

FAIRMONT STATE UNIVERSITY

Fairmont, West Virginia



EMERGENCY OPERATIONS PLAN

August 2022

Last Updated 10/21/22

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LETTER OF PROMULGATION





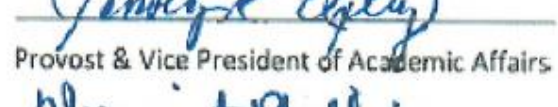
To: Students, Faculty, and Staff:

We must all prepare for the “unexpected” and be ready if disaster strikes our campus. This emergency operations plan (EOP) considers all phases of emergency management operations to minimize the impacts of natural and human made disasters. The EOP includes response guidelines, operational procedures, and other measures to prepare the campus community to prepare and respond to all-hazards incidents.

This plan incorporates the National Incident Management System (NIMS) concepts, requirements, and policies. Moreover, the University’s first responders comply with the requirements of the Incident Command System (ICS). This EOP blends the concepts and procedure into the plan to enhance the ability to respond and recover from emergency incidents.

The EOP is a tool that requires faculty, staff, and students to be vigilant, embrace the preparedness concepts and work together collaboratively and cooperatively to assure that the goals and objectives of this plan are accomplished. Thank you for doing your part to help prevent, prepare for, respond to, and recover from an All-hazards incident.

The following Emergency Operations Plan dated 9/30/22, has been reviewed and approved for implementation by the following University personnel.

 Vice President Facilities & Safety	<u>10.13.2022</u> Date
 Chief of Police	<u>10.20.2022</u> Date
 Vice President & Legal Affairs	<u>10-20-2022</u> Date
 Vice President Finance & Administration /CFO	<u>10 - 19 - 2022</u> Date
 Vice President Student Success	<u>10 - 14 - 2022</u> Date
 Provost & Vice President of Academic Affairs	<u>10 - 14 - 2022</u> Date
 President	<u>10.13.2022</u> Date

RECORD OF CHANGES

Version	Date	Changes Made By	Descriptions of changes
July 2011	July 2011	Jack Clayton	Initial plan
July 2015	July 2015	Jack Clayton	Review of July 2011 plan
June 2019	June 2019	Jack Clayton	Update of 2015, Adopted May 2019 -Not promulgated.
August 2022	8/30/22	Joseph Han	Update of the 2019 draft plan

RECORD OF DISTRIBUTION

Title	Name	Department/ Organization	Date	Version
NA	N/A	Posted on UPD website	2015	July 2015
Working group		IT, UPD	2019	June 2019
Interim President’s Cabinet			9/30/22	8/20/22
Interim President’s Cabinet – Final August 2022 version by email			10/20/21	August 2022

CONTEXT OF THE EMERGENCY OPERATIONS PLAN

INTRODUCTION

In 2004, the Department of Homeland Security established the National Incident Management System (NIMS), which identified a systematic, proactive approach to guide all levels of government, non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, and recover from the effects of emergencies, regardless of cause, size, location, or complexity.

Authority for this plan is contained in the West Virginia Code Chapter 15, Article 5, State Emergency Operations Plan (EOP), WV HEPC Procedural Rule 133CSR54 (Campus Safety Procedures), Code of Federal Regulations (29 CFR 1910.38) relating to emergency preparedness, letters of agreement of mutual aid, contracts, and operational procedures specific to each organization.

Fairmont State University recognizes its responsibility for managing emergency and disaster situations affecting the university. The plan is also designed to satisfy portions of the Higher Education Opportunities

Act-2008 requiring emergency response procedures and implements the National Incident Management System (NIMS).

The development of this plan is based on a realistic assessment of potential hazards that could affect our community, and an assessment of existing capabilities to respond to those situations. This plan recognizes the importance of partnering with local community emergency response agencies in an emergency or disaster, which will be the first units of government officially notified and to which requests for assistance are forwarded.

COMPREHENSIVE APPROACH

The following *Emergency Operations Plan* details how the campus community will respond to major emergencies in conjunction with local emergency response agencies and references the role that campus departments will have in supporting the overall emergency response. The University Police Department has been trained in NIMS protocols and will respond accordingly in the event of a campus emergency. Should the emergency require external emergency response assistance, the NIMS framework will support an integrated tactical response, highlighting interoperability and compatibility of all response agencies.

The five-phase concept of protection (prevention), preparedness, response, recovery, and mitigation is acknowledged as the appropriate way of managing emergencies and disasters. This comprehensive approach can save lives and minimize damage related to the occurrence of an unusual event. This plan principally addresses the response phase of a comprehensive approach.

PREPAREDNESS RESPONSIBILITIES

The plan acknowledges that preparedness begins with the individual, and builds upon individual responsibility to include the department, division, school, and university. The plan assigns responsibilities for emergency management to existing Fairmont State University departments. The assignments are made within the framework of the existing management organization of the various departments. Each department is encouraged to maintain standard operating procedures during special situations, and they are considered part of this plan.

Fairmont State University, in cooperation with local officials, has primary responsibility for managing and coordinating all phases of a disaster that occurs within the jurisdiction of Fairmont State University. Local and state authorities are expected to aid Fairmont State University after resources are exhausted and the University is unable to cope with the disaster.

CONCLUSION

This plan is intended to provide general all-hazards management guidance, using existing organizations and lines of authority to allow Fairmont State University to meet its responsibilities before, during and after an emergency occurs.

The *Emergency Operations Plan* is intended to be a dynamic document that applies to a broad range of emergency situations. The plan has been prepared by the Fairmont State University Police Department and reviewed by the Fairmont State Emergency Management Team (EMT). This plan will be reviewed by the EMT annually and modified as deemed warranted and to ensure that action plans continue to be developed and updated.

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A wide variety of emergencies caused by acts of nature or mankind can result in loss of life, health, property, and income; disrupt the normal functions of academic institutions, critical institutions, business, communities, families; and cause human suffering. Fairmont State University is responsible for providing the leadership and direction to prevent, prepare for, respond to, recover from, and mitigate the dangers and problems arising from such emergencies affecting the university.

To meet this responsibility, Fairmont State University has developed this Emergency Operations Plan (EOP) focused primarily on the response phase of emergency management, and existing in conjunction with other plans and policies to address all five phases of emergency management.

The plan considers each response function from an all-hazards perspective and includes appendices with other plans and policies to address all five phases of emergency management.

The plan considers each response function from an all-hazards perspective, and includes appendices that are function, hazard and /or location specific.

The design of this plan is to protect life, minimize damage, and ensure continuity of operations so essential services may continue to be provided to the university community.

PURPOSE

The EOP is intended to set forth the basic information required to manage response to the occurrence of a natural or man-made emergency or disaster at Fairmont State University. The EOP describes how the university will organize, collect information, make decisions, and communicate; and establish limited delegated authority for expeditious management actions.

The EOP is intended to provide an overall plan for managing and coordinating efforts to resolve the incident and manage the consequences, complemented by more specific plans, policies, and procedures. Existing department-level or division-level plans should align with this university plan and may be referenced as part of this plan.

SCOPE

The measures described in the plan may be enacted in response to any circumstances that require greater than day-to-day resources to maintain safety, security, and critical operations. Situations calling for the application of this plan include:

- **Event:** a planned occurrence which requires resources greater than customary day-to-day staffing to ensure the safety and wellbeing of event participants, and the coordination of these resources to ensure a safe and successful outcome. Examples include athletic events, commencement, guest lectures requiring special security, and other large gatherings.
- **Forecast Event:** an anticipated incident over which the university has no control, such as a tornado, damaging thunderstorm, winter storm, or an unexpected large-scale protest.
- **No-notice Incident:** an unexpected occurrence, natural or human-caused that requires emergency response to protect life, property, or the environment. Examples include a fire, hazardous material release, major criminal act, earthquake, or utility failure.

- Response to emergencies will be coordinated by the Incident Commander. The Fairmont State University responders, including University Police and other trained tactical emergency response agencies will follow specific emergency response protocols that are consistent with the National Incident Management System. Any campus departments may be called upon to support the emergency response agencies, undertaking ancillary duties designed to ensure the safety of the campus community while the tactical responding agencies are directly involved in mitigating the emergency.

SITUATION OVERVIEW

Fairmont State University, also called Fairmont State or FSU, is a four-year public institution of higher learning located in the City of Fairmont, West Virginia, United States. The University leases facilities to other institution(s) and hosts events and hosts public events.

SITUATIONS

1. The Fairmont campus is a community with approximately 5500 students and 750 faculty and staff located in a city of 18,000. At peak periods the University houses approximately 1100 students and guests. Similarly, during major events, the University may have gatherings more than 5000 in one location.
2. The University is chartered by the State of West Virginia and has full authority and responsibility to deal with all emergencies on its campus. It therefore has the authority and responsibility to educate and train its community members on issues related to safety.
3. The Fairmont campus (main campus) has a total of 109 acres and 17 major buildings.
4. The institution has capabilities and resources, which, if effectively deployed and coordinated, would minimize, or eliminate loss of life and damage to property in a major emergency or disaster and provide the ability to recover and restore campus operations. They include the Campus Department of Public Safety and the Facilities Management.
5. The City of Fairmont, located in Marion County, has I-79 as a major thruway with all types of materials being transported. The interstate, as well as primary routes US250 and US19, also provide major arteries into, and out of, the city in case of emergency.
6. Marion County is in north central West Virginia. Fairmont is located approximately 90 miles south of Pittsburgh, Pennsylvania. Marion County is approximately 311 square miles. Fairmont is also a confluence where the Tygart and West Fork rivers create the Monongahela River. The rivers are used primarily for recreation with minimal commercial traffic.
7. The population of Marion County is about 57,000. The City of Fairmont is the County seat. There are 11 municipalities. Numerous small communities, subdivisions, and housing developments are scattered throughout Marion County, but most of the County is a series of rural family communities. Marion County also includes one municipal airport.
8. Marion County operates under the elected commission form of government. The governing body of the County is the Marion County Commission consisting of three (3) members. The City of Fairmont is governed by a City Council/Manager form of municipal government.
9. Marion County is vulnerable to many natural and technological hazards, which could result in a major emergency or disaster.

10. Possible natural disasters include drought, earthquakes, floods, tornadoes, severe thunderstorms, blizzards, ice storms, and outbreaks of contagious diseases.
11. Possible technological disasters include conventional, nuclear, chemical and biological attack; highway, rail, air transportation accidents; chemical and radiological hazardous material spills or leaks; fires; power failures; acts of terrorism; shooting incidents; dangerous or potentially dangerous demonstrations; mass assaults; mass illnesses; hostage situations; mass homicides; and others.

ASSUMPTIONS

1. The campus may be vulnerable to various hazards, which could result in a major emergency or disaster.
2. The institution will develop and maintain a set of agreements with appropriate governmental units, private agencies, and companies necessary to provide all resources that may be needed in a disaster.
3. Since many of the major disasters which may affect the campus will also potentially affect the City of Fairmont, as well as Marion County; the University shall maintain a list and set of agreements to access resources outside of the County.
4. Marion County has developed a countywide Emergency Operations Plan (EOP) and provided a copy of this plan to the University. This plan will assist in joint planning efforts and serve as a basis for cross-training and coordination of personnel.
5. Satellite campuses will need to have written agreements with the cities or counties in which they are located to cover potential disasters because they are beyond the reach of rapid response from the Marion campus.
6. Senior officials of the University are aware of the possible occurrence of a major emergency or disaster within their jurisdiction. They recognize their obligations concerning protecting the safety, health, and welfare of the members of the University community.
7. An effective emergency management program, including a properly implemented EOP, will prevent or reduce injury, loss of life and damage to property while also providing for effective recovery and resumption of normal campus operations.
8. University officials are aware of their duties under this plan and will carry out those duties.
9. Individual members of the community will support the efforts of the University to provide emergency services. In case of a disaster, they will provide all possible assistance.
10. University resources will be supplemented by mutual aid from local jurisdictions when needed.
11. State resources will be available should emergency needs exceed institutional and/or local resources and capabilities.
12. Federal resources will be available when State, local and institutional resources have been exhausted.
13. The overall responsibility for all emergencies lies with the University President or his or her designee. The decision to implement the EOP will be based upon the probability or the actual occurrence of a disaster that threatens the public health, safety, and welfare of the University community and which has the potential for overwhelming the institution's resources.
14. The responsibility for disaster response lies with the President.

15. Emergency operations will make use of all normally available resources to combat the effects of a disaster. If the institution is incapable of fully responding to the emergency, the city, county, state, or other service providers will be contacted for assistance.
16. If needed, Federal resources will be requested. No matter how many levels of response are involved, ultimate control and responsibility will be maintained locally. It is also recognized that government officials alone cannot respond to all disasters. Volunteers will be accepted, when doing so does not put them at extreme risk and utilized to the full extent of their capabilities.

EMERGENCY RESPONSE CONCEPTS

The operational aspects of the Fairmont State Emergency Operations Plan are concepts based upon the National Incident Management System (NIMS). With its modular design, NIMS creates a combination of facilities, equipment, personnel, procedures, and communication, all operating within a standardized organizational structure. Use of NIMS facilitates the university's ability to communicate and coordinate response actions with university entities as well as with external emergency response agencies.

EMERGENCY OBJECTIVES AND RESPONSE INITIATIVES

EMERGENCY PRIORITIES

In any emergency, Fairmont State University's overriding mission is to:

- Protect life safety.
- Minimize property damage.
- Minimize environmental impact.
- Maintain incident stabilization.
- Secure critical infrastructure and facilities.
- Resume teaching and organization/academic programs.

The general emergency response priorities are as follows:

- Buildings used by dependent populations (i.e., residence halls and university student apartments, occupied classrooms and offices, occupied auditoriums, arenas and special event venues).
- Buildings critical to health and safety: (i.e., medical facilities, emergency shelters, food supplies, sites containing potential hazards).
- Facilities that sustain emergency response efforts: (i.e., energy systems and utilities, Emergency Operation Centers, communication services, computer installations, transportation systems, etc.).
- Unoccupied classrooms and buildings.

Note: The relative characteristics of a particular emergency event (such as the time of day when an incident occurs) may alter the above prioritized categories.

HAZARD AND THREAT ANALYSIS SUMMARY

Because resources are finite, the university should allocate prevention and preparedness resources towards those hazards and threats that pose the greatest risk, a product of probability of a given threat or hazard and the impact, consisting of the vulnerability of a university asset to the given threat or hazard, and the consequences in life or property should the hazard or threat occur.

The following reflects threats and hazards most likely to affect the University:

Natural Hazards	Unintended Threats	Intentional Threats
Earthquake	Energy or Water Utility Failure	Active Shooter
Hurricane (effects from)	Fire or Explosion	Explosive Device
Severe Thunderstorm	Hazardous Material Release	Assault (including, sexual)
Winter Storm	Pedestrian/Vehicle Collision	Suicide

REGIONAL IMPACT

The Marion County Office of Emergency Management identifies the following threats and hazards that could affect the north-central region of West Virginia. Those hazards listed in boldface type, below, are those believed to be at an increased risk for impacting the operations of Fairmont State University:

Biological Incident	Flooding	Public Health Emergencies
Chemical/Hazmat	High Winds	Snow and Blizzards
Dam Failure	Ice storms	Terrorism
Commodity Shortage	Earthquake	Thunderstorms and Downbursts
Cyber Incidents	Landslides	Tornados
Extreme Temperatures	Major Urban Fires	Transportation Accidents
Infrastructure Failure		

EXPLANATION OF TERMS

The Emergency Operations Plan specifies how the university will respond to specific types of emergencies. These documents are developed and maintained separate from the EOP yet are referenced in the EOP and are an integral piece to emergency response. Annex documents are not available to the public.

Annex: A document, separate from but in support of the EOP

Emergency Operations Center (EOC): Certain incidents will require the activation of the Emergency Management Team (EMT). The EMT will physically locate to the primary site for the Emergency Operations Center at the Campus Police headquarters in Pence Hall. From that location, the EMT will be able to facilitate support of Incident Command and work to protect the life safety of the campus community and minimize the impact on university operations.

Hazard Assessment: A document, separate from the *Emergency Operations Plan*, developed to identify hazards specific to the Fairmont State Campus that have caused or possess the potential to cause an adverse impact on public health and safety, public or private property, or the environment.

Incident Command System (ICS): Defines the operating characteristics, management components, and structure of emergency management organizations throughout the life cycle of an incident.

Incident Command Post (ICP): An ICP is the field location at which the primary tactical-level, on – scene incident command functions are performed.

Fairmont State Emergency Alert: An emergency notification system established for the Fairmont State University campus community to provide emergency information through several modes of communication. Those modes may include mass notification utilizing cell phone (text and voice), land line phone, email, posting on website, Facebook, Twitter, bulletin board TV's, etc. The Emergency Alert system is expected to be a dynamic system that continues to evolve and utilize new technologies as they become available.

Mutual Aid Agreement: Arrangements between Fairmont State University and local governments and organizations for reciprocal aid and assistance during emergency situations where resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

National Incident Management System (NIMS): NIMS is federally mandated system that provides a consistent nationwide approach for Federal, State, local and tribal governments, the private-sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic emergencies, regardless of cause, size, or complexity.

RESPONSIBILITIES

FACILITIES MANAGEMENT

(Primary Contact: VP for Facilities/Physical Plant)

The Facilities Management works in partnership with the Fairmont State University Police Department and as such, aids in the development of the university's Emergency Operations Plan. The plan, including all appendices and annexes outlines protocols, strategies, departmental responsibilities, organization structure, training requirements, practice drills and tabletop exercises (TTX) associated with ensuring the Fairmont State University campus is prepared to effectively respond to emergencies. The Facilities Management and the Police Department are also responsible for developing emergency response protocols assigned to their units, e.g., responses for severe weather, biological hazards, chemical spills, and fires, as well as developing shelter and evacuation plan templates. Specifically, the Facilities Management and Police Department will be responsible for:

- Overseeing the Emergency Operations Plan and its continued development
- Reviewing Emergency plans as submitted by departments and divisions, ensuring they complement other plans and fit into the framework of the Emergency Operations Plan.
- Determining emergency response training requirements for Fairmont State personnel and maintaining individual training documentations (Excluding FSUPD).
- Maintaining database of all Fairmont State employees who have successfully taken formal Incident Command Training.
- Scheduling and developing tabletop exercises and drills to evaluate and test university response capabilities (semi-annual) and in collaboration with Fairmont State develop a bi-annual functional exercise that evaluates and tests the capabilities of the university response groups and Incident Command.
- Initiating budgetary requests necessary to fund initiatives related to Emergency Operations Plan preparations.
- Providing staff to serve as the Campus Emergency Response Team (CERT) Coordinator, CERT Situational Awareness Room Administrators, Assistant CERT Coordinator, and IC Liaison (as necessary) during a campus emergency.

- Serving as Fairmont State liaison with the Marion County Emergency Management Agency (Marion 911) for coordination of emergency preparedness and response efforts, designed to aid both the university as well as the Fairmont and Marion County Community.

UNIVERSITY PUBLIC SAFETY

The Fairmont State University Police Department (FSUPD) is designated as an official emergency response organization and therefore is required to be compliant with the National Incident Management System (NIMS). As such, FSUPD is responsible for ensuring that its personnel are adequately trained and equipped to respond to emergencies such as riots, bomb threats, civil disturbances, and other police-related emergencies in accordance with applicable NIMS protocols. Specifically, FSUPD will be responsible for:

- Maintaining Fairmont State facilities in a state of constant readiness.
- Maintaining an internal protocol designed to develop and authorize emergency notification messages to be sent via the Fairmont State Emergency Alert System under varying circumstances.
- Ensuring that the Fairmont State Emergency Alert System is available for emergencies and that personnel designated to activate this system are trained and knowledgeable to send emergency messages.
- Upon observation of an emergency, taking immediate and appropriate action to protect life and property and establishing the Incident Command structure to manage the incident.
- Providing a representative to serve as the EMT Liaison to Incident Command.
- Providing direction on traffic control, access control, perimeter and internal security patrols and coordinating fire and EMS services, as needed.

The Office of Emergency Management (OEM) is designated as an official All-Hazards emergency planning organization and therefore is required to be compliant with the National Incident Management System (NIMS). OEM is responsible for:

- Ensuring the upkeep of emergency management documents, processes, and preparing campus for an All-Hazard incident.
- Scheduling and developing tabletop exercises and drills designed to ensure that the campus is in a constant state of readiness to respond to any campus emergency utilizing the National Incident Management System (semi-annually). In addition, in collaboration with the Facilities Management, develop a bi-annual functional exercise that evaluates and tests the capabilities of the Emergency Management Team (EMT), other affiliated response groups and Incident Command simultaneously.
- Ensuring that the Fairmont State Emergency Alert System is available for emergencies and that personnel designated to activate this system are trained and knowledgeable to send emergency messages.
- Maintaining Memoranda of Understanding (MOU's) and other agreements as deemed necessary with local, regional, and statewide emergency response organizations so that clear lines of authority are established relative to emergency response functions. Obtaining law enforcement assistance through mutual aid agreements from city, county, state, or federal governments, as required.

INCIDENT ROLES AND RESPONSIBILITIES

An **Incident Commander (IC)** directs resources from an on-scene **Command Post (CP)** near the scene of the incident, and assembles the **Incident Management Team (IMT)**, filling IMT positions based on the needs of the incident. The IC is dependent on the incident type. In a safety related incident, the IC most often a public safety official (Police or Fire) and may be an official from a non-university entity such as the fire department or local public health department.

There is one Incident Commander (IC) for an incident. When more than one agency (with jurisdiction and substantial committed resources) is involved, a **Unified Command (UC)** structure is established.

In addition to the command position(s), the Incident Management Team may include up to four sections of general staff:

- **Operations Section** where incident tasks are implemented and overseen.
- **Planning Section** records documentation, performs analysis, publishes updates, and anticipates near future needs of the incident.
- **Logistics Section** where incident-related staff support, material supplies, and support services are managed.
- **Finance/Administrative Section** where incident costs, employee time records, and procurement costs are managed.

When an Emergency Operations Center (EOC) is established, it will be in a pre-designated meeting space and staffed with general administrative personnel, assuming a policy, direction, and coordination role in the incident. Led by an Emergency Manager, the EOC will act as an umbrella organization that brings together all the elements necessary to support the incident. In addition to the above, maintaining critical organizational functions (continuity of operations) is a major focus of the EOC.

The activation of an Incident Management Team or an Emergency Operations Center is flexible and dependent on the needs of the event

INCIDENT ACTION PLANNING

A short-term incident may be managed with verbal directives, or ad hoc planning by the Incident Commander. Longer-term incidents that enter multiple periods, complex incidents with multiple jurisdictions and multiple agencies, and pre-planned events require formal planning and a written Incident Action Plan (IAP).

ASSUMPTIONS

INCIDENT SPECIFIC

- A campus emergency may occur at any time of the day or night, weekend, or holiday, with little to no warning.
- Except for the University Police Department, the university is not an emergency response organization and depends on community emergency response organizations to mitigate any emergency.
- Many emergencies that have the potential to affect the university may also affect the surrounding communities, requiring the university to plan on managing emergency response and recovery activities with limited external resources for an extended period.

- The succession of events in an emergency or disaster are unpredictable; therefore, this plan will be utilized as a guidance document, and adapted accordingly for the specific needs of the emergency.

PLAN SPECIFIC

In the event an individual that has been assigned emergency management responsibility is absent or unable to perform his/her duties, those duties and responsibilities will be transferred to the assigned designee or, the alternate identified in the Emergency Contacts annex to this plan.

EMERGENCY PLANNING

Emergency planning is a critical component of the University's Emergency Response efforts. Emergency preparedness on a university campus requires close coordination and collaboration of all departmental units to achieve an effective overall response. The entire campus, from the President through the organizational structure, including the student body and guests, may potentially be impacted by a campus emergency and therefore should continually assess their ability to effectively respond in such a way as to minimize if not eliminate loss of life, serious injury and property damage. Department personnel should be familiar with their respective areas of responsibility and develop plans to not only provide for personal safety but achieve objectives that will serve to fulfill these emergency responsibilities.

PLANNING ASSUMPTIONS

The development of the EOP is predicated on the following assumptions:

- University population and activity varies at different times of the day, week, and the year, but many critical functions occur around the clock, every day of the year.
- The campus has unique needs, challenges, and may be affected differently by a regional emergency.
- Incidents can occur with or without warning. Planning must consider rapid implementation in the instance of "no-notice" events
- Some incidents and all disasters will require external assistance and cooperation with local government, private sector partners, state government, and federal government.
- Significant support, especially from federal agencies, may take at least 72 hours to arrive.
- Damage to campus infrastructure may also impair the capacity to coordinate response.
- Emergency functions performed by individuals and departments will generally parallel their normal day-to-day functions, though personnel may be reassigned if needed.
- Non-critical university functions not contributing to the emergency response may be suspended or operate in a diminished state.
- Students, particularly those who rely upon housing and meals provided by the university will require more services and care than commuter students and employees who typically have more access to resources in the immediate geographical area.

CONCEPT OF OPERATIONS

The University adopts the National Incident Management System (NIMS) and its subcomponents, the Incident Command System (ICS), for managing major events, emergencies, and disasters. The Chief of the University Police Department and the Assistant VP for Facilities/Physical Plant are charged with coordinating emergency operations.

PLAN IMPLEMENTATION

The Emergency Operations Plan (EOP) may be implemented by the Chief of the University Police Department, VP for Facilities/Physical Plant, President, and Provost and VP for Academic Affairs, or by any person acting as Incident Commander.

MONITORING AND DETECTION

The Fairmont State University Police Department serves as the university's primary operations center for receiving emergency reports, monitoring hazards, and disseminating information. The functions of the center are as follows:

1. Receiving emergency and non-emergency calls from the Fairmont State University community.
2. Monitoring campus alarm systems for detection of fire, building system failure, physical security breach, or other abnormal conditions.
3. Communicating with local and state public safety agencies.
4. Monitoring regional and state radio and teletype communications systems.
5. Monitoring National Weather Service all-hazards warning messages.
6. Making notifications, as appropriate, to university officials and outside agencies.

INITIAL ACTIONS: "WHAT TO DO IF YOU DISCOVER AN INCIDENT"

Typically, incidents involving Fairmont State University will come to the attention of an employee by observation or telephone notification. The first employee discovering or receiving information about an incident will do the following:

1. Report the incident to Fairmont State University Police by calling x4157 or the campus 10-digit number 304-367-4157. Calls may also be made directly to 911 and will connect the caller directly to the Marion County 911 Center.
2. Provide the following information:
 - a. Location of incident.
 - b. Your name & call back number phone number.
 - c. Nature of incident.
 - d. Severity of injuries or property damage.
3. Take action to protect personnel, visitors, and property. This might include:
 - a. Moving people away.
 - b. Isolating and securing the area.
 - c. Aiding the public and university personnel.
 - d. Directing public safety responders to the scene.

- e. Detailed guidance for various emergencies is contained in the Emergency Response Guide.

INCIDENT PHASES

No-notice incidents are characterized by four phases:



Planned events may also feature the on-scene management and executive management phases, though these phases may occur in reverse order or concurrently. Forecast events omit the crisis phase.

CRISIS PHASE AND THE SEVEN CRITICAL TASKS

The first phase of a no-notice incident is often chaotic, with little information about the true nature of what’s happening. The goal of the initial responders is to save lives that are in immediate jeopardy, and then to gain control of the incident, preventing further expansion. Fairmont State University Police Officers discovering an incident, or the first unit to arrive at the scene of a reported incident, will begin to execute the **Seven Critical Tasks**

1. Assume command and designate a radio channel for incident communications.
2. Identify the “hot” zone.
3. Establish the inner perimeter.
4. Establish the outer perimeter.
5. Establish a command post location.
6. Establish a staging area.
7. Request additional resources.

ON SCENE MANAGEMENT PHASE

Emergency response at the physical scene is managed using the Incident Command System (ICS). The person having assumed command during the crisis phase is the Incident Commander (IC) and has overall authority and responsibility for conducting incident operations at the incident site. Incident Command may be transferred to successor ICs as the needs of the incident dictate, until the conclusion of the on-scene phase and the termination of command.

EXECUTIVE MANAGEMENT PHASE

This phase occurs when the size, scope, and seriousness of the incident exceeds the ability of the on-scene Incident Management Team to manage the situation. Often multiple jurisdictions are involved in a widespread incident, or the incident creates consequences that need to be managed beyond Fairmont State University. Incidents that move rapidly into this phase include natural disasters, major fires, serious transportation-related accidents, serious IT failure, and major hazardous material accidents. The Executive Management Phase may exist from several hours to a week or more. During this phase, Fairmont State University may establish an Emergency Operations Center (EOC) where the focus is managing the impact of the incident. This is a coordination function rather than a command function.

In planned and forecast events, the Executive Management Phase may occur *before* the event, and may continue concurrently with the on-scene management phase.

RECOVERY PHASE AND CONTINUITY OF OPERATIONS

Following the resolution of the immediate safety and security concerns of an incident, the university will enter the recovery phase. This phase may last hours or years depending on the magnitude of the incident.

Continuity of Operations, sometimes aligned with the recovery phase, is the effort to carry on or promptly resume critical functions. The University continuity plans are developed and enacted at the department level and complement this plan.

ACCOMMODATING PEOPLE WITH ACCESS AND FUNCTIONAL NEEDS

Emergency response options and messages must consider the needs of people with disabilities, limited English proficiency, or functional limitations such as lack of transportation, including:

- Access or mobility limitations due to a physical disability or activity limitations.
- Difficulty understanding verbal or written English communication due to partial or full hearing or vision loss, limited English proficiency, or a cognitive disability.
- Medical, mental health, or dietary special needs in disasters such as access to medications, modified shelter settings, or avoidance of severe food allergens.

THREAT SEVERITY LEVEL

The EOP uses four threat severity levels to scale Fairmont State University's response depending on the scope and severity of the situation. Characteristics of each level are discussed below.

LEVEL FOUR

The day-to-day status wherein on-duty personnel routinely resolve very minor situations without implementing the general emergency measures contained in this plan.

Examples: Minor traffic accident, medical emergency, fire alarm/minor outside fire that is extinguished.

LEVEL THREE - MINOR

Involves a minor event that is occurring or may occur that could negatively affect the Fairmont State University community.

CHARACTERISTICS

- No immediate danger or emergency exists, but the potential is present.
- A minor incident occurs that appears to be of short duration.
- The situation is limited in scope and can be managed by the appropriate administration.

Examples: A severe storm watch issued by the National Weather Service, fire or hazardous materials incident within two (2) miles of the campus; minor building system problem; local power outage.

LEVEL TWO - ALERT

A level two situation indicates that a major incident is occurring and requires a response by Fairmont State University.

CHARACTERISTICS

- People are in danger and/or facilities and equipment are at risk. Immediate action is necessary.
- The incident is on Fairmont State University property, or it is in close proximity where may affect a facility or involved personnel.
- The situation requires significant coordination of resources or agencies.

Examples: A tornado or blizzard warning issued by the National Weather Service, A major fire or hazardous materials incident within one-half mile of a Fairmont State University property; A major building system failure; An incident at a Fairmont State University property that, although being handled by the appropriate administration, may need additional resources.

LEVEL ONE - EMERGENCY

A level I situation indicates that a major incident is occurring and requires a response by Fairmont State University.

CHARACTERISTICS

- People are in danger and/or facilities and equipment are at risk. Immediate action is necessary.
- The incident is on Fairmont State University property or is in close proximity to affect a facility or involve personnel.
- The situation requires significant coordination of resources or agencies.

Examples: A fire or hazardous materials incident that is occurring at a Fairmont State University property; a major storm or weather event that is causing or has caused injury/damage; an active threat exist, i.e., an active shooter.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

THE PRESIDENT OR PRESIDENT’S DESIGNEE:

In any incident the President, as the chief executive officer of the university, retains final authority and responsibility for response, coordination of resources, personnel, and facilities. As time and situation allows, the president should communicate his/her views to the Incident Commander (IC)/Unified Command (UC) on the following matters:

- Safety considerations.
- Environmental issues.
- Legal and policy limitations.
- Issues related to critical infrastructure services or restoration.
- Political, reputational, and social concerns.
- Cost considerations.

Conversely, the IC/UC or the Emergency Manager must keep the president informed about the situation and the status of the university response. Despite the established role of the Public Information Officer, following a disaster, the president is the chief public relations officer and the personification of the institution. Even in non-disaster emergencies, social media has afforded the president unprecedented levels of interaction directly with the community. It is therefore crucial that the president is provided timely information.

SUCCESSION OF AUTHORITY

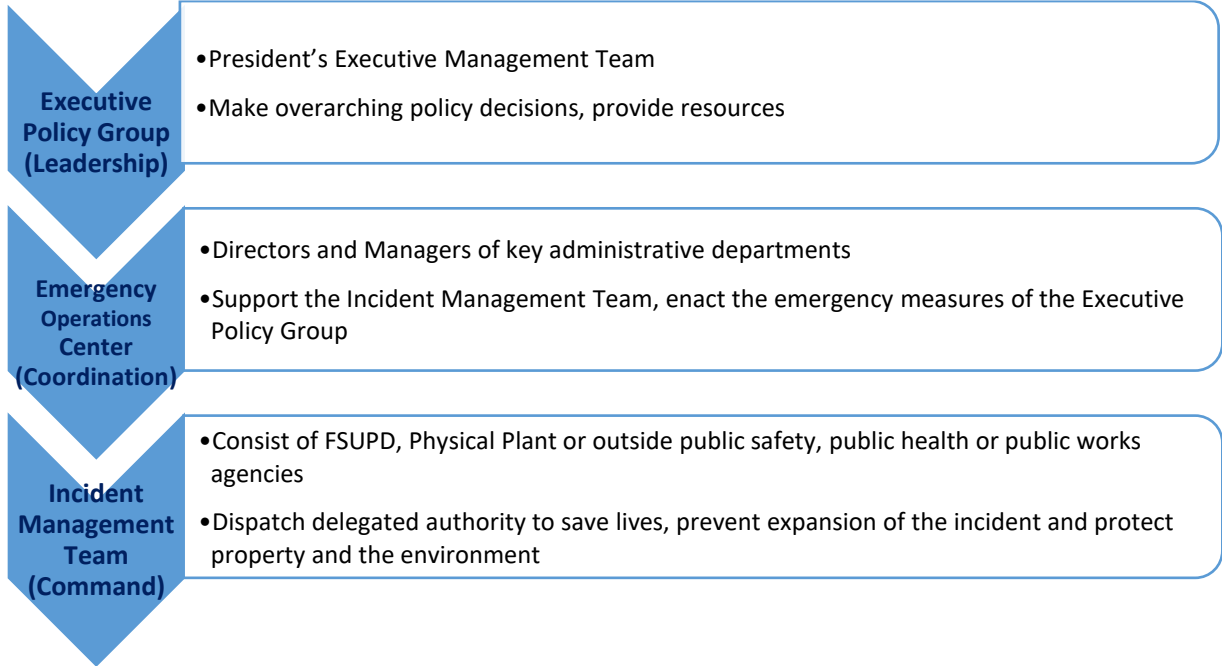
Unless otherwise directed by the President, the Provost shall, in the absence of or incapacity of the President, exercise the powers of the duties of the President.

The chart below shows the succession of authority for the other business areas:

Business Area	Primary Contact	First Alternate	Second Alternate
President	Dr. Dianna Phillips Interim President	Dr. Tim Oxley Interim Provost	Mr. Ken Fettig, VP of Student Success
Provost	Dr. Tim Oxley Dean, College of Business Interim Provost	Dr. Richard Harvey Associate Provost for Academic Operations	Dr. Susan Ross, Associate Provost of Academic Affairs
Student Success	Ken Fettig VP, Student Success	Alicia Kalka AVP for Enrollment and Student Life	Tresa Weimer AVP for Student Success
University Relations and Marketing (PIO)	Jessica Sharps Sr. Director of University Relations	Hannah Mersing Asst. Director of Communications	Keely Stiles Digital Content Specialist
Housing	Alicia Kalka AVP Enrollment and Student Life	Jeremiah Kibler, Associate Director of Housing and Residence Life	Cody Haskiel, Residence Director of Morrow and Prichard Halls
Athletics	Greg Bamberger Athletic Director	Ryan Courtney Deputy Athletic Director	Bryan Spitzer Associate Athletic Director

Human Resources	Ashley Maxey Director of HR	Christa Kwiatkowski, VP for Finance	N/A
Finance/Purchasing	Christa Kwiatkowski VP for Finance	Lenora Montgomery Facilities Purchasing	Monica Cochran Procurement
Physical Plant/Safety	Joseph Han VP Facilities & Safety	Lenora Montgomery Facilities Purchasing	Stephanie DeGroot Manager, Construction & Safety
University Police	Jeff McCormick Chief	Bil McGahan Deputy Chief	Marshall Arnett Officer
Legal Counsel/ Compliance	Cailey Murray Interim General Counsel	Jessica Kropog Title IX Coordinator and Compliance Specialist	Jennifer Stackpole Deputy Clery Compliance Coordinator
Information Technology	Christa Kwiatkowski VP for Finance	Jon Dodds Manager, Networks and Security	NA
Falcon Center	Robin Yeager Director of Falcon Center	Spencer Flanagan Asst Director of Falcon Center	Janel Kittle Recreation Program Coordinator
Dining Services	Jeff Swaim Aladdin Manager	Rob Lemon Retail Manager	Jennie Rowand Conference and Catering Manager
Recruitment and Admissions	Ken Fettig VP for Student Success	Alicia Kalka, AVP of Enrollment and Student Life	Summer Boggess Director of Admissions and Welcome Center

Emergency operations are managed by up to three separate organizational bodies with separate complementary duties.



ON SCENE COMMAND

INCIDENT COMMANDER

The initial IC in most situations will be an individual directly related to the nature of the event or a supervisory or command officer from either law enforcement (FSUPD) or the fire department. Size, scope, and seriousness may dictate that a coordination level be added, at which point the coordination role of the overall incident will shift to the Emergency Operations Center (EOC).

AUTHORIZED PERSONNEL AND RESPONSIBILITIES

The role of incident commander may be held by an official from various disciplines/departments depending on the nature of the incident. Individuals in the following job titles are authorized to assume the position of Incident Commander:

Initial incident response:

- Police officer.
- Fire department officer/supervisor.
- Facilities supervisor.

Extended incident:

- Police Chief -level personnel (FSUPD).
- Fairmont State Safety specialist.
- Management supervisors.
- Health Services medical director or local public health official.

The role of the Incident Commander (IC) is to manage and coordinate the joint response to incidents affecting Fairmont State University. In that capacity, the IC may direct personnel, take actions, and implement procedures as necessary to resolve the incident.

Once a person has assumed command of an incident, that person will remain the IC until relieved by choice or by a more suitable official. The responsibilities of the IC are as follows:

- Verify completion of the Seven Critical Tasks (Page 16).
- Classify the threat severity level by matching situation facts to threat criteria.
- Take protective action to stabilize the scene.
- Activate appropriate ICS functions.
- Establish a unified command structure with responding agencies, if necessary.
- Conduct initial briefing of the IMT.
- Set specific objectives and direct the incident action plans be developed.
- Brief all Command Post personnel on incident action plans with the IMT.
- Approve all incident information released to the news media.
- Set objectives and approve plans for return to normal operations.

BUILD AND MAINTAIN A COMMAND ORGANIZATION

As the incident continues and becomes more complex, the IC will need to delegate duties to others, and will be accomplished by activating the Incident Command System (ICS) functions that comprise the Incident Management Team. The functions that are activated, and when these functions are activated, will depend on the nature of the incident.

UNIFIED COMMAND

Fairmont State University recognizes the need to ensure direction and control for an incident involving more than one jurisdiction and involving multiple responding agencies. When the situation presents, a Unified Command structure will be established. A Unified Command structure means that all agencies and organizations that have responsibilities and authority at an incident will contribute to its resolution. The process for a Unified Command structure is as follows:

All authorized response agencies and organizations will contribute to:

- Determining overall response objectives.
- Selecting response strategies.
- Ensuring joint planning and application of tactical activities.
- Maximizing use of available resources.

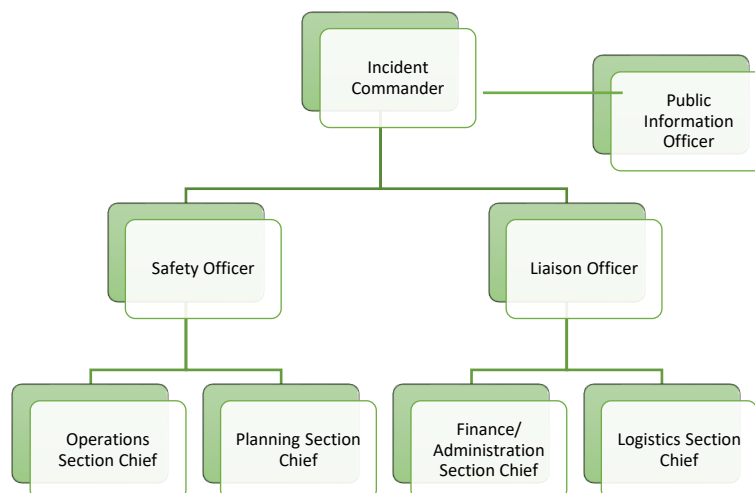
INCIDENT MANAGEMENT TEAM

The Incident Management Team (IMT) refers collectively to the Incident Commander and the persons who have filled the various positions at the command staff level and general staff level at the Command Post (CP).

The Incident Management Team (IMT) will be responsible for carrying out the directives of the IC.

Additional functions can be created and activated as needed. Fairmont State University adopts the NIMS Incident Command System Field Guide

The only required position in an Incident Management Team is the Incident Commander. The IC may designate personnel to fill staff positions as the needs of the incident dictate. All functions without a designated section chief or officer remain the responsibility of the IC.



COMMAND STAFF

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is the interface between the Incident Management Team and the community being served. In addition to the traditional role of coordinating all news media interactions, the PIO also coordinates the release of information to internal (students and employees) and external (public) audiences via non-media channels such as email and social media. The IC should approve all information and briefing material prior to being released. Responsibilities include:

- Prepare an information summary on media coverage for IMT personnel.
- Provide press briefings and news releases as appropriate.
- Arrange for meetings between news media and incident personnel as directed by the IC.
- Provide escort to the media and other officials into controlled areas as necessary.
- Monitor media reports and reactions by the public, including social media.
- In large scale incidents involving the greater community, participate as part of the Joint Information Center (JIC) usually operated by a local EOC.

SAFETY OFFICER

The Safety Officer's mission is to help prevent injuries from occurring to anyone involved in the response incident. The Safety Officer must be prepared to intercede to protect lives at any time, in whatever manner is necessary, and is the only person other than the IC who has the authority to stop an authorized plan from being put into action. Responsibilities include:

- Participate in planning sessions, concentrating on issues of safety.
- Monitor operational activities to assess potential danger and unsafe conditions.
- Correct unsafe acts or conditions through regular lines of authority when possible.
- Invoke EMERGENCY AUTHORITY to immediately correct unsafe acts.
- Monitor stress levels of personnel involved in the response.
- Document and investigate injury or illness of responders.

LIAISON OFFICER

The Liaison Officer serves as the point of contact for responding agencies (law enforcement, fire, emergency medical agencies, utilities, etc.) and other agencies that may be involved in the incident. The Liaison Officer usually manages the Agency Representatives, coordinating personnel assigned to Fairmont State University Command Post by responding agencies. Responsibilities include:

- Identify representative from and maintain contact with each responding agency, including communication links and locations of all assisting personnel.
- Handle requests from Command Post personnel for inter-organizational contacts.
- Monitor operations to identify current/potential inter-organizational problems.
- Provide information to appropriate governmental agencies.
- Maintain an activity log.

GENERAL STAFF

OPERATIONS SECTION CHIEF

The Operations Section manages all tactical operations of the incident, directing the implementation of action plans and strategies developed by the IC and IMT. Responsibilities include:

- Executing the response priorities set by the IC.
- Requesting resources when needed and approving their release when no longer needed.

PLANNING SECTION CHIEF

The Planning Section collects, evaluates, and disseminates the information needed to measure the size, scope and seriousness of the incident and to plan an appropriate response. Responsibilities include:

- Provide briefing on incident size and scope to all personnel.
- Deploy and supervise personnel as need to gather and assess information.
- Participate in planning sessions, concentrating on obtaining the information needed for decision- making.
- Prepare estimates of incident escalation or de-escalation.

LOGISTICS SECTION CHIEF

The Logistics Section provides facilities, services and other resources required for the incident. Responsibilities include:

- Provide, maintain, and control selected equipment, supplies, facilities and services required by the Operations Section.
- Coordinate and process requests for additional resources.
- Provide for the basic human needs of the responders, including food and a rest/sleep area.

FINANCE/ADMINISTRATION SECTION CHIEF

Finance/Administration handles the cost and financial matters of the incident, including managing the process of filing claims for loss and compensation. The Finance/Administration Section must fastidiously organize and retain cost-related documentation that will be necessary after the incident to process claims, including federal assistance. Responsibilities include:

- Assist Logistics Section with procurement of equipment, supplies and other resources needed for incident resolution.
- Ensure that all personnel time records are maintained.
- Prepare incident-related cost analysis as requested by the IC.
- Respond to and evaluate incident-related compensation claim requests.
- Document damage with pictures or video if possible.

TRANSFER OF COMMAND/DUTY PROCEDURES FOR THE IC/IMT STAFF

An orderly procedure for the transfer of a position's duties from an outgoing individual to an individual that is assuming responsibility ensures uninterrupted functionality of key responsibilities. A person serving as IC or in an IMT staff position will continue to do so until relieved by a successor, or the function is ended by direction of the IC. When transferring command/duty:

1. The oncoming person should perform an assessment of the situation.
2. The outgoing person briefs the oncoming person, face-to-face if possible, addressing:
 - a. Safety conditions
 - b. Status of incident action plans
 - c. Assignment and deployment of personnel and equipment under the direction of that IMT function
 - d. Appraisal of need for additional resources
 - e. Any other issue applicable to the IMT function
3. Determine the appropriate time for the transfer, if not immediately.
4. At the time of transfer, announce the change in command/duty to all affected personnel.
5. The person being relieved may be reassigned, may rest, or may conclude their involvement in the incident.

EXECUTIVE MANAGEMENT OF EMERGENCY OPERATIONS

EMERGENCY OPERATIONS CENTER (EOC) AND THE EXECUTIVE POLICY GROUP (EPG)

During a major incident involving multiple sites or direct impact to Fairmont State University, an Emergency Operations Center is established under the direction of an Emergency Manager to oversee incident consequences, ensure continuity of operations, and provide support to the scene-based Incident Management Team(s) and Incident Commander(s). The EOC is tasked with coordinating operational, resources, and planning activities, and establishing policy through the Executive Policy Group. The main focus of the EOC is managing the "impact" of the event, not the resolution of the specific incident. Secondly, the focus of an EOC is to provide support and guidance to the scene-based teams, not micro- manage their activities.

The Executive Policy Group is a separate element of the EOC structure where top management personnel come together to make major policy decisions. They also serve to insulate the Emergency Manager from inquiries into the incident from high-level entities, such as local community leaders, government officials, or university governing board members.

The EOC is also essential for managing short and long-term management of essential operations and long-term recovery efforts.

CONTINUITY OF OPERATIONS (COOP) COORDINATION

The Emergency Operations Center assesses the situation and determines the damage and incident impact on the operations of the university. Based on this appraisal, continuity of operations (COOP) plans may be implemented, and the EOC will act as a central point of coordination.

The EOC will alert points of contact for departments affected by the emergency. Those departments will establish COOP plans individually and should have the ability to access their plans, in print or online, and begin to make necessary notifications within their own departments. Requests for

resources may be submitted to the VP Administration and Fiscal Affairs/CFO of Fairmont State University.

The focus of a continuity of operations plan is the continuation or resumption of critical functions, secondary to the protection of people and property. If either lives or property are threatened, operations that may impact life safety or cause further damage to property should be suspended.

EMERGENCY MANAGER

- Serves as the advisor to the president of the university (or successor) to coordinate emergency response and recovery operations
- Establishes an EOC
- Establishes communication with the Executive Policy Group (EPG). The EPG is ideally located near the EOC, and the EPG functions in a decision-making capacity, establishes policy that advises the actions of the Emergency Manager
- Recommends de-escalation and de-mobilization based on reliable intelligence and information from Planning and/or Operations
- The following individuals are authorized to assume the position of Emergency Manager:
- Fairmont State University Chief of Police or designee
- Fairmont State University Assistant VP Physical Plant or designee
- Fairmont State University Environmental Health and Safety officer

EMERGENCY OPERATION CENTER (EOC)

The Emergency Manager will activate EOC functional areas based on the needs of the incident. University support functions will parallel day-to-day responsibilities of Fairmont State University. When the Emergency Manager activates a given function, the director/manager of the responsible department, or the director's designee, will be assigned to the EOC and is responsible for coordinating the function. When more than one department has responsibilities for a given function, one department will be designated the lead.

University support functions are loosely based on the Emergency Support Functions (ESF's) contained in the National Response Framework.

University Department	Support Functions
Dining Services (Aladdin)	Food and Water
Physical Plant	Energy Public Works and Engineering Occupational Safety
Finance Division	Cost Tracking Claims/Compensation Long-Term Community Recovery
Health Services	Public Health and Medical Services
Local Fire Department	Firefighting Search and Rescue
Office of Student Services	Volunteers
Housing and Residential Services	Housing
Environmental Health and Safety	Emergency Management Transportation
Purchasing	Procurement Resource Support
Technology Services	Communications
Alumni Association/Board of Governors	Donations
University Police	Public Safety and Security Response
University Relations	Public Information External Affairs

At the discretion of the Emergency Manager, when the number of functional areas necessary to coordinate response exceed manageable span of control, the Emergency Manager may organize support functions in sections, appointing one person to coordinate each section:

Operations	Planning	Logistics	Finance
Fairmont State Police	Emergency Management	Transportation	Procurement
Health and Medical	Situational Awareness	Capital Planning and Management	Cost Tracking
Hazmat Response	Incident Documentation	Housing	Time Tracking
Firefighting	Technical Specialties	Food and Water	Claims/Compensation
Search and Rescue		Communications	Long-Term Community Recovery

The Emergency Manager may also delegate, as needed, functions to facilitate the operation of the EOC, including appointed scribes, runners, IT support personnel, and other assisting positions as necessary.

EXECUTIVE POLICY GROUP

An **Executive Policy Group** is the leadership of the university responsible for maintaining continuity of university operations and making high-level policy decisions. The Executive Policy Group works with the EOC, and should be located near the EOC, or should be in regular communication with the EOC via a conference Bridge or videoconference.

The Emergency Manager establishes an Executive Policy Group by contacting the President or a successor. The policy group may consist of the members of the President’s Executive Management Team and any deans or staff persons who are affected by the incident or whose input may be needed as determined by the President or successor. The policy group may include the president, or may report to the president.

DIRECTION, CONTROL AND COORDINATION

INCIDENT COMMAND

Within the perimeter of the scene of an incident the Incident Commander (IC) has tactical control over all personnel, assets and resources assigned to the incident. Each person that is a part of the Incident Management Team (IMT) should report to only one supervisor, and each supervisor should be accountable for not more than seven resources (personnel), ideally five.

In some cases, laws, codes, prior agreements or the very nature of the emergency require that the IC is a member of an outside response organization. For example, the most senior fire officer usually assumes the role of Incident Commander at a structure fire. Fairmont State University personnel who are part of the IMT shall obey the lawful orders of the IC, whether the IC is a Fairmont State University employee or a member of an outside response organization with appropriate jurisdiction.

When Unified Command (UC) is established, all authorities applicable to the IC also extend to the UC.

INTEGRATION OF OUTSIDE AGENCIES AND UNIFIED COMMAND

Resources from cooperating agencies will integrate into the Incident Management Team, abiding by the organizational structure prescribed by NIMS. When an outside agency has substantial resources or personnel committed, the senior officials from each agency may establish a Unified Command, with

representatives of each agency contributing to the direction of the response; however, in such cases one person from the Unified Command shall still be designated the Incident Commander.

EMERGENCY OPERATIONS CENTER

The **Emergency Operations Center** is a predefined, centralized location where senior administrators meet to provide support to the scene-based Incident Command, and to manage the impact of the incident. The EOC acts in a coordinating role and shall never supersede or countermand the tactical decisions of the IC.

The EOC serves as a centralized management center for emergency operations. The EOC is a designated area equipped with communications equipment, reference materials, activity logs and all the tools necessary to respond quickly and appropriately to an emergency.

EMERGENCY OPERATIONS CENTER LOCATIONS

Designated rooms able to function as an EOC in an emergency:

- Turley CenterRoom 106
- Turley Center Room 215
- Pence HallPolice Department
- Hardway Hall..... Room 219

The Emergency Manager is responsible for managing the EOC operations during extended emergencies. For continuity of operations at the EOC, a line of command and succession will be established.

In the event of a Level I emergency situation, the EOC command structure will be organized into two teams to operate continuously on a 24-hour basis. Each team will be assigned to 12-hour shifts to be designated by the Emergency Manager based on the conditions of the incident.

EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS

Similar to the threat severity levels, the EOC may be activated at different levels depending on the needs of the incident. The Emergency Manger will determine and communicate the activation level.

Level 4 None

- During day-to-day operations the Police Department Communications Center acts as the de facto Emergency Operations Center, providing the coordination and notification functions when an incident occurs, until an EOC can be established.

Level 3 Virtual

- Response coordinated via distance communication, including audio teleconference and video teleconference.
- Suitable for minor or short-duration incidents.
- May be necessary in the initial phase of a no-notice incident

Level 2 Partial

- A physical EOC is opened. Selected functional areas are activated at the discretion of the Emergency Manager, and responsible officials report to the EOC.
- More complex incident requiring face-to-face interaction.
- Forecast severe weather, when responsible officials might be unable to respond to campus if the situation worsens during the storm.

Level 1 Full

- A physical EOC is opened. All functions are activated and staffed. Incident duration may be extended, and staffing plans are developed for continuous, 24- hour operations.
- Major disaster.
- Complex incident requiring coordination of university resources and outside responders.

MULTI-AGENCY COORDINATION SYSTEM (MACS)

In a large-scale incident affecting the university and surrounding community, or a regional disaster affecting a large area, the university will coordinate with other jurisdictions through their EOC, if one is established, or through their public safety dispatch center.

EMERGENCY RESPONSE PLAN

Emergency Response Plans are plans that a department develops for a specific area or unit that provides direction to employees on what to do in specific emergency situations (i.e., fire, severe weather). Emergency Response Plans will be incorporated into the Building/Departmental Emergency Plan Annex. Employees are to be trained on these plans so that a common response protocol is understood. Faculty and staff who work in multiple locations will also need to know the evacuation assembly areas and shelter areas for all buildings in which they work. At a minimum, department Emergency Response Plans should address:

- Evacuation
- Sheltering in place
- Severe weather shelter
- Medical emergencies
- Communication methods to contact employees who do not have access to customary modes of emergency notification
- Reporting protocols relative to communicating information relevant to an on-going emergency
- Actions to be taken to ensure continuity of operations including critical tasks, services, key systems, and infrastructure
- Methods to ensure that all personnel have been made aware of the plan and the plan is reviewed and if necessary, revised at least annually

EMERGENCY SUPPORT PLANS

During an emergency, support is provided to emergency responders from many entities, including the university. While the university support can come in the form of many types of actions or activities, preplanned actions of the university are called Emergency Support Plans. Emergency Support Plans which require significant coordination must be developed and documented so that they can be called upon to provide quick and efficient direction to university personnel during an emergency. These plans will be campus specific and support Incident Command operations and/or continuity of operations to the university. The intent of each plan should focus on the appropriate response to specific identified emergencies to mitigate or resolve a situation.

EXERCISES/DRILLS

For the university to maintain a state of readiness and test critical response components, semi-annual exercise and drills will be conducted. These drills provide opportunity to ensure that adequate preparations are in place to effectively respond to emergencies on campus and personnel are ready to perform their assigned duties.

Fairmont State University Police Department in coordination with Facilities Management will conduct tabletop exercise and drill scenarios that will challenge the University emergency response groups and affiliated departments to effectively respond to any given emergency. Similarly, the Fairmont State Police Chief will schedule drills and table top exercise to ensure that Fairmont State remains in a ready state to respond to any emergency utilizing the National Incident Management System protocols. To the extent necessary, Incident Command exercises and drills will involve participation from external tactical

emergency response organizations and governmental agencies to ensure that responses are compatible, synchronized, and interoperable.

Approximately once every two years, FSUPD and the Facilities Management, collaborating with Fairmont State administration, will develop a comprehensive exercise that will evaluate and test both IC capabilities (FSUPD) and university support operations capabilities in unison. All drills and tabletop exercise will result in an “After Action Report” generated by FSUPD and Physical Plant for their respective drills and table top exercise. “After Action Reports” will be developed and formatted following the Department of Homeland Security HSEEP) (Homeland Security Exercise Evaluation Program) guidelines. All After Action Reports will be maintained by FSUPD.

TRAINING

FSUPD and Facilities Management will specify training requirements and maintain training documentation for those university personnel designated to act in a support role for university emergencies. Similarly, the FSUPD Chief will determine training needs for Fairmont State staff to become compliant with all National Incident Management System requirements, in accordance with the National Response Framework, and Homeland Security Presidential Directives 5 and 8. FSUPD Training documentation will be maintained by FSUPD.

ANNUAL PLAN REVIEWS

The *Emergency Operations Plan* will be reviewed annually and updated/revised as deemed appropriate. Interim revisions will be made when one of the following occurs:

- A change in university site, administrative structure or facility arrangement that affects implementation of the plan
- A material changes in response resources
- An incident occurs that causes a review
- Internal assessments, third party reviews, or experience in drills, tabletops or actual responses identify significant changes that should be made in the plan
- Other changes are identified and are deemed significant

Plan changes, updates, and revisions are the responsibility of FSUPD and Physical Plant. Revised plans will be submitted to the Emergency Management Team for concurrence.

DOCUMENTATION OF SUPPORT ACTIVITIES

It is important that university personnel document their actions and expenditures during the entire emergency response effort. This will be needed during a review/analysis of the emergency response activities as well as justification for potential reimbursement by state or federal agencies or through post-event litigation. Said records shall be forwarded to the CFO when the emergency is over.

MUTUAL AID AGREEMENTS

The university maintains mutual aid agreements with appropriate law enforcement agencies, details of which can be obtained from FSUPD.

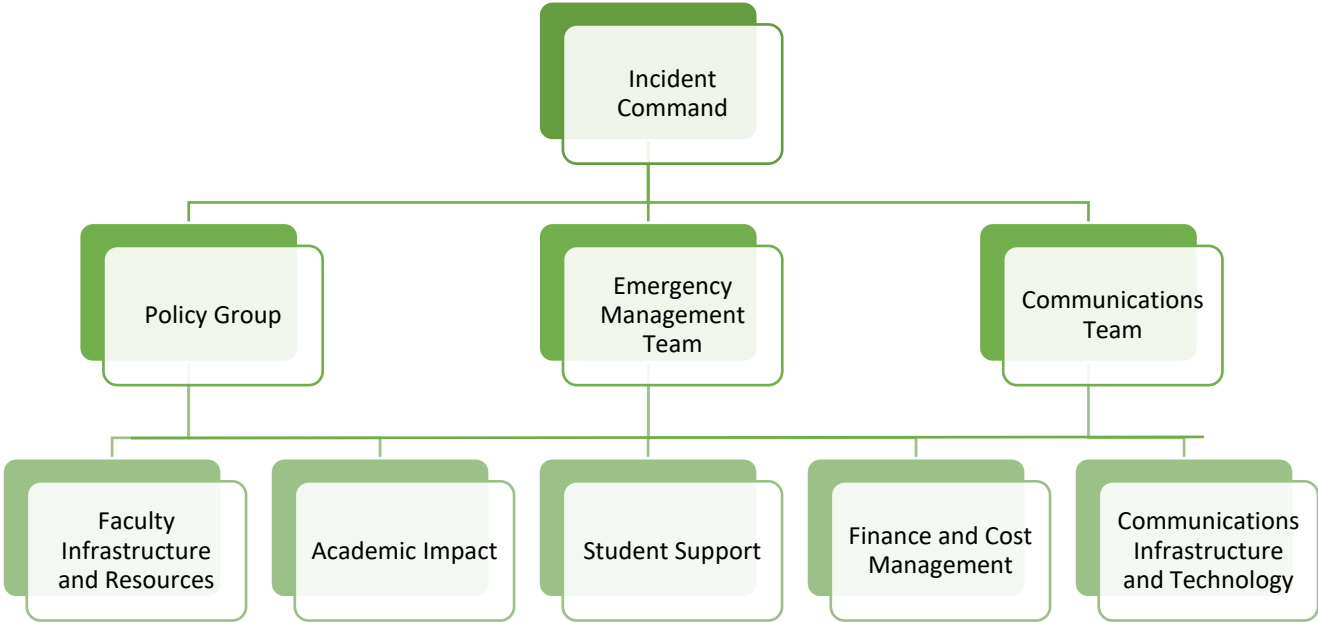
EMERGENCY RESPONSE MOBILIZATION

In response to an emergency, the university will call upon its personnel to mobilize and respond in one of three teams to support the response and recovery of the incident, all while providing for continuity of

operations. The three groups that work collaboratively to provide these services are the Emergency Management Team, Public Relations Team and the Executive Policy Group (President and Board of Governors).

These teams are designed to:

- Oversee university operations during an emergency, ensuring for the overall security and welfare of the campus, as well as addressing all related issues associated with the emergency and university operations;
- Provide accurate and timely information to the campus populations, media, parents and interested parties external to the university;
- Provide university support as requested by the Incident Commander, to include university intelligence, support personnel, equipment, material, etc.



EMERGENCY MANAGEMENT TEAM

The Emergency Management Team (EMT) is responsible for directing university resource support of emergency response operations and maintaining continuity of critical business functions on campus. It is also responsible for the welfare and security of the campus at large, beyond the bounds of the immediate emergency which is established by the Incident Command and under its direct control.

The team consists of a select group of Fairmont State University management and supervisory personnel who have a role in management and recovery and will collectively initiate the university response during emergencies. EMT core members will convene at the University Emergency Operations Center as soon as a Fairmont State emergency alert is received or otherwise notified by FSUPD or Physical Plant. There are three specified locations on campus identified as Emergency Operations Centers. The Police Department in Pence Hall or 215 in the Turley Center, and Room 219 in Hardway Hall.

RESPONSIBILITIES

The overall responsibility of the EMT is to provide overall direction of the University's response activities. Specifically, the EMT will be responsible for:

- Providing university intelligence, equipment, material, supplies, personnel, etc. as requested by the Incident Command in support of its efforts to mitigate the emergency and protect life and property.
- Collaborating, strategizing, and planning among EMT members, the President and Executive Policy Group, and other university personnel in addressing issues directly related to campus functions and operations impacted by the emergency.
- Maintaining a current and accurate accounting of emergency response activities and progress to update the President and his/her staff, as well as those communicating with parents, media, etc.
- Documenting and tracking university actions in support of emergency response efforts.
- Performing related duties as deemed necessary during the campus emergency.

POSITIONS

EMERGENCY MANAGEMENT TEAM COORDINATOR

The Emergency Management Team Coordinator will be the Chief of University Police, Emergency Management Coordinator, or designee. This person will be responsible for overseeing the coordination of team's activities during an emergency and ensuring it functions efficiently and effectively in support of the Incident Command while maintaining continuity of the campus operations. The Emergency Management Team Coordinator will:

- Based on current information received from the EMT Liaison on the status of an emergency, provide scheduled, periodic operational briefings to the EMT Work Group Leaders.
- In collaboration with Incident Command and the EMT Work Group Leaders identify operational objectives to protect the campus community and support emergency response operations.
- Coordinate the identification and assignment of resources to meet objectives.

- Track operational objectives/action items to ensure completion and/or subsequent modification.
- Provide oversight to the Technology Administrators to ensure clear and concise information is being communicated via social media.

EMERGENCY MANAGEMENT TEAM LIAISON

The Emergency Management Team (EMT) Liaison will be a ranking member of the University Police Department. The Liaison will be responsible for communicating directly with the University representative at the Incident Command Post. During this communication, the EMT Liaison will keep abreast of status/progress of the emergency response efforts and related information.

The Liaison will relay information received from the Incident Command to the EMT Coordinator and after EMT members through scheduled briefings.

WORK GROUP LEADERS

The Emergency Management Team (EMT) also consists of representatives of six major Work Groups that have specific assigned areas of responsibility. Those Work Group Leaders will work together in a collaborative fashion to accomplish the following tasks:

- Provide the intelligence, equipment, material, supplies, personnel, etc. as requested by the Incident Command in support of its efforts to mitigate the emergency and protect life and property
- Collaborating, strategizing, and planning with each other, the EMT coordinator, and other university personnel in addressing issues directly related to their respective areas of responsibility and effecting necessary actions to support the overall university response effort
- Documenting and tracking university actions to support the overall university response effort
- Performing related duties as requested by the EMT Coordinator during the campus emergency

Work Group Leaders will be assigned as representatives of each of the following Work Groups

FACILITIES MANAGEMENT

The facilities management is responsible for addressing emergencies resulting from building collapse/severe building damage, electrical/gas related emergencies, excessive snow/ice accumulations, and other physical university conditions related to life safety. In these or related emergencies, facilities management will be responsible for:

- Providing equipment and personnel to perform shutdown procedures, establish hazardous area controls, erect barricades, and perform damage assessment, debris clearance, emergency repairs and equipment protection
- Providing vehicles, equipment, and operators for the movement of personnel and supplies, and assigning vehicles as needed
- Maintaining a current list of local vendors (and respective agreements, as warranted) which can provide supplemental resources (tools, material, equipment, and personnel) as necessary to adequately support a given emergency
- Obtaining the assistance of utility companies as required during emergency operations
- Furnishing emergency power and lighting systems

PROVOST AND VP FOR ACADEMIC AFFAIRS

The Provost and Vice President of Academic Affairs is principally responsible for emergency operations for the academic units.

The Provost's Office will address needs, concerns, and issues related to academic impacts resulting from the emergency as part of the Emergency Management Team. The Provost (In concert with the University President) will also address business continuity issues from an academic perspective – decisions relative to suspension of classes, cancellation of classes, university closure, etc.

VP OF STUDENT SUCCESS

The VP of Student Success is responsible for ensuring that plans are in place to protect and care for the Fairmont State student population throughout an emergency. In concert with the IC, responsibilities include:

- Establishing parent/student reunification center(s) on campus
- Working with Dining Services to provide temporary or alternate food service facilities for the on-campus student population affected by the disaster or emergency
- Working with Dining Services to provide food services for off-campus students who have been directed to remain on campus or who are unable to leave the campus
- Working with Red Cross in providing food services for emergency response personnel and university staff directed to remain on campus for extended periods of time
- Working with the Student Counseling Center to establish counseling services deemed warranted
- Working in partnership with the University Registrar to implement a post-emergency accountability process where there is a need to account for the safety of students on campus
- Developing a means to communicate with parents/relatives of students who have sustained injuries or have otherwise been individually and adversely impacted by the emergency

DIRECTOR OF HOUSING

The Director of Housing is responsible for developing plans and protocols to ensure all students in residence halls and campus housing are adequately cared for and protected in emergency situations. University Housing may be called upon to provide:

- Temporary or alternate housing facilities for the on-campus student population affected by the emergency
- Housing for off-campus students who have been directed to remain on-campus or who are unable to leave the campus
- Housing for emergency response personnel and university staff directed to remain on campus for extended periods of time
- Beds, or other resources/material, as required

FINANCE AND COST MANAGEMENT/HUMAN RESOURCES

The Finance and Cost Management Work Group is responsible for providing financial support, as warranted, to support university operations during an emergency. The VP Administration and Fiscal Affairs/CFO is the leader of this group. The Financial and Cost Management Work Group will coordinate and track all financial aspects of the emergency as it relates to university business continuity or support for Incident Command.

This group will also be primarily responsible for the insurance provisions associated with the emergency and serve as the primary interface with university property and liability insurance representatives, West Virginia Bureau of Risk and Insurance Management (BRIM), Federal Emergency Management Agency (FEMA) representative, etc. relative to emergency reimbursement costs. This will entail:

- Collecting personnel and equipment time usage records associated with university response actions
- Completing and/or collecting all forms and paperwork necessary to receive authorized reimbursed costs
- Collecting information regarding injuries
- Providing appropriate reimbursement forms to campus department heads that are to be utilized to document costs acceptable for reimbursement from university insurance carriers, BRIM, FEMA or other government agencies
- Educating department heads on the proper completion of forms noted above

Procurement will coordinate with work groups to identify sources of equipment and supplies for university emergency operations. The Director will provide guidance on emergency procurement procedures, prepare, and sign or authorize signage of equipment rental agreements and process all administrative requirements associated with equipment rental and supply agreements.

Human Resources is responsible for providing guidance to Fairmont State staff/academic personnel regarding labor issues associated with the university response to the emergency. This includes but is not limited to work assignments, flexible scheduling, benefits, job sharing, and application of collective bargaining agreements. Human Resources will also be responsible for:

- Providing an emergency employee placement service to match up employees willing and able to work with units that have a particular need for their skills
- Communicating changes to standard processes and procedures
- Coordinating the approval process for essential, alternate, and standby position designations
- Provide background information on the University employees as requested

TELECOMMUNICATIONS AND NETWORKING

In preparation for emergencies, the VP and Chief Information Officer will direct the design and implementation of network and phone service for campus emergency facilities including Emergency Operations Center (EOC) and the Emergency Call Center. This will include both wired and wireless connectivity as well as telephone instruments and service for all established locations. Upon activation of the EOC, staff will continue to support emergency facilities and maintain wired and wireless connectivity. The VP and Chief Information Office shall also be

responsible for keeping the major campus communications systems up and running in an emergency, adding capacity as necessary.

EXECUTIVE POLICY GROUP (EPG)

The Executive Policy Group will work closely with the Emergency Management Team in developing/approving emergency response initiatives designed to oversee the security and welfare of the campus at large and collaborate with the **Associate VP of University Relations and Marketing** in establishing a Press Conference or other high level press release.

RESPONSIBILITIES

- Evaluate the institutional effects of an emergency and determine appropriate courses of action for the university relative to business continuity, e.g., authorize a temporary suspension of classes, or a campus closure
- Evaluate functions deemed critical to the continuity of university business operations
- Develop emergency-specific policies as needed
- Address legal and political implications associated with the emergency
- Determine and convey business resumption priorities and business recovery plans to the Emergency Management Team and Departmental Leads
- Support Finance and Cost Management Work Group Leader with regards to financial resources and direction

POSITIONS

PRESIDENT

The University President (or designee) oversees the Executive Policy Group and responsible for final approval of all decisions

POLICY GROUP LIAISON

The Policy Group Liaison is a functional member of the Policy Group that will keep the Policy Group apprised of the incident status and actions of the Emergency Management Team (EMT). The Liaison will communicate directly with the Public Information Officer.

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is responsible for interfacing with the public and media. The PIO develops accurate and complete information on the incident's cause, size, and current situation, resources committed, and other matters of general interest for both internal and external consumption. This includes updates on tactical response related information as well as University operations undertaken to ensure for the welfare of the campus at large. He/she will take the lead role in ensuring information shared with public entities is accurate, timely and consistent.

The PIO will be staffed by a member of the Department of University Relations and Marketing as assigned by the **Associate VP of University Relations and Marketing** and will typically be located at the Incident Command Post during an emergency. The PIO will collaborate closely with the Associate VP who will report immediately to the scene of the emergency to address (manage) the media. The PIO will also be in regular communications with the Incident Commander regarding the status of emergency response operations and the Emergency Management Team Liaison as necessary to receive input on the University's sponsored activities. The PIO and Associate VP will be activated immediately upon any notice of a campus emergency, either by a Fairmont State Emergency Alert or directed notification from FSUPD.

Based on the magnitude of the emergency and the subsequent response, the PIO, or the Incident Commander may call the Joint Information Center (JIC) to be activated, which includes PIO's from different emergency response agencies. The University PIO will determine the JIC location and assume a lead role.

As deemed warranted, the PIO or Associate VP of University Relations may schedule a press conference(s) to provide a coordinated release of information related to the campus emergency media personnel. Representatives from emergency response agencies and the University may participate in these press conferences.

EMERGENCY CALL CENTER

The Emergency Call Center (ECC) is a facility designed to receive calls from the public during a campus emergency. The ECC is staffed by university personnel who have been trained in emergency call center protocols. The activation of the ECC is at the discretion of the Associate VP of University Relations, based on the magnitude of the emergency and the anticipated volume of calls from parents and other interested parties. The activation of the ECC and corresponding phone number will be publicized.

ACTIVATION OF EMERGENCY OPERATIONS

In most situations, emergencies will first be encountered by faculty, staff, and students. However, the University Police Department (FSUPD) will serve as the initial point of contact for reporting emergency situations on campus. Emergencies such as disease outbreaks and utility outages could potentially be reported in other ways.

In the event of an emergency that poses an immediate and/or ongoing threat to the safety and/or welfare of the campus community, there should be minimal delay in disseminating a university-wide safety alert once the situation has been verified.

RELEASE OF INFORMATION: GENERAL GUIDELINES

Appropriate information to release to internal and external audiences includes:

- Verified facts.
- Campus response(s) to those affected.
- Provision(s) made by the University to those affected (e.g., counseling services, housing, etc.).
- Timely updates with verified facts.

Information that CANNOT be released:

- Speculative information.
- Unverified facts.
- “No comment.”
- Information that violates FERPA.
- Blame on any individual, agency, or piece of equipment.

FAIRMONT STATE EMERGENCY ALERT

FSU Emergency Alert is an emergency notification system designed to notify the campus population of an event that entails life-threatening concerns. It utilized multiple modes of communication, including cell phone (text and voice), land-line phones, and emails. To receive the FSU Emergency Alert via one’s cell phone or land line phone, campus personnel must register their contact information.

In the event of an emergency, The University Police Department will notify the campus community via the FSU Emergency Alert advising them of the emergency and any instructions on actions to be taken. Alerts will also contain information that directs personnel to the Fairmont State Home Page for additional information and updates.

EMERGENCY RADIOS

In the event of a failure of normal communication modes, the campus portable radio infrastructure will be utilized. Radios on this system will allow point to point communications.

DEACTIVATION OF EMERGENCY OPERATIONS

Once the Incident Commander concludes that the immediate threat of danger posed by the emergency is over, he/she will begin the transition from Incident Commander to University governed operations. If the Incident Commander is other than FSUPD, FSUPD will work with the Incident Commander to ensure a clear understanding of the current state of affairs. If FSUPD is acting as the Incident Commander, FSUPD will work with the EMT and the Executive Policy Group to assume post-emergency operations and initiate business recovery and business resumption operations as warranted. In either scenario, the Executive Policy Group and the EMT will develop a plan of action to achieve/resume to normal university operations as soon as feasible. The Policy Group Liaison will lead the transition effort with the support of the EMT Coordinator and FSUPD.

ANNEX AND INCIDENT SPECIFIC DOCUMENTS

Annex plans and Incident Specific Documents are part of the comprehensive emergency management strategy at Fairmont State University and Incorporated into the overall *Emergency Operations Plan*. Annexes have been organized topically and are essentially a composite summary of documented actions required to mitigate and recover from an emergency. Within Annex documents, corresponding department Emergency Support Action Plan are assigned. Annex documents are developed and maintained separate from the *Emergency Operations Plan* yet are integral components to the university emergency response efforts.

The Incident Specific action plans are focused on specific responses to a particular type of emergency (e.g., Bomb Threat, Winter Weather). Others are not linked to any single emergency type but may be activated as a necessary response action (e.g., Evacuation, Temporary Housing) based on needs resulting from a variety of different types of campus crisis situations.

Departmental Emergency Support Plans are developed and maintained by designated university departments and documented functions that the Department may be called upon to perform in support of an emergency response effort on campus. The Physical Plant will serve as the Administrator of these plans and will work with departmental plan developers in completing them. Plans will be maintained by the developing department with a copy maintained at the FSUPD Emergency Operations Center.

ANNEX AND INCIDENT SPECIFIC DOCUMENTS ARE NOT MADE AVAILABLE TO THE PUBLIC