

University of Saint Mary Emergency Management Plan

Index

Purpose
Crisis Situation Defined
Emergency Management Team Defined
University Spokesperson
Major Emergencies
Periodic Evaluation, Planning, and Training
Appendix A
Appendix B

I. Purpose

The university plans for events which adversely affect normal operations. The purpose of this document is to clarify the actions, roles, and responsibilities that are to be taken by individuals and departments in the event of a crisis or emergency situation that has a major impact on the University of Saint Mary (USM) community.

II. Crisis Situation Defined

A crisis situation is defined as any situation or event that is identified by the president of USM or the emergency management team as having a significant adverse impact on the campus community as a whole. For the purposes of this document, we have identified two types of situations which will be individually discussed:

- Major Emergency Situations
- Non-Routine Media Relations Issues

This document does not deal with routine incidents which are handled by the USM Office of Public Safety or personal issues that might be handled by the campus counselor (unless the incident has the potential to impact the entire community).

III. Emergency Management Team Defined

The USM Emergency Management Team (EMT) is comprised of the following individuals:

- President
- Vice President for Finance and Administrative Services
- Vice President and Dean for Academic Affairs
- Vice President of Marketing and Communications
- Facilities Director
- Environmental, Health, and Safety Engineer
- Director of Information Services
- Dean of Students

Any member of the EMT may initiate a meeting based on information or conditions that develop.

Depending on the situation, the following auxiliary members of the EMT may be consulted or called to action:

- Vice President for Development

- Vice President of Extended Sites
- Director of Public Relations
- Maintenance Supervisor
- Senior System Administrator

All current members of the EMT will be issued laminated cards that contain home, pager, and/or cellular phone numbers of team members. The president, all VPs, and EMT members will carry their cards at all times.

III. University Spokesperson

In any crisis situation it is important for a consistent and unified message. Accordingly, the president and vice president of marketing and communications are designated as the official spokespersons for the university. However, depending on the situation, and after consulting with the EMT, the vice president of marketing and communications may appoint other spokespersons to speak on specific subjects. See Appendix A.

IV. Major Emergencies

Definition of Major Emergency

A major emergency is a situation of such scope and magnitude as to pose the potential for adverse consequences to life, property, or both. A major emergency may cause prolonged interruption of academic and other programs of the university. Most major emergencies arrive with little warning, develop rapidly, and are capable of causing substantial disruption of our normal operating procedures. Examples of possible causes of major emergency situations include:

Natural Causes

- Earthquakes
- Tornadoes
- Lightning strike
- Epidemic or contagious medical conditions
- Prolonged ice storms

Accidental Causes

- Fires
- Hazardous chemical accidents or spills
- Transportation accidents
- Explosions
- Prolonged utility outages
- Construction accident (death or serious injury)

Societal Causes

- Rape
- Armed robbery
- Suicide

- Substance/drug overdose
- Murder
- Serious on campus domestic confrontation or injury
- On campus civil disturbance
- Off campus civil disturbance
- Hostage situation
- Bomb threats or explosions
- Terrorist action

Initial Emergency Procedures

The central source for all emergency information is the Office of Marketing and Communications (913-758-6308). An emergency information web page will be posted on the home page of the university's website with updates as the situation warrants.

While campus safety officers may not be the first to detect an emergency situation, as soon as they are notified, the following initial steps will occur:

Regardless of major emergency type, the following actions shall be taken:

1. Upon notification or observation of an emergency situation, campus safety personnel will:
 - a. Call 911 – if the situation warrants and if they have not already been notified.
 - b. Call the president's office (913-758-6101) or executive administrative assistant (913-758-6102) or the president's cell phone if at night.
 - c. Call the environmental, health, and safety engineer if the emergency occurs after regular business hours: Monday through Friday 8 a.m. to 4:30 p.m.
2. The campus safety supervisor will take the immediate steps necessary to intervene in the emergency.
3. The campus safety supervisor notifies the president (913-758-6101) and dean of students (913-758-6120) and the vice president of marketing and communications (913-758-6308). These Emergency Management Team members make an initial assessment of key staff members to be notified/assembled.

Further, each individual takes the following actions:

1. The environmental, health, and safety engineer continues addressing the emergency situation by setting up an emergency operations center and coordinating available information. Also, the director calls the Sisters of Charity of Leavenworth switchboard (400) or the Mother House administrator (913-758-6518).
2. The dean of students communicates all information regarding students to the vice president of marketing and communications. In the case of epidemic or contagious medical conditions, the dean of students will also consult with the campus counselor and contact local public health officials to aid in determining the required response. The dean is also responsible for the Ancilla Center and any provisions for the safety of those students.
3. The vice president of marketing and communications contacts the public relations specialist and develops a plan to notify the media once an announcement is available. All external communication and requests for information will flow through the Marketing Office (913-758-6165). All external communication and media releases will be reviewed by the vice president of marketing and communications. The vice president of marketing and

communications also keeps the remaining vice presidents and the USM information line (913-682-5151) posted as information is available.

4. The president assembles the remainder of the Emergency Management Team as well as any auxiliary Emergency Management Team members for briefing, consultations, and the development of an action plan. The EMT will advise the president as to whether a state of emergency should be called. If it is deemed that it is not necessary to declare a state of emergency, EMT members will work with the vice presidents of USM to assure that USM returns to normal operations.

Emergency Operations Plan

State of Emergency: Implementation of the Emergency Operations Plan

The Emergency Operations Plan is brought into action by declaration of a state of emergency by the president of USM or, in the president's absence, by the highest ranking executive-level senior administrator that is currently available to the Emergency Management Team. A guideline for the declaration of an emergency is found in Appendix B. Once a declaration of a state of emergency has been invoked, the primary members of the Emergency Management Team, and certain affected adjunct members are, for the duration of the emergency, relieved of normal, but non-emergency related duties (so as to concentrate more fully on the tasks at hand). Other prior and non-emergency commitments assume the lowest priority.

The president of USM maintains executive control of the Emergency Operations Plan. Ground-level operational implementation and direction of the plan is the responsibility of the environmental, health, and safety engineer on call and the other members of the Emergency Management Team. University personnel and equipment will be utilized to provide priority protection for life, preservation of property, and restoration of the academic and other programs of the university. The manner in which university personnel and equipment are utilized will be determined by the relevant members of the Emergency Management Team.

The president will determine when it is appropriate to deactivate the plan, after consultation with the Emergency Management Team.

(Note: In the event of a major emergency situation posing eminent peril to life or property, the Office of Public Safety on call is authorized to begin immediate implementation of appropriate Priority 1 tasks, as described below, even though the actual official declaration of a state of emergency or the notification of the persons on the alert list may not yet have taken place.)

Establishment of the Emergency Operations Center

The Office of Public Safety, which is located in Berchmans ground floor, will serve as the Emergency Operations Center (EOC). If for some reason Berchmans Hall is unavailable, the EOC will be located in the facilities office, Saint Joseph Dining Hall, Ground Floor, room 4.

The emergency radio network is also located in the Emergency Operations Center. Should the campus telephone system fail, the Emergency Operations Center is the location to which runners should be sent with information and requests for assistance. The Emergency Management Team meeting place will be the Mead board room.

If for some reason the Mead board room is unavailable, the Emergency Management Team will meet in the facilities office, Saint Joseph Dining Hall, Ground Floor, room 4.

Emergency Operations Plan: Priority Tasks

In any major emergency there are certain general tasks that must be performed to protect life and property. These are listed below in three priority categories: (Note: Emergency Management Team members will determine who will complete these tasks if necessary.)

Priority 1

- Determination of nature and severity of situation: life safety and accounting of students
- Inform Information Services if power must be turned off to Miega Hall. Call the director of information services at 913-306-3163.
- Shutdown of dangerous utilities.
- Notification of persons on emergency alert list.
- Provision of emergency power for Emergency Operations Center.
- Establishment of communications, both radio and telephone.
- Provision of medical aid.
- Application of fire suppression measures.
- Initiation of search and rescue operations.
- Control of hazardous substances.
- Contact liaison for needed assistance from off campus:
 - Local/state/federal law enforcement
 - County of Leavenworth Emergency Management 913-684-0455 or after hours 913-682-5724
 - Local fire/rescue units
 - City of Leavenworth Fire Department 913-682-3346
 - City of Leavenworth Police Department 913-651-2260
 - Local hospitals/paramedic units
 - Ambulance 913-250-8000
 - Saint John Hospital 913-680-6000
 - Cushing Hospital 913-684-1100
 - County/state health departments
 - County of Leavenworth Public Health 913-250-2000
 - State of Kansas Department of Health 785-296-1500
 - Red Cross and Salvation Army
 - Red Cross 913-682-6222
 - Salvation Army 913-682-6523

Priority 2

- Survey of facilities/utilities and recertification for use as appropriate.
- Notify the City of Leavenworth and Leavenworth County Emergency Management Department of any relevant information.
- Notification of selected local radio and television stations.
- Establishment and maintenance of media relations.
- Provision of shelter for campus residents
- Provision of food, drinking water, supplies, cooking, and distribution.

- Provision of sanitary sewer system.
- Dissemination of information on campus.
- Control of criminal activity.
- Provision of psychological assistance to trauma victims.

Priority 3: Assessment

- Survey of valuable materials and equipment (library, laboratories).
- Survey of records, documents, and data.
- Survey of academic and other departmental requirements.
- Determination and consideration of financial concern.
- Determination and consideration of legal and liability concerns.

Priority 4: Implementation

- Acquisition of necessary supplies and equipment and renewal of flows from outside sources.
- Resumption of full or limited academic and other programs and schedules.
- Notification of the City of Leavenworth and Leavenworth County Emergency Management Department (913-684-0455 or after hours 913-682-5724)

Emergency Operations Plan: Specific Responsibilities

Specific responsibilities of the administrative council and the members of the Crisis Management Team during any major emergency are as follows:

Senior Administrative Officers (VPs)

Assist the members of the EMT in carrying out their responsibilities by aiding in the following:

- Acquisition of resources from outside the university
- Planning for displacement housing and food services
- Formulation of general public information
- Prioritization of salvage operations
- Decide if academic and other programs should be suspended temporarily
- Set date for resumption of full or limited academic and other programs
- Determine and consider financial, legal, and liability concerns
- Plan for short-term building replacement

Environmental, Health, and Safety Engineer

- Assess nature and severity of situation
- Activate notification of persons on the emergency alert list
- Implement Priority 1 tasks as needed
- Convene members of EMT
- Direct (in cooperation with the EMT) implementation of Emergency Operations Plan, if major emergency is declared
- Direct public safety department personnel and resources
- Coordinate search and rescue operations
- Coordinate with off-campus emergency agencies for needed services
- Maintain communications with EMT and executive committee

Office of Marketing and Communications

- Gather, process, and disseminate all university related media information for off campus consumption
- Establish a campus media headquarters to where all off campus media persons would go for inquiries
- Function as official media contact for the university
- Provide media relations advice to the president and other members of the executive committee
- Maintain communications with the campus Emergency Operations Center and other members of the EMT

Dean of Students

- Direct residence life staff in emergency tasks for shelter and welfare of residents of campus housing and other students to one of the following areas dependent upon the emergency: 1. The tunnels or outside, 2. McGilley Field House, 3. Ryan Sports Center, or 4. Marillac Center
- Coordinate temporary relocation and shelter of displaced students
- Answer and further handle inquiries of parents and other relatives
- Coordinate inquiries concerning missing persons
- Arrange for counseling services for those suffering from psychological trauma
- Organize and direct student volunteers
- Function as official organ of information for students on campus
- Maintain communications with campus Emergency Operations Center and other member of the EMT

Under the direction of the Vice President of Finance and Administrative Services – Director of Food Service (Aramark)

- Maintain an inventory of food and beverages suitable for a major emergency situation, conserve, and allocate food
- Prepare and serve food as needed
- Arrange for recovery of portable water from campus sources or importation of water, or both, for kitchen and cooking uses
- Maintain communications with the campus Emergency Operations Center and other members of the EMT

Facilities Director

- Direct maintenance, power plant, housekeeping, and grounds personnel
- Coordinate restoration of all utilities
- Coordinate damage assessment, repair, and recertification for use of facilities, buildings, machinery, and other equipment
- Coordinate and manage standby systems for power generation, lights, heating, sanitation, and cleanup
- Maintain communications with the campus Emergency Operations Center and other members of the EMT

V. Periodic Evaluation, Planning, and Training

The members of the Emergency Management Team and designated auxiliary members should meet at least once in the fall and spring semester to:

- Review and revise this document.
- Discuss crisis situations that may have occurred at other educational institutions and consider actions that we would have taken.
- Participate in crisis scenarios and "mock cases" that will pen the skills of the participants.
- The Emergency Management Team should also meet immediately following any crisis situation to review its performance and consider strategies for improvement.
- This Emergency Management Plan is to become part of the [Public Safety Standard Operations Procedures Manual]. All security officers are to be trained in its usage. Each member of the EMT and Administrative Council is to retain a copy of the plan and should familiarize his or her staff with the contents.

Appendix A: Order of Emergency Decision-Making Command at USM

President
Academic Vice President and Dean of Academic Affairs
Vice President for Finance and Administrative Services
Vice President of Marketing and Communications

Appendix B: Emergency Operations Plan Activation Email Alert

By the use of the following tailored internal email and at the recommendation of the Emergency Management Team, the university president will advise faculty, staff, and students that the USM Emergency Plan has been activated.

(INSERT SITUATION) has occurred on campus. The university's Emergency Operations Plan has been activated and the Emergency Management Team is working with authorities to meet the emergency and secure your safety.

All media access and public communications will go through the Office of Marketing and Communications. All media inquiries should be directed to John Shultz at (913) 758-6165 who will coordinate with Laura Davis. Please refer non-media callers to our website www.stmary.edu for updates on the situation.