



# Emergency Response Plan

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Rose-Hulman Institute of Technology  
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# Introduction

The Office of Environmental Health and Safety in collaboration with Office of Public Safety developed this Emergency Response Plan (ERP) to assist in preparing for emergencies, as required by Rose-Hulman policy and the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.38.

Considerable effort has gone into trying to make this plan concise, clear, easy to use and easy to implement. If we can be of further assistance, the Office of Environmental Health and Safety at (812) 877-8124, or the Office of Public Safety at (812) 877-8590.

**This document is to serve as the guidance document for Rose-Hulman Institute of Technology's Emergency Response Program, individual departmental procedures are to be developed and approved as necessary.**



## **A message from Our President on Safety**

Rose-Hulman Institute of Technology is a remarkable organization. On our relatively small campus in Terre Haute, Indiana, some of the world's top students come to receive arguably the world's best education from world-renowned staff and faculty. The most remarkable thing about Rose-Hulman, however, is the individual support and attention that our students received from each of us. This attitude is what has made RHIT great and also positions us to successfully take the next safety step forward on our campus. Without a doubt, each and every person on our campus is our greatest asset. Each of us need to be willing and committed to ensuring the safety and security not only of ourselves but our other team members – our fellow students, staff members and faculty. Let's work together to make sure that no one ever gets hurt on our campus and furthermore, we are committed, as a group, to work together – as a team – to ensure that our campus is prepared to handle any contingency that arises. As we do so, we also ensure that our mission of education will be able to be met not only today, but in the future as well. That really, is why we, as a campus community, came to and stay at Rose-Hulman.

Jim Conwell,  
President  
Rose-Hulman Institute of Technology

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# Emergency Response Plan (ERP)

## A. PURPOSE

The purpose of this plan is to establish procedures and duties, to promote planning and to establish training for the employees of Rose-Hulman Institute of Technology for fire and other emergency evacuations as required by Institute Policy, the Indiana Fire Code and OSHA standards.

## B. SCOPE

This plan applies to all occupants in all facilities owned, leased, or rented by Rose-Hulman Institute of Technology.

## C. COORDINATION WITH OTHER EMERGENCY PLANS

As part of the Institute's emergency management plan, this emergency operation and evacuation plan is a key component in incident planning and must be coordinated with the following emergency/safety documents:

### 1. Institute's Environmental Health and Safety Management Program

These Programs outline procedures and duties for campus personnel in regards to regulated environmental health and safety programs and requirements. These programs can be found at:

<http://www.rose-hulman.edu/offices-and-services/facilities-operations/environmental-health-safety/programs.aspx>

### 2. Office of Public Safety Manual

This manual prescribes public safety and security procedures for campus personnel and facilities.

## D. COORDINATION WITH DEPARTMENTAL HEALTH AND SAFETY PLANS

This plan reflects the Institute's emergency response procedures and programs and satisfies an element of the Institute's Environmental Health and Safety Management Program required by OSHA 29 CFR 1910.38.

## **E. INSTITUTE EMERGENCY RESOURCES AND CONTACTS**

### **1. Office of Public Safety**

The Institute's Office of Public Safety, located at 6300 Wabash Avenue, maintains an Emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release, dial x8590 from any campus telephone.

Public Safety operates a 24-hour, 7-day a week alarm monitoring center. Issues involving alarm systems should be brought to the attention of Public Safety.

Environmental Health & Safety is responsible for the maintenance of the Institute's overall emergency response and disaster planning efforts and protocols.

### **2. Office of Environmental Health and Safety**

The Office of Environmental Health and Safety provides consultation and support for hazardous material spills and releases, temporary controls and other general information to the Terre Haute Fire Department, RHIT Public Safety and other RHIT departments during normal business hours, 8:00 am to 5:00 pm Monday through Friday at (812) 877-8124. After normal business hours, the OEHS may be contacted through the Office of Public Safety at (812)877-8590.

### **3. Facilities Operations**

Facilities Operations maintains a 24 hour, 7 days a week Customer Service Center. This support includes, but is not limited to building maintenance, utilities and janitorial emergencies. During normal business hours, 8:00 am to 5:00 pm Monday through Friday, call (812) 877-8425. After normal business hours contact the Office of Public Safety at 877-8590.

### **4. Student Affairs**

The Student Affairs Office, (812) 877-8257, will assist in all emergency situations responding to issues and coordinate activities during emergency situations on campus involving students and residence halls. A telephone number and website information will be maintained to provide timely and accurate information during campus emergencies.

## **5. RHIT Emergency Operation Center**

For a major regional/local or on-campus emergency, the Institute's Emergency Operation Center (EOC) may be activated by the President or his designee or by the Emergency Coordinator. The primary Emergency Operations Center will be located in the Business Office Conference Room (Moench Hall B109) and the GM Room (Moench Hall B111). Secondary Emergency Operations Center will be the Facilities Operations Conference Room (FAC126). If for some reason Moench Hall is not available due to a direct result of the emergency, then the Hulman Memorial Union will be utilized as the EOC. The Kahn Room (HMU 233) will be divided and the required personnel assigned to the appropriate areas.

EOC staff (Appendix J) will decide on the use of available resources and communicate with outside agencies and authorities.

Information on missing persons, building emergencies, first aid and other needs must be provided to the EOC through the Office of Public Safety. The EOC may be reached by calling the Institute's Office of Public Safety at (812) 877-8590.

Hatfield Hall will be utilized as the Media Operations Center to create a barrier between the media, campus, and the Emergency Operations Center. All media vehicles will be asked to locate to the Hatfield Hall parking lot.

## **6. Office of Communications & Marketing**

All communications to the media or any outside party must be approved and conducted by the Office of Communications & Marketing at (812) 877-8258. No Rose-Hulman employee is to communicate with the media or any outside party unless instructed to do so by the Office of Communications & Marketing or the Emergency Coordinator.

## **F. EMERGENCY COMMUNICATIONS**

### **1. Campus Emergency Notification System**

#### **Campus Alerts**

In order to ensure the Rose-Hulman campus community is informed in a timely manner of emergency situations impacting campus, Rose-Hulman provides the Campus Alerts resource. Campus Alerts consist of either a text message to your selected mobile device(s) and/or an email message to your selected email address.

Campus Alerts can also be received by following the Rose-Hulman Campus Alerts twitter feed, [@RoseHulmanAlert](#).

#### **Campus Sirens**

The second component of the campus emergency notification system consists of three siren towers on campus. These siren towers are located at Percopo Hall, Deming Hall, and Facilities Operations.

### **2. Voice Communications**

#### **Land Lines**

During an emergency, the campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. In addition, we will expect a large volume of incoming calls during an emergency situation. Only use the campus telephone system if necessary.

#### **Mobile Phones**

Mobile phones are the preferred communication device during an emergency event. Due to an expected large volume of calls during an emergency situation, text messaging is preferred. Cell towers will be overwhelmed causing connection issues for voice calls.

#### **Handheld Radios**

To ensure communications during an emergency situation, select Emergency Response Team members have been supplied with handheld radios. These radios are capable of communicating with Public Safety throughout campus.

The Office of Public Safety personnel will serve as messengers if phone communication is not an option.

### **3. Fire Alarms**

Most buildings are equipped with fire alarm systems that continuously monitor for alarms and trouble situations. When a fire alarm has been activated an automated call will be placed to the Office of Public Safety and Facilities Operations.

## **G. EXPECTATIONS**

### **1. Faculty & Staff should:**

- a. Be familiar with and follow ERP procedures when required.
- b. Participate in training as required.
- c. Inform students and visitors of procedures to be followed in case of a building alarm or emergency. This information should be communicated to students on the first day of class to ensure they are aware that evacuation is required when the alarm system is activated and where the nearest exits are located. Faculty or Staff hosting visitors unfamiliar with building procedures should be prepared to inform and assist as appropriate.
- d. Know how to report an emergency from or near your workspace, classroom, or lab.
- e. Take responsibility for the classroom occupants and follow emergency procedures for all building alarms and emergencies.
- f. Ensure persons with disabilities have the information they need. Be familiar with the individual's needs and how to assist.
- g. When a fire alarm sounds, begin immediate evacuation according to the plan. Continue evacuation of the building until a safe distance from the building. Do not hesitate or retrieve personal items. Making phone calls should wait until at the evacuation assembly point.

Emergency Response Team (ERT) personnel will verbally notify occupants when the building is safe to re-enter. No person(s) shall enter the building until they are instructed to do so by the ERT.

### **2. Student Resident Assistants**

1. Resident Assistants will have primary responsibility for the evacuation and accountability of students living in residential units consistent with the written Student Affairs directives.
- b. Persons with disabilities are to be identified in advance of any emergency and plans made to provide for their safe removal in the event of an evacuation.
- c. When a fire alarm sounds, begin immediate evacuation according to the plan. Continue evacuation of the building until a safe distance from the building. Do not hesitate or retrieve personal items. Making phone calls should wait until at the evacuation assembly point.

## **H. EMERGENCY PROCEDURES**

### **1. ACTIVE SHOOTER**

If an individual enters a campus building to injure its occupants or because they are fleeing the police, you must take immediate action to protect yourself. The only warning that you might have is the sound of gunfire, scuffling or others yelling a warning. You must take immediate action. Move quickly; don't wait for others to validate your decision.

#### **In Your Building**

1. If you are close to an exterior door, evacuate the building. Once outside, move away from the building and find a suitable shelter location (i.e., inside another building) stay out of sight.

OR

2. Seek refuge in an area that can be locked from the inside. A room without windows would be the best choice. Turn off the lights. Hide inside that area behind a desk, under a table or in a closet or bathroom. The more heavy furniture and doors between you and the gunman will increase your margin of safety. Remain still and quiet until the police come to your assistance.
3. If a phone is immediately available in the area you are using for refuge, and if it is safe to do so, call 911. If it is safe to do so, stay on the phone with the police dispatcher until they hang up

#### **If you receive an alert from the Campus Alerts emergency notification system**

1. The warning will specify which building the perpetrator has entered. Immediately go into any other building that is closest to you. Move away from outside doors and windows.
2. Stay inside that building until the police issue an "all clear" message via Campus Alerts.

#### **If you come face to face with the Shooter**

1. If you are unable to get into a secured area and the gunman approaches you, your actions will depend solely on your judgment and capability. No strategy is 100% effective. Your options include:
  - a. Remain docile and hope that he does not take specific action against you.
  - b. Attempt to reason with the assailant.
  - c. Escape by running from the area.
  - d. Attack the assailant and try to gain advantage in an attempt to escape.

## 2. BOMB THREATS

Bomb threats may be received by telephone, e-mail or letter. If you receive a bomb threat, remain calm and obtain as much information as possible:

Exact location of the bomb

1. When is it going to explode
2. What kind of bomb
3. Why it was placed here
4. Caller's identify

Upon receiving a bomb threat immediately notify Public Safety at 812-877-8590. Public Safety is to then notify the Incident Commander (EHS) immediately. The Incident Commander (EHS) will then notify the Senior Vice-President and President. Public Safety will contact local law enforcement of the situation to coordinate the response.

Evacuation

1. The decision to evacuate, search without evacuation, or to take no action will be made by the President and Senior Vice-President upon recommendation of the Incident Commander, Public Safety, and law enforcement.
2. Communications to evacuate will be sent either by Campus Alerts, email, or by runners within the impacted building(s). Consideration will be given to the impact using Campus Alerts will have off-campus before using this method.
3. Upon receiving the order to evacuate, gather at the preplanned emergency evacuation assembly area. Do not evacuate to parking lots. Roll call is to be taken once in the evacuation assembly area.

Search

1. Searches will be conducted by Public Safety and Facilities Operations staff in conjunction with law enforcement.
2. Public Areas - Experience has shown that bombs are often placed near exits, entrances, closets, or near public areas, rest rooms, building exteriors, foyers, landscapes, and in trash cans. Inspect public areas first. Identify alternate evacuation routes.

Re-entry

- a. The decision to allow re-entry will be made by the President and Senior Vice-President upon recommendation of the Incident Commander, Public Safety, and law enforcement.

## Bomb Threat (Explosive Device) Information Data Card

This sheet (or a similar one) should be used when a bomb threat is received via the telephone.  
The Office of Public Safety will provide copies of a bomb threat data card upon request.

RHIT Office of Public Safety

### CALLER'S VOICE:

Explosive Device  
Data Card

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Cracking voice  |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar        |

**PLACE THIS CARD UNDER YOUR TELEPHONE**

### QUESTIONS TO ASK:

1. When is the explosive device set to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of explosive device is it?
5. What will cause it to explode?
6. Did you place the explosive device?
7. Why?
8. What is your address?
9. What is your name?

If voice is familiar, whom did it sound like?

### BACKGROUND SOUNDS:

- |   |  |
|---|--|
| <input type="checkbox"/> Street Noises  | <input type="checkbox"/> Animal Sounds |
| <input type="checkbox"/> Voices         | <input type="checkbox"/> Clear         |
| <input type="checkbox"/> PA system      | <input type="checkbox"/> Static        |
| <input type="checkbox"/> Music          | <input type="checkbox"/> Local         |
| <input type="checkbox"/> House Sounds   | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Office Sounds  | <input type="checkbox"/> Phone Booth   |
| <input type="checkbox"/> Factory Sounds | <input type="checkbox"/> Other:        |

### EXACT WORDING OF THE THREAT:

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### THREAT LANGUAGE:

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul        | <input type="checkbox"/> Taped      |
| <input type="checkbox"/> Irrational  | <input type="checkbox"/> Read       |

**REMARKS:** \_\_\_\_\_

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Sex of Caller: \_\_\_ Race/Nationality: \_\_\_\_\_

Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

**Immediately call the Office of Public Safety**  
at (812) 877-8590

Give responding officers this completed card.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **3. CAMPUS EMERGENCY EVACUATION PLAN**

#### **Closing for evacuation of campus**

If a situation arises that warrants an evacuation of campus (e.g., catastrophic weather, hazardous material leak, chemical spill, etc.), all students, faculty and staff will be directed to vacate campus via Rose-Hulman Campus Alerts. The decision to evacuate will be made by the President's Cabinet in coordination with Environmental Health & Safety (Incident Commander). The Emergency Operations Center will be activated and Emergency Response Team members notified.

Instructions for evacuation will be communicated to campus via Rose-Hulman Campus Alerts using email and/or text messaging as well as website updates. Rose-Hulman Public Safety with assistance from Facilities Operations will check all campus buildings to ensure that they are secure throughout the evacuation.

Essential personnel (Emergency Response Team members and selected staff) are the only employees allowed to remain on campus after it is officially closed and evacuated. These employees are expected to remain on duty throughout the emergency until dismissed by the President's Cabinet. These individuals may be relocated off-campus if the situation warrants.

#### **Evacuation of on-campus students**

Through Rose-Hulman Campus Alerts, students will receive an emergency email and/or text notifying them of the time and location of an evacuation meeting. At the meeting, the logistics of the evacuation will be covered. The evacuation plan would likely include the following elements:

- Once it has been determined the evacuation will be for an extended period, students who are able to travel home should do so immediately. If the students are able to host friends that are unable to make it home, it is highly encouraged.
  - If not evacuating by personal vehicle, students are advised to secure available transportation.
- All students are highly encouraged to register their location at the American Red Cross Safe & Well website. Parents can locate their student via this website. This information will be posted on the Rose-Hulman website as needed. Safe & Well can be found at <https://safeandwell.communityos.org/cms/index.php>.
- Students who are unable to evacuate will be given information about relocating to a temporary emergency shelter. Buses and/or vans will pick up students to transport students to the emergency shelter. Location and time will be determined based on information available at the time of evacuation.
  - The designated departure location and time of the buses and/or vans will be strictly enforced. Anyone who fails to report to the loading area will accept responsibility for their personal safety.

- Selected Residence Life staff members will rotate staying with Rose-Hulman students at the emergency shelter.
  - Students going to the emergency shelter still need to fill out an emergency evacuation form.
  - Students going to the emergency shelter should expect very limited accommodations. This may include sleeping on an open gym floor without cots. As occupants of the emergency shelter, student must abide by the rules of the shelter and Institute policies are still in effect.
- Students will be kept up to date on the status of the college evacuation through the use of Rose-Hulman Campus Alerts and the Institute website. In the event that the Institute website is not functioning, a temporary emergency web page will be created to relay information.
  - The Student Affairs representatives of the Emergency Response Team will be responsible for accounting for all students. These representatives will see that every effort is made to contact and determine the whereabouts of students who did not register with Safe & Well (this includes calling home to parents). After this step, the names of students who are still unaccounted for will be turned over to the Terre Haute City Police Department as laid out in the [Rose-Hulman Missing Student Policy](#).

### **Aftermath Plans**

Once the emergency has passed, the President's Cabinet will determine when it is safe to return to campus. Facilities Operations will inspect all buildings, grounds and utilities for damages. This information will be relayed to the President's Cabinet.

If the college is deemed safe:

- The Residence Life staff member who is residing with the students in the emergency shelter will announce a departure time and designated loading area to the sheltered students.
- All students, faculty, and staff will receive an emergency email, and/or text update via Rose-Hulman Campus Alerts that it is safe to return to campus.
- Students will not be allowed to return to campus until their housing assignments are ready for occupancy (in the event that some but not all of the campus facilities are damaged).

If the college is deemed unsafe and/or will be closed for a prolonged period:

- Sheltered students and emergency personnel will make plans for long-term relocation. All expenses incurred will be the individual's responsibility.

- Students, staff and faculty will be kept informed on the status of the college through Rose-Hulman Campus Alerts with emails, and/or texts as well as website updates.

#### 4. CHEMICAL SPILLS

**If the individuals responsible for the material feel the chemical spill poses an immediate threat to themselves or others, the following procedures shall apply.**

1. Immediately notify building occupants in the area where the spill has occurred. Notify the local fire department at 911. Contact with Environmental Health & Safety should also be made at 812-877-8124. Ensure that the ventilation system for the building is shut down by contacting Facilities Operations at 812-877-8425. In all phone conversations, give the following information:
  - a. Building name
  - b. Floor number
  - c. Room number
  - d. Type of incident
  - e. Chemical(s) involved (if known)
  - f. Estimate volume of material(s) involved
2. If you are in the immediate area of the chemical emergency, vacate the area and report to the pre-designated safe area \_\_\_\_\_. (Fill in the blank) Make every attempt possible to direct evacuating personnel away from the immediate spill area.
3. If you come into physical contact with the spilled material, immediately remove any contaminated clothing and flush all areas of bodily contact with large amounts of water for fifteen minutes. Use a safety shower if one is available.
4. Ensure that medical assistance is obtained for those injured or exposed. Call 911.

**If the individuals responsible for the chemicals feel the chemical spill does not pose a threat to themselves or others, the following procedures should apply.**

1. Immediately notify Environmental Health and Safety at 812-877-8124. If EHS does not answer or if it is after normal business hours, contact Public Safety at 812-877-8590 to report the chemical emergency. Give the following information:
  - a. Building name
  - b. Floor number
  - c. Room number
  - d. Type of incident
  - e. Chemicals involved
  - f. Estimate volume of material(s) involved
2. If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and clean up spills, and have access to appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.
3. If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all affected areas with large amounts of water for at least 15 minutes. Use a safety shower if one is available.

4. Environmental Health and Safety will notify the appropriate response agencies and assist in the cleanup of the release materials.

Hazardous chemical spill cleanup procedures are available from Environmental Health and Safety. These procedures can also be found in the Academic Lab Safety Program and the Hazardous Waste Management Program.

## 5. EARTHQUAKES

During a major earthquake you will experience shaking of the earth or building. This shaking may start out as a gentle rocking motion that grows violent, or it may begin as a violent jolt. You will find it difficult to walk during the shaking.

### During the quake

1. Stay where you are, get under a desk or table, or stand in a doorway or the corner of the room. Do not seek cover under tables or benches in laboratories. Chemicals could spill and harm you. If possible, extinguish fires, flames or other sources of ignition.
2. If you are outside get into an open area away from buildings, power lines and trees.
3. Do not use elevators.
4. If you are driving, pull over to the side of the road and stop immediately. Avoid overpasses and power lines. Stay inside the vehicle until the shaking has stopped.

### After the quake

1. Gather your valuables and leave the building quickly. If necessary, provide assistance to those who have been trapped in the building, including those with mobility impairments or those who are trapped by debris. Gather at the designated meeting location \_\_\_\_\_. (*Fill in the blank*)
2. If persons are injured or cannot be accounted for, or if you know someone is still trapped in the building, call 911.
3. To expedite rescue and emergency services, a sign should be posted on the front of the building denoting that all of the occupants got out or that people may be trapped in the building. If you know someone is trapped, note the time, date, number of victims and their last known locations on the sign.
4. Check for injuries, but do not move seriously injured people unless the danger in the area is greater than their injuries. Call 911.
5. Remember, a significant earthquake will affect the entire city and county. You may have to fend for yourself and your fellow workers for quite a long time. Render whatever aid you can provide, but remember that you are responsible for your personal safety.
6. Use telephones only to report emergencies (i.e. gas leaks, fire, injuries).
7. Facilities Operations or other trained individuals should turn off utilities.

8. Never touch downed utility poles or lines. Avoid damaged building equipment.
9. Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.
10. Be prepared for aftershocks. Aftershocks are usually smaller than the main quake, but they may be strong enough to topple already damaged buildings.

## 6. FIRE

If there is a fire emergency:

1. Upon discovering a fire, explosion or smoke in the building, activate the fire alarm and notify the occupants of the fire.
2. Call 911.
3. You should immediately evacuate the building using your preplanned evacuation routes. Do not use elevators.
4. If possible, provide assistance to mobility-impaired individuals. If it is not possible for you to assist these individuals, call Public Safety at 812-877-8590.
5. Do not attempt to extinguish the fire unless comfortable with the situation and using a fire extinguisher.
6. Once out of the building gather at the preplanned evacuation assembly area.
7. Do not re-enter the building or leave the campus until the all-clear is given.
8. If someone is injured during the fire or evacuation, call 911.
9. Report damage to Facilities Operations by calling 812-877-8425.

To survive a building fire:

1. Get down low and crawl if there is smoke - If you get caught in smoke, get down on the floor and crawl on your hands and knees. Cleaner, cooler air can be found near the floor. In very low visibility environments, use your hands to feel for a wall then follow it around to an exit door.
2. Feel doors before opening - Before opening any doors, feel the metal knob. If it is HOT, don't open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, do not enter and immediately close the door.
3. Go to the nearest exit or stairway - If the nearest building exit is blocked by fire, heat, or smoke, go to another exit. DO NOT USE ELEVATORS. Stairway fire doors will keep out fire and smoke-if they are closed-and will protect you until you get outside. Close as many doors as possible as you leave, this helps to confine the fire.

## **Special Instructions for Emergency Response Team Members**

1. Be familiar with evacuation routes from the assigned floor and plan for alternatives.
2. Make a quick sweep of all areas within the area to ensure complete evacuation. Check stairwells and designated evacuation points for handicapped individuals requiring evacuation assistance. Report those findings to the Emergency Command Center or appropriate Fire/Police Officers. Check the usability of the normal evacuation routes, and if necessary, advise of alternate routes to ensure complete evacuation of all personnel from the assigned floor. If there is smoke in the hallway, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are and stay close to and use the wall to guide you so you do not become confused. If there is no smoke, you may have trouble getting people to evacuate, be strong, positive and insist. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
3. Report the completed evacuation of the assigned area to the Emergency Operations Center by calling Public Safety at 812-877-8590.
4. Instruct all personnel to move away from and remain well clear of the building. Congregating in the vicinity of a building entrance may result in injuries from the movement of firefighters and firefighting equipment.
5. Special attention needs to be given to any persons with disabilities, in particular those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. (Appendix D).

## 7. HAZARDOUS MATERIALS INCIDENT

When a train derails, a truck wrecks or a plant has an emergency where chemicals are either released or have the potential to be released, community leaders will make a decision whether to instruct the public to shelter-in-place or evacuate. Campus Alerts and the media will broadcast emergency instructions as soon as possible.

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room with no windows, and taking refuge there. It does not mean sealing off your entire home or office building.

### Why You Might Need to Shelter-in-Place

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment.

1. If there are students, or visitors in the building, provide for their safety by asking them to stay – not leave.
2. Close and lock all windows, exterior doors, and any other openings to the outside.
3. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit down. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be sealed from the outdoors.
4. It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
5. Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.

### Evacuation

In the event that sheltering-in-place is not an option, local community leaders may issue an order to evacuate the area. This will also be communicated via Campus Alerts and on radio, television, weather radio and the Institutes' computer systems.

Emergency information will be provided by the Institute and the media instructing you which way to evacuate. Even if you live in the opposite direction of the evacuation, follow the instructions provided. They are directing you away from the hazard. If you do not follow their directions you may put yourself at grave risk of becoming exposed to the chemical, becoming sick and possibly dying.

## **8. MEDICAL EMERGENCIES**

1. In case of medical emergencies, immediately call 911. Also call the Office of Public Safety at 812-877-8590 and report the emergency.
2. When reporting the emergency, provide the following information:
  - a. Your name.
  - b. Type of emergency.
  - c. Location of the victim.
  - d. Condition of the victim.
  - e. Any dangerous conditions.
3. Comfort the victim and try not to move him or her until emergency medical personnel arrive. Practice universal precautions – protect yourself from blood or body fluid exposures, as described in the Exposure Control Program.
4. Have someone standby outside the building to flag down EMS when they reach the vicinity of the building.
5. If applicable, the appropriate accident report should be completed.
6. For any special circumstances of possible epidemics or pandemics on the Rose-Hulman campus, the Emergency Management Team will convene and determine the appropriate response to each situation on a case by case basis.

## 9. PANDEMIC INFLUENZA

1. When a pandemic influenza (PI) is identified within the United States the Emergency Management Team will convene in order to prepare for the event.
2. Key functional departments have established plans that will be vital for the continuity of business for our Institute. These key functions include: Business and Finance, Academic Affairs, Student Affairs, Human Resources, Administrative Services, and Facilities Operations.
3. Essential personnel who have been identified by name, title or position, will be required to report to work at RHIT in order to maintain support services.
4. RHIT will receive its directions from local, state and/or federal government agencies as to the severity and precise locations of the outbreak of the PI. It is anticipated the decision to cease operations at the Institute will come directly from the Vigo County Health Department, at which time RHIT may have to suspend classes and work activity.
5. Many decisions on how the campus will continue to operate once the Institute has suspended classes and work activity will be determined by the President and the Senior Vice-President. Some of the items that will be considered are: payroll continuance, grading distribution, research activities, vivarium activities, tuition refunds, campus residency, sick pay, vacation, and many others.

## 10. SEVERE WEATHER/TORNADO

### Watch

A tornado or severe thunderstorm watch means severe weather is possibly approaching. Continue normal activities but also continue to monitor the situation.

### Warning

If the approaching severe weather is deemed to pose an immediate threat to the area, the watch may be elevated to a severe thunderstorm or tornado warning. You should take the following steps:

1. Notify the building occupants of the severe weather warning. Public Safety will activate the campus emergency notification system once a tornado warning has been issued for Vigo County. Campus sirens will wail for one minute, every 15 minutes of the tornado warning. Email and/or text messages from Campus Alerts will be delivered only once for each tornado warning.
  2. If it is a thunderstorm warning, you should stay indoors and away from windows until the storm passes. Report injuries to Public Safety at 812-877-8590. When calling provide the following information:
    - a. Building name, number, and/or location
    - b. Type of emergency
    - c. Condition of the victim
    - d. Any dangerous conditions
  3. If it is a tornado warning, you should seek shelter in a safe haven immediately. The nearest safe haven in your building is located at:  
\_\_\_\_\_ (Insert the location of your designated safe haven)
- If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.
4. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
  5. Faculty are expected to interrupt classroom or laboratory activities and take responsibility for their students.
  6. After danger has passed, immediately report injuries needing immediate medical attention to 911.
  7. Immediately leave a badly damaged building and do not attempt to return to the building unless directed to do so by Environmental Health and Safety or Public Safety.
  8. Do not attempt to turn utilities or building equipment on or off. Contact Facilities Operations at 812-877-8425 for assistance.

## 11. SHELTER-IN-PLACE/LOCKDOWN PLAN

### Shelter-in-Place

“Shelter in place” is a directive to seek immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building offers occupants an elevated level of protection. Sheltering can be related to a variety of situations, including: severe weather emergencies, hazardous condition, chemical release, or criminal activity.

#### Shelter-in-Place — Severe Weather

To shelter in place in the event of severe weather is the act of sheltering in an area inside a building that offers occupants an elevated level of protection during a tornado or other severe weather related emergency.

1. Go to the lowest level of the building, if possible.
2. Stay away from the windows.
3. Go to interior hallways.
4. Avoid sheltering in labs with chemicals or hazardous processes if possible.
5. Use arms to protect head and neck in a “drop and tuck” position.
6. Campus Alerts will be used for specific instructions, including the all-clear notification.

#### Shelter-in-Place — Chemical, Biological or Radiological

A place of shelter is an area inside a building that offers occupants an elevated level of protection during an accident or intentional release of a chemical, biological or radiological agent.

Note: Many toxic chemicals have a vapor density greater than that of air, and will seek lowest ground. In the case of a shelter in place due to a chemical spill, do not shelter below grade. Follow instructions provided by emergency personnel.

1. Go inside the nearest building.
2. Close all doors, windows and other inlets from the outside.
3. If available, place a wet towel or apparel across bottom of doors.
4. Avoid sheltering in labs with chemicals or hazardous processes if possible.
5. Facilities Operations will shut down the fresh air intake or Heating Ventilation and Air Conditioning (HVAC) System, if possible.

6. Campus Alerts will be used for specific instructions.

## **Lockdown**

A lockdown is a temporary sheltering technique utilized to limit exposure to imminent threat of violence. A lockdown will be made only if there is a serious risk of danger to students, faculty, and staff. The general purpose of a lockdown is to convert a building into a large "safe room". The decision to initiate building lockdown procedures will be made by the President and Senior Vice President in coordination with the Incident Commander and Public Safety. Requests made by local law enforcement agencies may initiate a lockdown as well.

In the event of an incident requiring initiation of a building-specific or campus-wide lockdown, the following should occur:

1. After receiving approval, Public Safety will notify campus via Campus Alerts.
2. Facilities Operations will lockdown all exterior doors via electronic locks. Exterior doors that require manual locking should be tied shut with a belt or any other available means to prevent entrance. All electronic access card readers will be deactivated. Only emergency personnel will have access via these card readers.
3. If not already notified, Public Safety will contact and coordinate with our responding agencies (THPD, THFD, Vigo County Sheriff, ISP).

If the threat is outside your building:

1. If the doors are not electronic and it is safe to move to the exterior doors, lock them.
2. If safe, leave a person at the door to let others (non-threatening) coming from outside into the building.
3. Close interior doors. Lock doors if possible. Barricade the doors.
4. If the lights in the room can be turned off - turn them off; turn off computers, silence mobile phones, radios, or any device that may indicate the room is occupied.
5. Use mobile phones only to notify law enforcement of critical information.
6. If on the first floor, close any blinds or curtains on windows.
7. Stay away from doors and try to keep out of the line of sight of windows.
8. Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible.

9. BE QUIET.
10. DO NOT respond to anyone at the door while you are in lockdown mode. Law enforcement will announce themselves prior to unlocking any door. Confirm if possible. They will release anyone in that room when it is safe.
11. If you are directed to leave your secured area by police, do so as quickly and quietly as possible and follow their specific directions. Assist those who may require help moving.
12. Should the fire alarm be activated during a lockdown, wait for direction from the police before evacuating the building if there is no immediate danger. If there is smoke or fire present, you may need to evacuate. Ensure it is as safe as possible before attempting to evacuate.
13. USE MOBILE PHONES ONLY TO NOTIFY LAW ENFORCEMENT OF EMERGENCY INFORMATION. Mobile phones may interfere with emergency communications. Police, fire and ambulance radio systems can be negatively impacted by high mobile phone volume. The only exception to the above is in the event of a medical emergency in your immediate area, or if you have information specific to the current threat.

If you are outside the building when a lockdown is initiated:

1. DO NOT ENTER THE BUILDING
2. Move as far away as possible from the building under lockdown.
3. Await further direction from law enforcement personnel.
4. Otherwise, go to a safe area of campus away from the scene.
5. Check the university's website and university social media sites for updates and further information as it becomes available.
6. DO NOT CALL THE LOCATION THAT IS IN LOCKDOWN.
7. Do not call anyone inside the building that is in lockdown as it may endanger them.
8. Information updates will be provided by police and university officials as soon as possible and safe to do so.
9. If you are advised by another person in your area, or by law enforcement, that there is a violent or a potentially violent person in your area, follow the above steps.
10. DO NOT LEAVE YOUR SAFE AREA until the police have opened the door with a master key to release you from your safe area.

## **12. SUSPICIOUS MAIL OR PACKAGES**

### **The following characteristics may identify suspicious parcels**

1. Unexpected or from someone unfamiliar to you.
2. Addressed to someone no longer with your organization or otherwise outdated (e.g., improper title).
3. No return address, or one that can't be verified as legitimate.
4. Has any powdery substance on the outside.
5. Of unusual weight, given its size, or lopsided.
6. Marked with restrictive endorsements, such as Personal or Confidential.
7. Protruding wires, strange odors or stains.
8. Has an unusual amount of tape.
9. Has excessive postage applied to the parcel?
10. A city or state in the postmark that doesn't match the return address.

### **If you receive a suspicious parcel in the mail**

1. Do not open the parcel.
2. Isolate the piece of mail.
3. Call Public Safety at 812-877-8590 for additional instructions.
4. Do not pass the letter/parcel to others.
5. Deny everyone access to the letter except emergency responders.
6. Move to an area that minimizes exposure to others and to the parcel.
7. If possible, wash your hands and face with soap and water.

### **If you open a parcel that appears to be contaminated**

1. Do not move the parcel.
2. Call Public Safety at 812-877-8590.
3. Turn off any fans, window air conditioners and/or small area heaters.
4. Isolate the area. Evacuate the adjoining areas.
5. Everyone who is evacuated should report to the building's pre-planned assembly area.
6. Do not pass the letter/parcel to others. Deny everyone access to the letter except emergency responders.
7. The individual who opened the parcel and anyone else who has come in contact with the parcel should remain isolated, in an area adjacent to the original location, and wait for additional instructions from responding emergency personnel.
8. If possible, the individuals who had contact with the parcel should wash their face and hands with soap and water.

### 13. UTILITY OUTAGES

1. Employees will become aware of utility interruptions by the obvious absence of that particular utility.
2. The Office of Public Safety should be notified by calling 812-877-8590. They will contact Facilities at 812-877-8425 or the On-Call Supervisor to report the problem and obtain any additional information.
3. While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. Environmental Health and Safety in conjunction with the President and Senior-Vice-President will determine the appropriate course of action. The following will be considered:
  - a. Dangers from tripping and injuries due to lights being out.
  - b. Person(s) trapped on elevators.
  - c. Dangers from extreme heat or cold on employees.
  - d. Inability to contact responders if an emergency occurs while telephones are out.
  - e. Sanitation issues due to no water, etc.
4. The President and Senior Vice-President will make a decision regarding the continuance of work in the buildings affected by the utility interruption. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant who comes into contact with a visitor or student who is physically disabled should assist those individuals.
5. If laboratory research is underway during a utility interruption, the research should cease until the utility has been restored. Experiments, chemical processes and operating electric equipment should be stopped in a manner that would not cause additional problems.
6. If anyone is trapped on an elevator, immediately call Facilities at 812-877-8425, after normal business hours call Public Safety at 812-877-8590.

## **I. EMPLOYEE ORIENTATION**

New employees will be informed of the ERP as part of their orientation. This initial plan and all significant revisions to the plan will be routed to all personnel. The faculty and staff shall be periodically reminded of the plan as necessary and encouraged to discuss with their research groups, students and visitors.

## **J. REVIEW AND EXERCISE OF ERP**

On an annual basis, Rose-Hulman will conduct an exercise of the ERP. These activities will be based on situations listed in this document. Additionally, the ERP will be reviewed on an annual basis to ensure employee listings, emergency phone numbers, and other relevant information is current.

## **K. LABORATORY CONSIDERATIONS**

The following areas will need special considerations during an emergency response. If time permits, it is recommended that all hazardous processes, natural gas, and power in these areas be shut down by the occupant before evacuating the building. As always, the first concern is for the occupant's safety. Do not stay behind if there is any concern of not being able to evacuate.

<b>Room</b>	<b>Hazard or Consideration</b>	<b>Principal Investigator</b>	<b>Additional Contact</b>
Olin O109	Animal Research	Dr. Jameel Ahmed	Shannon Tieken
Moench F102A	Chemical Stockroom	Dr. Michel Mueller	Cyndi Erwin
Moench DL105	Radioactive Sources	Mr. Maarij Syed	
Moench FL205	Hazardous Waste	Jake Campbell	

## **L. BUILDING EVACUATION PLANS**

The evacuation plans should be used as a guide in developing evacuation procedures for all building occupants. Evacuation routes should be available for review by employees and posted at various locations. Contact Environmental Health and Safety at 812-877-8124 for building floor plans or assistance in identifying assembly points.

### **1. EVACUATION PLANS**

These evacuation floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm system is activated. If access to the nearest exit is obstructed, the alternate exit should be taken. Evacuation Plans are posted throughout the Rose-Hulman Institute of Technology campus and are available upon request from Facilities Operations.

### **2. EVACUATION ASSEMBLY POINTS**

Each department shall establish evacuation assembly points. Indicate each floor's designated assembly point(s) on or below a floor plan or map.

The evacuation assembly point(s) should be an open area away from the building and out of the way of responding emergency personnel. Occupants should meet after evacuation so they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building, department and the location of the exits.

### **3. RESPONSIBLE INDIVIDUALS**

Each department should also designate two individuals responsible for conducting roll call of their department at the evacuation assembly point. The name and contact information of these individual should be forward to Environmental Health and Safety. Roll-call is an essential part of any emergency response. Our ability to relay this information to the Incident Commander and first responders will drastically impact our ability to respond.

## **M. EVACUATION OF THE MOBILITY IMPAIRED**

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options.

1. Horizontal evacuation: using building exits to the outside ground level or, on upper floors, going into unaffected wings or smoke divisions of multi-building complexes.
2. Stairway evacuation: using steps to reach ground level exits from the building.
3. Stay in Place: unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire-resistant door. With this approach, the person may keep in contact with Public Safety by dialing 812-877-8590 and reporting his or her location directly. Public Safety will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of rescue assistance" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 3/4 inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

4. Area of rescue assistance: with an evacuation assistant, go to an area of rescue assistance away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying areas of refuge, call Environmental Health and Safety at 812-877-8124.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Terre Haute Fire Department (THFD). The THFD will tell the individual their decision or relay the information via Public Safety.

## Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

### 1. Mobility Impaired – Wheelchair

Persons using wheelchairs should stay in place, or move to an area of rescue assistance with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell THFD or Public Safety the location of the person with a disability. If the person with a disability is alone, he/she should call Public Safety at 812-877-8590 with their location and the area of rescue assistance they are headed to.

If the stair landing is chosen as the area of rescue assistance, please note that many campus buildings have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway. Stairway evacuation of wheelchair users should be conducted by trained professionals (THFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

### 2. Mobility Impaired - Non-Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

### 3. Hearing Impaired

Most buildings on campus are equipped with fire alarm strobe lights. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate. Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact the Office of Public Safety.

### 4. Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

## **N. EMERGENCY MANAGEMENT TEAM ROLES**

### **President's Cabinet – (Policy Group)**

Function: The Policy Group develops clear directions in critical areas to be incorporated into the comprehensive emergency management plan.

Technique: When operating in a planned pre-crisis situation, the Policy Group has the responsibility to confront the entire spectrum of responses and resources necessary to make decisions in critical areas. With input from the coordination and command levels, this group should be aware of what can and cannot be planned for before a real emergency.

### **Emergency Operations Center – (Operations and Control Group)**

Function: The Operations and Control Group develops and practices the basic plan that deals with authority, organizational staffing, essential facilities, and general operations common to all emergencies.

Technique: Control – This group has a pre-crisis function to plan for and get agreements about making all of the elements work. This group is responsible for dealing with such variables as multi-jurisdictional emergencies and specific types of disasters. It should take responsibility for testing and evaluating the different components of the comprehensive emergency management plan.

### **Public Safety – (Field Response Group)**

Function: The Field Response Group consists of on-line personnel and equipment designated to execute the standard operating procedures (SOPs).

Technique: Command – This group operates under chain of command.

### **Role of the Incident Commander:**

The Incident Commander has the overall responsibility for managing all aspects of an emergency or crisis event on campus. This will be done in coordination with the President and Senior Vice-President.