of any type of campus emergency, the situation would be reported to the Campus Patrol Department by telephone at 801-832-2525. The Campus Patrol Officers would follow standard operating procedures to provide initial response to the scene. If assistance is needed, they will request the resources of the local fire department, Police Department, emergency medical services (EMS), and/or other campus departments. Campus patrol officers will then immediately notify the Director and Assistant Director of Campus Patrol or if they are not available, the Manager of Administration or Vice President of Finance and Administration. In event of any type of emergency located off campus that will directly affect Westminster College, it is expected that the situation would be reported to the Campus Patrol Department.

As mandated by Homeland Security Presidential Directive 5 (HSPD-5), Westminster College shall follow guidance outlined in the "National Incident Management System" (NIMS) in preparing for, responding to, and recovering from emergencies/disasters, regardless of cause, size, or complexity.

## **DECLARATION OF EMERGENCY AFFECTING CAMPUS OPERATIONS**

In the event of an emergency that impacts one or more operations of the college the President or his designee will be responsible for declaring a major institutional emergency.

## **MEMORANDUMS OF UNDERSTANDING (MOU)**

This written agreement outlines the means for an entity to provide or share resources, services, and other support to another entity during an incident. An agreement should be obtained from any entity expected to provide services or assistance. All MOUs are located in the appendices of this EOP. The Westminster College EOP includes an MOU with the Salt Lake City Police Department, and Salt Lake Fire Department. Other agreements may be sought as the need is determined.

## **PLAN DEVELOPMENT AND MAINTENANCE**

This plan is the principal source of planning and documentation for the Westminster College emergency management operations. Overall maintaining of the basic plan, the emergency support functions, attachments, appendices, annexes, and MOUs resides with the Emergency Management Program Coordinator. This includes annual review, timely updates and revisions, and recordkeeping of actual events and drills.

## **SECTION II: ORGANIZATION**

### **OVERVIEW OF ORGANIZATION**

The Westminster College EOP Basic Plan consists of eight major elements:

1. Individual Roles with Critical Responsibilities
2. Senior Administrative Team (SAT)

3. Emergency Management Staff (EMS)
4. Emergency Support Functions
5. Westminster's Emergency Response Pre-Planning
6. Building Response Plans
7. Department Response Plans
8. Special/Critical/Sensitive Area Response Plans

## **INDIVIDUAL ROLES AND CRITICAL RESPONSIBILITIES**

### **President or the appointed Designee**

This plan is promulgated under the authority of the President of the College. The President or designee shall be responsible for declaring a major institutional emergency. All decisions concerning the discontinuation of Westminster College functions, cancellation of classes, or cessation of operations, rest with the President or designee. The President will determine the needs of the College in regards to all requests for resources and state assistance.

### **The Incident Commander or the appointed Designee**

The Westminster College Incident Commander is the Director of Campus Patrol or his/her designee. The Westminster College Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation. The Incident Commander communicates directly with the President and the Executive Leadership Emergency Crisis Team. The Incident Commander is in charge of the Incident Response Team. The Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. Clearly the Incident Commander must have the authority and ability to make quick decisions in an emergency situation. In his/her absence, another qualified staff member can be designated as the Incident Commander with authorization to fully activate this EOP.

### **Emergency Management Program Coordinator**

The Emergency Management Program Coordinator is responsible for the maintenance of the EOP. This individual is a key member of the Incident Response Team and must be thoroughly familiar with the EOP. During an emergency, he/she consults directly with Incident Commander and documents the College response to an event.

The Emergency Management Program Coordinator maintains the EOP by reviewing and performing regular updates to the document, and requesting the updates for all attachments, appendices, and supporting documents. He or She will provide information as requested for meetings of the Executive Leadership Policy Team and the Incident Response Team. The Emergency Management Program Coordinator will also arrange for periodic Plan Exercises (at least one per year).

## **Media Relations Office**

The College Director of Communications will serve as the authorized spokesperson for Westminster College. All public information must be coordinated and disseminated by their staff. During critical incidents, they will work with the Incident Response Team to gather accurate and substantial information regarding the emergency and details regarding Westminster's response and the general progress toward recovery. They will center media relations at a designated location off campus. Information will be available there for the news media.

## **Individual Building Plans**

Each Department manager will be responsible for the employees in his department. Building plans will provide centralized control. They are the primary liaison to the building occupants. Building department managers should be able to handle the following responsibilities:

- a. Coordinate plans to protect staff and safeguard vital records and resources related to their departments mission.
- b. Know where the safe areas within their buildings for severe weather or other emergencies.
- c. Know the individuals within their department with mobility concerns or other concerns that would make independent evacuation difficult or impossible for emergencies.
- d. Assist employees in the evacuation for their building. Know the location for evacuees to report after evacuating the building.
- e. Have knowledge of employees that are not in the office for their regular work day because of vacation or sick time and understand the normal operations in their buildings.
- f. Coordinate contingency plans for business operations for their department should the incident interrupt normal operations.

Participate in "After Action" reviews of an incident.

## **Faculty**

Every member of the faculty should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Because some faculty may be teaching classes or meeting with students at the time an emergency occurs, they have the responsibility to take the appropriate actions in response to various emergencies. They must be prepared to assess situations quickly but thoroughly, use commonsense in determining a course of action, and follow instructions when directed to do so by emergency personnel. They should also be able to execute Emergency Lockdown and other safety procedures as necessary.

In the event of the need to evacuate while in class, faculty have the following responsibilities:

- a. Instruct the students to leave the building immediately and to assemble at Dumke Field or the assembly area designated. The instructor will accompany his/her students to the designated assembly area.

- b. At the emergency assembly area, take roll call and attempt to determine the location of any missing students.
- c. Report any missing students to a building guardian and the Dean of Students.
- d. Remain with your assigned students until the receipt of further instructions or notification that the emergency has passed.
- e. Send ambulatory students in need of first aid to the designated First Aid Station.
- f. Do not move injured persons who are not ambulatory unless required to do so to protect them from further injury.
- g. Faculty with specialized training, such as nursing or counseling, may be requested to assist.
- h. Faculty are expected to provide and/or delegate assistance to students with disabilities.

### **Staff**

Every staff member should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. They should also be able to execute Emergency Lockdown ( See Annex G) and other safety procedures as necessary.

Many staff members will have specific responsibilities related to emergencies that have been determined in advance. At the time of the emergency, staff may be asked to participate in various emergency response operations, including search and rescue activities, record keeping and building monitoring.

### **Students**

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action.

Students have a responsibility to clearly follow the directions of faculty and staff in charge during an emergency, including the procedures for the orderly evacuation of buildings and assembly at the emergency assembly areas. No students should leave the assembly areas until permission has been granted. Buildings, including residence halls, should not be re-entered until official notification has been provided that it is safe to do so. Students should render assistance to disabled students in their class or elsewhere during building evacuations.

### **Senior Administrative Team (SAT)**

The Team consists of the following individuals:

1. Michael Bassis, President
2. Curtis Ryan, VP of Finance and Administration
3. Cid Seidelman, Provost/Academic VP
4. Steve Morgan VP of Institutional Management
5. Susan Heath, Assoc. Provost Student Development

6. Laura Murphy, Executive Director of Communications
7. Joel Bauman, VP of Enrollment **(need his replacement here)**
8. Robert Seltzer, Presidents Office
9. Annalisa Steggell, Presidents Office

## **Responsibilities**

SAT is responsible for making recommendations to the President of Westminster College. A principal responsibility for SAT is to keep senior leadership focused on the right set of priorities in a crisis situation. Accordingly, the responsibilities of this body related to the Emergency Operations Plan (EOP) include:

- a. Review and approval of the EOP for Westminster College.
- b. Decision strategy for the College.
- c. Analyze data provided by the Incident Commander.
- d. Allocate resources to accomplish the purposes of this EOP.
- e. Request needed resources that are unavailable internally from available outside local resources.
- f. Responsibility for final plan approval and for final policy decisions.
- g. It must be emphasized that SAT is not to manage the initial response to an incident. These activities are managed by the Incident Commander or the appropriate emergency responder's at the scene of the incident.

During an Incident, SAT will evaluate the information from the Incident Commander and other sources during the progress of the emergency and recommend to the President or in his absence the Provost on the appropriate actions requiring financial decision and other policy decisions.

## **Structure**

The SAT is organized in a "committee type" structure chaired by the President of Westminster College.

## **Incident Command Staff and General Staff**

In the event of a level three or four incident, the Incident Command Staff and General Staff will be notified to respond.

## **Responsibilities**

The Incident Commander is responsible for EOP execution during an emergency situation. The Incident Commander reports directly to SAT via telephone, radio or runners. The Command-General Staff is comprised of campus personnel representing areas of the College that have critical EOP execution responsibilities. The Incident Command-General Staff includes both primary and alternate members who are familiar with their unit's planning responsibilities. Accordingly, the responsibilities of this team include:

- a. All primary and alternate members need to be knowledgeable of overall EOP operations.
- b. Members must also be available during a crisis situation.
- c. Members are required to complete web-based NIMS Incident Command System Basic Training, IS-00100.HE
- d. Members are required to attend annual EOP exercises organized by the Emergency Management Program Coordinator.

**The Command Staff Members are as follows:**

**Command Staff**

1. Drew Long, Director of Campus Patrol ( Need replacement here)
2. Saeed Rezai, Campus Safety Officer/Fire Marshal
3. Kelly Hill, Director of Risk Management /General Counsel
4. Laura Murphy, Executive Dir. of Communications

**General Staff**

1. Margaret Larsen Risk Management
2. Mark Ferne, Dean of Students
3. Darin Jones, Manager of Administration
4. Bob Seltzer Presidents Office
5. Candice Greenwald, Director of Budget
6. Dixie Egan, Executive Assistant/Project Coordinator

**Action Plans**

The EOP contains three attachments dedicated to the operations of the ICS:

**Incident Commander Action Steps Attachment**

This Attachment is a checklist for the pre-disaster alert phase, disaster impact phase, and the post disaster action steps.

**Incident Response Plan Attachment**

This Attachment is organized by various emergency/disaster events and provides action steps to be taken by the initial responders. It is intended for use by individuals responsible for executing the Westminster College EOP and suggested action response steps for the Incident Command Staff.

### **Incident Action Plan Attachment**

This Attachment is a template for the plan required by various emergency or disaster events and is used by the Westminster College Incident Command Staff (ICS). It provides all incident supervisory personnel with direction for actions to be implemented and measurable strategic operations to be achieved around a timeframe or operational period. It includes four elements:

1. What do we want to do?
2. Who is responsible for doing it?
3. How do we communicate with each other?
4. What is the procedure if someone is injured?

### **EMERGENCY SUPPORT FUNCTIONS (ESF)**

The purpose is to provide a basic understanding of the various assets associated with the categories of the support functions. These documents outline assigned responsibilities for response by various functions and resources of the College. During emergencies, the ESF will coordinate the College response and recovery efforts associated with their respective function as directed by the EOC.

### **DEPARTMENT RESPONSE PLANS**

A department, school or other defined entity of the College identified with critical or special responsibilities is required to develop and maintain a Response Plan.

This plan identifies emergency preparation, coordination and response activities for the unit. The plans address the assignment of roles described in the EOP Section IV and, as necessary, identify existing Response Plans that provide guidance and procedures for specific response activities (i.e. bomb threats, civil disturbance, storms, floods, etc.). The individual plans can be found in the EOP Annexes section.

All Response Plans are filed with and secured by the Emergency Management Program Coordinator. The plans must be reviewed and updated annually or more frequently as necessary. Electronic copies are maintained and hardcopies are secured at the EOC.

### **SPECIAL/CRITICAL/SENSITIVE AREA RESPONSE PLANS**

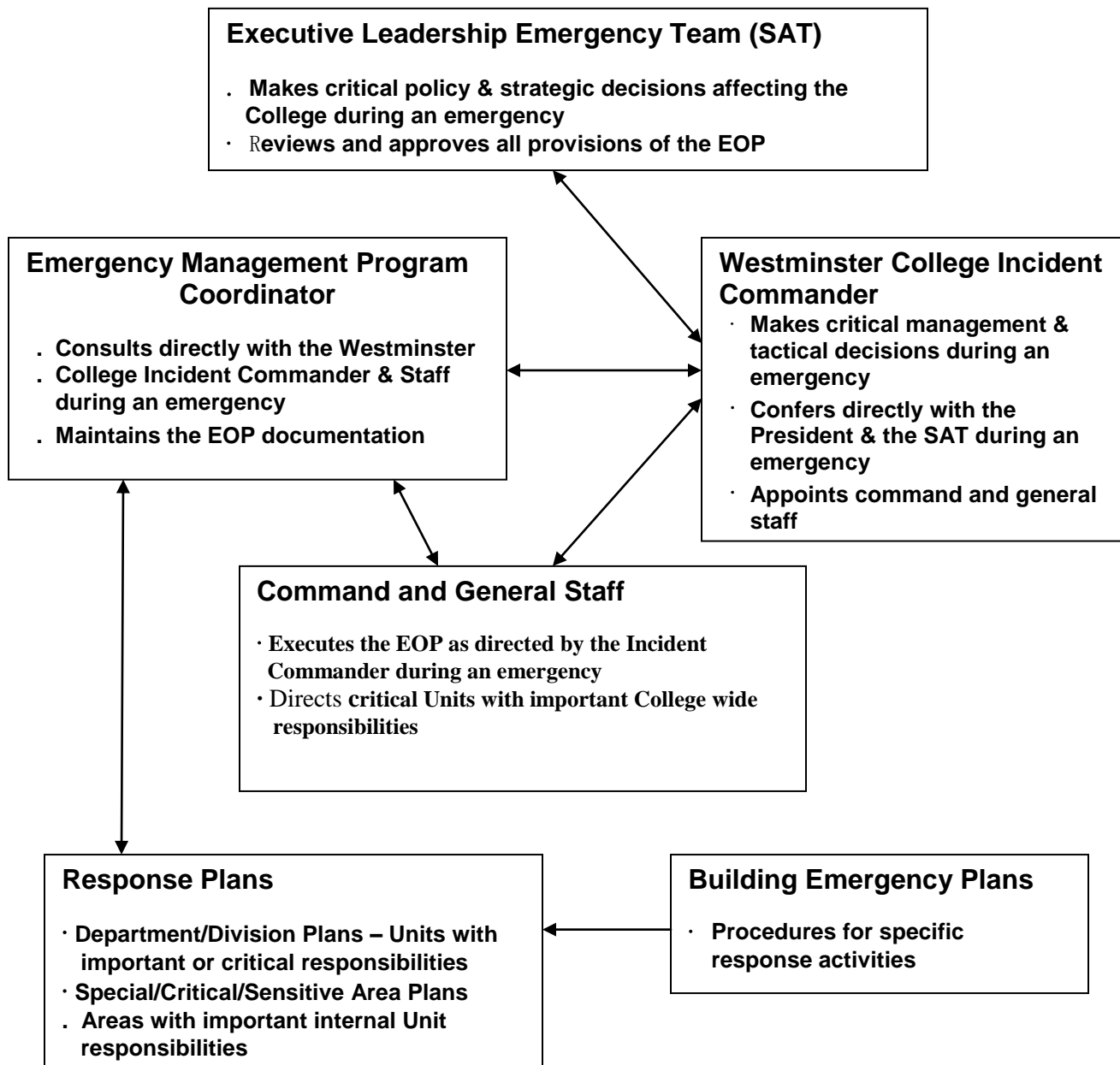
Several areas have been determined to have critical responsibilities on an internal basis during emergency situations. Each designated special/critical/sensitive area is to develop a Response Plan. The individual area plans can be found in the EOP Annexes section. The Emergency Management Program Coordinator will identify those areas.

### **BUILDING EMERGENCY RESPONSE PLANS**

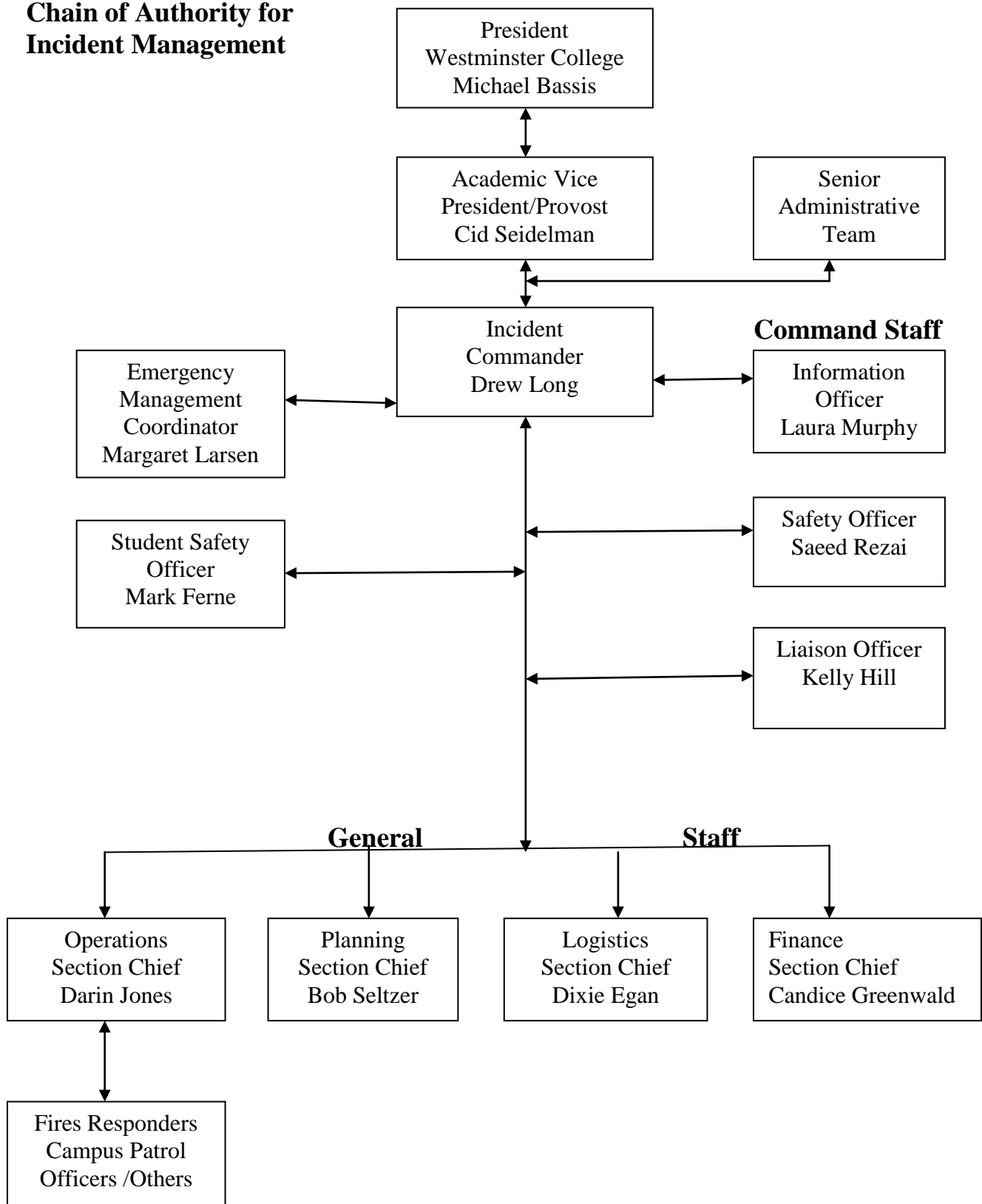
Campus Buildings are required to develop and maintain an Emergency Response Plan. This plan identifies emergency preparation, coordination and response activities for the building. The plans address the various departments occupying the building, the critical operations in the building, emergency contacts, and evacuation location(s). The individual plans can be found in the EOP Annexes section.

## EOP Organizational Flow Chart

### EOP Organization Relationships and Primary Responsibilities



# Chain of Authority for Incident Management



## Section III PLAN ACTIVATION & OPERATION

### A. LEVEL OF RESPONSE

In responding to any emergency it is important for the Westminster College Incident Commander to classify severity or level of the event. This plan utilizes the following details:

#### Event Criteria

	LEVEL 1	Level 2	Level 3	Level 4
	Incident	Emergency Conditions	Emergency	Disaster
<b>Definition</b>	Any event that temporarily results in the disruption of operations or impairs the use of facilities where the primary threat to safety/security has ended or has been greatly reduced.	Conditions that are developing, or have the potential to develop, that could threaten the safety/ security of the College personnel and facilities.	Any incident, potential or actual, which negatively impacts an entire building or buildings, or human life or wellbeing, and which disrupts the overall operation of the College.	Any event or occurrence that seriously impairs or halts the core operations of the College. The event could have occurred contiguous to the College and/or require the College to respond. In some cases, mass casualties and severe property damage may be sustained.
<b>Operations</b>	No disruption to minor disruption. Most activities not impacted.	Minor temporary disruption. Most activities not impacted.	Medium to severe interruption. College activities shutdown.	Full interruption of operations. College Activities shutdown for an extended period.
<b>Duration</b>	Generally event has concluded prior to being reported	Predictable amount of time, generally not exceeding 48 hours	Extended period of time in the response and recovery from the event.	Extended period of time in the response and recovery from the event.
<b>Response</b>	The initial Westminster College responders typically handle the situation.	The initial Westminster College responders or local outside support services typically handle the situation	Low to high response required from the initial IRT and outside support services are required	Significant response from IRT, local, state and/or federal agencies, as well as other private organizations or volunteers Outside support services would not always be available.
<b>Faculty/ Staff/ Students</b>	Site specific localized impact. Injuries possible.	Site specific localized impact. Injuries possible.	Site specific or general impact with probable disruptions. Injuries possible	General impact with major disruptions. Injuries and possibly fatalities are possible.
<b>Media Coverage</b>	None expected	Possible coverage.	Limited local coverage.	Local, regional & possible national coverage.
<b>Government/ Public Concern</b>	Limited	Limited	Potential exists for an embarrassing situation. Government agencies may investigate.	Potential exists for an embarrassing situation and government investigations or hearings.
<b>EOP Activation</b>	The EOP would not be activated.	The EOP would most likely not be activated.	The EOP would be activated to the extent necessary.	The EOP would be fully activated.
<b>Command Staff</b>	Limited or none.	Limited or none.	Assembled to the extent necessary	Actively involved.
<b>SAT Involvement</b>	Probably none.	Consulted as needed.	Consulted as needed.	Consulted regularly and actively involved.

## **PLAN NOTIFICATION AND ACTIVATION**

### **Monitoring Responsibilities**

The primary responsibility for monitoring emergency threats and events resides with Westminster College Campus Patrol and members of the ICS. The Campus Patrol Officers will monitor developing weather systems including weather related emergencies which may develop slowly (severe winter storms, blizzards, hurricanes, etc.) or suddenly tornadoes, severe thunderstorms, and power outages etc.). Such activity however, does not mitigate the responsibility of Campus Patrol to serve as the central communications point for all campus threats. Westminster Campus Patrol officers serve on a continuous 24/7 basis and are always available to receive emergency communications from variety of official and public sources to include:

- a. National Warning System
- b. National Weather Service (NWS)
- c. Emergency Broadcast System (EBS)
- d. Utah emergency management team
- e. Local Police, Fire, and Emergency Medical Services
- f. Local Media
- g. College communication systems
- h. Emergency telephone calls

### **Notification**

Westminster College Campus Patrol has the overall responsibility for alerting the appropriate parties. Accordingly, initial responders should always contact the Campus Patrol immediately. In case of any type of emergency, the Campus Patrol Officer in charge should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Director of Campus Patrol and the Assistant Director of Campus Patrol. The means of notification will be by telephone. If the incident requires an all college alert the Emergency Notification System will be activated sending text messaging, e-mail, and activation of the siren. The notification process requirements are established by the level of the event as follows:

## Notification Procedures

	Level 1	Level 2	Level 3	Level 4
	Incident	Emergency Conditions	Emergency	Disaster
Campus Patrol	Yes	Yes	Yes	Yes
Incident Commander	Yes	Yes	Yes	Yes
Presidents Designees	Yes	Yes	Yes	Yes
Command Staff	Possible	Possible	Yes	Yes
Program Coordinator	Possible	Possible	Yes	Yes
President	No	No	Yes	Yes
Westminster College Alert Message	No	Possible	Yes	Yes
SAT	No	Possible	Yes	Yes
Notification Method	By SOP	By SOP or ENS	ENS	ENS

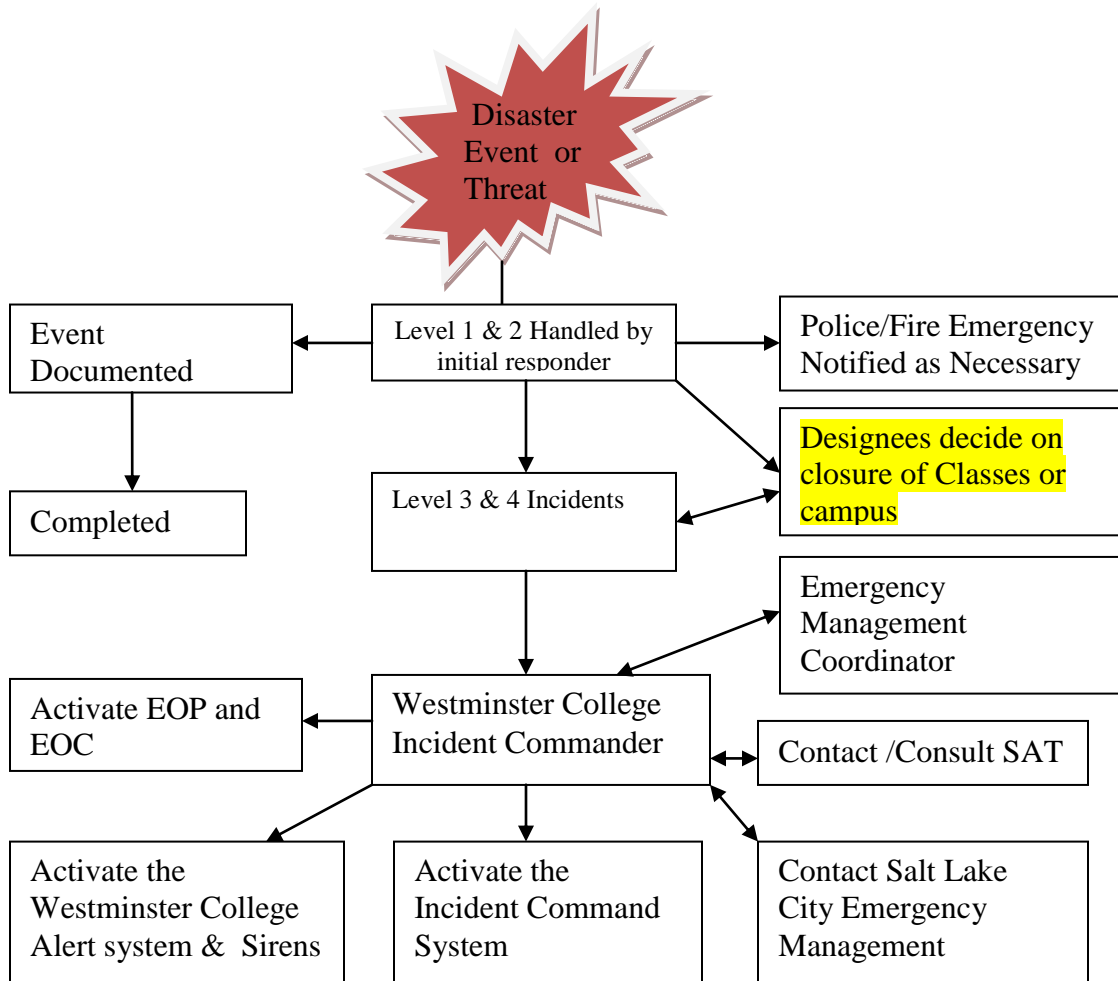
### EOP Activation

Plan activation begins at the discretion of the Westminster College Incident Commander upon the receipt of information of an emergency event or threat of an emergency. Based on the Campus Patrol report, and information obtained from other appropriate entities, the Westminster College Incident Commander will declare the level of the emergency and activate the EOP to the extent necessary to control the situation. In the event an emergency or a disaster Level 3 or 4 is declared, the EOP will be activated.

Upon activation, the ICS members will be notified by the Incident Commander and should report to the designated EOC center as directed. SAT members will also be notified by the command personnel, and instructed where they should report. The Westminster College Incident Commander shall review the circumstances of the emergency with the ICS and determine the appropriate response.

Predictable events, such as a certain meteorological storms, are treated differently from emergency incidents. The Emergency Management Program Coordinator is designated to monitor these events on a 24/7/365 basis. The Westminster College Incident Commander will be briefed on the latest developments via email or phone as necessary.

The activation process requirements are established by the level of the event as follows:



## Warnings

Should it be deemed necessary to issue information or warnings to the College community, systems are designated to initiate communications to include:

- a. Non - Emergency  
 Email Notification. This email is for information only and requires no action other than distribution to staff. It is forwarded to administrative leadership (President, Provost, Vice President's, Deans, Chairs, Directors, and Building Guardians) and their designees. It is used to keep the leadership abreast of known events or situations such as a Heavy Winter storms warning etc.
  
- b. Alert System  
 This mass notification system includes a campus email, text messaging faculty, staff and students cell phones and an outdoor siren with voice messaging capability that can be heard over the entire campus. This system provides crisis or time sensitive events,

pertinent information, breaking developments, instructions, and appropriate response measures. The system may be activated at the order of the President, the Provost, or the Incident Commander Team members.

## **COMMAND POSTS**

### **1. Emergency Command Post (ECP)**

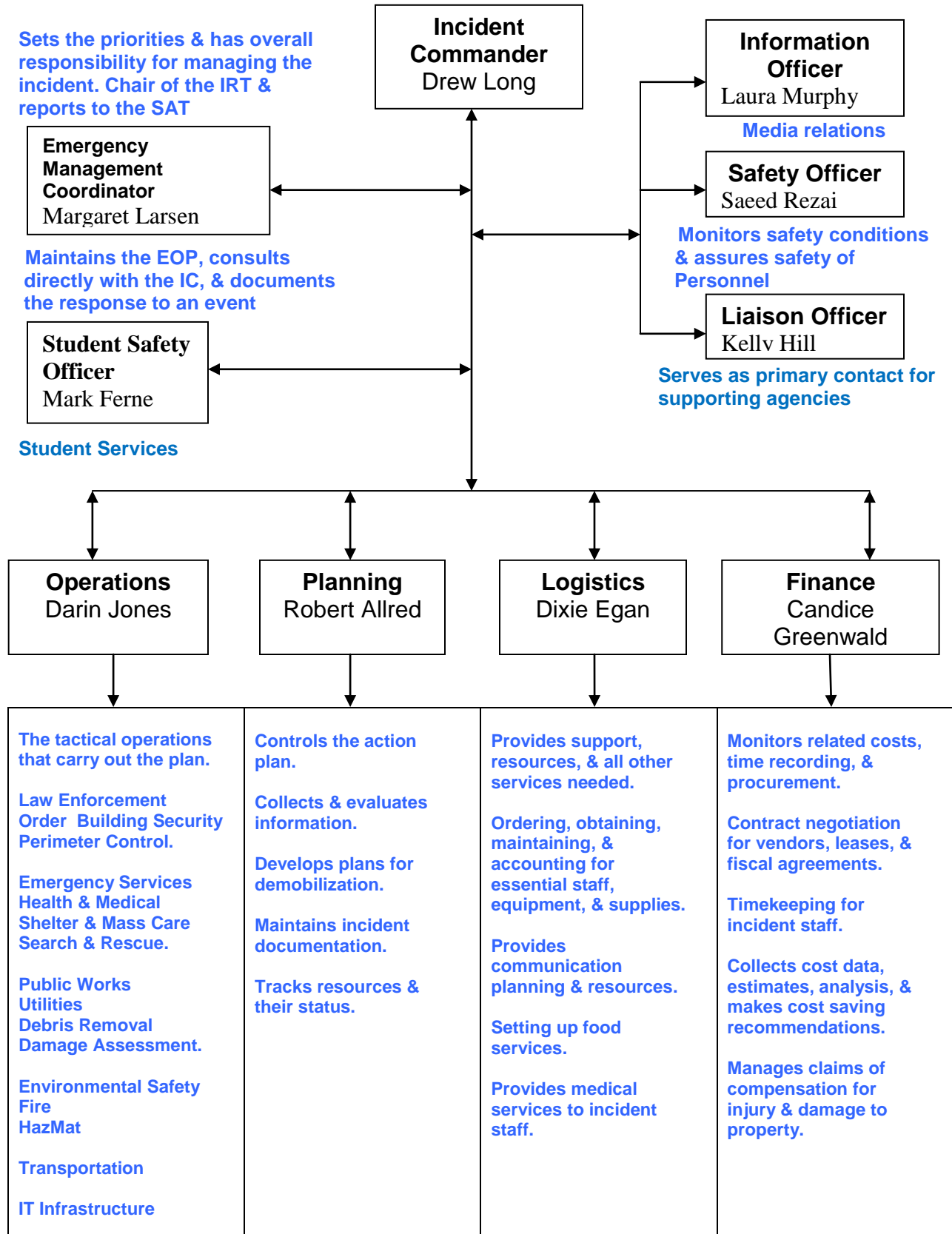
The ECP is a designated area near the site of the emergency but located a safe distance from and generally upwind of the emergency site. In an isolated emergency (typically a Level 1 or 2 emergency), the on scene supervisor will direct response activities, technical response staff, and work assignments from the ECP. The Westminster College Incident Commander may report directly to the ECP.

### **2. Emergency Operations Center (EOC)**

The EOC serves as the centralized, well supported location in which the Incident Commander, Command Staff and General Staff to gather and assume their roles. In a Campus wide emergency (typically a Level 3 or 4 emergency), response activities and work assignments will be planned, coordinated and delegated from the EOC. The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC dedicated phone number is: 801-832-2269 The Emergency Operations Center (EOC) for the College is located in the Watson Board Room on the second of the floor Giovale Library.

An alternate EOC Center will be located in the Meldrum Science Center. The room to be identified.

# Incident Command System



# COMMAND STAFF RECORDKEEPING

The following forms are used to track Members of the Command Staff.

ACTIVE INCIDENT RESPONSE TEAM DATE: \_\_\_\_\_

<b>Incident Commander</b>	_____
→ <b>Safety Officer</b>	_____
→ <b>Liaison Officer</b>	_____
→ <b>Emergency Management Coordinator</b>	_____
→ <b>Information Officer</b>	_____
→ <b>Operations Section Chief</b>	_____
→ <b>Planning Section Chief</b>	_____
→ <b>Logistics Section Chief</b>	_____
→ <b>Finance Section Chief</b>	_____





## **Section IV INCIDENT RESPONSE**

### **OVERVIEW OF RESPONSE**

Even in times of emergencies or natural disasters, certain College functions must continue to operate and provide basic services to faculty, staff, and students. Depending upon the emergency or situation, the services provided may be operated at a reduced level. Together with the other building and unit plans developed by this institution, this will assist in helping initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage.

### **B. GENERAL RESPONSE**

In the event of an emergency, the Westminster College Campus Patrol has primary responsibility for immediate response, and shall coordinate with Westminster Administration, in accordance with established policies and procedures.

1. Faculty, Staff, Students, and Visitors should report all emergencies by dialing 801-832-2525 to reach Campus Patrol.
2. For all incidents the planned prioritization criteria is to:
  - a. Protect human life and prevent or minimize personal injury.
  - b. Protect the environment while minimizing damage to physical assets.
  - c. Restore normal operations.
3. The Campus Patrol Officer is in charge at the scene until relieved by a Campus Patrol Supervisor or the responsibility is transferred to another agency or individual. Upon the arrival of the outside emergency unit, Campus Patrol shall transfer authority to the responding unit and shall cooperate and provide information or assistance as needed.
4. Decisions to close and evacuate a building or to isolate an area immediately after an incident may be made by the Campus Patrol Officer, who may consult with the Westminster College Administration and/or others as needed.
5. Decisions to reoccupy a building will be made by the authorities in charge of the scene. The primary consideration for reoccupying will be that the safety of the occupants can be assured.
6. Campus Patrol personnel will file a report of the incident.

### **RESPONSE PROTOCOLS**

The following pages provide instructions on various measures that may be implemented when needed.

## ANNEX A – FACULTY RESPONSIBILITIES

### Emergency Preparedness Plan

Westminster College has designated evacuation routes and procedures for accounting for all faculty and staff and students. Instructors will insure they are aware of appropriate evacuation routes for each room used by their students. In the case of an event requiring evacuation, instructors should always, and immediately, evacuate the building with their students. Instructors are responsible for insuring all of their students have evacuated (this can be accomplished by the instructor being the last to leave the room). Evacuation is **REQUIRED** any time an alarm is sounded.

Once evacuation is complete, the instructors will report persons and building areas evacuated to the College assembly area personnel.

During the first class period of each semester, instructors will review the following emergency procedures with students in the class:

- The location and purpose of the Campus assembly area (to ensure all students are safe and removed from potentially hazardous conditions). In the event of a general emergency affecting the entire Campus (i.e. an earthquake) instructors should inform the students that after the instructor leaves the building all students should report with him to Campus assembly area.
- Evacuation route when required to respond to emergency evacuation alarm.

### **If an earthquake occurs:**

**Drop Cover and Hold** - take cover under a desk, table or bench (and hold on to the legs), or stand in a supported doorway or along an inside wall or corner.

Stay clear of windows, bookcases or anything that could tip over on them. (Earthquakes do not kill or injure people, but things that fall on them will.)

If no protection is available, drop to the floor or sit against an inside wall and cover your head with your hands and arms.

Do not attempt to leave the building until the shaking stops, but as soon as it does, immediately evacuate the building.

Do not use light switches or any open flame source, especially if you smell gas.

On the way out, check for injured. (Do not move seriously injured persons unless they are still in danger. Remember the exact location of seriously injured persons, so you can inform rescue and medical personnel.)

On the way out, return telephones to their cradles. Do not attempt to use the telephones, as this will interfere with the response of emergency agencies.

Do not reenter the building until a safety assessment has been completed and the building is declared safe.

Avoid downed power lines or broken appliances.

Be prepared for aftershocks.

### **If a fire or explosion occurs:**

Remain calm.

Evacuate the building as soon as alarm sounds. Follow designated evacuation routes (or alternates) and meet at designated assembly area.

If time allows, close windows as you evacuate the room, and the last one to leave the room close the door behind you (this should be the instructor).

If you are in a laboratory, put out all open flames, turn off oxygen and flammable gases.

If you encounter flames or smoke, remember that the best air is near the floor.

Do not use elevators; you may become trapped if the fire interrupts power to lift equipment.

If your building is evacuated you should report to the designated disaster assembly with your instructor or Building Guardian.

The following information needs to be provided to students only if such an event is taking place:

1. If some form of civil disturbance or demonstration takes place close to a building in which classes are being held, and the decision is made to evacuate the building, the instructor should:
  - a. Direct students to leave the building using an exit route that will avoid having to pass through or close to demonstrators.
  - b. Before releasing students, the instructor should advise the class to avoid becoming involved with the demonstration in any way.
  - c. Campus Patrol will be notified regarding the demonstration as quickly as possible. The number for notification is 801-832-2525

## ANNEX B - BUILDING EVACUATION PLAN

### Emergency Preparedness Plan

See instructions for ANNEX B.

Occupants of *your building* will be notified of the need to evacuate by (*one of the following methods, as appropriate for your building*):

The preferred system will be the sounding of the building fire/emergency alarm system.

Voice announcement through the outdoor siren voice system

*Other systems as may be appropriate to your building, such as personal notification by designated individuals.*

In the event of a disaster that may interfere with the use of the above systems (i.e. a major earthquake) then you should evacuate as the situation dictates (i.e. in an earthquake when shaking ceases, or immediately when a fire is discovered).

When an alarm sounds in *your building*, all building occupants are required to evacuate. In situations where evacuation is necessary, the individual discovering the situation requiring evacuation should call 2525 from a campus phone. If the incident warrants it call 911 to get emergency services started. If calling from a pay phone or a cell phone call 801-832-2525. In case of fire, hazardous materials spills, or leaking gas, this call must be made from another location, not the building in which the incident is occurring. The 911 dispatcher will make the appropriate notifications to Salt Lake City emergency response organizations.

The designated assembly area for College personnel and students will be Dumke Field. In the event that Dumke Field is not safe, the students should be directed to alternate location. If the incident only affects *your building*, students may be released after their status is documented.

When an alarm sounds, each instructor is responsible for ensuring all students have evacuated their classrooms. Once a classroom is cleared of students the instructor should follow the students out of the building and then report to *the building assigned assembly area*.

The building Guardians will act as the College evacuation leaders for their assigned buildings. They will be responsible for:

1. Ensuring building occupants can be swiftly moved from dangerous to safe areas.
2. Knowing building layout, evacuation routes, and exits.
3. For all evacuations, checking each room and or other enclosed space in their assigned area for personnel who may be trapped or otherwise unable to evacuate.
4. Being aware of persons with disabilities who may need extra assistance. Evacuation Drills will be conducted in *their building* at least *annually*. A record of all drills conducted must be maintained. Records of evacuation drills must be maintained in the Director of Campus Safety files for a minimum of five years. A second copy should be sent to Risk Management each time a drill is completed. (See Appendix 2 to Annex B –

Record of Evacuation Drill, for the report format.)

See Appendix 4 – Checklist for Conducting Evacuation Drills

Appendices:

- 1 - Primary And Alternate Evacuation Routes
- 2 - Record Of Evacuation Drill
- 3 - Building Guardian Assignments
- 4 - Checklist for Conducting Evacuation Drills

APPENDIX 2 – RECORD OF EVACUATION DRILL  
ANNEX B – BUILDING EVACUATION PLAN  
**Emergency Preparedness Plan**

Date and time of notification of Emergency Preparedness Office: \_\_\_\_\_

Name of individual conducting drill: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time of Drill: \_\_\_\_\_

Notification Method (fire alarm, public address system, etc.): \_\_\_\_\_

Number of Faculty, Administration, and Staff participating: \_\_\_\_\_

Number Evacuated: \_\_\_\_\_

Special Conditions Simulated: \_\_\_\_\_

\_\_\_\_\_

Weather Conditions: \_\_\_\_\_

\_\_\_\_\_

Time Required to Complete Evacuation: \_\_\_\_\_

Problems Encountered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actions Taken to Correct Problems: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form should be completed and filed in the Director of Campus Safety Office for five years from the date of the drill. It must be available to Fire and College officials upon request. A second copy should be sent to Risk Management each time a drill is completed.

APPENDIX 3 – BUILDING GUARDIAN ASSIGNMENTS



APPENDIX 4 – CHECKLIST FOR CONDUCTING EVACUATION DRILLS  
ANNEX B – BUILDING EVACUATION PLAN

**Emergency Preparedness Plan**

1. The Director of Campus Safety will schedule all building evacuation drills. Campus Patrol will assist the activation of the alarm system. (To minimize interference with class instruction, consider conducting drills approximately 15 minutes prior to normal class end time.)
2. Reconfirm with Risk Management and Campus Patrol in the morning, on the day of the drill.
3. Inform faculty and staff of the scheduled date and time for the drill. (*Use each drill as a training opportunity to remind personnel of their evacuation responsibilities, evacuation procedures, etc.*) (See Enclosure 1 for suggested actions to be taken when evacuating. Consider providing a copy of Enclosure 1 to each permanent building occupant [faculty and staff, to include part-time student employees] prior to any drill.) Informing faculty and staff ahead will assist them in preserving valuable research work and make sure that they are not in the process of conducting critical experiments at the time of the drill.
4. Inform the alarm companies and Salt Lake City Fire Department of the time the drill will be conducted.
5. Assign Campus staff members to act as evaluators (at least one per door). During the evacuation, Evaluators should record the following:
  - A. The number actually evacuating the building through the exit they were monitoring.
  - B. The time the last individual departed the building through the exit they were monitoring.
  - C. Any problems they observed with the evacuation.
6. Complete Appendix 2 – Record of Evacuation Drill, to include actions taken to correct identified problems.
7. File one copy with Risk Management and one copy to be kept for five years in the Director of Campus Safety's Office.

## ENCLOSURE 1 – PROCEDURES FOR INDIVIDUALS EVACUATING A BUILDING

### APPENDIX 4 – CHECKLIST FOR CONDUCTING EVACUATION DRILLS ANNEX B – BUILDING EVACUATION PLAN

#### Emergency Preparedness Plan

1. When an evacuation from *your building* becomes necessary, the following steps should be initiated (if remaining in the building to accomplish the following steps could be life threatening then individuals should evacuate immediately):
  - a. If in an office, immediately turn off computers, cover with a plastic cover (garbage bag is adequate), and depart the building. **IF YOU DO NOT TURN OFF YOUR COMPUTER BEFORE COVERING, THE COMPUTER WILL OVER-HEAT.** Computers are easily recovered and repaired if they are not powered when hit by water (from sprinklers or fire hoses). They are also easily recovered if protected from the water by something such as a plastic bag. Electric lights should be left on and windows closed. Exit the building following the evacuation route for your floor and office as indicated in your Building Emergency Preparedness Plan, and assemble at the designated assembly area. **Do not use elevators.**
  - b. The instructor and/or Building Guardians should be the last to leave. Before exiting, the instructor or Building Guardians should insure all other individuals have departed. Once the instructor or Building Guardians are satisfied that all personnel are out of the classroom, or office, **close the doors (but do not lock)**, and follow their building occupants to the designated assembly area.
  - c. Building Guardians should carry a list containing the names of all individuals assigned to their building when evacuating. This list will be used to account for all College members once all are in the designated assembly area.
  - d. Once all personnel have arrived at the assembly area the Building Guardians will annotate on his list any personnel who are missing or otherwise unaccounted for. If individuals are on vacation, out of the building for meetings, etc. they would still be considered accounted for. The names of individuals not accounted for will be provided to the nearest emergency responder (Fire Department, Risk Management, or Campus Patrol officers).
2. Individuals may reenter *their building* after an evacuation when the senior emergency responder (Fire Department or Campus Patrol officer) gives a verbal all clear.

## ANNEX C - GENERAL EMERGENCY PROCEDURES

### Emergency Preparedness Plan

#### I. General Guidelines:

1. Every building has a Building Guardian. Know who he/she is. Follow their instructions.
2. Evacuate buildings immediately when remaining becomes life threatening, upon hearing an alarm, or upon request of authorities. Treat all alarms as the real thing. False alarms do happen, but it is better to be inconvenienced than to find yourself in poisonous gases or trapped in a burning building.
3. Avoid panic, remain calm, use common sense, and render assistance as required.
4. Report emergencies to Campus Patrol at 801-832-2525 Or from campus phone 2525.
5. Know the location of at least two emergency exits in your working/living areas.
6. Keep a flashlight nearby (in work and living areas).
7. Listen for instructions broadcast over the College outdoor warning system.
8. Account for all Westminster personnel and students to ensure someone was not trapped inside the building when they report to the disaster assembly area. For campus housing, Student Services will account for occupants, and have them report to the designated assembly area. If students are neither in class nor in campus housing areas, they should report directly to their designated disaster assembly area.
9. DO NOT use the telephone except to report emergencies.
10. DO NOT wait to report an emergency to Campus Patrol and your Building Guardians.
11. DO NOT use elevators or attempt to exit stalled elevators.
12. DO NOT jeopardize your life or the lives of others by attempting to save personal or College property.
13. DO NOT cross Campus Patrol barriers without authorization.
14. DO NOT exceed your training or knowledge when attempting to render first aid.

#### II. How to Report an Emergency:

1. Call Campus Patrol at 801-832-2525 or from a campus phone call 2525. If the emergency is critical call 911 and report the emergency to police and fire dispatch.
2. What to report:
  - a. Your name.
  - b. Your location and telephone number.

- c. The nature and location of the emergency (including persons trapped, injured, and specific help needed).

III. Notify your Building Guardian and follow his/her directions.

## ANNEX D - EVACUATION PROCEDURES FOR SPECIAL POPULATIONS

### Emergency Preparedness Plan

Purpose of this annex is:

1. To educate Westminster College personnel about the needs of people with disabilities.
2. To aid administration, faculty and staff in understanding the challenges faced by individuals with disabilities, and to emphasize that these challenges are greatly amplified during a crisis.
3. To encourage Westminster College personnel to seek training so that they can become advocates for those with disabilities and help with their needs in emergency situations. Some obvious considerations include:
  - a. An individual who is deaf does not hear auditory alarms.
  - b. Individuals with mobility impairments may experience panic and/or injury while waiting for assistance.

General Instructions:

#### 1. Education:

Promote awareness for Westminster College personnel and students, and encourage them to find ways to offer aid to those with disabilities (even the less obvious ones). Building Guardians should be aware of the potential for impaired individual to be evacuated from their area. Individual personnel may need to be assigned to assist those with impairments if a "buddy" is not immediately available.

Ensure all individuals with disabilities that they will not be overlooked or uninformed during an emergency.

Promote the use of clear instructions during a crisis so that people with visual and hearing impairments have opportunities to understand the situation.

#### 2. Use buddy system:

A buddy is a volunteer who will agree to offer appropriate aid during an evacuation.

The person should select the buddy with a disability during the first week of classes if they are students. Westminster employees should select a buddy in their build or if assigned a buddy by the Building Guardian..

Faculty or other appropriate Westminster personnel should facilitate this process (when they hold positions of responsibility for students).

Individuals with disabilities should be reminded of their responsibility to make advance "buddy" arrangements, and to be emphatic about soliciting help during an emergency.

3. Specific considerations for individuals with mobility impairments:

Identification: these individuals include people with impairments, not always easily detected, which often restrict excessive movement (including but not limited to arthritis, cerebral palsy, multiple sclerosis, lupus fibromyalgia, amputations, chronic fatigue syndrome, spinal cord injuries, debilitating physiological conditions, etc.). These conditions can render individuals less or unable to walk, and may require the use of a manual or electric wheelchair.

Notification: auditory alarms are sufficient. During dorm drills, notify students with impairments in advance to allow them time to prepare.

Evacuation assistance:

Since elevators will not be used during an emergency, other exits and methods should be identified prior to any emergency.

Where possible, buildings should have at least one evacuation chair and faculty and staff should be trained in its use.

4. Training: individuals with mobility impairments should be given tours of buildings that they use and become familiar with emergency pathways and exits.

5. Specific considerations for individuals with visual impairments:

Identification: these individuals include people who have a slight loss of vision and see things in a blurred manner, people who have a moderate loss of vision that see only shapes or shades, and people with complete loss of vision.

Notification: auditory warning signal will be sufficient.

Evacuation assistance: these individuals will need assistance during evacuations in negotiating obstructed pathways and finding emergency exits.

Training:

Both the visually impaired individual and their "buddy" should be given tours and become familiar with emergency pathways and exits.

Copies of evacuation procedures should be made available to those with visual impairments either in large print or on audio tape (as appropriate for the level of impairment).

6. Specific considerations for individuals with hearing impairments:

Identification: these individuals include those who experience slight to moderate amounts of hearing loss that can be somewhat compensated with the use of hearing aids, as well as those with severe amounts of hearing loss that may oral lip read or exclusively use American Sign Language for communicating.

Notification:

Auditory warning signal will not be effective

Emergency strobe lights are ideal system

In any case, there should be someone assigned to assist individuals with hearing impairments in following evacuation directions.

A written copy of emergency instructions should be available.

Evacuation assistance:

Approach a person with a hearing impairment from the front.

Assist that person to the nearest accessible exit.

If an interpreter or note-taker is available, that person should be utilized during the evacuation procedure.

Training:

Hearing impaired individuals and those assigned to assist in an emergency should be provided tours of buildings and be shown emergency pathways and exits.

## ANNEX E - ASSEMBLY POINT PROCEDURES

### Emergency Preparedness Plan

Administer first aid as appropriate.

Building Guardians will:

1. List all faculty and staff (including work study students) known to still be in the building by location and category (injured or special evacuation assignment) - verified by at least one witness. Indicate if individual is a student or non-student.
2. List all faculty or staff (including work study students) that are missing. Indicate student or non-student status. Ask all faculty and staff in assembly area if they have any knowledge of the possible whereabouts of those missing. For example, do you know if they were visiting an office in another building? Were they on break? If so, where do they usually take their break? Were they on sick or vacation leave?
3. List all faculty and staff (including work study students) that are injured with a summary of the injuries. Also, if the injured individual is evacuated for emergency care list the location (i.e. University of Utah emergency, St. Marks Emergency, Student Health Center, etc.). Indicate student or non-student status.
4. List all Westminster College personnel that are present. (These "lists" may be annotations on a department roster to facilitate the process).
5. Provide copies of lists to the person in charge of Risk Management and Campus Patrol and to the Incident Commander at the Emergency Operations Center located in the Watson Board Room in the Giovale Library. Some Westminster personnel will need to be designated as runners (if possible use personnel who have minimal disaster response or family responsibilities) to carry lists.

After coordination with the Incident Commander, Westminster College personnel who do not have emergency responsibilities at Westminster should be released to return to their home to care for their families. If it is not safe to travel between Westminster College and their home, personnel should be encouraged to remain in a designated location on Campus. Before releasing staff members:

1. Ensure they are no longer needed to assist with the incident. Instruct administrators, faculty, and staff not to return to the Campus until they have insured their families are cared for and safe.
2. Also instruct them to check with the College before returning and ensure they can be utilized in the recovery process or that the College has reopened.
3. Work study student employees will be released to go to their homes.
4. The names and sex of any administrator, faculty or staff member who feel that they cannot reach home will be provided on a separate list to the Incident Commander so shelter arrangements can be made.

## ANNEX F - CRITICAL FUNCTIONS PROCEDURES

### **Emergency Preparedness Plan**

1. Upon evacuation of the building, insure computers are covered with plastic covers to prevent potential water damage from accidental or deliberate activation of fire suppression systems.
2. Upon evacuation insure computers are turned off to prevent damage if they are exposed to water or smoke. Upon returning to building, do not attempt to turn on damaged or wet computers until examined by IS staff. In most cases, proper recovery procedures can preserve all data and programming. Application of electricity before recovery specialists recover the equipment can destroy the data and possibly the equipment.
3. Other procedures, as determined by each department, to protect special equipment and critical processes, etc. For example, to protect animals used in research projects, secure money etc.

## ANNEX G - Emergency Lockdown Procedures

### **Emergency Preparedness Plan**

Emergency responders may call a “Lockdown” as a response to different situations. There are a number of emergency situations where an evacuation of a building and/or classroom is not advisable – armed intruder, hazardous release (indoors or outdoors), severe weather, etc. If emergency response staff calls a lockdown, supervisory staff/faculty should act quickly to have staff/students within buildings do the following:

- a. A campus wide emergency lockdown will be announced by the Westminster College Alert System. This may include the outdoor emergency sirens and messages.
- b. Secure all entrance and exit doors to the building if possible. Lock all classroom doors.
- c. Close windows and/or window treatments.
- d. Turn off all lights, computers, and other electrical equipment.
- e. Do not allow students, staff, faculty, or visitors to leave the areas
- f. Everyone is to remain quite and not enter hallways.
- g. Check for injuries.
- h. Crouch down in areas that are out of sight from doors and windows.
- i. Building Guardians should account for students, staff, faculty, and visitors in their area.
- j. Contact the Campus Patrol at 801-832-2525 to provide any pertinent information for your area. Provide the number where you can be reached to the patrol officers
- k. Should the fire alarm sound, do not evacuate the building unless you have been advised by Campus Patrol to evacuate the building or there is imminent danger in the immediate area.
- l. Consider how to escape the area if there is an immediate life threatening situation that develops in the room.
- m. Students in hallways are to seek shelter in the nearest classroom.
- n. Students in outdoor areas should immediately take cover.
- o. Remain secured until notified the lockdown has been terminated.

Campus Patrol, Building Guardians and members of the IRT will assist in securing the area until the police arrive or the emergency has passed.

## ANNEX H - Shelter in Place

### **Emergency Preparedness Plan**

The term shelter in place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. There are occasions when the option to evacuate the area would subject you to greater risk. Building Guardians should find several rooms in their building that can be used to shelter in place. Unless otherwise instructed, sheltering in a predetermined safe location in your area is the preferred method of safely waiting out a hazardous event. In place sheltering usually lasts no more than one to two hours and preparations, made in advance, can ensure that the event is as comfortable as possible. The decision to shelter in place or evacuate is usually made by the first emergency responders. A campus wide situation will be announced by the Westminster College Alert System, which will include the outdoor emergency sirens and messages. Students, faculty and staff should examine their areas to determine the safest areas to take shelter. Windowless rooms will usually provide the best protection. If the only room available has windows, close blinds and move away from the windows.

Some types of disasters may require the Campus to function as an emergency shelter. When this occurs there is adequate food from Sodexo food services to provide meals for students, faculty, and staff for approximately three days. There are also blankets and pillows available for three hundred people.

If you are instructed to shelter in place, you should:

1. Remain calm
2. If you are outside go inside immediately.
3. Tell any customers, clients or visitors in the building that they need to stay until the emergency is over.
4. Close and lock all windows, exterior doors and any other openings to the outside.
5. Chose an interior room without windows.
6. Close the door(s) and all air vents
7. Attempt to cover all cracks under and around the door(s).
8. Make a list of everyone's name inside your Shelter in Place area.
9. Listen to a radio or television, if available.
10. Wait for updates and further instructions.
11. Remain in shelter until advised that it is safe by Campus Patrol or local police or fire.

Items that are useful for successful shelter in place:

1. A roll of duct tape.
2. Sheets of Plastic to cover vents, windows, and doors.
3. Paper or cloth towels.
4. A battery operated radio, with extra batteries.
5. A cell phone.
6. Bottled water and snack foods.
7. Flashlight with extra batteries.
8. Latex or rubber gloves.
9. First Aid Kit.
10. Paper, pads, pens and scissors.

## ANNEX I - PERSONNEL AND TRAINING

### Personnel and Skills

#### **Emergency Preparedness Plan**

**PERSONNEL:** All organization personnel are listed in appendix 1. Included with this list are any skills that may be of value during an emergency.

**TRAINING:** We will take every opportunity to raise awareness and train personnel in disaster mitigation, preparation, response and recovery.

1. At least one element of the emergency preparedness plan will be reviewed in every staff meeting.
2. At least one individual and organizational emergency preparedness or response assignment will be reviewed in each administrative meeting.
3. Copies of applicable annexes will be provided to all new [College, Department, etc.] personnel.
4. Any time an alarm sounds, evacuation will be conducted in accordance with the procedures outlined in this plan. Experiences in each evacuation will be used to improve the procedures outlined in this plan, and to review with College personnel the lessons learned.
5. Essential elements of the plan will be reviewed with all new personnel when they receive their initial orientation.
6. A copy of the plan will be available in every office.

APPENDIX 1 – *DEPARTMENT/COLLEGE* PERSONNEL AND SKILLS  
ANNEX I- PERSONNEL AND TRAINING  
**Emergency Preparedness Plan**

<u>Name</u>	<u>Position</u>	<u>Special Skill</u>	<u>Phone</u>
-------------	-----------------	----------------------	--------------

(List members of the [College, Department, Etc.] and include in special skills, such items as first aid training, C.E.R.T. training, Ham radio license, heavy equipment operator qualifications, typing, short-hand, computer skills, fire extinguisher training, post seismic building safety evaluation training, etc.)

## ANNEX J - MITIGATION/PREPARATION CHECKLIST

### Emergency Preparedness Plan

Earthquake preparations: Most casualties result from partial building collapse, falling objects and debris, like toppling chimneys, falling bricks, ceiling plaster and light fixtures. Taking a few steps now to prepare can prevent many of these conditions. A brief survey of your home and office (and dorm room) will indicate what hazards exist. The following steps will be taken to avoid injuries/damage resulting from seismic activity:

#### Work:

Secure fixtures such as lights to prevent falling during shaking.

Attach file cabinets, bookcases, other similar types of furniture (especially any top heavy objects) to the wall or floor to resist moving, coming loose or falling during shaking.

Place large and heavy objects on lower shelves (below sitting head level of shortest person in office).

Securely fasten shelves to walls.

Ensure personnel computers, printers, typewriters, etc. are secured to tables/desks to prevent movement during shaking.

Have available a plastic cover to place over your computer when you have to evacuate the building (earthquakes often cause fire sprinklers to activate).

Procedures should also be established which would ensure electronic equipment is turned off (unplugged) before evacuation and, if wet, not turned on until the equipment has been thoroughly dried.

Do not hang plants in heavy pots that could swing free of hooks.

Each employee prepare an office emergency kit (walking shoes, bottle of water, high energy bar, small first aid kit, flashlight with batteries, and a whistle).

Hold drills so each employee knows what to do in an earthquake.

## ANNEX K - EARTHQUAKE RESPONSE CHECKLIST

### Emergency Preparedness Plan

#### Response During Earthquake (Work or Home):

**STAY CALM** - First and foremost, having a plan for your work and home will help you to stay calm. If you have a plan and are prepared earthquakes are very survivable.

**STAY PUT** - If you are inside, stay inside; if you are outdoors, stay there and move away from items that could fall on you.

**TAKE COVER** - If indoors, take cover under a desk, table or bench and hold on to the legs; or stand in a supported doorway or along an inside wall or corner. Stay clear of windows, bookcases, china cabinets, mirrors, and fireplaces until the shaking stops. If no protection is available, drop to the floor and cover your head with your hands. Never try to restrain a pet during the shaking.

If in a kitchen, turn off the stove at the first sign of shaking and quickly take cover (away from the stove so as not to be injured by hot liquids which may spill).

If in a high-rise building, get under a desk or table and **stay away from windows** and outside walls. Stay in the building on the same floor. Don't be surprised if the electricity goes out or if the fire alarm or sprinkler systems go on (cover your computer and sensitive equipment). Do not use the elevators!

If in a crowded public place, do not rush for the doorway since other people are going to have the same idea. Move away from display shelves containing objects that fall.

If outdoors, get into the open away from buildings, trees, walls and power lines. The greatest danger from falling debris is just outside doorways and close to outer walls. Stay in the open until the shaking stops.

If in a car, pull over to the side of the road as quickly as is safely possible and stop the car. Never stop on top of or underneath a bridge or under power lines. Stay in your car until the earthquake is over. When you drive on, watch for hazards created by the earthquake, such as fallen or falling objects, downed electrical wires, or broken or undermined roadways.

#### Following an Earthquake (Work or Home):

Make sure everyone is all right; don't move the seriously injured unless they're still in danger. Administer first aid if appropriate.

Do not use the telephone unless there is a severe injury. **NOTE: ENSURE ALL TELEPHONES ARE IN THEIR CRADLES.** The central telephone switches will automatically shut down when too many phones are off the hook.

Only use your car if a critical situation exists.

Keep children safe and relaxed.

Wear sturdy shoes in areas near fallen obstacles and broken glass.

Don't use matches, candles or other open flame until you are sure there is no leaking gas.

Check gas, water, and electrical lines for damage.

At home, turn off the gas only if you suspect a leak or if the building is severely damaged. At work, the Building Guardian will perform this function.

At home, switch off the electricity if there is damage to the electrical wiring. At the work, the Building Guardian will perform this function.

Do not touch downed power lines or broken appliances.

Check water supply systems, if water is leaking, shut-off water at the main valve (inside the building or at the street). If you don't know how to shut-off natural gas or other utilities, do not attempt to do it - get help! Again, the Building Guardian will perform this function if at work.

Leave buildings that have been damaged until a safety assessment can be made. Use caution when cleaning up hazardous materials (glass, spilled medicine, cleaning products, bleaches, gasoline, etc.) and beware of chemical spills. Do not use the telephone for purposes of requesting information.

Be prepared for additional earthquake shocks called aftershocks. Although most of these are smaller than the main shock, some may be large enough to cause additional damage or topple weakened structures.

If you are not at home, getting back together with your family is a high priority, but take the care and time to do it safely. **NOTE: This is where a neighbor or friend living close to your residence can be called to ensure that your family is safe.**

If you are at work, stay there (assist, if needed) until you know it's safe to leave. Evaluate

your situation: Can you get home? Is that the best place to go to? Listen to the radio, but make sure reports are confirmed before you react to the news.

Do not use fireplaces unless the chimney is undamaged and without cracks

Check your home for cracks and damage, particularly the chimney or brick walls.

After you have your own situation under control, check on your neighbors.

Evacuate your home if it is off the foundation or otherwise unsafe (in danger of collapse, on fire, etc.) and seek assistance at an established emergency shelter. **NOTE: IF YOU MUST EVACUATE YOUR HOME, ENSURE WATER, ELECTRICITY AND GAS ARE TURNED OFF EVEN IF YOU DO NOT DETECT ANY DAMAGE TO THE PIPES, WIRING, OR GAS LINES.** Aftershocks could cause damage to the utilities that, without your presence, could lead to fires, etc. and significant damage to your home and belongings.

## ANNEX L- FIRE RESPONSE CHECKLIST

### Emergency Preparedness Plan

Follow directions from Campus Patrol, the Building Guardian and other authorities.

If a fire alarm is activated or evidence of a fire is present, evacuate the building immediately, closing doors and windows behind you. Closing doors and windows helps prevent the spread of the fire.

If a fire alarm does not sound, warn building occupants to evacuate.

Do not use elevators; they can trap you in the building. Use the stairwells and exits designed for fire evacuation.

Lightly touch all doors before opening them to determine if fire is on the other side. If the door is warm to touch do not open it. Proceed to your alternate escape route.

If you find yourself in a smoke-filled area, drop to the floor and crawl on your hands and knees to safety. Purer air is found nearest to the floor. If possible tie a wet cloth around your mouth and nose.

**Do not go to the roof of the building.** Many people incorrectly assume that the roof is a safe place to be.

Be prepared to assist individuals with special needs (individuals with disabilities, very young, or elderly.)

Call 911 and then call Campus Patrol 801-832-2525 to report the fire.

If the fire is confined to a specific area, send someone to an exit to give directions to emergency personnel.

Report hazards (i.e., chemicals, high voltage, and structural damage) to responding emergency personnel.

If you are trapped in a burning building:

1. Stay calm; it is important that you think clearly.
2. If the area is smoke-filled, remember not to walk or run, but crawl on the floor.
3. Put as much distance between you and the fire as possible.
4. Close all doors behind you. This will create barriers between you, the smoke and heat of the fire; and help prevent the spread of the fire.
5. Go to a room that has an outside window. Seal all cracks around the door and vents with cloth, rags, or paper.
6. You can signal to rescuers outside by waving a light-colored cloth, or with a

handwritten sign.

7. Do not break out windows. This will draw the smoke and fire to you.
8. If in a room with a working telephone, dial 911 or on-campus, Campus Patrol to advise rescuers where you are. They will get to you as quickly as possible.

If you decide to fight the fire, remember, saving lives is more important than protecting property. Depending on the circumstances, extinguishing the fire may be imprudent and life threatening.

Attempts to extinguish a fire should be made only under the following conditions:

1. The building has been or is being evacuated.
2. Emergency notification has been made.
3. You have a partner who will help.
4. The fire is confined to its original area and is small.
5. You can fight the fire with your back towards an escape route.
6. You have a fire extinguisher, you know how to use it, and it is in working order.

Abandon your attempt to extinguish the fire if any one of the above elements is missing.

Close the doors from the burning area and leave immediately.

## ANNEX M - TERRORIST THREAT RESPONSE CHECKLIST

### Emergency Preparedness Plan

Ninety-five percent of bomb threats are hoaxes, but all must be handled seriously. Appendix K-1 is a checklist, which should be placed close to any phones that may receive Bomb Threats. The checklist acts as a reminder and provides a format for recording critical information from the call. Appendix K-2 contains guidance regarding the potential receipt of a letter or package that could contain harmful biological materials.

If a bomb threat is received over the telephone do the following:

Keep the caller on the telephone as long as possible and ascertain answers to the following questions, if possible:

1. Where the bomb is located?
2. When will the bomb go off?
3. What does the bomb look like?
4. Why is the building being bombed?
5. Is the building supposed to be evacuated?
6. How do you know about the bomb?
7. What is your name?
8. What is your address and phone number?
9. Try to determine the following by listening carefully:
  - a. What is the approximate age and gender of the caller?
  - b. Did the caller have any noticeable voice characteristics?
  - c. Were there any noticeable background noises during the phone call?
10. Immediately notify Campus Patrol at 801-832-2525.
11. Do not touch suspicious objects (assume all suspicious objects are bombs).
12. Wait for Campus Patrol personnel to begin searching.
13. Observe and report any suspicious persons.
14. Evacuate all non-essential personnel from the building and prevent entry to all but Campus Patrol or Salt Lake City Police and essential building personnel.

Search Checklist (buildings can be searched most effectively by persons familiar with the building - however, only use these personnel if they are willing to volunteer to assist in the search):

1. Custodial personnel search common areas (hallways, rest rooms, stairwells), utility closets, and areas outside the building.
2. Office personnel search their immediate office areas.
3. Cafeteria personnel search kitchen and dining halls.
4. If a classroom is involved, professors search their own classrooms.
5. Do not move (or touch) any suspicious packages.
6. Report anything suspicious (including location and description) to the official directing the search.
7. Open all doors and windows to minimize blast effects and damage if the bomb detonates.
8. Once the alleged bomb has been located, evacuate the immediate area (per police direction) and prevent any individuals from entering the area until the police declare the building all clear.
9. **DO NOT USE PORTABLE RADIOS IN VICINITY OF SUSPICIOUS OBJECTS** (remain at least 5 feet from the object when carrying a radio).
10. Provide guides to show police (or other emergency responders) where bomb is located.
11. Provide responders with list of any hazardous chemicals located within the building.

Appendices:

1 – Bomb Threat Checklist

2 – Procedures for Responding To A Biological Agent

APPENDIX M-1 BOMB THREAT CHECKLIST  
 ANNEX M – TERRORIST THREAT RESPONSE CHECKLIST  
 Emergency Preparedness Plan

## BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

- Call \_\_\_\_\_
- Handle note as minimally as possible.

**If a bomb threat is received by e-mail:**

- Call \_\_\_\_\_
- Do not delete the message.

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery
- Poorly handwritten
- Misspelled Words
- Incorrect Titles
- Foreign Postage
- Restrictive Notes

**DO NOT:**

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

**WHO TO CONTACT (select one)**

- Follow your local guidelines
- Federal Protective Service (FPS) Police  
1-877-4-FPS-411 (1-877-437-7411)
- 911

## BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number where Call Received:

### Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

**Exact Words of Threat:**

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**Information About Caller:**

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	_____
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	_____
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	_____
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male	<b>Other Information:</b>	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		



**ANNEX M – 2 PROCEDURES FOR RESPONDING TO BIOLOGICAL AGENT  
Emergency Preparedness Plan**

1. Place the package or letter as quickly and gently as possible onto the desk or surface nearest you. Avoid creating air currents that could spread the agent. Consider yourself and especially your hands contaminated. Do not touch your face with your hands following this contamination.
2. Move away from the package but do not leave the room.
3. Immediately contact Campus Patrol at 801-832-2525.
4. Get help - call 911 or have someone in the room or down the hall call 911. The police must know the location of the exposed individual, who is reporting the information, and the name of the agent (i.e. Anthrax) if known. If the substance is unknown be prepared to provide a description of it. Consider the telephone and anything that you touch contaminated.
5. If anyone else is in the room have him or her leave the room. This group should be considered exposed and potentially contaminated. They should go to a nearby room that is unoccupied or have the occupants of that room leave.
6. Campus Patrol should respond and evaluate the situation and determine whether the threat is credible. If it is, then the Campus Patrol should initiate a general building evacuation and notify the Incident Commander. The evacuation should be the same as a fire evacuation with special instructions to keep people away from the contaminated areas. If possible, the PA system or fire panel should be used to alert people of the areas to avoid in leaving the building.
7. Supervisors should have lists of individuals in the building and check off the names of those who are accounted for. (This is the same evacuation procedure used for any evacuation situation as outlined in your area's emergency plan.)

### Annex M – 3 Suspicious Package/Mail Emergency Preparedness Plan

If a suspicious package/mail is discovered or delivered on the campus, the individual making the discovery shall immediately contact Campus Patrol and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics. Things to look for are:

- a. Stains or Discoloration
- b. Odors
- c. Protruding Wires or Metal
- d. Excessive Weight/Postage/Securing Materials (tape, string, etc.).
- e. Lopsided/Uneven
- f. Hand Written Address
- g. No Return Address
- h. Lack or excess postage
- i. Confidential, Personal, Open only by \_\_\_\_\_.
- j. If the package or mail is opened and contains an unknown substance:
  1. Place it down immediately and gently.
  2. Do not shake, empty or do anything that would make the substance airborne.
  3. Do not move the package.
  4. Calmly notify others in the work sites near you of the situation.
  5. Close doors, windows and (if possible) shutdown ventilation systems.
  6. Do not allow others to enter the area. Isolate the area.
  7. Leave the room. Quarantine yourself and any affected individuals.
  8. Take all instances seriously and remain calm.

ANNEX N - CHEMICAL/HAZARDOUS MATERIALS ACCIDENTS RESPONSE  
CHECKLIST

**Emergency Preparedness Plan**

If you feel there has been a release of any hazardous material immediately have all individuals evacuate the area. Call Campus Patrol at 801-832-2525 or 911 and report the situation.

1. Do not assume that gases or vapors are harmless because of lack of odor and color.
2. Avoid inhalation of all gases, fumes and smoke even if no hazardous materials are involved.
3. Do not walk through or touch any spilled material.
4. Remain upwind (or upstream) to avoid smoke, fumes, and dust.
5. Be prepared to move in the event circumstances change (i.e. wind direction).
6. DO NOT wash flammable or toxic materials into drains.

If you must evacuate the building, and it does not slow your evacuation, take your chemical inventory list with you out of the building.

## ANNEX O - ENERGY FAILURES RESPONSE CHECKLIST

### **Emergency Preparedness Plan**

Be prepared for such occurrences by keeping a flashlight and batteries in your desk at work and at home. Also, wear clothing appropriate to the weather, and keep extra warm clothing and boots in your car during winter weather.

If electrical power is lost, shut down electrical appliances such as heaters, computers, etc. If power should come back on while the building is unoccupied, unattended appliances could cause fires.

Do not use kerosene (or other fuel burning type heaters) without adequate ventilation.

If at all possible, do not open refrigerator or freezer doors while power is off. This will preserve the food as long as possible. If food is going to be lost, eat that in the refrigerator first, the freezer second, and canned food last.

Do not use candles near flammable materials.

## ANNEX P - TOUR DISASTER/EMERGENCY PLAN

### **Emergency Preparedness Plan**

Although no plan will apply to every emergency situation encountered away from campus, a common set of factors will be present, and some preparations can be made in anticipation of them.

This annex is written to anticipate reactions to serious conditions resulting from earthquakes and other natural disasters, terrorist activity, war, political crises leading toward war, and other unstable political and environmental situations possibly encountered while Westminster students and College personnel are away from the Westminster Campus, particularly in foreign countries.

Prior to a tour/internship/etc. away from Westminster Campus travelers should be advised concerning appropriate safety and security procedures to follow while away from campus, and the steps to be taken in case of disaster or emergency. These should include the following:

1. Never leave your baggage unattended in an airport. Persons may plant explosive devices inside.
2. Never agree to watch the baggage of an unknown person.
3. Do not check-in baggage for anyone else, nor carry bags, gifts, etc. for anyone not in the tour group.
4. Avoid suspicious, abandoned packages in airports and elsewhere and report them to security.
5. Get in and out of airports, trains, buses and subway stations as quickly as possible.
6. Watch for and report any suspicious behavior and do not be shy about doing so.
7. Do not call undue attention to yourself or your group as Americans or tourists (e.g., clothing, loud conversation, etc.).
8. Avoid large crowds when possible. Avoid demonstrations. If confronted with a demonstration, leave the area immediately and do not photograph persons in such a crowd.
9. In the case of anti-American sentiment, avoid areas popularly identified as tourist or American, and exercise caution when around U.S. military or civilian facilities.
10. When any group member separates from the group, the tour manager must be notified.
11. Group members are not to go out alone. Tour participants should always go in pairs or more
12. Establish an emergency meeting place, and an alternate for each city visited.

The following set of procedures will be followed in the event of a serious emergency while away from campus:

1. After learning of the emergency, the tour manager should immediately notify the Dean or Vice President (Department, etc.) of the emergency situation.
2. The tour manager and appropriate WC administrator shall ascertain the real danger to the participants by considering the following factors:
  3. The proximity of the problem situation to the group.
  4. The impact of the problem on the availability of water, food, and medical supplies.
  5. The target of political unrest.
  6. The intensity of the emergency or of the political unrest.
  7. The presence of military, police, or other emergency personnel.
  8. The feasibility of continuing with the tour, and any protective steps which should be taken.
  9. The ability of the group/individual to travel within and out of the nation or locality.
  10. Any advice given by the nearest U.S. embassy or consulate, or local authorities.
  11. The estimated length of unstable conditions.
  12. As much specific detail as possible, from all sources of information (U.S. Embassy, American Organizations with local branches, law enforcement agencies, U.S. military authorities in the vicinity, State Department, etc.) should be collected for evaluation.
  13. All essential facts should be relayed by the responsible Westminster department to the College administration through their respective Deans.
  14. If deemed necessary, a crisis committee will be convened by the university president to consider further action related to the circumstances.

When a disaster or emergency occurs tour managers will be responsible for:

1. Consulting together regarding the best solution to the emergency. Caution should be taken to not make decisions before every possibility is considered.
2. Informing the group members of the emergency condition and discussing with them alternatives to meet the situation. If the group is directly involved in a disaster, a review of the health and condition of every tour member should be made

- immediately.
3. As soon as possible, contact should be made with the sponsoring department giving an assessment of the situation, health and morale of the group, and to discuss appropriate responses to the situation.
  4. Contact should be made with the U.S. Embassy and local authorities, to gain information concerning the emergency and possible avenues to deal with it.
  5. Provide tour participants with positive support, assurance that measures are being taken to insure safety, and provide group members opportunities to overcome anxieties.
  6. In situations involving political unrest which may involve anti-American sentiment, the tour leaders should help participants develop an awareness of behaviors that draw attention to themselves as Americans. These behaviors should be avoided. In addition, participants should not congregate in large groups, especially in locations that American tourists or visitors are known to frequent.
  7. In situations involving natural disasters, first determine the health condition of group members. Secondly, find a safe, secure location to wait for additional help. Attention to food, water, and sanitation will be important.

In the event of the death of a tour member:

1. Leaders should immediately notify the responsible department. Members of the Westminster College Administration (Student Life) will inform family members.
2. Laws vary regarding removal of a body from a foreign country, so contact should also be made immediately with local government authorities and especially the U.S. Embassy for assistance.

## ANNEX Q - CIVIL DISTURBANCES

### Emergency Preparedness Plan

Avoid areas where disturbances are taking place. Do not become a "sightseer."

Notify local police by calling 911. If on campus, notify Campus Patrol (801-832-2525) of the disturbance. Always provide all information you have available.

Follow the instructions of local/College authorities.

If some form of civil disturbance or demonstration takes place close to your building(s), College personnel should:

1. Leave the building using an exit route that will avoid having to pass through or close to demonstrators.
2. Avoid becoming involved with the demonstration in any way.
3. If there is no way to avoid the demonstration stay in the security of the building until Campus Patrol or Salt Lake City Police can clear the area.

## ANNEX R MEDICAL EMERGENCY Emergency Preparedness Plan

Medical Emergencies involve any situation where a person's health is immediately affected by either an action or an existing circumstance. There may be multiple contributing factors to these types of situations, and individuals should be careful when responding to aid and assist the injured party. In most cases of medical emergencies, it may be necessary to request assistance from local emergency medical responders, and they will provide primary leadership on caring for the injured. Westminster College personnel will provide support as necessary depending upon the circumstances of the injuries or emergency. For minor medical emergencies or personal injuries:

- a. Call 801-832-2525 Campus Patrol will respond to assist. Be sure to give the location of the injured person.
- b. Report incident to supervisor.
- c. If circumstances exist that need to be immediately addressed to prevent other injuries, please notify the responding personnel of these circumstances upon their arrival.
- d. Monitor the individual closely until emergency responders arrive, and if possible, initiate life saving measures if required.
- e. DO NOT MOVE THE INJURED PERSON – unless there is a danger of further harm. A situation where an exposure to fire, hazardous materials, etc. is possible would be an example of needing to move an injured person.
- f. Keep the injured person warm.
- g. If involving a student, report to Student Health Services at 801-832-2239  
In addition to these steps, if the injury involves hazardous materials:
  1. Flood exposed area with running water from faucet or safety shower for at least 5 minutes.
  2. Eyes continuously for 15 minutes. Forcibly holding eye open to ensure effective wash behind the eyelids.
  3. Remove contaminated clothing
  4. Report incident to Safety Office at 801-832-2567 or Campus Patrol at 801-832-2525

**Section V**  
**ROLE OF ORGANIZATIONAL DEPARTMENTS**  
**Emergency Operations Plan**

**REQUIREMENTS OF ALL BUILDING RESPONSE PLANS**

Building Plans prepared by Westminster College designees (Building Guardians) shall be consistent with the guidelines established in this EOP. Each building occupant shall, as appropriately directed, execute their Building Plan as may be required to assure optimum endurance and rapid recovery from the effects of an emergency.

Building Guardians shall develop and maintain procedures to accomplish the following.

1. Assignment of responsibility for the development and execution of the plan.
  - a. Building Guardian(s)
  - b. Alternate Building Guardian(s)
  - c. Administrative checklist
  - d. Training
2. Building information.
  - a. General
  - b. Brief building description
  - c. List of departments in the building
3. Building operations for the effective recovery of the building.
  - a. Critical Operations
  - b. Critical Services
  - c. Critical Equipment
  - d. Vital Records
4. Plan activation in the event of an emergency situation or a pending emergency situation once declared by the College.
  - a. Emergency Evacuation Assembly Location
  - b. Critical Reliance on other departments
5. Communications for the department
  - a. Department Managers Call Roster
  - b. Suppliers, Vendors, Service Providers List
6. Emergency preparation steps for securing their area and assets.
  - a. Security
  - b. Campus Closing Checklist
7. Specific building response to address life safety threats and various disaster situations as necessary.

8. A Business Continuity Plan that lists what steps that will be taken if normal business operations are interrupted for short and long periods.

## **REQUIREMENTS OF ALL DEPARTMENT RESPONSE PLANS**

Department Plans prepared by College departments shall be consistent with the guidelines established in this EOP. Each department shall, as appropriately directed, execute that portion of their department plan that may be required to assure optimum endurance and rapid recovery from the effects of an emergency.

Department leadership shall develop and maintain procedures to accomplish the following:

1. Assignment of responsibility for the development and execution of the plan.
  - a. Department Head to coordinate plan with Building Guardians
  - b. Plan Contact for Activation
  - c. Department Plan Team Leaders
  - d. Administrative Checklist
2. Staffing assignments for the effective recovery, restoration and resumption of this department
  - a. Critical Operations
  - b. Critical Services
  - c. Critical Equipment
  - d. Vital Records
3. Plan activation in the event of an emergency situation or a pending emergency situation once declared by the College.
  - a. Department Plan Emergency Management Team
  - b. Critical Reliance on other departments
4. Communications for the department
  - a. Department Plan Emergency Management Team Call Roster
  - b. Department Faculty/Staff Call Roster
  - c. Suppliers, Vendors, Service Providers List
5. Emergency preparation steps for securing their area and assets.
  - a. Security
  - b. Campus Closing Checklist
6. Specific department response to address life safety threats and various disaster situations as necessary.
7. A Business Continuity Plan that lists what steps will be taken if normal business operations are interrupted for short and long periods.

## **IDENTIFIED DEPARTMENT REQUIREMENTS**

The following roles are assigned to organizational departments with critical or special functions.

### **1. Media Relations**

- a. Coordination of all information disseminated to the press and the public.
- b. Provide for a consistent “one voice” to the news media and all other interested parties.
- c. Provide for rumor control and emergency communications.
- d. Assign specific individuals (primary & alternate) to disseminate information and maintain contact with the following.
  1. News media (TV, Newspapers, etc.)
  2. Government agencies and civil authorities
  3. Financial relationships

### **2. Campus Patrol**

- a. Preserve law and order, and campus security.
- b. Provide traffic and crowd control.
- c. Direct evacuation efforts.
- d. Control access to buildings and disaster scene.
- e. In the event of a pending emergency, secure the campus grounds and buildings.
- f. Provide for emergency transportation and/or parking for essential personnel.
- g. Interface and coordinate with Local and State law enforcement entities to implement mutual assistance agreements.
- h. Monitor and disseminate warnings and threats.
- i. Maintain the Emergency Operations Center.
- j. Operate the Westminster College Alert system to disseminate information, specify emergency response steps and maintain contact with the faculty, staff, and students.

### **3. Plant Operations Management**

- a. Develop and maintain building plans.
- b. Provide for the structural security of buildings.
- c. Provide utility services and, as necessary, shut down utility services.
- d. Provide for emergency water and sanitation.
- e. Clearance of debris removal of debris.
- f. Conduct building damage assessments.
- g. Determine if buildings are safe.
- h. Repair buildings.

### **4 Safety Department**

- a. Assist in damage assessment and building condition reports.
- b. Maintain information on the content and location of radiological, chemical, biological, and fire safety hazards.
- c. Provide for emergency response to HAZMAT release.

## 5. Information Technology

- a. Maintain the operation of voice, intranet, data, video, and wireless communications services.
- b. Develop policy to provide for the coordination of radio and telephone systems.
- c. Implement proper backup controls and redundancies to maintain critical services.
- d. Properly document all hardware and its configuration; develop a plan for hardware replacement and setup.
- e. Develop adequate information security controls.
  - f. Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location.
- f. As necessary develop and maintain a plan to perform critical applications at a remote site.

## 6. Provost's Office

- a. Develop procedures to communicate with and account for teaching faculty in emergency situations.
- b. Develop plans to identify alternate facilities where College activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities.
- c. Develop plans to reschedule classes.
- d. Identify and prioritize critical support services and systems.
- e. Identify and ensure recovery of critical assets.

## 8. Student Services

- a. Implement a program for emergency shelter for students currently housed in the on campus facilities.
- b. Coordinate with local agencies and support organizations to provide shelter alternatives for off campus students.
- c. Provide for emergency transportation of stranded students.
- d. Provide student crisis counseling services.
- e. Develop procedures to communicate with and account for students in emergency situations.

## 9. Finance

- a. Together with Human Resources, maintain the continuity of Payroll Processing Services.
- b. Ensure that emergency funds are available for expenditure as the College priorities change during periods of crisis.
- c. Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions.

## 10. Human Resources

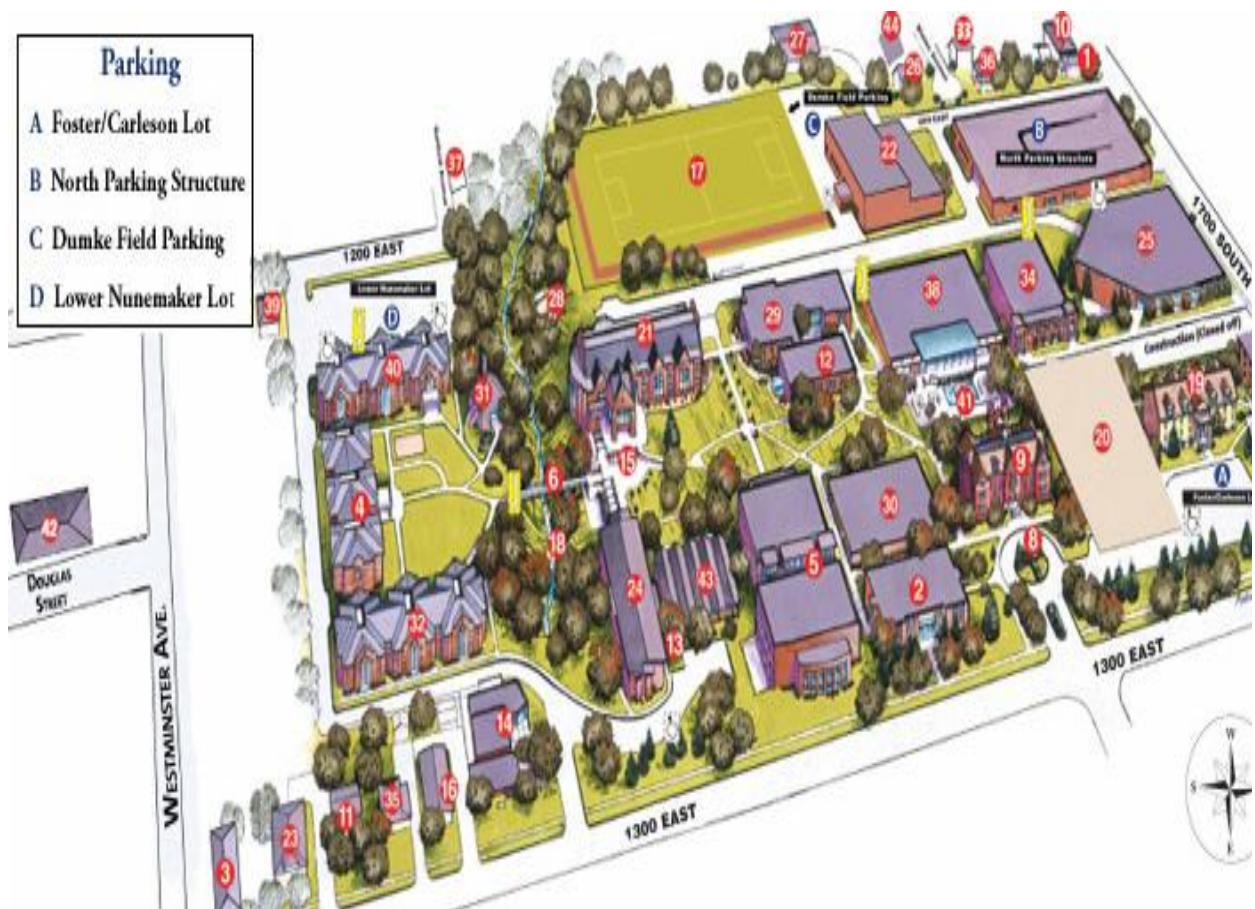
- a. Together with Finance, maintain the continuity of Payroll Processing Services.
- b. Maintain the continuity of critical Employee Benefit Services.
- c. Provide for employee counseling.
- d. Assess Faculty and Staff availability,
- e. Assist with the appropriation of personnel.
- f. Assist employees with work recovery needs.

11. Student Center Shaw
  - a. Develop emergency plan to use the student center as a shelter during and after an emergency.
  
12. Student Health Services
  - a. Maintain medical services to sick or injured students.
  
13. Risk Management
  - a. Provide ongoing legal advice.
  
14. Giovale Library
  - a. Identify and assist with the evaluation of library assets, books, collections, etc.
  - b. Develop plans and procedures to protect critical library assets.

## Accessibility

Westminster has easy-to-use walkways and curb-cuts for the disabled and reserved car and van parking.

See individual building pages for ADA compliancy and accessibility details.

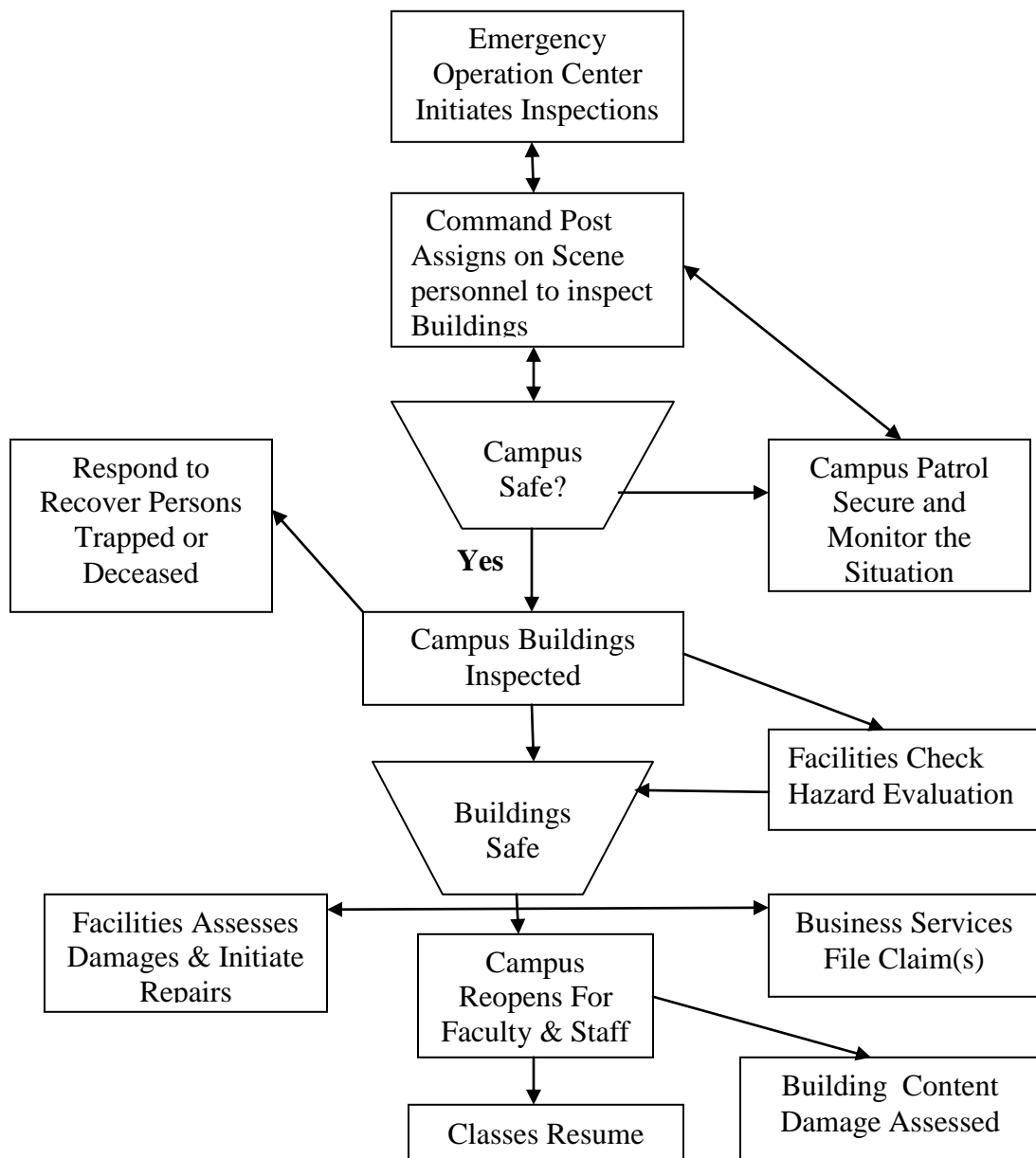


**Section VI**  
**RECOVERY & DAMAGE ASSESSMENT**  
 Emergency Operations Plan

**A. CAMPUS RECOVERY**

After a disaster where Campus operations have been shut down the entire campus environment may be dangerous. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal College operations. The recovery steps for Westminster College are illustrated in the following table.

**Campus Wide Emergency Recovery Steps**



Units that have extensive recovery steps (Plant Operations, Health and Safety, Campus Patrol, and others) will need to develop, and maintain Unit Response Plans that identify personnel, procedures and a timetable to restore critical services.

Once the disaster event is over the Emergency Operations Center and Incident Commander will determine if or when the campus is safe.

## **B. DAMAGE REPORTING REQUIREMENTS**

1. Preliminary reports regarding the cause of the loss, the extent of damage, and the need for recovery shall be provided to the Incident Command staff.
2. The Plant Operations Department will coordinate loss reporting responsibilities with the Incident Command Staff

## **C. DEALING WITH A DISRUPTED WORK OR ACADEMIC ENVIRONMENT**

In those situations when space is uninhabitable, supervisors will make a decision, based on consultation with Westminster College Senior officials. To vacate the work site he/she will use the following guidance.

1. If possible, services should be continued at an alternate work location within the College. Supervisors should identify these alternate work locations in advance and the situations which would require relocation to the alternate work site.
2. If space is not available for all or a portion of the affected staff, they should meet at public facilities on campus, i.e. HWAC, Giovale Library or Gore. If computers, phones, and other necessary equipment are not available, staff should engage in planning which require staff presence but not operational equipment.
3. If the options listed above are not feasible, the President of Westminster College or his designee can authorize staff to work at home (if appropriate) or may approve an alternate work schedule to make up the time.
4. If none of the above options are feasible, staff may be required to utilize paid leave (vacation) or unpaid leave, during periods of disruption. It is Westminster College's intent to avoid this option if possible.
5. Supervisors are responsible for monitoring the availability of the original work space and notifying staff and faculty when it is appropriate to return to the regular work area.
6. Determinations as regards to class schedules will be made by the President or his designees.

## **D. DAMAGE ASSESSMENT**

### Emergency Operations

1. The Plant Operations Department with assistance from Building guardians and Campus Patrol officers will determine if buildings are safe and complete damage assessment reports for each building. The Safety Officer/Fire Marshal will assist in buildings involving hazardous materials.
2. Faculty & staff will be instructed to assist with the restoration of Westminster College operations by completing damage assessment reports for building contents
3. The damage assessment reports are established by the template forms.

Initial Damage Assessment Report - Standard

Building Name \_\_\_\_\_ Room # \_\_\_\_\_  
 Assessed By: \_\_\_\_\_ Date: \_\_\_\_\_

Category	Condition
Structural	
Doors	
Windows	
Walls	
Ceilings	
Floors	
Utilities	
Electricity	
Gas	
Water	
HVAC	
Electronic Equipment	
Computers	
Printers	
Monitors	
Peripherals	
Copiers	
Calculators	
Other	
Communications	
Telephones	
Cellular Phones	
Two-way Radios	
Fax Machines	
E-mail	
Other	
Supplies	
Paper	
Forms	
Other	
Furniture	
Chairs	
Desks	
Credenzas	
Tables	
Other	

Initial Damage Assessment Report - Labs

Building Name \_\_\_\_\_ Room # \_\_\_\_\_  
 Assessed By: \_\_\_\_\_ Date: \_\_\_\_\_

Category	Condition
Critical Substances	
Radioactive Materials	
Compressed Cylinders	
Gasses	
Flammable Materials	
Biological Materials	
Spills	
Temperature Sensitive	
Ventilation Controls	
Acids	
Other	
Other	
Other	
Other	

**Section VII**  
**DOCUMENTATION**  
Emergency Operations Plan

This section will contain reports and records of plan activities to include:

1. Training provided to SAT, Command Staff, Building Guardians, employees and students.
2. Exercises
3. Events that occurred on or near the Westminster College Campus.

All training will be documented by an attendance rosters or certificates of completion indicating the training received and the date of completion. These records will be kept in this section.

All exercises will be recorded as to the type of exercise (Table top, evacuation drills etc.)

Any events that occur on campus will be documented and kept in this section.

# ATTACHMENTS

# COMMAND STAFF RECORDKEEPING

The following forms are used to track Members of the Command Staff.

ACTIVE INCIDENT RESPONSE TEAM DATE: \_\_\_\_\_

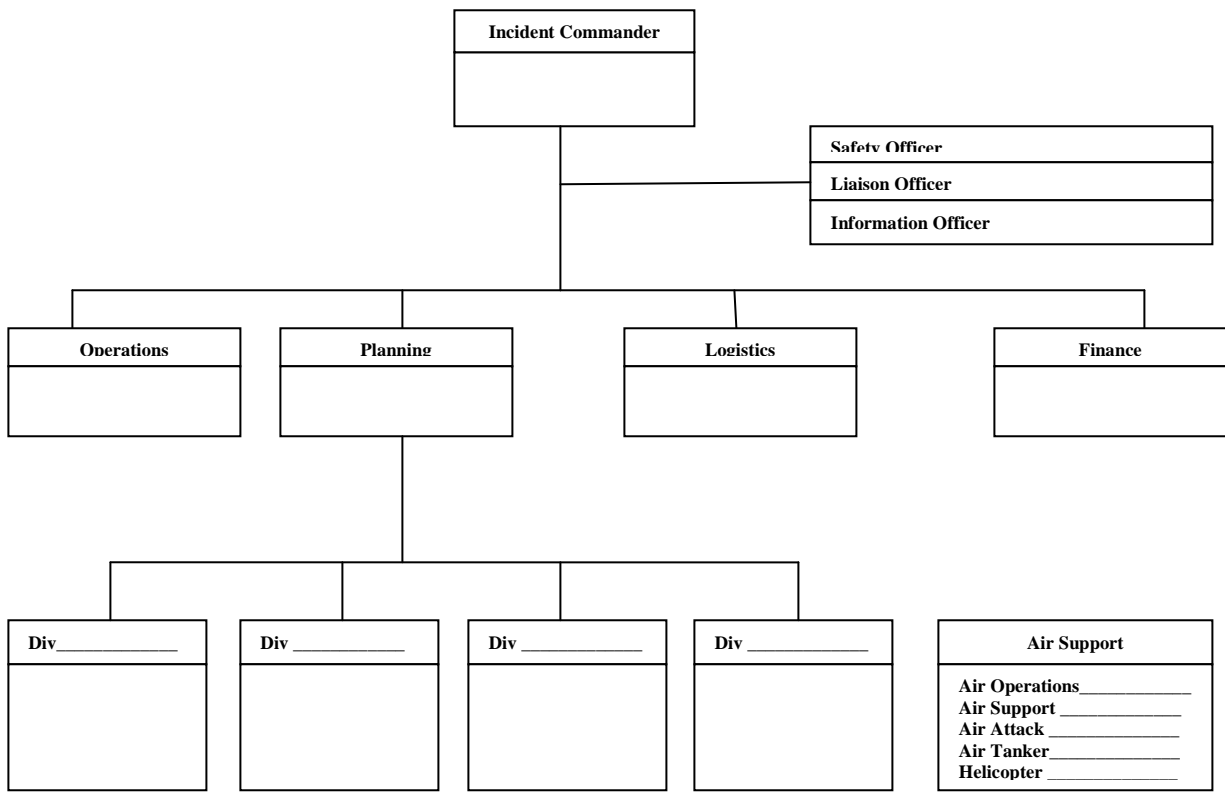
<b>Incident Commander</b>	_____
→ <b>Safety Officer</b>	_____
→ <b>Liaison Officer</b>	_____
→ <b>Emergency Management Coordinator</b>	_____
→ <b>Information Officer</b>	_____
→ <b>Operations Section Chief</b>	_____
→ <b>Planning Section Chief</b>	_____
→ <b>Logistics Section Chief</b>	_____
→ <b>Finance Section Chief</b>	_____



INCIDENT BRIEFING ICS 201	1. Incident Name	2. Date	3. Time
---------------------------	------------------	---------	---------

**4. Map Sketch**

**5. Current Organization**





## ICS Form 202

<b>INCIDENT OBJECTIVES</b>	<b>1. INCIDENT NAME</b>	<b>2. DATE</b>	<b>3. TIME</b>
<b>4. OPERATIONAL PERIOD (DATE/TIME)</b>			
<b>5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)</b>			
<b>6. WEATHER FORECAST FOR OPERATIONAL PERIOD</b>			
<b>7. GENERAL SAFETY MESSAGE</b>			
<b>8. Attachments</b> <input checked="" type="checkbox"/> if attached			
<input type="checkbox"/> Organization List (ICS 203)	<input type="checkbox"/> Medical Plan (ICS 206)	<input type="checkbox"/> Weather Forecast	
<input type="checkbox"/> Assignment List (ICS 204)	<input type="checkbox"/> Incident Map	<input type="checkbox"/> _____	
<input type="checkbox"/> Communications Plan (ICS 205)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____	
<b>9. PREPARED BY (PLANNING SECTION CHIEF)</b>		<b>10. APPROVED BY (INCIDENT COMMANDER)</b>	

## Organization Assignment List, ICS Form 203

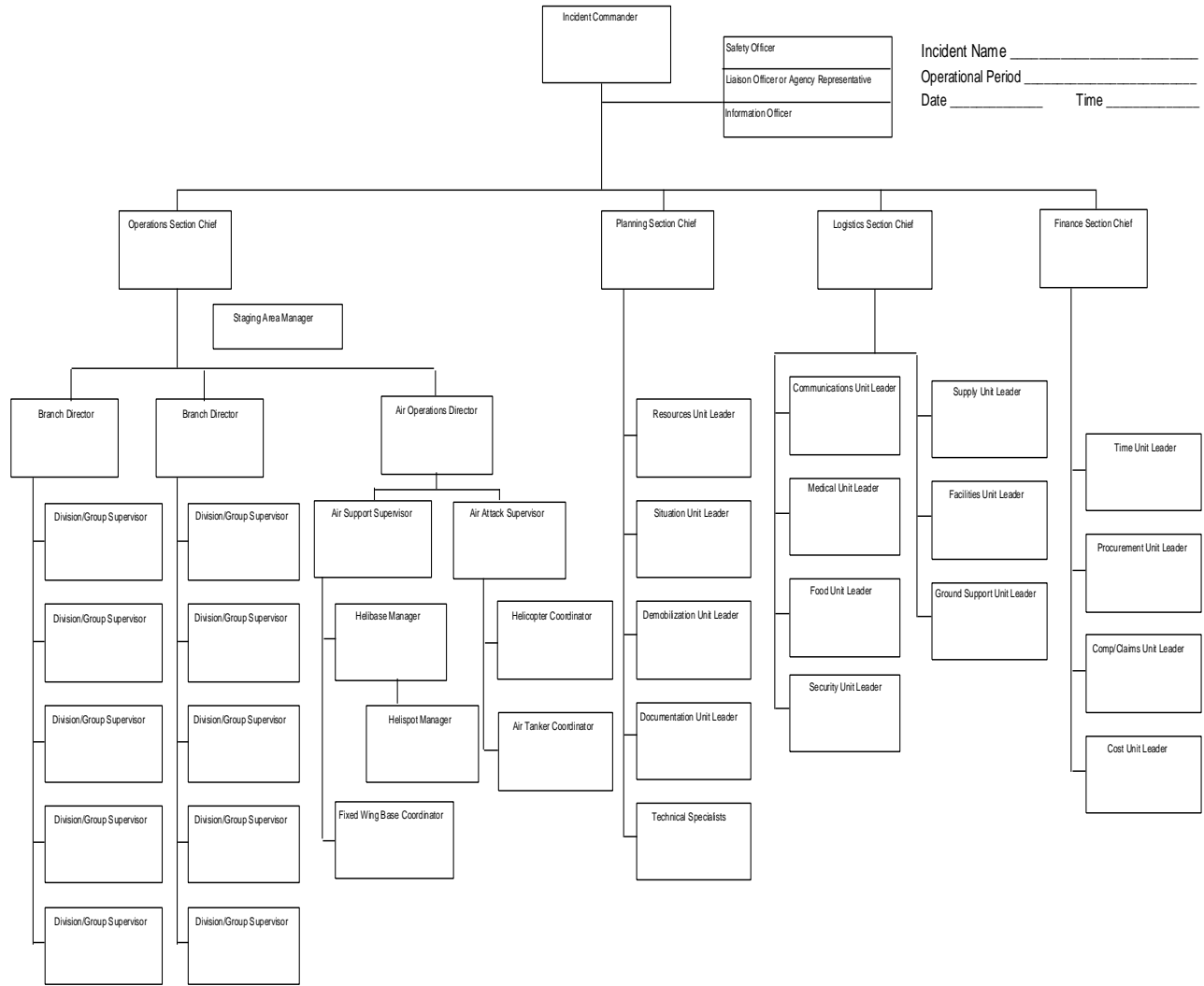
<b>ORGANIZATION ASSIGNMENT LIST</b>		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION	NAME	<b>4. OPERATIONAL PERIOD (DATE/TIME)</b>		
<b>5. INCIDENT COMMAND AND STAFF</b>		<b>9. OPERATIONS SECTION</b>		
INCIDENT COMMANDER		CHIEF		
DEPUTY		DEPUTY		
SAFETY OFFICER		a. BRANCH I- DIVISION/GROUPS		
INFORMATION OFFICER		BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
<b>6. AGENCY REPRESENTATIVES</b>		DIVISION/GROUP		
<b>AGENCY</b>	<b>NAME</b>	DIVISION/ GROUP		
		DIVISION/ GROUP		
		DIVISION/GROUP		
		DIVISION /GROUP		
		b. BRANCH II- DIVISIONS/GROUPS		
		BRANCH DIRECTOR		
		DEPUTY		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
<b>7. PLANNING SECTION</b>		c. BRANCH III- DIVISIONS/GROUPS		
CHIEF		BRANCH DIRECTOR		
DEPUTY		DEPUTY		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION UNIT		DIVISION/GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMOBILIZATION UNIT		DIVISION/GROUP		
TECHNICAL SPECIALISTS		d. AIR OPERATIONS BRANCH		
		AIR OPERATIONS BR. DIR.		
		AIR TACTICAL GROUP SUP.		
		AIR SUPPORT GROUP SUP.		
		HELICOPTER COORDINATOR		
		AIR TANKER/FIXED WING CRD.		
<b>8. LOGISTICS SECTION</b>		<b>10. FINANCE/ADMINISTRATION SECTION</b>		
CHIEF		CHIEF		
DEPUTY		DEPUTY		
a. <b>SUPPORT BRANCH</b>		TIME UNIT		
DIRECTOR		PROCUREMENT UNIT		
SUPPLY UNIT		COMPENSATION/CLAIMS UNIT		
FACILITIES UNIT		COST UNIT		
GROUND SUPPORT UNIT				
b. <b>SERVICE BRANCH</b>				
DIRECTOR				
COMMUNICATIONS UNIT				
MEDICAL UNIT				
FOOD UNIT				
<b>PREPARED BY (RESOURCES UNIT)</b>				





<b>MEDICAL PLAN</b>	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period				
	<b>5. Incident Medical Aid Station</b>							
Medical Aid Stations	Location			Paramedics		Yes	No	
<b>6. Transportation</b>								
<b>A. Ambulance Services</b>								
Name	Address		Phone	Paramedics		Yes	No	
<b>B. Incident Ambulances</b>								
Name	Location			Paramedics		Yes	No	
<b>7. Hospitals</b>								
Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Ground		Yes	No	Yes	No
<b>8. Medical Emergency Procedures</b>								
Prepared by (Medical Unit Leader)					10. Reviewed by (Safety Officer)			

**INCIDENT ORGANIZATION  
CHART ICS 207-OS  
INCIDENT COMMAND**



## INCIDENT STATUS SUMMARY FS-5100-11

1. Date/Time		2. Initial <input type="checkbox"/>		3. Incident Name				4. Incident Number				
		Update <input type="checkbox"/>										
		Final <input type="checkbox"/>										
5. Incident Commander		6. Jurisdiction		7. County		8. Type incident		9. Location		10. Started Date/Time		
11. Cause	12. Area Involved	13. % Controlled		14. Expected Containment Date/Time		15. Estimated Controlled Date/Time		16. Declared Controlled Date/Time				
17. Current Threat						18. Control Problems						
19. Est. Loss		20. Est. Savings		21. Injuries		Deaths		22. Line Built		23. Line to Build		
24. Current Weather		25. Predicted Weather		26. Cost to Date		27. Est. Total Cost						
WS	Temp	WS	Temp									
WD	RH	WD	RH									
28. Agencies												
Resources											Totals	
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST
ENGINES												
DOZERS												
CREWS	Number of Crews:											
	Number of Crew Personnel:											
HELICOPTERS												
AIR TANKERS												
TRUCK COS.												
RESCUE/MED.												
WATER TENDERS												
OVERHEAD PERSONNEL												
TOTAL PERSONNEL												
30. Cooperating Agencies												
31. Remarks												
32. Prepared by				33. Approved by				34. Sent to:				
								Date	Time		By	

## **General Instructions**

Completion of the Incident Status Summary will be as specified by Agency or municipality. Report by telephone, teletype, computer, or facsimile to the local Agency or municipality headquarters by 2100 hours daily on incidents as required by Agency or municipality (reports are normally required on life threatening situations, real property threatened or destroyed, high resource damage potential, and complex incidents that could have political ramifications). Normally, wildland agencies require a report on all Class D (100 acres plus) and larger incidents (unless primarily grass type in which case report Class E (300 acres or larger). The first summary will cover the period from the start of the incident to 2100 hour the first day of the incident, if at least four hours have elapsed; thereafter the summary will cover the 24 hour period ending at 1900 (this reporting time will enable compilation of reporting data and submission of report to local agency or municipality headquarters by 2100 hours) daily until incident is under control. Wildland fire agencies will send the summary to NIFC by 2400 hours Mountain Time.

1. Enter date and time report completed (mandatory).
2. Check appropriate space (mandatory).
3. Provide name given to incident by Incident Commander or Agency (mandatory).
4. Enter number assigned to incident by Agency (mandatory).
5. Enter first initial and last name of Incident Commander (optional).
6. Enter Agency or Municipality (mandatory).
7. Enter County where incident is occurring (optional).
8. Enter type of incident, e.g. wildland fire (enter fuel type), structure fire, hazardous chemical spill, etc. (mandatory).
9. Enter legal description and general location. Use remarks for additional data if necessary (mandatory).
10. Enter date and Zulu time incident started (mandatory - maximum of six characters for date and four characters for time).
11. Enter specific cause or under investigation (mandatory).
12. Enter area involved, e.g. 50 acres, top three floors of building, etc. (mandatory).
13. Enter estimate of percent of containment (mandatory).
14. Enter estimate of date and time of total containment (mandatory).
15. Enter estimated date and time of control (mandatory).
16. Enter actual date and time fire was declared controlled (mandatory).
17. Report significant threat to structures, watershed, timber, wildlife habitat or other valuable resources (mandatory).
18. Enter control problems, e.g. accessibility, fuels, rocky terrain, high winds, structures (mandatory).
19. Enter estimated dollar value of total damage to date. Include structures, watershed, timber, etc. Be specific in remarks (mandatory).
20. Enter estimate of values saved as result of all suppression efforts (optional).
21. Enter any serious injuries or deaths which have occurred since the last report. Be specific in remarks (mandatory).
22. Indicate the extent of line completed by chains or other units of measurement (optional).
23. Indicate line to be constructed by chains or other units of measurement (optional).
24. Indicate current weather conditions at the incident (mandatory).

25. Indicate predicted weather conditions for the next operational period (mandatory).
26. Provide total incident cost to date (optional).
27. Provide estimated total cost for entire incident (optional).
28. List agencies which have resources assigned to the incident (mandatory).
29. Enter resource information under appropriate Agency column by single resource or strike team (mandatory).
30. List by name those agencies which are providing support (e.g. Salvation Army, Red Cross, Law Enforcement, and National Weather Service, etc. mandatory).
31. The Remarks space can be used to (1) list additional resources not covered in Section 28/29; (2) provide more information on location; (3) enter additional information regarding threat control problems, anticipated release or demobilization, etc. (mandatory).
32. This will normally be the Incident Situation Status Unit Leader (mandatory).
33. This will normally be the Incident Planning Section Chief (mandatory).
34. The ID of the Agency entering the report will be entered (optional).

ICS 209  
NFES 1333



# DEMOBILIZATION CHECKOUT

1. Incident Name/Number	2. Date/Time	3. Demob No.
4. Unit/Personnel Released		
5. Transportation Type/No		
6. Actual Release Date/Time		7. Manifest Yes No Number _____
8. Destination _____		9. Area/Agency/Region Notified Name _____ Date _____
10. Unit Leader Responsible for Collecting Performance Ratings		
11. Unit/Personnel You and Your Resources Have Been Released Subject To Signoff From The Following: (Demobilization Unit Leader Check <input type="checkbox"/> Appropriate Box)		
<u>Logistics Section</u> <input type="checkbox"/> Supply Unit _____ <input type="checkbox"/> Communications Unit _____ <input type="checkbox"/> Facilities Unit _____ <input type="checkbox"/> Ground Support Unit Leader _____		
<u>Planning Section</u> <input type="checkbox"/> Documentation Unit _____		
<u>Finance/Administration Unit</u> <input type="checkbox"/> Time Unit _____		
<u>Other</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____		
12. Remarks  _____  _____  _____		
221 ICS 1/83		

**ICS 213  
GENERAL MESSAGE**

<b>TO:</b>			<b>POSITION:</b>		
<b>FROM:</b>			<b>POSITION:</b>		
<b>SUBJECT:</b>			<b>DATE:</b>		<b>TIME:</b>
<b>MESSAGE:</b>					
<b>SIGNATURE:</b>				<b>POSITION:</b>	
<b>REPLY:</b>					
<b>DATE:</b>	<b>TIME:</b>		<b>SIGNATURE/POSITION:</b>		