

LINCOLN UNIVERSITY

EMERGENCY OPERATIONS PLAN

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OIT

RECORD OF CHANGES LINCOLN UNIVERSITY EOP

Change Number	Date of Change	Date Entered	Change Made By (Signature)

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LINCOLN UNIVERSITY

EMERGENCY OPERATIONS PLAN

BASIC PLAN

I. PURPOSE

This plan predetermines, to the extent possible, action to be taken by the administration of Lincoln University and its departments, and by cooperating county, city, state, and private organizations. The goal is to prevent disasters if possible, to reduce the vulnerability of University residents to any disaster that may strike, to establish capabilities for protecting residents from the effects of disasters, and to provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influences on the normal pattern of life within the campus.

It is not the intent to this plan to attempt to deal with those events that happen on a daily basis which do not cause widespread problems and are handled routinely by the University departments. It will, however, attempt to deal with those occurrences such as floods, tornadoes, earthquakes, etc., which create needs and cause suffering that the victims cannot alleviate without assistance, and that requires an extraordinary commitment of University resources.

II. SITUATIONS AND ASSUMPTIONS

A. Situation:

1. Lincoln University is exposed to hazards which have the potential to disrupt the campus, cause damage, and create casualties. Natural hazards include tornadoes, severe weather, and earthquakes. There is also the threat of warrelated incidents such as nuclear attack and terrorism. Other disaster situations may develop due to man-made problems such as fire, hazardous materials incidents, nuclear plant accident, or civil disorder.

Location:

2. Lincoln University is located in the east central section of Jefferson City. Lincoln is bordered on the west by Lafayette Street; on the north by Elm Street; on the south by Leslie Boulevard and on the east by Locust Street.

Population:

3. Student population is approximately 3,200 during the spring and fall semesters. Summer session may have 300 students living on the campus. Residence hall capacity is approximately 850 students. There are approximately 450 faculty and staff employed by the University.

Physical Characteristics:

- 4. The campus consists of approximately 168 acres of land on the main campus with thirty-five major buildings generally constructed with brick. See the Campus Master Plan for details)
- 5. After normal working hours many of the University's key people will not be on the campus.
- 6. Formal written and informal verbal mutual aid agreements exist between many of the emergency services and University departments and will be used as necessary.
- 7. Departmental SOP's will be relied upon heavily to establish chain of command and resource allocation.
- 8. What may be an emergency for Lincoln may not be for the surrounding community.
- 9. Lincoln University has the capability and resources, which if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster.

B. Assumptions:

- 1. While it is likely that outside assistance would be available in most major disaster situations affecting Lincoln University, it is necessary for the University to plan and be prepared to carry out disaster response and short term operations on an independent basis.
- 2. Since the University does not have the equipment to fight major fires, assistance from the Jefferson City Fire Department will be relied upon. No formal agreement is required as Lincoln is within the JCFD District.
- 3. In a large scale disaster, the Cole County/Jefferson City Emergency Operations Plan may preempt some portions, or all, of the University plan.
- 4. In a large scale disaster, many of the University communications lines will be partially or wholly disrupted. The Department of Public Safety should still be able to communicate to its field units by way of portable radios in such

instances. Additional portable radios will be made available to members of the EOC as available.

- 5. If an emergency arises after normal working hours, the emergency staff will be able to be notified and respond to the University EOC.
- 6. Some of the situations as previously stated may occur after the implementation of warning and other preparedness measures, but others may occur with little or no warning.
- 7. University officials are aware of the possible occurrence of an emergency or major disaster and are also aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as required.
- 8. The proper implementation of this plan will reduce or prevent the loss of lives and damage to property on Lincoln University.
- 9. Although a full scale military attack on this country is considered unlikely, there is that possibility as long as the world's war-making capabilities and nuclear arms exist. The possibility of terrorist attacks has become much more prevalent. Terrorist attacks, by their nature will come without notice and will sharply test our ability to respond as in the case of a natural disaster.

III. CONCEPT OF OPERATION

A. General

It is the responsibility of the Lincoln University administration to protect life and property from the effects of hazardous events. The administration has the primary responsibility for emergency management activities. When the emergency exceeds the campus' capability to respond, assistance will be requested from the Cole County and Jefferson City governments. If further assistance is needed, the State government will be requested to provide assistance.

The University President, as the chief official, is ultimately responsible for emergency management activities within the boundaries of the campus. However, this plan is based upon the concept that emergency functions for various groups involved in emergency management will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed. It is generally true, however, that a disaster is a situation in which the usual way of doing no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large scale disasters, however, it may be necessary to draw on people's basic capabilities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be

suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

This plan or portions thereof will be implemented upon notification of the President or the president's designee that an emergency requiring the establishment of the Emergency Operations Center has occurred. In some situations it may be necessary to notify the Cole County/Jefferson City EOC that we have an emergency and may be requesting their assistance. The decision to notify county, city and state emergency managers of our situation is the responsibility of the President.

B. Operational Time Frames

This plan is concerned with all types of hazards that may develop on the Lincoln campus and must account for activities before, during, and after an occurrence. The following operational time frames were established for the various actions to be performed within the scope of this plan:

- 1. Mitigation A period of time during which activities are undertaken by departments to improve their capabilities to respond to a potential emergency and fulfill their assigned responsibilities.
- 2. Preparedness A period of time during which activities are undertaken by individuals/departments to increase their readiness posture during periods of heightened risk.
- 3. Response A period of time during which activities are undertaken by individuals/departments to respond to an occurrence that threatens or harms people/property.
- 4. Recovery A period of time during which activities are undertaken by individuals/departments to provide for the welfare of the people following a disaster and/or emergency.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The emergency management organization for Lincoln University will be set up along the following functional lines:

a.	Direction and Control	Annex A
b.	Communications and Warning	Annex B
c.	Emergency Public Information	Annex C

d.	Damage Assessment	Annex D
e.	Law Enforcement	Annex E
f.	Fire and Rescue	Annex F
g.	Resource and Supply	Annex G
h.	Hazardous Materials Response	Annex H
i.	Public Works	Annex I
j.	Evacuation	Annex J
k.	In-Place Shelter	Annex K
1.	Reception and Care	Annex L
m.	Health and Medical	Annex M
n.	Donations and Volunteers	Annex N

- 2. Lincoln University's departments have established an organization and developed plans and procedures to perform the functions listed above using all available resources. More detailed planning with resources and administrative directives, forms, supplies, etc. can be found in the individual departments responsible for each annex. These SOP's will be brought to the EOC when activated.
- 3. Diagrams of the emergency management structure by emergency function and normal day-to-day functions are located in Appendix 1 to this Basic Plan.

B. Assignment of Responsibilities

- 1. Specific groups, departments, and individuals will be assigned a primary responsibility to prepare for and to perform (coordinate) each of the functions listed previously. Other members of the University may be assigned a support responsibility.
- 2. The specific tasks to be performed in each function are found in detail in each functional annex.
- 3. It will be the responsibility of those departments and individuals having a primary and/or support assignment to develop and maintain current standard operating procedures (SOPs) and checklists which detail how their assigned tasks will be performed to implement this plan.
- 4. The department responsible for Annex L will coordination and insure medical needs, transportation, and other emergency support for the handicapped or otherwise disabled individuals is met during an emergency. Needs for handicapped individuals will be handled through the Disabilities Coordinator. See Annex N for evacuation procedures.

V. <u>DIRECTION AND CONTROL</u>

- A. The University President is responsible for all emergency management activities to include implementing this plan and directing emergency response. To assist the President in performing his/her duties the president should designate an Emergency Management Coordinator.
- B. The Emergency Management Coordinator is responsible for the following:
 - 1. Brief appropriate officials and new employees on their roles in emergency management.
 - 2. Coordinate all emergency management activities.
 - 3. Make decisions on routine day-to-day matters pertaining to emergency management.
 - 4. Advise the President on courses of action available for major decisions.
 - 5. Insure proper functioning and staffing of the EOC and coordinate EOC operations during an emergency.
 - 6. Act as liaison with other local, state, and federal emergency management agencies.
 - 7. Other duties as assigned by the President or as outlined in the rules and regulations of the University.
- C. Emergency Operations Center (EOC)
 - 1. Direction and control will originate from the EOC.
 - 2. The primary EOC for Lincoln University will be located in Schweich Hall. In the event the primary EOC cannot be used, an alternate EOC will be in Scruggs Center.
 - 3. The EOC will be staffed according to the level of emergency.

VI. CONTINUITY OF GOVERNMENT

- A. Lines of Succession
 - 1. President of the University
 - 2. Vice President of Academic Affairs
 - 3. Vice President of Administration and Finance

- 4. Vice President of Student Affairs
- 5. The individual or department responsible for each annex (emergency function) identified in this plan must establish a line of succession and insure that departmental personnel and the Emergency Management Coordinator are informed of this line of succession (refer to each annex of this plan).

B. Preservation of Records

 Vital records for Lincoln University are in various forms such as written or computerized. Records are maintained by departments throughout the university and as such must be protected by individual department. Each department must identify essential records and have a system for protection during an emergency. Protection of records is vital to the re-institution of normal operations after an emergency.

VII. ADMINISTRATION AND LOGISTICS

- A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels. Emergency purchasing procedures are identified in Annex G (Resource and Supply).
- B. Accurate records of all actions taken in an emergency are essential for the design of mitigation activities, training and settling possible litigation. Each department head, or that person responsible for an emergency function, must keep detailed, accurate records of all actions taken during an emergency.
- C. Agreements and understanding with other local jurisdictions, higher levels of government, and other agencies can be utilized to supplement local resources should an emergency situation exhaust the capabilities of Lincoln University. Requests for such assistance will be made in accordance with negotiated mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.
- D. Disaster assistance from the county, city, state or federal government will be utilized in accordance with their provisions and statutes.
- E. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. A review of this plan and its annexes will be accomplished on a yearly basis by the Emergency Management Coordinator. The coordinator will ensure that all annexes are reviewed by the appropriate departments and that all changes and revisions to the plan are prepared, coordinated, published, and distributed.
- B. This plan will be activated once a year in the form of a simulated emergency, taking into account actual events in order to determine if revisions can be made that would improve disaster response and recovery operations. This will also provide practical controlled operations experience to those who have EOC responsibilities. This will be done by the Emergency Management Coordinator with the approval of the President.

IX. AUTHORITIES AND REFERENCES

A. Cole County/Jefferson City Emergency Operations Plan (See Basic Plan Section IX Authorities and References)

APPENDICES

- 1. Lincoln University Emergency Management Diagram by Emergency Function
- 2. Emergency (Disaster) Classification and Control Procedures

Cole County/Jefferson City EOP Appendices (See their Basic Plan Appendices)

- 3. Procedures for Requesting State and Federal Assistance
- 4. Cole County/Jefferson City Hazard Analysis

Attachment A – Earthquake Response Addendum 1 – Projected Earthquake Intensities (map)

Attachment B – Dam Failure

Addendum 1 – Cole County Dam Inventory

Addendum 2 – Dam Locations (map)

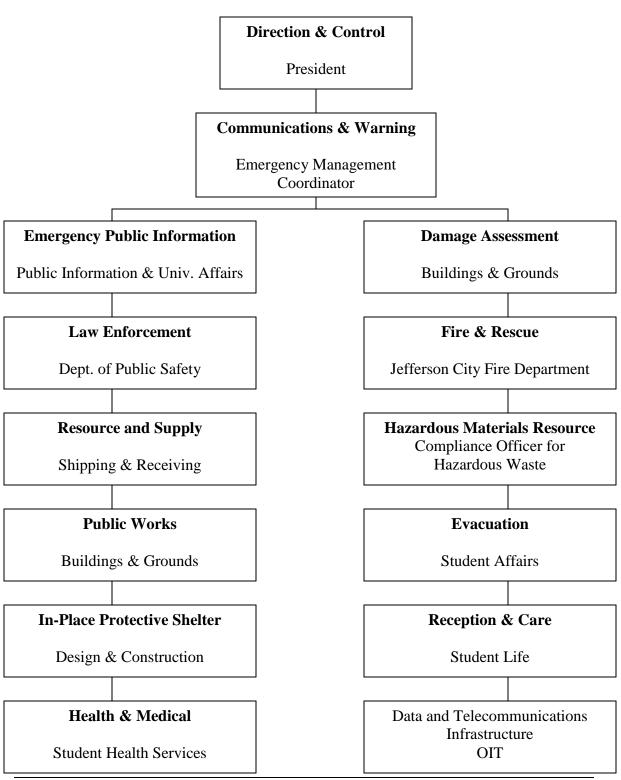
Attachment C – national Follod Insurance Program information

Attachment D – Callaway nuclear Plant Emergency Planning Zones (map)

5. Emergency Government Proclamation and/or Resolution of a State of Emergency in Cole County/Jefferson City

APPENDIX 1 TO THE BASIC PLAN

LINCOLN UNIVERSITY EMERGENCY MANAGEMENT DIAGRAM BY EMERGENCY FUNCTION



Emergency Operations Plan

Lincoln University, May 2008

APPENDIX 2 TO THE BASIC PLAN

EMERGENCY (DISASTER) CLASSIFICATION & CONTROL PROCEDURES

I. PURPOSE

To establish emergency/disaster classification and control procedures for Lincoln University and emergency response personnel during periods of emergency/disaster.

II. EMERGENCY CLASSIFICATION

- A. <u>Level I Emergency</u> is an occurrence that can be handled routinely by one or more departments within the University.
- B. <u>Level II Emergency</u> is an occurrence that requires a major response and the significant commitment of resources from several departments within the University, but will still be within the capabilities of the University. (Example: localized flooding, isolated damage to structures, etc.)
- C. <u>Level III Emergency</u> is an occurrence that requires an extensive response and commitment of resources from the University and could necessitate requesting outside assistance from the county, city, state and federal governments.

III. RESPONSE PROCEDURES

- A. The dispatcher, generally from DPS, upon notification of an emergency, shall notify the appropriate department(s) of the emergency and request they respond. (Example: Student Life and Buildings and Grounds for fire emergencies.)
- B. An incident command center for the affected area will be established by the first ranking officer at the scene of the incident. For incidents involving hazardous materials, the compliance officer for hazardous waste and the Jefferson City Fire Department will be notified and the scene will be turned over to them for response.
- C. The on-scene commanding officer will maintain radio contact with the dispatcher to advise of the situation and to alert additional response agencies or departments as necessary.
- D. When it becomes apparent to the commanding officer at the scene that control of the incident is beyond the response capabilities of the initial responding agency(ies) or departments and the emergency has escalated from Level I to Level II or higher, the officer will instruct the dispatcher to notify the next in

- command (i.e., Chief, Vice President, Emergency Management Coordinator, President, etc.) of the seriousness of the disaster.
- E. A Vice President will advise the Emergency Management Coordinator or the President of the situation, at which time a determination will be made as to whether or not the EOC should be activated and personnel should be assembled.
- F. Should it be decided to assemble the EOC staff, each requested member of the EOC staff will be contacted by the dispatcher and advised to report to the EOC.
- G. After the EOC Direction and Control (President) and/or the Emergency Management Coordinator have assembled with their staff, it will be determined what personnel will be required to control operations. This determination will be made by the officials present.

Glossary of Acronyms

B&G Buildings and Grounds

DPS Department of Public Safety

EAS Emergency Alert System

EMC Emergency Management Coordinator

EMT Emergency Medical Technician

EOC Emergency Operations Center

EOP Emergency Operations Plan

EPI Emergency Public Information

FBI Federal Bureau of Investigations

FEMA Federal Emergency Management Agency

FRP Federal Response Plan

HAZMAT Hazardous Materials

ICP Incident Command Post

ICS Incident Command System

JCPD Jefferson City Police Department

JCFD Jefferson City Fire Department

JIC Joint Information Center

JOC Joint Operations Center

LFA Lead Federal Agency

NBC Nuclear/Biological Chemicals

OIT Office of Information and Technology

PBX Private Branch Exchange (Telephone Switching System)

PDD 39 Presidential Decision Directive 39

PIO Public Information Officer

SOP Standard Operating Procedures

SARA Superfund Amendments and Reorganization Act

SCBA Self Contained Breathing Apparatus

SEMa State Emergency Management Agency

WMD Weapons of Mass Destruction

ANNEX A

DIRECTION & CONTROL (President)

I. PURPOSE

This annex will develop a capability for the President and key individuals of Lincoln University to direct and control response and recovery operations from a centralized facility (an emergency operations center – EOC) in the event of an emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Lincoln University will control operations from an EOC.

2. Primary EOC

- a. Lincoln University will direct and control operations from Schweich Hall, hereafter designated as the primary emergency operations center (EOC).
- b. The Department of Public Safety is staffed 24 hours a day and has fixed and mobile communications equipment to communicate with Cole County Sheriff and Jefferson City Police Departments. It has one outside telephone line that does not rely on the University PBX system. Electrical power, computers, and telephones are provided by the University system. If the University losses power so will DPS.

3. Alternate EOC

- a. Depending upon the situation, the following facility may be used as an alternate EOC:
 - (1)Scruggs Center
- b. Scruggs Center is located on the main campus.

B. Assumptions

1. When an emergency/disaster occurs or threatens to occur, the EOC will be activated in a timely manner.

- 2. A total evacuation is unlikely so emergency operations can be conducted from the primary or alternate EOC. If both are unavailable another site can be designated.
- 3. Close coordination must be maintained between the EOC and the disaster scene to identify special considerations, secondary threats, and available resources.
- 4. Most emergency situations are handled routinely by emergency response personnel and can be managed at the field level under established University procedures.

III. CONCEPT OF OPERATIONS

Direction and Control operations will be performed according to the operational time frames (mitigation, preparedness, response, and recovery)established in the Basic Plan.

- A. The EOC will be activated by the President or in accordance with Appendix 2 to the basic plan (paragraph three).
- B. Members of the EOC will assemble in the EOC to direct, control, and coordinate emergency response operations within their respective areas.
- C. Staffing of the EOC will be determined by the severity of the situation.
- D. The FBI has been designated as the Lead Federal Agency for crisis management in a terrorist event. (Refer to the Cole County/Jefferson City EOP for guidance).
- E. The incident commander will direct and control operations at the disaster site and will maintain contact with the EOC and keep them informed of the situation.
- F. Emergency response personnel provided by outside agencies (i.e. fire department etc.) will remain under the direction and control of the sponsoring organization but will be responsive to the EOC through the on-sight commander.
- G. Each emergency response service (i.e. law enforcement, B&G, etc.) will provide for the continuous staffing of emergency response jobs. Work shifts will be established to provide the necessary response.

- H. Reports/messages coming in and out of the EOC will be the responsibility of the Emergency Management Coordinator who will assign this duty to an EOC clerk/secretary.
- I. Should a life-threatening situation develop or appear imminent, emergency instructions to the public will be disseminated by all available means. (see Annex C).
- J. EOC operations will continue as determined by the situation, and will conclude by order of the President.

ANNEX B

COMMUNICATIONS AND WARNING (EOC Coordinator)

I. PURPOSE

This annex will provide information concerning available communications equipment in Lincoln University.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dispatching:

- a. Communications capabilities for Lincoln University exist primarily with the Department of Public Safety dispatch center, which is located at 1118 Chestnut Street. This center provides dispatching for the department's officers and has one handheld radio that can communicate with the Department of Buildings and Grounds and Design and Construction. The department monitors local law enforcement radio traffic and can enter the Jefferson City/Cole County dispatch center's net if necessary.
- b. Ambulance and fire calls are made directly to the Jefferson City 911 center by the caller. DPS can monitor 911 calls which allows DPS to respond and assist fire and ambulance crews to the scene. Emergency calls coming directly to the DPS dispatch center are forwarded to the Jefferson City 911 center for dispatch of fire and rescue and/or ambulance service.
- c. Communications frequencies for the emergency services are listed in the Cole County/Jefferson City EOP in Attachment A to Appendix 2 of Annex B.
- 2. In the event of a power interruption, the dispatch center must communicate with handheld battery operated radio. They can operate for approximately eight hours without recharging the batteries. DPS also has a mobile radio that can be set up in an alternate location if power is available.
- 3. In the event of an emergency where DPS dispatching was unable to operate for short periods of time the Jefferson City dispatch center would take over communications. This is an unwritten memorandum of understanding.

4. Warning:

a. The primary emergency warning system for Lincoln University is KJLU radio (88.9FM). Other warning systems are within the Jefferson City area and also alert Lincoln University in cases of sever weather warnings. (see Cole County/Jefferson City EOP Annex B for further information).

B. Assumptions

- 1. It is assumed that the existing communications and warning systems will survive and remain functional regardless of which type of disaster strikes the area.
- 2. Regardless of how well developed a warning system is, some members of the Lincoln family will ignore, not hear, or not understand warnings of impending disasters broadcast over KJLU, local television or sounded by local siren systems.

III. CONCEPT OF OPERATIONS

- A. Work shifts are established to provide continuous 24 hour staffing in the Department of Public Safety which will also serve as the communications center for the EOC.
- B. Normal day-to-day operations in DPS will continue with the added responsibilities of working with the EOC.
- C. KJLU will increase their hours of operations as required by the situation.
- D. When an emergency or disaster covers an area larger than Lincoln University and includes Jefferson City and Cole County areas, the public warning systems utilized by the city and county will be adhered to by the University also. Under a widespread disaster the University EOC will also come into operation and continue until the President cancels the operations of the EOC.
- E. The Office of Information and Technology (OIT) will increase their hours of operation to meet the needs of the EOC.
- F. University Relations will increase their hours of operation to meet the needs of the EOC. Additional staffing may be required if operations are continued beyond twelve hours.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Communications and warnings will come through either the Jefferson City warning system or The Lincoln University Department of Public Safety. (For warnings from Jefferson City see the Cole County/Jefferson City EOP Annex B section IV)
- B. The Lincoln University Department of Public Safety will be responsible for the following:
 - 1. Maintain a communications and warning log. (Radio Log).
 - 2. Maintain a current notification list for all departments.
 - 3. Provide security and protection for the DPS dispatch station.
 - 4. Provide information to the Public Information Office for dissemination to the campus and general public.
 - 5. Provide information to the Emergency Management Coordinator.

ADDITIONAL INFORMATION

Cole County/Jefferson City Emergency Operations Plan

Communications and Warning Capabilities (See Annex B Appendix 2)

Telephone Numbers

Outdoor Sirens

Emergency Alert Systems

Missouri Uniform Law Enforcement System (MULES)

National Warning System

Local Farm Bureau Offices

Amateur Radio Operators

Radio Frequencies

Fire Services' Communications & Paging System

ANNEX C

EMERGENCY PUBLIC INFORMATION (University Relations)

I. PURPOSE

To provide for the timely release of accurate information to the campus of Lincoln University in the event of an emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. Lincoln University is served by various news media, either located within the city or in the surrounding area, which would be utilized to disseminate public information in an emergency or disaster situation
- 2. Lincoln University is not immune to becoming the target of a terrorist threat, attack or incident, as could occur in any other community or area in the United States. For Public Information procedures specific to Terrorism, see Appendix 2 to this annex.
- 3. For non-English speaking residents, translation of emergency information may be provided by Lincoln University's foreign languages staff.
- 4. Sample news releases have been developed and can be found in Appendix 1 to this annex.

B. Assumptions

- 1. During an actual or impending emergency or international crisis, the campus will expect Lincoln University to provide specific information relating to safety, survival, and protection of property.
- 2. The media will cooperate with Lincoln University in the dissemination of information to the public.
- 3. Widespread major disasters may result in state and national media coverage. Media personnel from state and national levels will not be familiar with Lincoln University news release procedures.

- 4. Lincoln University personnel may attempt to obtain information from other than "official sources."
- 5. An effective public information program will reduce casualties and damages.

III. CONCEPT OF OPERATIONS

NOTE: The time frame for performing these actions is listed in parentheses.

- A. The Public Information Officer (PIO) will be located in B-2 Young Hall or at a location to be designated when this plan is implemented. This location will serve as the official point of contact for the media during an emergency. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY) Media personnel will not be admitted to the EOC.
- B. Release of official public information will be coordinated with and approved by the Lincoln University President and the incident commander (when incident command operations are in effect), and released to the public in a timely manner. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONES, and RECOVERY)
- C. Only information released by the President, elected official or the chief PIO will be considered official. The media will be so informed. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- D. Information for release will be prepared and released to the media in accordance with the format described in Appendix 1 to this annex. (PREPAREDNESS, EMERGENCY RESPONSES, and RECOVERY)
- E. Response organizations are responsible for coordinating with the PIO and for clearing press releases with the chief elected official before releasing information to the media for the public. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- F. Any person, department, or agency releasing information to the public of their own volition will bear the responsibility for any legal or moral ramifications and repercussions resulting from that release. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- G. Dissemination of public information will utilize all available media: television, radio, newspaper. See Appendix 3 to this annex for a sample statement of understanding for emergency public information. (MITIGATION, PREPAREDNESS, EMERGENCY REPSONES, and RECOVERY)

- H. Activation of the Emergency Alert System (EAS), if necessary, will be in accordance with the State EAS Operational Plan. The chief elected official will designate those personnel with authority to activate the EAS and issue releases. Procedures will be coordinated with the appropriate radio and television officials. (MITIGATION PREPAREDNESS, EMERGENCY RESPONES, and RECOVERY)
- I. Public information personnel in the field will coordinate with the chief PIO through frequent contacts with the EOC staff. (PREPAREDNESS, EMERGENCY RESPONES, and RECOVERY)
- J. Periodic briefings as necessary for media personnel will be conducted by the PIO. (PREPAREDNESS, EMERGENCY RESPONES, and RECOVERY)
- K. A rumor control section will be established to answer inquiries from the public and to monitor media broadcasts to insure the public is receiving accurate information. (PREPAREDNESS, EMERGENCY RESPONES, and RECOVERY)
- L. A major task of public information operations will be responding to inquiries. The PIO must establish procedures to inform families on the status of relatives who are injured or missing, emergency services available, damaged and/or restricted areas due to disaster event, etc. (MITIGATION PREPAREDNESS, EMERGENCY RESPONSES, and RECOVERY)
- M. When an emergency occurs or threatens to occur requiring the dissemination of emergency public information, the PIO will release this information as soon as possible. (PREPAREDNESS and/or EMERGENCY RESPONES)
- N. Should the emergency involve more than the local jurisdiction, the PIO will coordinate public information activities with the PIO (s) of the jurisdiction(s) involved. (PREPAREDNESS, EMERGENCY RESPONES, and RECOVERY)
- O. If the emergency/disaster warrants activation of a state and/or federal response, the local PIO will coordinate public information activities with the state and/or federal PIOs. (PREPAREDNESS, EMERGENCY RESPONES, and RECOVERY)
- P. The PIO will coordinate with state, federal, and private sector agencies to obtain technical information (health risks, weather, etc.) when preparing releases. (PREPAREDNESS, EMERGENCY RESPONES, and RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The chief PIO for Lincoln University will be the Lincoln University Presidential assigned official.

During a hazardous materials situation, the Incident Commander will appoint an on-scene PIO for media relations. If the EOC is activated, the on-scene PIO will coordinate activities with the chief PIO in the EOC (should these be two different individuals).

The PIO is responsible for the following:

- 1. Prepare and release public information and assist in the dissemination of warnings.
- 2. Develop emergency public information (EPI) materials for visually-and hearing-impaired persons, as well as for any non-English speaking groups.
- 3. Prepare instructions for people who must evacuate from a high risk area. These EPI instructions will address the following for each threat:
 - a. definition of the population at risk
 - b. evacuation routes
 - c. suggested types and quantities of food, water, clothing, medical items, etc. evacuees should take with them.
 - d. Locations of reception areas, shelters, feeding facilities, and medical clinics in the host (reception) area
 - e. Safe travel routes for returning to residences
 - f. Centrally-located staging areas/pick-up points for evacuees needing transportation, etc.
- 4. Coordinate with the Health and Medical Coordinator on the development of public information regarding health risks, first-aid, etc.
- 5. Establish a rumor control section.
- B. The Health and Medical Coordinator will assist the chief PIO in the development of materials which describe the health risks associated with each hazard, the appropriate self-help or first-aid actions, and other survival measures.
- C. The Communications and Warning Coordinator will coordinate communications for emergency public information, including rumor control and EAS monitoring.

D. Each operating department/organization will furnish a PIO when necessary and available. These department/organization PIOs will provide information to the chief PIO of the jurisdiction, and will, when needed, assist in the release of public information.

V. CONTINUITY OF GOVERNMENT

The line of succession for Lincoln University's Chief PIO will be determined by the President.

VI. ADMINISTRATION AND LOGISTICS

A chronological file of all news releases during the disaster will be maintained in the EOC, as well as a log of these releases.

APPENDICES

- 1. Format and Procedures for News Releases
- 2. Public Information Procedures for Terrorist Incidents
- 3. Statement of Understanding for Emergency Public Information Operations

APPENDIX 1 TO ANNEX C

FORMAT AND PROCEDURES FOR NEWS RELEASES

A. Format

- 1. Name, address, and telephone number of the news release initiator.
- 2. Text of the news release.
- 3. Substantiating records for the release.
- 4. Date and time received.
- 5. Date and time released.
- 6. How and to whom the news release was issued.

B. Release Procedures

- 1. Verify the authenticity of the information contained in the release.
- 2. Verify that a duplicate release has not already been made.
- 3. Prepare the release in the format listed above.
- 4. Determine if the information contained in the release is in the public interest and will not create unwarranted or unnecessary fear, anguish, or other adverse reactions among the public. However, news releases will not be withheld simply to avoid political or public official embarrassment should the situation so warrant.
- 5. News releases will be distributed fairly and impartially to the news media.
- 6. Copies of all news releases will be filed chronologically.
- 7. Copies of all news releases will be furnished to the rumor control sections.

APPENDIX 2 TO ANNEX C

PUBLIC INFORMATION PROCEDURES FOR TERRORIST INCIDENTS

I. PURPOSE

To develop and disseminate timely, accurate, and appropriate information during a suspected or actual terrorist incident, utilizing all forms of media available. Such measures will help substantially to: ensure public safety, maintain order, minimize rumors and misinformation, and to the best extent possible, satisfy the demands of the news media in reporting the unfolding event.

II. SITUATION AND ASSUMPTIONS

Initially, the public information function for any emerging disaster/emergency event will be handled by local officials, possibly in conjunction with incoming state and federal responders, depending on the scope of the incident. The fact that an emergency/disaster situation is a result of a terrorist act may not be known immediately during the initial emergency response, and it may take days or weeks until that is fully determined. Standard public information procedures elsewhere in this annex would be carried out in the initial phase. However, the following information/procedures serve as general guidelines applicable at the point when a terrorist threat/incident has been determined.

A. Situation – Crisis Management

A credible threat or act of terrorism impacting a local community would prompt a crisis management response directed by the Federal Bureau of Investigation (FBI), in accordance with Presidential Decision Directive (PDD) 39. During crisis management operations, the FBI serves as the Lead Federal Agency and coordinates closely with local law enforcement authorities to provide a successful law enforcement resolution to the incident. State and local governments provide assistance as required.

- 1. Effective public information capabilities and coordination of information represents a crucial function for federal, state and local law enforcement officials during the crisis management response.
- 2. A Joint Information Center would be established by the FBI in the impacted area to serve as the focal point for information to the public and the media.

B. Situation – Consequence Management

Consequence Management includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of the

terrorist act. State and local governments exercise primary authority in responding to the consequences of the terrorist act. State and local governments exercise primary authority in responding to the consequences of terrorism, with the federal government providing assistance as required. Under PDD-39, the Federal Emergency Management Agency (FEMA) is the Lead Federal Agency for Consequence Management throughout the federal response phase.

- 1. The public information function for Consequence Management would cover a broad range of federal, state, and local response activities, including guidance on protective action measures for the public, if Weapons of Mass Destruction (WMD) or Nuclear/Biological Chemicals (NBC) might be involved.
- 2. Dissemination of information during the Consequence Management phase would be conducted by appropriate federal, state and local officials from a Joint Information Center in the impacted area.

C. Assumptions

- 1. A terrorist incident impacting lives and property will draw statewide, national and eventually worldwide media attention in a rapid period of time.
- 2. No single agency at the local, state, federal or private level possesses the authority and expertise to act unilaterally in response to threats/acts or terrorism, particularly if Weapons of Mass Destruction (WMD) are involved.
- 3. Therefore, the unique roles, responsibilities, and jurisdictions of the various local, state, and federal agencies involved in terrorist response operations requires a coordinated and integrated approach in the dissemination of public information through a Joint Information Center (JIC).
- 4. The media provides an invaluable service to government and the public in alerting the public of potential or actual hazardous situations, and providing the means to disseminate protective action guidance quickly (if needed).
- 5. However, the operational objectives of maintaining public safety and security during terrorist incidents may conflict with the public's right to know during the response to these events.
- 6. The type of information gathered by the media and the manner in which it is disseminated could possibly precipitate additional actions by the

terrorist group, or compromise the effectiveness, safety, and security of emergency operations, or jeopardize the lives of emergency workers, hostages, or the general population.

7. Media must be sensitive to the requests of incident managers and show restraint/discretion in reporting the evolving event. Some media have already established guidelines in handling terrorist events.

III. CONCEPT OF OPERATIONS

A. Crisis Management

- 1. The FBI, Kansas City division, is responsible for terrorist incident response to Cole County. In such an event, this division will establish the Federal Joint Operations Center (JOC), and EOC type facility activated for coordinated response. A Joint Information Center (JIC) is included as part of the JOC operations. The JIC will include all local, state and federal agencies involved in the event. The JIC will serve as the single source of information to the public and the press. Prior to a JIC being established, all public information releases will be coordinated, to the best extent possible, with incoming state and federal authorities.
- 2. Once a JIC is established, all press releases and press requests will be developed, coordinated, reviewed and disseminated through this group.
- 3. During Crisis Management Operations, the JIC will be under operational control of the Lead Federal Agency (LFA) Public Information Officer (FBI), in coordination with involved state and local agencies.

B. Consequence Management

- 1. Representatives of local, state and federal (under FEMA coordination) consequence management agencies will be deployed to the FBI JOC during the Crisis aspect of a terrorist event. Chief spokespersons and public information officers are involved agencies, to include Cole County and Lincoln University, will report to the FBI Joint Information Center.
- 2. When the Crisis phase dissipates, the overall responsibility for Lead Federal Agency (LFA) changes to FEMA. The JIC will then come under its direction. Federal, state and local Public Information Officers will coordinate releases through the FEMA JIC.
- 3. Throughout the response, these agencies will continue to coordinate incident-related information, including public protective actions

guidance, if needed, through the JIC. Protective actions and other essential information may be disseminated via Emergency Alert System (EAS) mess ages to the primary EAS radio station (KJLU 88.9 FM, Jefferson City, MO.).

- 4. In dealing with a serious terrorist incident, local, state and federal officials may elect to form a public information policy group in conjunction with JIC operations. The group would consist of senior public affairs and management representatives from the primary response agencies to establish policy/guidance ground rules. Such parameters for media coverage will ensure that information released during the course of the event will not create additional danger or harm to human life or property, or interfere in any way with the resolution of the incident.
- 5. Rumor control/public inquiry functions may be handled at the JIC or may be established at satellite locations depending on the demands generated by the event, as well as the facilities and resources available.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITES

A. Functional Diagram

(See Attachment A to this appendix)

- B. Assignment of Responsibilities
- 1. Chief PIO for Crisis Management (FBI/Law Enforcement Response
 - a. For Cole County, the County Sheriff, or official designee, upon concurrence with the Presiding Commissioner.
 - b. For Lincoln University, the President, or official designee.
- 2. Chief PIO for Consequence Management (FEMA/State/Local Response
 - a. For Cole County, the Presiding Commissioner.
 - b. For Lincoln University, the President

Lincoln University Public Information Officer (PIO) Responsibilities: Before the Incident

- Become familiar with the Local, State and Federal Response plans and how to integrate releases of information
- Maintain close working relationships with the news media.

- Direct news media as to how the media can reduce the level of terrorist success.
- Become familiar with the terminology in terrorism response.
- Become familiar with the type of information commonly requested by the news media.
- Establish plans for rapid operation of an information center.
- Establish security procedure for press credential verification.

During the Incident

- Prepare Situation Reports.
- Release information cleared by the Incident Commander to ensure protection of responders
- Work with FBI/FEMA to establish a Joint Information Center (JIC)
- Coordinate release of information with state and federal responders in the JIC.
- Activate rumor control hotline.
- Provide central number for public inquiries.
- Coordinate the dissemination of Emergency Alert System (EAS) messages for protective actions to the public, or other emergency public information messages, as needed.
- Report factually on what government is doing to protect the public.
- Maintain communication with response agencies.
- Arrange for media to get visual information without disruption of response operations.
- Maintain availability for news media to get accurate information live to the public.
- Urge media to act in such a way as to not jeopardize the effectiveness of the response.

Information during Incident Where WMD/NBC Devices Are Used

- Instructions on immediate protective, first aid, and self decontamination measures that can be taken.
- Who is at risk of being exposed, or of imminent exposure.
- Health hazards of the agent involved.
- Location of casualty collection points and medical facilities to which victims can report for evaluation and treatment.
- Evacuation routes, street closings, and alternative routes so as to bypass the event and keep travel corridors open for emergency vehicles.
- If in-place shelter is used, provide citizens with steps to be taken to further protect themselves.

After the Incident

- Prepare post response news conference.
- Assist in preparing after action/lessons learned reports.

V. CONTINUITY OF GOVERNMENT

- A. For Cole County, the PIO line of succession during a terrorist incident will be determined by the appropriate local officials, based on the response phase in effect. (Crisis or Consequence Management).
- B. For Lincoln University, the PIO line of succession during a terrorist incident will be determined by appropriate University officials, based on the response phase in effect.(Crisis or Consequence Management).

VI. <u>AUTHORITIES AND REFERENCES</u>

- 1. Presidential Decision Directive (PDD-39), June 1995
- 2. Federal Response Plan (Terrorism and Public Information annexes)
- 3. National Emergency Response and Rescue Training Center (Terrorism Response Management Plan).

Additional procedures concerning Cole County/Lincoln University's response to a terrorist incident can be found in Annex E (Law Enforcement) of this plan.

APPENDIX 3 TO ANNEX C

STATEMENT OF UNDERSTANDING FOR EMERGENCY PUBLIC INFORMATION OPERATIONS

This statement of understanding is entered into between (Radio-TV stations and/or Newspapers), hereinafter referred to as the media, and (city/county/university), hereinafter referred to as (city/county/university) to provide emergency information to the citizens of (city/county/university) whenever a threat to life and property exists from natural or man-made causes.

When, in the opinion of the chief executive of (city/county/university), a threat to life and property exists or threatens (city/county/university), the Emergency Operations Center (EOC) of (city/county/university) will be placed on appropriate status and staffed in accordance with the severity of existing or potential threat, and lines of communication will be opened and maintained for the duration of such threat between the EOC and the media.

The EOC of (city/county/university) will:

- 1. Provide the media with a description of the threat and the actions that the emergency staff of (city/county/university) is taking to combat the effects of the threat.
- 2. Provide immediate guidance for the public to lessen the dangers to life and property from the threat.
- 3. Establish with the media, a schedule of briefings on the progress of the threat and additional actions to be taken by the public to lessen the possibility of loss of life and damage to property.
- 4. Issue bulletins on any significant change in the threat as those changes occur.
- 5. Advise the media that the danger of the threat has passed and that no further EOC operations are necessary.

The media, at their discretion, and within operating limitations imposed by management or any rules and regulations imposed by appropriate government agencies, will:

1. Accept the transmissions from the EOC of (city/county/university) for inclusion in regular news programs or as special news bulletins or to be printed as emergency guidance for the purpose of saving life or reduction of property damage, for the duration of the threat.

- 2. Accept and maintain in place any equipment provided for communications and report to (city/county/university) any damage to or outages of such equipment.
- 3. Test any equipment provided by (city/county/university) by brief two-way transmissions on the *(last Friday of each month at 11:00 a.m. local time).

NB: THIS STATEMENT OF UNDERSTANDING BETWEEN THE (city/county/university) AND THE MEDIA IS IN NO WAY INTENDED TO ABRIDGE THE FREEDOM OF THE PRESS OR TO CONSTRAIN THE EDITORIAL RESPONSIBILITY INHERENT IN AN OPEN SOCITEY. THE SOLE PURPOSE OF THIS STATEMENT OF UNDERSTANDING IS TO ESTABLISH A SOURCE OF INFORMATION FOR THE MEDIA WHEN A THREAT OR POTENTIAL THREAT EXISTS TO THE LIFE AND PROPERTY OF THE CITIZENS OF (city/county/university).

For the Media For the University

*Entered as an example only, testing should be established by mutual agreement and entered in the statement of understanding at this point.

ANNEX D

DAMAGE ASSESSMENT (Buildings and Grounds)

I. PURPOSE

To provide Lincoln University with the procedures to perform damage assessment after a disaster has occurred in a timely manner, consistent with federal and state guidelines. It is necessary to (1) establish priorities for repair of campus facilities, infrastructure, and roads, (2) determine if outside assistance is necessary, (3) insure the safety of campus residents, and (4) plan mitigation measures that will lessen the effect of future occurrences.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

- 1. Any of the identified hazards could affect Lincoln University and cause extensive damage to campus facilities.
- 2. A comprehensive damage assessment is essential to determine the magnitude and impact of the incident on the individuals, departments, facilities, and infrastructure of the campus. The initial assessment will normally be conducted by University personnel.
- 3. All catastrophic damage estimations will be completed following federal guidelines because most disaster relief programs exist at the federal level, such as SEMA and FEMA Damage Assessment Forms.
- 4. Any damage to chemical labs or known hazardous materials, either classroom or research, will be handled through specialized damage assessment teams.

B. Assumptions

1. University Employees in Buildings and Grounds, in conjunction with Design and Construction, will be adequate to handle small scale disaster assessment. Outside help from local contractors, consulting engineers, and architects will be utilized for large scale disasters. State or Federal officials will be requested if the incident is of such magnitude to warrant federal assistance.

2. A properly completed damage assessment will provide information necessary for University officials to utilize limited resources in the most effective manner possible and decide further courses of action.

III. CONCEPT OF OPERATIONS

- A. Once a disaster has occurred, the Emergency Management Coordinator will notify the Damage Assessments Coordinator (Director of Building and Grounds) by the fastest means possible. In the event of a major natural disaster, the Director of Design and Construction, and the President shall also be notified.
- B. Damage Assessments at Lincoln University will be made by survey teams consisting primarily of personnel from Buildings and Grounds, but should also include personnel from Design and Construction, Purchasing, and from the private sector as needed. Photographs of the damage should be taken by the survey team. Purchasing will notify the Insurance carrier once the damage has been estimated to exceed the deductible.
- C. If the necessary response is beyond the capability of the University, the President may request assistance from the Governor through the State Emergency Management Agency (SEMA). SEMA will conduct a joint damage assessment with University officials to determine the extent of the incident and the need for state assistance. If recovery from the incident is beyond the capability of the state government, SEMA will initiate the request for a federal damage assessment from FEMA.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. An Organizational Chart is included in Appendix 1 to this annex.
- B. Assignment of Responsibilities
 - 1. Overall coordination and operational control of the Damage Assessment will be the responsibly of the Damage Assessment Coordinator (Director of Buildings and Grounds).
 - 2. Preparing recommendations from damage reports to mitigate effects of future disasters will be the responsibility of the Emergency Management Coordinator and the Director of Design and Construction.

V. DIRECTION AND CONTROL

- A. The Damage Assessment Coordinator is an important member of the Emergency Operations Center (EOC) and will coordinate damage assessment activities with the EOC. (See Appendix 2 for Damage Estimate Forms)
- B. Repairs to campus facilities will begin as soon as possible. Priority will be given to those facilities that are critical to emergency response operations, such as roads, utilities, and telecommunications infrastructure. Campus resources will provide the initial response with support from city, state, federal government and other resources. (See Appendix 3 for Building Inspection Forms)

VI. CONTINUITY OF GOVERNMENT

- A. Line of succession for Damage Assessment Coordinator shall be:
 - 1. Director of Buildings and Grounds.
 - 2. Maintenance Coordinator, through office staff

VII. ADMINISTRATION AND LOGISTICS

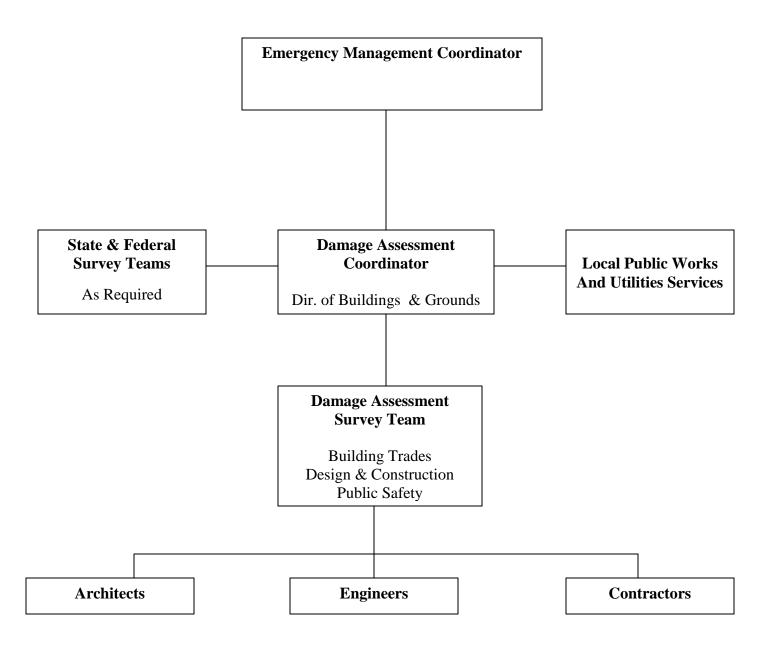
A. Survey Teams

Damage Assessment survey teams will consist of University personnel, supplemented with specialized personnel as needed based on the type of emergency situation. Communications shall be provided through the University telecommunications network, hand held radios provided by Buildings and Grounds or by Public Safety, or through cellular phones as needed.

B. The Damage Assessment Coordinator is responsible for providing the necessary damage report forms to the survey teams working at the disaster site.

APPENDIX 1 TO ANNEX D

DAMAGE ASSESSMENT FUNTIONAL DIAGRAM



APPENDIX 2 TO ANNEX D

DAMAGE ESTIMATE FORMS

APPENDIX 3 TO ANNEX D

BUILDING INSPECTION FORMS USED BY STRUCTUAL ASSESSMENT AND VISUAL EVALUATION (SAVE) COALITON

ANNEX E

LAW ENFORCEMENT (Department of Public Safety)

I. PURPOSE

This annex discusses the law enforcement operations in the event a disaster or emergency has occurred on the Lincoln University campus.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. The Lincoln University Department of Public Safety provides law enforcement to the campus and farms in Cole and Callaway Counties.
- 2. The Director of Public Safety is the chief law enforcement officer on the campus, and as such, can enforce University regulations, state statutes and federal laws on all university property including the farms.
- 3. Outside law enforcement resources are available to support law enforcement operations on the campus and will respond when needed.

B. Assumptions

- 1. Situations will arise that will tax or exceed campus law enforcement capabilities.
- 2. If additional law enforcement personnel, equipment, or special expertise is needed, outside resources will respond when called upon to do so.

III. CONCEPT OF OPERATIONS

A. The Lincoln University Department of Public Safety is staffed for routine day to day operations and as such is not equipped for a large scale, extended time frame emergency operation. Therefore, large scale or extensive emergency law enforcement operations will be an expansion of normal functions and responsibilities and will by necessity require outside law enforcement assistance. The Department of Public Safety will be responsible of routine law enforcement while support groups or outside agencies will assist in traffic and crowd control.

- B. In the event that the disaster is believed to be terrorist-related, care must be taken to preserve the crime scene, while at the same time allowing rescue operations to be performed. Due to the nature of terrorist acts and the probability that outside jurisdictions will become involved immediate assistance will be requested from city and county agencies. (See the Cole County/Jefferson City Emergency Operations Plan, Annex E, Appendix 4)
- C. All law enforcement operations will be coordinated from the EOC unless the Director of Public Safety is better able to coordinate from the DPS's main office.
- D. The Department of Public Safety will provide security for the EOC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. A functional diagram for law enforcement is located in Appendix 1 to this annex.
- B. The Director of Public Safety is the law enforcement coordinator for the campus and as such is responsible for the following:
 - 1. Overall integration and management of law enforcement activities, including any outside resources responding to the disaster.
 - 2. Develop and maintain agreements of understanding with neighboring law enforcement agencies.
 - 3. Establish procedures to protect essential law enforcement records.
 - 4. Support recovery operations.
 - 5. Maintain personnel call-up lists and develop procedures for notification of DPS staff.
 - 6. Assist with an evacuation order if requested by the EOC.

V. <u>DIRECTION AND CONTROL</u>

- A. The Director of Public Safety will operate from the EOC or the DPS station.
- B. Initial control at the disaster/emergency site will be established by the first public safety officer on the scene. This officer (until relieved by a senior officer) will maintain contact with and provide information to the campus dispatch center.

C. If outside law enforcement resources are needed, they will remain under the directs control of the sponsor, but will be assigned by the EOC to respond as necessary.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession for the Director of Public Safety is through the Security Supervisor and then the senior officer.

VII. ADMINISTRATION AND LOGISTICS

A. The Security Supervisor will provide logistical support (food, water, emergency power, fuel, lighting, etc.) for law enforcement personnel at the disaster/emergency site and the dispatchers location.

VIII. OUTSIDE LAW ENFORCEMENT AGENCIES

A. See Cole County/Jefferson City Emergency Operations Plan, Annex E, Appendix 2.

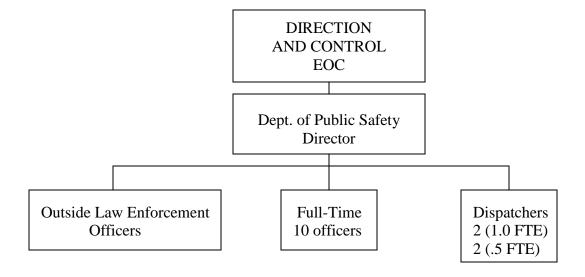
IX. TERRORISM INCIDENTS

A. See Cole County/Jefferson City Emergency Operations Plan, Annex E, Appendix 4

APPENDIX 1 TO ANNEX E

LAW ENFORCEMENT FUNCTIONAL DIAGRAM

LINCOLN UNIVERSITY DEPARTMENT OF PUBLIC SAFETY



ANNEX F

FIRE AND RESCUE (Department of Public Safety)

ANNEX F

FIRE AND RESCUE

(Department of Public Safety)

I. PURPOSE

The purpose of this annex is to organize local firefighting and search and rescue resources, as well as to establish procedures that will enable these resources to meet the demands of a disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

Lincoln University is situated within the geographic boundaries of Jefferson City. Fire and rescue support to the University generally comes from Station 4 on Ellis Boulevard.

B. Assumptions

Fire and Rescue operations in Jefferson City will be adequate for most emergency situations which may occur on the Lincoln Campus. If additional resources are necessary they will be requested and coordinated through and by the Jefferson City Fire Chief.

III. CONCEPT OF OPERATIONS

See Cole County/Jefferson City Emergency Operations Plan, Annex F.

ANNEX G

RESOURCE AND SUPPLY (Purchasing Department)

I. <u>PURPOSE</u>

This annex is designed to give Lincoln University of Missouri the ability to maintain a continuous resource inventory and to allocate these resources in a prompt and orderly manner during an emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. As this annex is designed to provide for the management of resources in Lincoln University, a priority should be given to those resources which could be used to combat the hazards identified in the Basic Plan.
- 2. A list of certain resources available to Lincoln University is provided in the Cole County, Jefferson City Emergency Operations Plan Appendix 2. The SOPs of University departments will also have lists of other special resources within the purview of each department.
- 3. Emergency purchasing procedures for Lincoln University are listed in Appendix 3 to this annex.
- 4. Resources and supply items specific to response for a terrorist incident are listed in Annex E, Appendix 4, Attachment B of Cole County, Jefferson City Emergency Operations Plan.
- 5. Local resources must be used first before outside assistance is requested from the city, the State and/or Federal Government. Procedures for requesting state and federal assistance are located in Appendix 4 to the Basic Plan for Cole County/Jefferson City emergency Operations Plan.
- 6. Resources are available from the surrounding communities (i.e., mutual aid agreements).

B. Assumptions

1. During a disaster, individuals or businesses with private resources will be asked to cooperate with Lincoln University officials.

- 2. Funds to provide payment for the use of private resources will be available either from local government or, if the disaster is severe enough, from the state and federal government.
- 3. During a disaster, normal supply requisitions may be suspended.

III. CONCEPT OF OPERATIONS

Resource and supply operations will be performed according to the operational time frames (mitigation, preparedness, response and recovery) established in the Basic Plan.

- A. The first resources to be identified will be those that are under the control of or are readily available to Lincoln University. It is the responsibility of each department to mobilize these resources, as necessary, to relieve suffering and to protect lives and property.
- B. All department resources must be committed before assistance is requested from the city, state and/or federal government.
- C. The Resource and Supply Coordinator must anticipate resource needs for all types of potential hazards and provide the coordination necessary for the proper allocation of these resources.
- D. Normal supply requisition procedures will be followed to purchase supplies whenever feasible. The Resource and Supply Coordinator may waive the requirements when the EOC has determined that there exists a threat to life, property, public health or public safety, or when immediate expenditure is necessary for repairs to Lincoln University property in order to protect against further loss of, or damage to, Lincoln University property.
- E. Field operation facilities (i.e. staging areas, mobilization centers, etc.) will be established as necessary to receive, assemble and distribute resources and supplies. Staging areas will be identified and established as necessary.
- F. Following a large scale disaster, the outpouring of donations can overwhelm the ability of local organizations to respond effectively. Lincoln University officials, in conjunction with voluntary organizations, must establish procedures to coordinate and control donated goods and offers of volunteer assistance.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

A diagram of the Resource and Supply function is shown in Appendix 1.

B. Assignment of Responsibilities

- 1. The Resource and Supply Coordinator for Lincoln University is the Vice President for Administration and Finance. Further responsibilities are assigned to deputy coordinators as follows:
 - a. Director of Design and Construction and Director of Buildings and Grounds Allocation of equipment, supplies, and resources
 - b. Director of Purchasing Procurement of resources
- 2. The Resource and Supply Coordinator will oversee the following supply areas:
 - a. Manage/coordinate the procurement, storage and equitable distribution of the following supply areas:
 - 1) Food
 - 2) Sustenance Supplies (water, clothing, sanitary supplies, bedding, etc)
 - 3) Fuel and Energy
 - 4) Transportation
 - 5) Construction equipment and supplies
 - 6) Manpower
 - 7) Shelter supplies
 - 8) Medical supplies
 - b. Identify potential resource needs for all types of emergency situations.
 - c. Locate the required resources in the community or find their nearest location.
 - d. Establish agreements of understanding with private sector organizations, neighboring jurisdictions, etc., who can supply needed resources.
 - e. Maintain resource lists and update or revise as instigated by the EMC.
 - f. Coordinate with individuals, departments, emergency services, etc., for the proper allocation of resources during the emergency.

- g. Identify staging areas to store and/or distribute resources and supplies. Coordinate these locations with all involved as necessary.
- h. Maintain records of services rendered, resources utilized, unused resources, cost of resources, etc., for the emergency.
- 3. The aforementioned tasks can be delegated to deputy coordinators.

V. <u>DIRECTION AND CONTROL</u>

- A. All Resource and Supply operations will be controlled from the EOC to ensure official concurrence for actions taken.
- B. Subordinates of the Resource and Supply staff may operate from daily offices, but all decisions will come from the EOC.
- C. Should the EOC be forced to relocate, all Resource and Supply personnel will move also.

VI. CONTINUITY OF ADMINISTRATION

- A. The joint line of succession for the Resource and Supply Coordinator:
 - 1. Lincoln University (allocation of resources and supplies)
 - a. Vice President for Administration and Finance
 - b. Director for Design and Construction
 - c. Director for Buildings and Grounds
 - 2. Lincoln University (procurement of resources and supplies)
 - a. Vice President for Administration and Finance
 - b. Director for Purchasing
 - c. Controller
- B. Vital Documents
 - 1. Records of purchases will be duplicated, when possible.

- 2. The keeper of vital documents is the EMC.
- 3. Transfer of these documents will occur by direction of the EMC.

VII. ADMINISTRATION AND LOGISTICS

- A. Each department is responsible for securing its own supplies through normal procurement channels. The Resource and Supply Coordinator will assist whenever possible.
- B. All purchases must be kept in accordance with purchasing policy. The Resource and Supply Coordinator may waive requirements when the EOC has determined that there exists a threat to life, property, public health or public safety, or when immediate expenditure is necessary for repairs to Lincoln University property in order to protect against further loss of, or damage to, Lincoln University property.

Appendices:

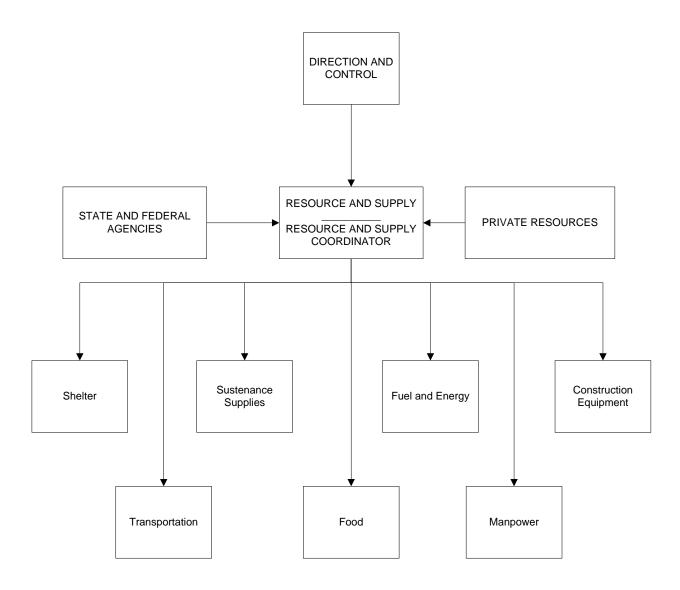
- 1. Resource and Supply Functional Diagram
- 2. Resource lists (see Cole County/Jefferson City EOP
- 3. Emergency Procurement Procedures

Suggested only:

- 4. Call-up lists
- 5. Storage locations

APPENDIX 1 ANNEX G

RESOURCE AND SUPPLY FUNCTIONAL DIAGRAM



Various departments within Lincoln University such as Buildings and Grounds, Public Safety, etc., can support the Resource and Supply function with equipment, manpower, fuel, etc. Mutual Aid Agreements with surrounding jurisdictions can provide additional resources. Outside resources from the private sector, business and industry etc., can also provide support.

APPENDIX 2 ANNEX G

RESOURCE LISTS

APPENDIX 3 ANNEX G

RESOURCE AND SUPPLY PROCUREMENT PROCEDURES FOR EMERGENCY SITUATIONS

As stated in Annex G, All purchases must be kept in accordance with purchasing policy. The Resource and Supply Coordinator may waive requirements when the EOC has determined that there exists a threat to life, property, public health or public safety, or when immediate expenditure is necessary for repairs to Lincoln University property in order to protect against further loss of, or damage to, Lincoln University property.

Should requirements be waived, the Resource and Supply Coordinator will designate individuals authorized to make purchases on behalf of Lincoln University. It is important that each of these individuals ensure that accurate and thorough records of purchases made during the emergency be kept, and that those records are submitted to the Resource and Supply Coordinator.

- A. Provided the Datatel system is functional and accessible, the system should be used and will provide the needed record of purchases. It is recognized that although the system may be available, normal procedures may not be able to keep pace in an emergency. To streamline these procedures, the following rules will supersede normal processes as needed.
 - 1. The Emergency Management Coordinator will be able to provide single approval of requisitions when normal approvers are not available or it is not feasible to try to reach them to do so.
 - 2. Purchase Orders may be created without requisitions against ANY funding code at the direction of the Emergency Management Coordinator or the Resource and Supply Coordinator.
- B. If the Datatel system is NOT functional or accessible, purchases will still need to be made. Designated individuals will be assigned to make these purchases and will keep records of same.
 - 1. Detailed records of each purchase must be kept, and must contain the following minimum information:

- Date

- PO number given to the vendor

- Vendor name

- Quote number provided by the vendor

- Vendor phone number

- Basis for order (specific nature of emergency and reason vendor selected)

- Vendor contact

- Who placed the order on behalf of LU

- Items (description & quantity)

- Any packing lists

- Amount

- Any other pertinent information

ANNEX H

HAZARDOUS MATERIALS RESPONSE (Compliance Officer for Hazardous Materials)

I. INTRODUCTION

Lincoln University's major risk for a hazardous materials incident is associated laboratory teaching, research and maintenance activities involving the use of hazardous materials at fixed sites. Release of hazardous material is more likely to occur from fixed sites or during transport of material relating to Lincoln University activities, than from transport incidents involving the street traffic in and around the Lincoln University Campus.

This annex is developed to help Lincoln University officials and first responders to deal with hazardous material incidents. This annex acknowledges that Lincoln University will only be able to provide resources that are associated with the routine handling of hazardous materials.

When a hazardous substance spill occurs, notification of the Lincoln University Department of Public Safety (DPS) Dispatcher may come from several sources:

- a. General Public
- b. Students
- c. Faculty
- d. Staff
- e. On Campus Contractors

The Lincoln University DPS Dispatcher receiving this first report should give priority to alert the fire department and law enforcement in the appropriate jurisdiction. The dispatcher must then try to obtain as much information as possible from the first source or first responder and make appropriate response. See DPS SOP.

When the Incident Command Post (ICP) is established at the site, the Incident Commander will determine the Response Level for this event and set the Response Functions described in this annex into motion.

II. PURPOSE

- A. Hazardous Materials Response is written as Annex H to Lincoln University All-Hazard Emergency Operations Plan under guidelines of Title III of the Superfund Amendments and Reorganization Act (SARA Title III).
- B. This plan establishes the policies and guidelines under which Lincoln University will operate in response to a notification of a hazardous material spill at Lincoln University.

C. This plans provides assurance of appropriate response to protect the population, property and environment of Lincoln University.

III. SITUATION AND ASSUMPTIONS

A. Situation

Lincoln University is located in Jefferson City, having the major streets of Lafayette, Chestnut and Dunklin providing access to the campus. A public school, several small businesses, a city-park and several residential areas surround the Lincoln University Campus. Lincoln University operates three farms. These properties are at three distinct different locations located in Cole and Callaway Counties. Lincoln University activities involve the use and storage of hazardous materials at various fixed facilities (Appendix 2).

B. Assumptions

The greatest threat of a serious hazardous materials incident at Lincoln University is posed by operations involving the use and storage of hazardous materials at fixed site facilities (Appendix 2) Department of Safety and Security communication resources will be able to notify the campus population. Lincoln University's response to a HAZMAT incident is limited. Response to an incident will require outside resources: Jefferson City Fire Department, Mutual aid assistance, county state and federal government and the private sector. Protective actions for the campus population may include evacuation.

IV. CONCEPT OF OPERATIONS

A. General

The Emergency Coordinator will notify outside agencies. The Department of Safety and Security has the capability to make a first response to a hazardous materials release. This response will be defensive and is to access the severity of the incident, and classify the level of the emergency. University dispatcher will notify Campus Emergency Management Coordinator. University dispatchers will Notify Jefferson City Fire Department. The Department of Safety and Security will maintain site security

B. Levels of Response

Level I PROBABLE EMERGENCY CONDITION

Level I is an incident involving conditions that only require only immediate scene evacuation and site security. This level is for contained incidents with no threat of exposure to first responders or release into the environment.

Level II LIMITED EMERGENCY CONDITION

Level II is an incident involving a greater hazard or larger area that poses a potential threat to life or property and that may require a limited evacuation of the surrounding area. These incidents will require outside assistance for containment.

Level III FULL EMERGENCY CONDITION

Level III is an incident/accident involving severe potential exposure for the responders or the general public. Mitigation may require a large-scale evacuation and the expertise or resources of private industry and state and federal governments.

V. ORRGANIZATION, RESPONSIBILITIES & ASSIGNMENT OF TASKS

A. Organization and Responsibilities

University President, and Vice President of Administration and Finance are responsible for hazardous materials preparedness at Lincoln University, by assigning the task of Emergency Coordinator to the Director of Public Safety and Security and by hiring of an Compliance Officer For Hazardous Waste.

B. Task Assignments for Response

Compliance Officer For Hazardous Waste will be responsible for the following in a manner that is portable and self containing have off site backup:

Provide information regarding location and type of hazards on campus.

Provide listing of contacts for laboratory and non-laboratory personnel working with hazardous materials.

Help assist with level of response determination.

Provide Chemical inventory, with known quantities and hazards.

Provide contacts and oversight with vendor's providing remediation work.

Provide inventory of locations and types equipment available on campus for waste containment and cleanup.

Provide inventory of locations and types of safety equipment available for safe handling of hazardous materials. This would include but not be limited to eyewash's, fume hoods, spill kits, emergency showers, and personnel protective equipment.

Public Safety and Security Department is responsible for providing the answering of emergency calls 24/7, first responders, setting up Incident Command Post (ICP), and other duties required when taking the chemical emergency notification report (Appendix 2).

Buildings and Grounds are responsible for providing needed information regarding campus buildings, and providing department resources for containment and abatement activities.

Design and Construction is responsible for providing needed information regarding the fixed structures on the Lincoln University Campus.

VI. RELATIONSHIP TO OTHER PLANS

The Lincoln University Emergency Operations Plan is the underlying document for the protection of public's health, safety and property of Lincoln. Incidents that occur at Lincoln will in many cases require assistance and coordination thru the Cole Count/Jefferson City Emergency Operations Plan.

Cole County's governments and emergency response agencies have entered into mutual aid agreements within the county and adjacent counties that increase response capability.

The State of Missouri has developed the Hazardous Substances Emergency Response Plan which outlines the responsibilities of the appropriated state agencies in responding to hazardous substances emergencies that exceed county capability under paragraph d.

The Federal Response Plan (FRP) provides for a coordinated federal response to a large-scale hazardous materials incident. This plan is activated by request from the Incident Commander in case of a fixed facility incident, or through the shipper in case of a transportation related emergency.

VII. RESPONSE FUNCTIONS

Initial Notification and Response Organizations

When a hazardous substance spill occurs, notification of the Public Safety and Security dispatcher may come from a variety of sources. The dispatcher receiving the first report is responsible for answering call from the public or first responders, and setting up Incident Command Post (ICP). Use Appendix 2 of this annex as a guide.

Depending on the classification of the incident, many emergency functions may be necessary for the appropriate response. Notifications will be made in accordance with procedures found in functional annexes of the Lincoln University Emergency Operation Plan. If a determination is made that the release exceeds the reportable quantity, the Emergency Coordinator will notify the Missouri Department of Natural Resources.

PUBLIC WARNINGS will be issued in accordance with the procedures set forth in Annex C of the Lincoln University Emergency Operation Plan.

Direction and Control

Incident Command System

Responders to a hazardous material emergency at Lincoln University will operate using the Incident Command System (ICS). The following fire departments will assist at the listed locations in the event of an incident.

Lincoln Campus – Jefferson City Fire Department Busby Farm (5124 Goller Road) Carver Farm (3804 Bald Hill Road) Greenberry Farm (2300 Green Meadow)

In the event of a hazardous materials incident, the ranking fire person of the home venue will be the Incident Commander. In that person's absence, command will be assumed by the highest ranking department officer present. Incident Commanders must be qualified at ICS level.

When an emergency incident is beyond local response control, the Incident Commander may immediately request appropriate assistance from mutual aid resources and activate the EOC.

Direction and Control Procedures

Communications Among Responders

During emergency operations, all departments will use their existing equipment and procedures to communicate with their field operations. (Annex)

Response Personnel Safety, Fire and Rescue Law Enforcement Emergency Medical Services On-going Incident Assessment Warning and Emergency Public Notification Public Information
Personal Protection of Citizens
Human Services
Health Services
Public Works
Resource Management

VIII. CONTAINMENT AND RESTORATION

- A. Responsibilities
- B. Restoration

IX. <u>DOCUMENTATION AND INVESTIGATIVE FOLLOW-UP</u>

- C. Level I Hazmat Incident
- D. Level II and III Hazmat Incidents

X. TRAINING AND EXERCISING

- E. Training
- F. Exercising

XI. ANNEX MAINTENANCE

- G. Updating the Plan
- H. Record of Revisions

Appendix 1 to Annex H

The following are campus map listed fixed facilities where hazardous materials are used and/or stored:

- 1. Foster Hall (904 Chestnut Street)
- 2. Founders Hall (816 Chestnut Street)
- 3. Dickinson Plant & Soil Research (219 Chestnut Street)
- 4. Moore Small Animal Research (1220 Chestnut Street)
- 5. Department of Public Safety (1118 Chestnut Street)
- 6. Buildings and Grounds (821 Lafayette)
- 7. Power Plant (823 Taylor Drive)

The following are off campus fixed locations where hazardous materials are used and/or stored:

- 1. Busby Farm (5124 Goller Road)
- 2. Carver Farm (3804 Bald Hill Road)
- 3. Greenberry Farm (2300 Green Meadow)

ANNEX I

PUBLIC WORKS

(Buildings and Grounds)

I. PURPOSE

To assist the campus organization to protect life and property of Lincoln University following or during a disaster. This annex will organize campus public works resources in such a manner that they will be able to perform the many tasks that are essential to an effective emergency response.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

- 1. The term "public works" used in this plan refers to the water, street, grounds and other details carried out by the campus Physical Plant.
- Lincoln University receives water from the Missouri American Water Company, natural gas and electricity from Ameren UE. Telephone service is provided from the campus office of Information Technology and Telecommunications Departments as well as Embarq Internet Service through MORNET.
- 3. Lincoln University is subject to many types of hazards (see basic plan). The public works sections could become involved in any of these and could be asked to perform any of a large number of assignments.
- 4. Private resources are available in Jefferson City to assist in campus public work activities.
- 5. During a disaster, the Physical Plant Department will be called upon to provide the coordination of personnel and resources necessary to make emergency repairs to public works facilities.

B. Assumptions

1. Should a major disaster occur, campus public works department may not have adequate resources to cope with the situation.

- 2. City and private resources should be adequate to supplement the campus resources.
- 3. Outside resources (state and federal) will respond when called upon.
- 4. When a disaster occurs, all public works equipment and personnel will be available for response.
- 5. If necessary, support will be available from contractors, consulting engineers, suppliers of materials and warehouses.

III. CONCEPT OF OPERATIONS

A. General

- 1. The ultimate responsibility for providing public work services rest with local (campus) government, but utility companies play a major role.
- 2. The Public Works Coordinator (Director of Building and Grounds or representative) will coordinate public works activities under the direction of the EOC manager during disasters.

B. Phases of Management

1. Mitigation

- a. Train personnel in emergency procedures.
- b. Work with the Administration to insure policies are created to protect public works systems.
- c. Participate in hazard analysis and identify vulnerabilities in public works.
- d. Initiate mutual aid agreements with neighboring jurisdictions.
- e. Develop emergency procedures to include, but not limited to, the following:
 - 1. call-up list
 - 2. debris removal
 - 3. road and bridge repairs
 - 4. emergency utility services to critical facilities
 - 5. restoration of normal utilities
 - 6. damage assessment
 - 7. flood control and snow removal
 - 8. garbage disposal

- 9. evacuation
- 10. sheltering of personnel and equipment
- 11. support of other agencies
- f. Participate in drills, tests and exercises to include critique and follow-up actions.
- g. Review other annexes to the comprehensive emergency management plan and clarify public works role.
- h. Work with Design and Construction to ensure that new constructions do not increase hazard or vulnerability threat.

2. Preparedness

- a. Ensure that storm sewers are in good repair.
- b. Ensure that debris removal equipment is in good repair.
- c. Ensure that adequate barrier and road block materials and equipment are available.
- d. Review and update all utility and public works maps of the jurisdiction.
- e. Review emergency staffing plans.
- f. Secure all equipment against damage.
- g. Organize damage survey teams.
- h. Place standby equipment in operational readiness.
- i. Coordinate communications procedures with the EOC.
- j. Review contingency plans and coordinate task assignments with other agencies and volunteer groups.

3. Response

- a. Survey disaster areas and evaluate in terms of engineering estimates.
- b. Develop and make recommendations to alleviate problems.
- c. Maintain contact with EOC.
- d. Repair EOC facilities and equipment as necessary.
- e. Assess damage.
- f. Clear roads and effect emergency repair of water and sewer systems, as necessary.
- g. Barricade damage areas, as directed.
- h. Call out private contractors and other assistance, as necessary.
- i. Assist in search and rescue operations.

4. Recovery

- a. Repair public works and buildings.
- b. Support decontamination work, as necessary.

- c. Coordinate private and volunteer repair of utilities.
- d. Provide potable water and temporary sanitary facilities, as needed.
- e. Participate in compiling after-action report and critiques. Make necessary changes and improvements in disaster operation plan.
- f. Make recommendations to legislative body about changes in planning and building codes to mitigate impact of future disasters.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organizational Chart (see Damage Assessment Annex D)

B. Assignment of Responsibility

- 1. The Director of Building & Grounds Operations will serve as the emergency public works coordinator. His responsibilities will be to insure the following:
 - a. Coordinate emergency public works activities.
 - b. Train personnel in emergency procedures.
 - c. Develop Mutual Aid agreements.
 - d. Identify local private contractors who can provide backup support.
 - e. Develop resource list.
 - f. Review and update emergency public works plans.
 - g. Participate in development and execution of emergency preparedness exercises.

2. Grounds Division

- a. Repair roads and bridges.
- b. Maintain storm sewers.
- c. Maintain debris and garbage removal
- d. Perform damage assistance.
- e. Assist in decontamination work, as needed.
- f. Provide equipment, as needed.
- g. Assist in search and rescue operations, as needed.
- h. Store and provide fuel for emergency vehicles.
- i. Maintain contact with the EOC.

3. Mechanical Trades Division

- a. Maintain campus water pressure if possible.
- b. Contract for provision of potable water.
- c. Maintain sewage system.
- d. Provide temporary sanitary facilities, as necessary.

- e. Coordinate with health department on water testing.
- f. Decontaminate water system.
- g. Maintain contact with the EOC.
- h. Assess damage
- i. Ensure backup generator is operational and has sufficient quantity of fuel.

4. Facilities Planning and Design

- a. Provide engineering services and advice.
- b. Oversee flood control
- c. Assess damage
- d. Maintain contact with the EOC.
- e. Provide a list of area contractors that can provide emergency support to support to campus resources.

5. Public Safety

- a. Enforce building codes.
- b. Inspect shelter sites for structural code compliance.
- c. Assess damage
- d. Maintain contact with the EOC

6. Telecommunications

- a. Provide for backup communications at the EOC.
- b. Assess damage.
- c. Maintain contact with the EOC.

V. DIRECTION AND CONTROL

- A. All public works personnel will be controlled and assigned from the EOC.
- B. The Public Works Coordinator will locate to the EOC and operate from there. Communications will be provided by their own hand-held units, but will be supported by the EOC.
- C. Outside resources will be under the direct control of their own supervisors, but will be deployed by the EOC and controlled by the site commander.

VI. CONTINUITY OF GOVERNMENT

- A. Line of Succession for Public Works coordinator.
 - 1. Director of Building and Grounds Operations

- 2. Maintenance Coordinator.
- 3. Technicians and Serviceman.
- B. The director of Building and Grounds Operations will be responsible for documenting the damage and recording whatever repairs are made, whether temporary or permanent.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

Additional resources for this function will be requested through Direction and Control.

B. Logistics

- 1. Obtaining emergency supplies should be coordinated with the Resource Coordinator in the EOC.
- 2. The Public Works Coordinator should be authorized to purchase equipment, supplies and personnel service, as necessary, to support response and recovery work. Records of all purchases will be maintained. Request should be coordinated with the Resource Coordinator in the EOC.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Director of Building & Grounds Operations will be responsible for developing and maintaining the Public Works Annex.

This annex will be reviewed, tested and updated at least annually.

ANNEX J

EVACUATION (Student Affairs)

I. PURPOSE

This annex will outline evacuation operations for Lincoln University which would be applicable to small (single buildings), as well as a large-scale evacuation of the entire university.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. Lincoln University is vulnerable to flooding on the south west portion of the campus, hazardous materials incidents, earthquakes, and fires, all of which could require an evacuation.
- 2. Lincoln University has facilities which store and use hazardous materials. The Jefferson City Fire Department is aware of these facilities and is prepared to respond to incidents in each.
- 3. All faculty/staff and students are responsible for evacuating on their own. If assistance is needed (wheelchairs, walkers, etc.) it will accomplished through the "buddy" system or from fire and rescue when they arrive at the scene. (See Annex N for further information)
- 4. Lincoln University does not have "in place" hospital care or a child day care center that would require special evacuation procedures.
- 5. Lincoln University does not do experimentation with primates, advanced life forms, nuclear energy, or other forms of research that would lend itself to terrorist activities. Therefore the threat of a terrorist attack is minimal.

B. Assumptions

- 1. In almost every emergency situation requiring an evacuation, a number of people will evacuate on their own volition.
- 2. Most of the persons in the affected area, or building, will receive and follow the evacuation instructions. However, a certain portion of the population will

- not get the information, will not understand it, or purposely not follow directions.
- 3. Panic by evacuees will not be a problem as long as adequate information is furnished by the University.
- 4. Evacuation will be primarily by using privately-owned vehicles, while students will use public conveyances (train, buses, etc.).
- 5. Evacuation from single buildings will be for short terms only and alternate buildings (housing, classrooms, etc.) will be designated by the administration.
- 6. Short and long term planning should be accomplished in order to provide for identification of safe, secure and reliable sites for long term housing of displaced students.

III. CONCEPT OF OPERATIONS

- A. The ultimate responsibility for ordering an evacuation, except for hazardous materials incidents and fire, rests with the University administration; hence, it should only be implemented by the President or the Emergency Management Coordinator.
- B. The duration of the evacuation will be determined by the President or the Emergency Management Coordinator based on information received from the departments responsible for response and recovery operations.
- C. Certain day-to-day activities will be curtained during an evacuation. The degree to which this is necessary will depend upon the extent of damages and the amount of resources which have been committed to the emergency.
- D. Transportation for residents that do not have vehicles will be provided. They will be taken to temporary shelters/housing or to public transportation points if they are going to return home.
- E. Reentry into evacuated buildings or areas will begin after the buildings or areas have been declared safe by the appropriate department authority. (e.i., DPS, Buildings and Grounds, Design and Construction, Fire and Rescue, etc.).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The President is ultimately responsible for ordering a large scale evacuation of the University.

- B. Temporary evacuation of individual buildings or areas may be ordered by the Department of Public Safety, Buildings and Grounds, Design and Construction or local fire and rescue personnel responding to a local emergency.
- C. If a University wide evacuation is ordered by the President, or the president's designee, the Emergency Operations Center will be activated and the Emergency Management Coordinator will be responsible for the evacuation process.

The Emergency Management Coordinator (EMC) will control evacuation operations from the EOC when it has been activated, or on-scene if necessary. The EMC is also responsible for:

- 1. Estimating the number of people requiring transportation from the evacuation area and identifying the means to transport them.
- 2. Insuring evacuated buildings are secured.
- 3. Insure a system to identify students that have been evacuated is maintained that includes their name, evacuated address, next of kin, notification telephone numbers, etc.
- D. The Public Information Officer will coordinate with the EMC and release evacuation information to the public.
- E. The Director of Buildings and Grounds will be responsible for obtaining transportation to be used in the evacuation.
- F. Public Safety will be responsible for assisting in traffic control and constructing barricades.
- G. Buildings and Grounds will coordinate with Design and Construction for the removal of debris from roadways if necessary.
- H. Public Safety will be responsible for providing security in the evacuated area.
- I. The EMC and the Director of Housing will be responsible for coordinating temporary housing for displaced students.

V. DIRECTION AND CONTROL

- A. All evacuation operations will be coordinated through the EOC when activated.
- B. Should the order be given to evacuate the entire campus and there is not a safe location for the EOC, evacuation operations will be controlled from a nearby, safe location. A safe location will be designated by the EMC.

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession (See Basic Plan section VI)

VII. ADMINISTRATION AND LOGISTICS

- A. Each department is responsible for the procurement of its own essential supplies needed for evacuation operations, through normal procurement channels.
- B. All University owed transportation will be utilized to evacuate people and relocate essential resources and supplies. Outside vendors may be used if University resources are exhausted. Emergency procedures for requisitioning transportation will be in accordance with the provisions of annex G of the Basic Plan.

ANNEX K

IN-PLACE SHELTER (Design and Construction)

I. PURPOSE

The purpose of this annex is to enhance the ability of Lincoln University to protect the commuter students, visitors, and employees that live or work in University facilities when an incident has occurred with little or no warning and/or it would not be safe for residents to leave their current locations.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

- 1. In-place shelter will be used in a situation requiring protection for residents, visitors, or employees from the effects of a hazardous materials incident, nuclear attack, earthquake, blizzard, or a tornado when excavation is not an appropriate action.
- 2. In some disaster situations, such as earthquakes and tornadoes, the University has a very limited role in providing protection to its residents. In cases such as these, proper warning and immediate sheltering instructions are essential.
- 3. In some disaster situations, the University may become a community evacuation shelter and be required to provide assistance beyond University property lines.

B. Assumptions

- 1. In a localized disaster situation, if campus shelters become overburdened, outside resources will be available to open additional shelters.
- 2. Various areas in existing facilities could be used as shelters in case of emergency situations.
- 3. University Food Services under Auxiliary Services and Purchasing Department will have enough food and supplies to shelter a limited population until outside resources become available.

III. CONCEPT OF OPERATIONS

- A. When possible, the In-Place Shelter Coordinator (Director of Student Housing) will operate in cooperation with the Emergency Management Coordinator (EOC) to determine the appropriate course of action. The decision to evacuate or shelter in-place shall be made by the University President or his/her designated successor.
- B. If applicable to the situation, the public will be warned to seek appropriate protective shelter in University facilities and to follow the instruction given by the Emergency Management Coordinator.
- C. The In-Place Shelter Coordinator will provide accurate information to residents in the shelters outlining procedures to follow when staying in the shelters.
- D. Should in-place shelter be required for an extended period of time, arrangements will be made to deliver residents any essential medications, food, etc., which they may need.
- E. When appropriate, the In-Place Shelter Coordinator will arrange for evacuees to return home or for transportation to long-term shelters.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. An In-Place Shelter functional diagram is located in Appendix 1 to this Annex.
- B. Assignment of Responsibilities
 - 1. The President or her designated successor will make the decision to shelter in-place. However, in hazardous material situations, the Emergency Management Coordinator will make this decision.
 - 2. The Director of Housing will be the In-Place Shelter Coordinator and he/she is responsible for ensuring that residents receive timely and accurate in-place shelter information.
 - 3. The Director of Buildings and Grounds will conduct site inspections and ensure that water supplies and sanitary facilities are functioning.
 - 4. The Food Service Manager will inventory food supplies and determine condition of food sources for in-place shelters.

V. <u>DIRECTION AND CONTROL</u>

- A. All In-Place Shelter operations will be controlled from the Emergency Operations Center.
- B. If lines of communications between the EOC and the shelter are not functioning, the shelter managers have control of their shelters until communication can be reestablished.

VI. CONTINUITY OF GOVERNMENT

A. Line of succession for In-Place Shelter Coordinator shall be determined by the Director of Housing.

VII. ADMINISTRATION AND LOGISTICS

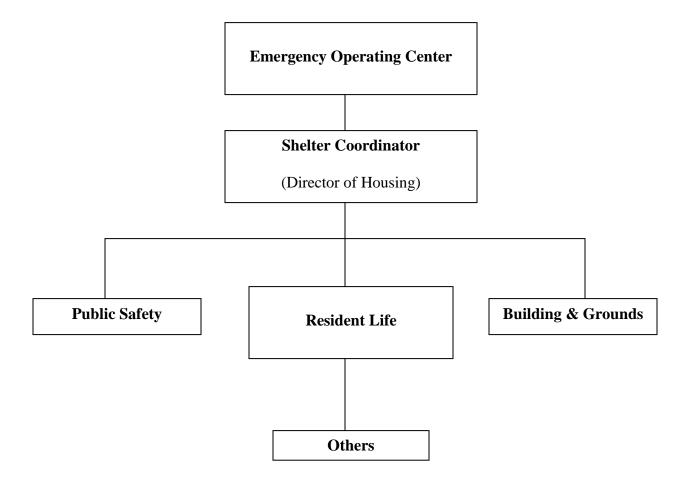
A. Shelter Management

The In-Place Shelter Coordinator (Director of Residential Life) is responsible for the training of shelter mangers. This should be coordinated with the Emergency Management Coordinator.

B. Shelter Kits

It will be the responsibility of the In-Place Shelter Coordinator to assemble, inventory, store, and issue kits.

APPENDIX 1 TO ANNEX K



ANNEX L

RECEPTION AND CARE (Student Life)

I. <u>PURPOSE</u>

This annex is designed to establish an organization and procedures for Lincoln University that will provide shelter and feeding for resident students on campus at the time of the disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Lincoln University is subject to a number of disasters that could cause the
 evacuation of residents from campus halls and/or academic buildings. The
 number of people affected could range from very few, such as in an
 isolated incident, to large numbers if disaster struck during the fall or
 spring semester.
- 2. Potential disasters that could cause an evacuation at Lincoln University are tornadoes, flooding, hazardous materials incidents, and ice storms.
- 3. Facilities are available in Lincoln University to temporarily shelter and feed those person displaced from residence halls by an emergency or disaster. (See Appendix 3 to this Annex.)

B. Assumptions

- 1. Affected persons will respond as directed by University officials.
- 2. A percentage of the students will stay with friends or relatives. A percentage of students may go home, if possible.
- 3. Local Hotels and motels will make their facilities available. All or groups who control or own potential shelters will cooperate.
- 4. Lincoln University could have to conduct such operations without outside assistance for the first few hours following a disaster.
- 5. Other outside assistance will respond.

6. Lincoln University will designate shelters in existing buildings or new facilities. Designated shelters may change depending on disaster.

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. Reception and Care operations include registration, sheltering, and feeding of students and staff. (PREPAREDNESS and EMERGENCY RESPONSE)
- B. If a disaster has occurred, the safety of the reception and care facilities must be checked. (EMERGENCY RESPONSE)
- C. Shelter space will be provided for individuals with special needs. (PREPAREDNESS and EMERGENCY RESPONSE)
- D. Facilities for essential workers will be identified within commuting distance of the hazardous area. (PREPAREDNESS, EMERGENCY RESPONSE, and)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The diagram for this function is located in Appendix 1 to this Annex.
- B. The Reception and Care Coordinator for Lincoln University will be the Vice President of Student Affairs. This Coordinator is responsible for registration, mass feeding, and sheltering activities. The Reception and Care Coordinator is also responsible for the following:
 - 1. Train Resident Hall Directors.
 - 2. Develop procedures for registration, mass feeding, and sheltering. (Develop plan for handling service animals.)
 - 3. Coordinate reception and care activities with the Public Information Officer (PIO).
- C. Direct shelter control and management will be the responsibility of the Resident Hall Directors.
- D. The Resource and Supply Coordinator is responsible for stocking the shelter.

- E. Medical and public health measures in the shelters are the responsibility of the Director of University Health Center (Thompkins Center).
- F. OIT and Telecommunications are responsible for communications between the reception and care facilities and the Emergency Operations Center (EOC).
- G. The Law Enforcement Coordinator is responsible for providing security in the reception and care facilities.
- H. The Director of Design and Construction is responsible for inspecting reception and care facilities after a disaster has occurred.
- I. The Evacuation Coordinator will coordinate evacuation operations with the Reception and Care Coordinators.
- J. Clerical support for compiling reception and care data will be provided by the President of Student Affairs.
- K. Responsible for coordination to insure medical needs, transportation and other emergency support for the handicapped or otherwise disabled individuals is met during an emergency.

V. <u>DIRECTION AND CONTROL</u>

- A. Reception and Care operations will be coordinated from the primary EOC or the alternate EOC, should it become necessary.
- B. The shelter managers will manage their own shelters, but will coordinate all actions with the EOC.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for the Reception and Care Coordinator for Lincoln University will be the structure as presently constituted.
- B. Vital records, such as billing files, should be duplicated and stored at another location from the originals.

VII. ADMINISTRATION AND LOGISTICS

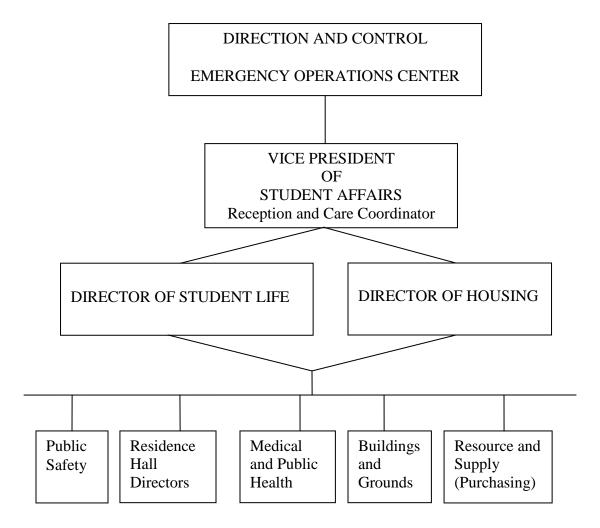
- A. The following forms should be developed with the cooperation of the Reception Care Coordinator and the Emergency Management Coordinator.
 - 1. Registration forms

- 2. Inventory log forms
- 3. Shelter inspection forms

These forms will be compiled at the EOC.

APPENDIX 1 TO ANNEX L

RECEPTION AND CARE FUNCTIONAL DIAGRAM



APPENDIX 2 TO ANNEX L

RECEPTION AND CARE RESOURCES

American Red Cross (Capital Area Chapter)	635-1132
Salvation Army (Jefferson City)	635-0117
Cole County Family Services Office	751-4688
Missouri Voluntary Organizations Active in Disasters (MOVOAD) SEMA Statewide Volunteer Coordinator	526-9132
Department of Public Safety	681-5555
Thompkins Health Center	681-5476
Design and Construction	681-5084
University Counseling	681-5162

APPENDIX 3 TO ANNEX L

RECEPTION AND CARE FACILITIES

Shelter facilities are not identified at this point.

Partial listing of sites:

Jason Gymnasium ROTC Building Scrugg's Center Richardson Fine Arts Center

APPENDIX 4 TO ANNEX L

SAMPLE REGISTRATION FORM

Name	I.D.	Hall/Bldg.	Located To	Parental Contact	Cell Phone

ANNEX M

HEALTH AND MEDICAL (Student Health Services)

I. PURPOSE

This annex was developed to establish an organization and procedures to provide limited health and medical services following a disaster of any type.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. The Lincoln University Student Health Center is open and staffed Monday through Friday 8:00 a.m. to 5:00 p.m. A doctor is on staff daily from 8:00 a.m. to 10:00 a.m. Emergency services are limited so the University relies on City and County services to a large extent.
- 2. There are two(2) hospitals serving Cole County. Medical services are provided by St. Marys Health Center and Capital Region Medical Center. Residents also utilize Boone Hospital Center, Columbia Regional Hospital, and University Hospital and Clinics in Columbia. The hospitals have developed an emergency plan, in accordance with state and federal regulations, which is exercised regularly.
- 3. Ambulance service for Lincoln University is provided by Capital Region EMS, located in the City of Jefferson.
- 4. The Jefferson City Fire Department responds to all 911 calls within the Campus. The department is staffed with trained EMT's and is equipped with defibrillator equipment.
- 5. The Cole County First Responders respond to all calls for assistance. They are staffed with trained First Responders, EMT's and EMT-P's. They are also equipped with some defibrillator equipment.
- Mental health services can be obtained from area hospitals or local counseling services. Pathways Community Behavioral Health/Family Mental Health Center is located in Jefferson City and serves a multicounty area.

B. Assumptions

- 1. A major disaster will create medical problems beyond the normal dayto-day capabilities of the medical system. It could include major communicable disease outbreaks such as influenza.
- 2. Outside assistance is available and will respond when needed.

III. CONCEPT OF OPERATIONS

A. General

- 1. The Health services Nurse will conduct operations from the Student Health Center unless her presence is requested at the EOC.
- 2. The local fire departments can provide decontamination services (through the use of a qualified haz-mat team) for victims of hazardous materials incidents. Decontamination should be performed at the scene before the victim(s) is transported to the hospital.
- 3. Should either Capital Region Medical Center or St. Marys Health Center become overburdened or rendered inoperable, hospitals in the surrounding areas will be utilized.
- 4. Emergency requests for outside medical assistance need not go through the EOC. However, all requests should be reported to the EOC immediately after they are made.

B. Actions to be Taken by Operating Time Frames

1. Mitigation

- a. For hazardous materials situations, see Cole County's hazardous materials plan.
- b. Develop Emergency Plans for the Small Animal Research Center with the veterinarians for the care of animals in disasters.
- c. Maintain a current internal personnel notification/recall roster for each health/medical organization.
- d. Identify facilities that could be expanded into emergency treatment centers.

2. Preparedness

- a. Analyze pending situations for potential health problems and report findings to EOC Manager.
- b. Keep Emergency Operations Center Manager informed on changing status.

3. Response

- a. Respond on priority basis established by the EOC. Activate all necessary personnel.
- b. Triage where needed.
- c. Initiate public health measures in the Student Health Center, and at the disaster site.
- d. Provide public information to the EOC Manager for dissemination to the public.
- e. Report to the EOC regularly on the medical situation.
- f. Assist as needed in the emergency distribution of food and water in setting up emergency sanitation facilities (Environmental health specialist).
- g. Maintain operational level until the medical situation has lessened.
- h. Assist in estimating the total population exposed to the disaster.

4. Recovery

- a. Continue to survey the community for public health problems.
- b. Provide list of injured and deceased to the EOC.
- c. Assist the patient care, if necessary.
- d. Perform tasks as needed until situation is returned to normal.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Student Health Center utilizes the Cole County/Jefferson City EOP medical & functional diagrams. See Appendix 1-4 to their annex.
 - 1. Protect health and medical records, when possible.
 - 2. Support cleanup and recovery operations, as necessary.
 - 3. Train personnel in emergency operations procedures.
 - 4. Provide health and medical services in shelters, including the distribution of antidotes, vaccines, etc.
 - 5. Identify existing medical facilities that could be expanded into emergency treatment centers for disaster victims.
 - 6. Maintain and update recall rosters for all health and medical services.
 - 7. Develop a triage coding system for disaster victims.
- B. The ambulance service will be responsible for first responders medical care, as well as patient transport.
- C. Capital Region Medical Center and St. Marys Health Center will provide extended patient care.
- D. The Missouri Department of Mental Health and Pathways Community Behavioral Health/Family Mental Health Center can provide crisis counseling for emergency workers disaster victims.

V. DIRECTION AND CONTROL

- A. The Student Health Services Director will coordinate operations from the Student Health Services Building when possible.
- B. The EOC will not interfere with the internal operations of the health and medical services but will monitor dispatches and provide support as needed.
- C. Extended health services and request for county and city support will be made by the Health Services coordination in cooperation with the EOC.

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession Student Health Services Director

VII. ADMINISTRATION AND LOGISTICS

- A. Statistics of various types will be very important during a disaster. Basic demographic information will need to be collected including ages, sex, and ethnicity. Some of those, which should be kept and reported to the EOC, include:
 - 1. Deaths
 - 2. Injuries
 - 3. Hospital admissions
- B. Records of hours worked and supplies used must be reported to the EOC for use in determining the total cost of the disaster.
- C. Supply requisitions will be made through established/normal and emergency procedures. (See Annex G.)

This plan should be reviewed annually and updated as necessary.

Appendices

- 1. Health and Medical Functional Diagram
 See the Cole County/Jefferson City Emergency Operations Plan for:
 - a. Health and Medical Capabilities
 - b. Public Health Responsibilities for Local Emergencies
 - c. Cole County Mortuary Plan

ANNEX N

DONATIONS AND VOLUNTEERS (Student Health Services)

Draft Donations and Volunteer Management Plan for Lincoln University Campus Emergency

I. <u>Concept of Operations</u>

A. General

- Lincoln University Emergency Response Team (ERT) will serve as the primary agency for managing donations during a public emergency. However, management of donations requires a coordinated effort by all involved university entities, voluntary and community-based organizations, the business sector, and the media.
- 2. ERT will coordinate the establishment of the Donations Coordination Hotline where offers are taken and processed by an experienced **Donations Coordination Team** (DCT) able to negotiate with the donors regarding shipping, receiving and distribution. The expectation is that the recipient disaster relief agency, working with other DCT members, will know what the needs are in the university community, will decide if the offer is appropriate or not, and if so, will request the donor to send the goods to either the recipient agency's warehouse for later distribution or to a central multi-agency warehouse for the use of all disaster agencies responding to the disaster.
- 3. The Emergency Response Team Donations Coordinator works closely with voluntary organizations and agencies to form the Donations Coordination Team (DCT). The Donations Coordinator, in conjunction with voluntary organization partners and the DCT, is in charge of developing donations management plans and managing the flow of goods and services during public emergency response and recovery operations.
- 4. ERT coordinating activities may include:
- Enhancing voluntary organization coordination;

- Assisting in establishing a Donations Coordination Team (DCT) and Donations Coordination Center(s);
- securing warehouse spaces as well as staging areas, points of entry, and checkpoints;
- Providing technical and managerial support, (excluding solicitation of donations);
- Establishing a network of information and contacts to assist donations specialists in the field;
- Providing donations management communications support as necessary, (excluding solicitation of donations to non- university organizations);
- Making early contact with the key donations coordinators of voluntary organizations for donations situation assessment;
- Based on the university community's request for assistance and needs, providing donations program guidance, a donations coordinator, and other assistance, as appropriate;
- As needed and with the appropriate federal agencies
- To provide information updates from all participating agencies to maintain essential information for the plan, including updates to agreements, roles, and responsibilities; and
- Maintaining compliance with the university risk management laws and ensuring that volunteers are covered for worker's compensation and liability.
- 5. DCTs will coordinate through the **Public Information Officer** for the timely release of information to the public regarding the needs of victims, acceptable donations, volunteers, and readily available points of contact to ensure appropriate and essential donations.

B. Organization

1. Donations Coordination Team Leader

a. The DCT Team Leader will be the Volunteer Coordinator and will serve as the liaison as a member of the to the Emergency Operations Center (EOC). Following deactivation, the team leader will continue to coordinate the DCT.

b. The DCT Team Leader will have a clear understanding of the University Response Plan to ensure an appropriate interface with private resources.

2. Donations Coordination Team

The Donations Coordination Team is an operational team led by ERT and made

up of a wide number of voluntary agencies, community based organizations involved in distributing donated goods and/or utilizing volunteers, and social service agencies. The incentive for being a part of the DCT is access to a number of potentially good donated resources, however, to manage donations effectively each DCT member is expected to share in the overall responsibilities of the team operation.
a. Membership for this team can include a representative from the following agencies:
American Red Cross,
Capitol Area Food Banks;
• Mayor's Office;
• The Salvation Army;
• Volunteers of America;
• Local and Community Organizations (as appropriate); and
• Other Disaster Relief Agencies (as indicated).
Phone bank Operations
1) Processing Offers
2) Logistics/Warehouses
3) Media Relations
4) Intelligence

- 5) Volunteer Coordination
- b. The DCT can be organized into 6 sections:
- 1. Hotline Operations
- 2. LU Purchasing Department / Transporting Goods Coordination/ Staging Area Established / Warehouse Management
- 3. Communications with EOC and University Relations
- 4. Intel; Needs and Assessment for current emergency
- 5. Volunteer Management
- 6. Training, Evaluation of team performance, Reports of effectiveness and possible improvement
- c. The DCT will establish and manage the Donations Coordination Hotline depending on nature of disaster, media visibility, early signs of collection drives, and level of calls being received by emergency management organizations.
- d. The LU Purchasing Department will activate a warehouse management system to hold uncoordinated, unsolicited shipments away from the disaster area.
- e. The DCT will work closely with university relations to get clear and regular messages to the media, as well as conduct donations intelligence particularly by monitoring news sources for collection drives.
- f. The DCT will form a Volunteer Management Program to funnel information on volunteer offers to one source and also inform the community of where to turn in orders to make use of volunteer help.
- g. The DCT's Needs Group must obtain an active needs survey coordinated through the EOC in all stricken areas of the university.
- h. The DCT will prepare an after-action report identifying strengths and weaknesses in the team's performance.

i. The DCT will provide continuous, ongoing training efforts to all team members.

C. Notification

- 1. If activated, the **Volunteer Coordinator** will immediately report to the EOC. The team leader will then alert all public emergency donations personnel and volunteers and assume university level coordination of donations as necessary.
- 2. Immediately upon receipt of information about the emergency and upon notification of any response plan implementation, the Volunteer Coordinator will contact the ERT director for information and guidance on the situation and ongoing response planning and coordinate response preparations.

D. Response Activities

1. Initial Actions

As part of the EOC activation, the Director will direct the **Donations Coordinator** to initiate the following activities, as needed:

- Establish an incident-specific donations plan;
- Establish contact and begin to coordinate with representatives from established voluntary organizations;
- Work through existing processes and procedures for enabling nonestablished volunteer organizations to engage in supporting the response and contributing support;
- Ensure close coordination among regional relief center(s), staging areas, local EOCs, and federal organizations and agencies;
- Establish a toll-free helpline to provide information and provide a resource to enable volunteers and voluntary organizations to provide donations;
- Identify donations collection and distribution sites by coordinating with representatives of the ERT located at Emergency Operations Center
- Work with existing procedures, forms, and records management systems to track the flow, quantity, types, and distribution of donations;

- Produce reports concerning donation and volunteer activities. These reports are to be distributed to relevant agencies, and the Director of ERT;
- Provide status updates and other information to **Community Relations** & **Public Information coordinator**