



JACKSONVILLE STATE UNIVERSITY

Emergency Operations Plan

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Jacksonville State University Emergency Operations Plan

Table of Contents

Introduction		
Foreword		5
Record of Changes		6
Acronyms		7
Definitions		8
Basic Plan		
I.	Introduction	10
II.	Purpose	10
III.	Scope	10
IV.	Mission	10
V.	Assumptions	11
VI.	Situation Level Definitions	11
VII.	Response Protocol	13
VIII.	Organizational Components	14
IX.	Declaration of Emergency	16
X.	Emergency Operations Command Structure	17
XI.	EOC Functional Working Groups	18
XII.	Continuity of Operations	19
XIII.	Plan Development and Maintenance	20
XIV.	Appendices	
	A. Hazard, Risk, and Vulnerability Assessment	22
	B. National Incident Management System	25
	C. Emergency Protocols	28
	D. Emergency Warning System	30
	E. Individual Building Plans	32
	F. Mutual Aid Agreements	33
	G. Medical Air Services	34
	H. Building Information	37
XV.	Hazard – Specific Appendices	
	I. Evacuation Procedures	41

Jacksonville State University Emergency Operations Plan

J.	Shelter-in-Place Procedures	43
K.	Building Lock-Down Procedures	45
L.	Severe Weather	48
	1. Thunderstorm	
	2. Tornado	
	3. Hurricane	
	4. Flood	
	5. Winter Storm	
M.	Fire	53
N.	Explosions	55
O.	Bomb Threat	56
P.	Infrastructure Failure	59
Q.	Hazardous Material Incidents	60
R.	Civil Disturbance/Protest	61
S.	Emergency Incidents External to the Region	63
T.	Terrorism	64
U.	Active Threat	66
V.	Criminal Activity	68
W.	Suspicious Packages	69
X.	Earthquake	71
Y.	Medical Emergencies	72
Z.	Behavioral Concerns	73
AA.	Cyber Attacks	74
BB.	Infectious Disease/Pandemic	75

Foreword

Emergency planning and response are the fundamental tools used in emergency management. The management of emergencies is an evolutionary process that has both common and situational independent characteristics. This Emergency Operations Plan intends to create a flexible organizational framework capable of managing any emergency response required to an incident occurring on property owned by Jacksonville State.

Jacksonville State University's Emergency Operations Plan (EOP) outlines procedures for managing significant emergencies that can threaten the health and safety of the campus community or disrupt business operations. Calhoun County's Emergency Operations Plan and Individual Building Plans supplement Jacksonville State's Emergency Operations Plan.

The EOP identifies individuals and departments with a direct or supporting role in emergency response and provides a management structure for coordinating and deploying university resources. This Plan is designed to outline a plan of action so that emergencies can be dealt with immediately in a logical and coherent manner. The intent of this plan is not to establish policy but to create a framework that will allow an immediate response to an emergency without impeding the initial response or requiring policy decisions first to be made (Virginia Polytechnic Institute and State University [VT], 2005).

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Acronyms

BCT	Behavioral Concerns Team
BSA	Body Surface Area
CEEMA	Calhoun County Emergency Management Agency
COOP	Continuity of Operations Plan
DHS	Department of Homeland Security
DRU	Disaster Resistant University
EAS	Emergency Alert System
EMA	Emergency Management Agency
EMT	Executive Management Team
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EOT	Emergency Operations Team
ESF	Emergency Support Functions
FBI	Federal Bureau of Investigations
FEMA	Federal Emergency Management Agency
FRP	Federal Response Plan
HAZMAT	Hazardous Material
HRV	Hazard, Risk, and Vulnerability
IC	Incident Commander
ICS	Incident Command System
LZ	Landing Zones
NIMS	National Incident Management System
NMDS	National Medical Disaster System
NOAA	National Oceanic & Atmospheric Administration
UPD	University Police

Definitions

Biological Weapon: Infectious agents or toxins which are pathogenic to man, animal, or plants. These may include numerous naturally occurring viruses, bacteria, or genetically engineered organisms.

Direction and Control: Effective and efficient use of available personnel, equipment, and other resources to save lives and protect property.

Disaster: An event (natural or technological) that may cause loss of life, human suffering, property damage, and severe economic and social disruption. It may require a response by all levels of government (federal, state, and local), industries, and volunteers to save lives and protect property.

Emergency: An everyday event that is within the functional capabilities of a single municipal or county department. Examples of emergencies include traffic accidents, structure fires, and heart attacks.

Emergency Operations Center (EOC): a designed site from which the University, volunteers, county, state, and federal organizations, and elected officials, can coordinate, direct and control emergency mitigation, planning, response, and recovery efforts.

Emergency Evacuation: is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard. Examples range from the small-scale evacuation of a building due to a bomb threat or fire to the large-scale evacuation of a district because of a flood, bombardment, or approaching weather system. In situations involving hazardous materials or possible contamination, evacuees may be decontaminated before being transported out of the contaminated area.

Hazard: A potential threat to life and property.

Hazard Area: Area most likely to experience technological and natural emergencies.

Hazardous Material (HAZMAT): Substance or material in quantity or form that may be harmful to humans, animals, crops, water systems, or other elements of the environment if accidentally released.

Incident Commander: The individual responsible for the management of all incident operations.

National Incident Management System (NIMS): The U.S. Department of Homeland Security created the system to provide organization and standards for incident response. NIMS facilitates cooperative response to incidents among federal, state, and local agencies. It includes a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; resource typing; resource management; qualifications and certification; and the collection, tracking, and reporting of incident information.

Shelter in place: this is a process for taking immediate cover in a location readily accessible to the affected individual by sealing a single area (an example being a room) from outside contaminants and shutting off all HVAC systems. These actions would generally be taken after a chemical accident or terrorist attack. Depending on the exact situation, everyone within a specific distance of the incident may be ordered to shelter in place, or people within a closer range may be requested to evacuate

Jacksonville State University Emergency Operations Plan

while everyone else shelters in place. Sheltering in place is generally only used for a short period.

Terrorism: The threat or use of force or violence against persons and property to achieve political/social ends is usually associated with community disruption and multiple injuries or death, thus impacting crisis management and consequence management.

Unified Command: A single incident command structure with a “built-in” process for an effective and responsible multi-jurisdictional or multi-agency approach is employed during incidents involving several jurisdictions or agencies from the same political jurisdictions.

Weapons of Mass Destructions (WMD): Any destructive device defined as explosive, incendiary, or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, or missiles having an explosive or incendiary charge of more than one-quarter ounce.

Basic Plan

I. Introduction. The Emergency Operations Plan (EOP) is not intended to establish policies but to create a framework that will allow an immediate response to an emergency without impeding the initial response or requiring policy decisions to be made. This plan describes the roles and responsibilities of the University's personnel during emergencies. The basic emergency procedures are designed to protect lives and property by effectively using university and community resources. Jacksonville State's EOP is a procedural document for organizing, coordinating, and directing available resources to control an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals. In emergencies, procedures sometimes must be changed at an instant's notice; therefore, responsible, and knowledgeable persons who know the procedures must have the authority to make necessary modifications (VT, 2005). Using Hazard-Specific Appendices (I – BB), this Emergency Operations Plan addresses several specific types of emergencies individually, providing guidelines for the stabilization and recovery from the incident.

II. Purpose. Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate contingencies of various types and magnitudes. This plan aims to establish clear guidelines for responding appropriately to disasters and crises. This plan seeks to limit the loss of life and property in the event of an emergency or crisis affecting Jacksonville State University's operations. Properly using resources and personnel is critical to successfully managing emergency operations. According to this plan, an emergency is defined as any event or condition that normal responses or measures cannot control. The President of JSU or their designated representative is responsible for declaring a state of emergency. Once this state is declared, all students, faculty, and staff are to adhere to these guidelines. It is imperative to remember that these procedures are guidelines and should be used as a flexible tool in responding to various contingencies.

III. Scope. These procedures apply to all University personnel and properties owned or leased by Jacksonville State University. Calhoun County has developed an emergency operations plan that JSU will use in conjunction with this plan. The Emergency Operations Plan is consistent with established practices for coordinating emergency response actions. This plan incorporates the National Incident Management System (NIMS – Appendix B) to facilitate interagency coordination between responding agencies.

The University will cooperate with federal, state, and local emergency management agencies and other responders in developing, implementing, and executing its emergency response plans. Nothing in this plan shall be construed to limit the use of sound judgment and common sense in matters not foreseen or covered by the plan's elements.

IV. Mission. The University will respond to an emergency safely, effectively, and promptly. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety, and Basic Care Services
- Priority 3: Protection of University Assets
- Priority 4: Maintenance of University Services
- Priority 5: Protecting and Maintaining the Institutional Image
- Priority 7: Assessment of Damages
- Priority 8: Counseling or other necessary steps to restore well-being on campus
- Priority 9: Restoration of General Campus Operations
- Priority 10: Evaluation of the Crisis and Revision of Procedures

Jacksonville State University Emergency Operations Plan

V. Assumptions. This Emergency Operations Plan is predicated on a realistic approach to problems that are likely encountered during a significant emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- A. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- B. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans such as this should serve only as a guide and a checklist and may require modifications to meet the requirements of the emergency.
- C. An emergency or a disaster may be declared if the information indicates that such conditions are developing or probable.
- D. Disasters may be community-wide. Therefore, the University must prepare for disaster response and short-term recovery operations with local resources.

VI. Situation Level Definitions (VT, 2005).

This plan identifies four emergency levels as follows:

- **Level 0** covers a short-term internal "routine" emergency involving only university facilities and employees. Limited outside agency involvement may be required.
- **Level I** includes an emergency with a predictable duration at a single site involving the university and a single outside agency such as the fire department.
- **Level II** involves an emergency with an unpredictable duration with a multi-agency response.
- **Level III** relates to a widespread emergency impacting a large university segment with long-term implications.

The following level definitions should be used to define the magnitude of an emergency incident and the potential impact on Jacksonville State University.

Level 0:

Definition: An unplanned short, duration event that is not likely to adversely impact or threaten life, health, or property. Control of the incident is within the capabilities of university employees, and the response is made by individual building plans (Appendix E). The university's EOP is not activated for Level 0 events.

Criteria: The incident can be resolved by university employees with assistance or advice from the University Safety Manager, Capital Planning & Facilities, Counseling Services, University Police Dept., and other appropriate university departments as deemed necessary. An outside agency may be involved as a precaution or as part of standard university procedures.

- A written report is filed with UPD and other appropriate university departments.
- No outside medical assistance is needed.
- Little involvement of university insurance is required.
- Establishment of an Incident Command Center is optional, and the EOP would not typically be activated.

Examples: Automatic fire alarm, small chemical spill, localized water pipe break affecting a portion of a building, a localized undetermined odor problem, minor flooding from excessive rain, or labor disruption.

Jacksonville State University Emergency Operations Plan

Level I:

Definition: An unplanned event that may adversely impact or threaten life, health, or property within a single area. Control of the incident may be beyond the capabilities of university employees. Outside agency assistance may be necessary. Departments must follow the procedures outlined in their departmental emergency plan when responding. The EOP would not typically be activated for Level I emergencies.

Criteria: Resolution of incident involves university and outside agency personnel.

- Evacuation is short-term and affects the immediate localized area only. The incident is of short duration (e.g., 2 hours or less).
- Security procedures will need to be established to protect occupants, evacuees, and property.
- Medical response may be required.
- Some involvement of university insurance may be required.
- An Incident Command Center is established at or near the emergency scene.
- A written report, including a narrative, damage estimates, injury report, and agencies involved, is prepared by the Incident Commander or their designee.
- Members of the university who participated in the response may hold an incident debriefing/critique coordinated by the Incident Commander or their designee.

Examples: A localized fire or explosion in a residence hall or academic building, a chemical spill that causes a disruption of services and a hazardous materials response, a water main break involving most of a building or one which threatens critical services, a trench cave-in, an odor requiring evacuation, or loss of heat or power to a building.

Level II:

Definition: An unplanned event of unpredictable duration that may adversely impact or threaten life, health, or property on a large scale at one or more locations within the university. Control of the incident will require specialists and university and outside agency personnel. Long-term implications may result.

Criteria: Resolution of the incident involves both university and outside agency personnel.

- Evacuation is long-term and affects an entire building, a group of buildings, and many employees or students.
- The incident response may require an extended period before it is resolved.
- Security procedures will need to be established to protect occupants, evacuees, and property.
- Significant involvement of university insurance may be necessary.
- Large-scale medical response may be required.
- An Incident Command Center is established at or near the emergency scene.
- Emergency Operations Center locations have been pre-determined, and one place would be used based on the type of hazard.
- Communications center established to coordinate media and university-related communications.
- A written report, including a narrative, damage estimates, injury report, and agencies involved, is prepared by the Incident Commander or their designee.
- Members of the university participating in the response will hold an incident debriefing/critique coordinated by the Incident Commander or their designee.

Examples: A water main break involving service to multiple buildings or a break affecting an entire academic or residential building, loss of heat or power to various facilities, a fire affecting a whole residential or academic building, a chemical release causing the evacuation of one or more structures, large-scale civil unrest on university property, threatened acts of terrorism, or acts of violence on or near campus that have broad implications for university operations.

Level III:

Definition: An incident occurring at the university that adversely impacts or threatens life, health, or property at the

Jacksonville State University Emergency Operations Plan

University on a large scale. Control of the incident will require multiple agencies and university departments to work together. Long-term implications are expected.

Criteria: Resolution of the incident requires a multi-agency response, and long-term business disruption is expected.

- Serious hazard or severe threat to life, health, and property.
- Resolution of incident involves community multi-jurisdictional and university multi-departmental involvement.
- Major evacuation involving implementing the university relocation plan and interfacing with community plans.
- Significant and long-term involvement of university insurance will be necessary.
- Duration of event is unpredictable.
- Security procedures established to protect evacuees and property.
- Large-scale medical response implemented using both university and community resources.
- An Incident Command Center is established at or near the emergency scene.
- The EOC is established at the pre-determined Emergency Operations Center, and the EOP is activated.
- Communications center established to coordinate media and university-related communications.
- Long-term recovery plan established.
- A written report, including a narrative, damage estimates, injury report, and agencies involved, is prepared by the Incident Commander or their designee.
- All agencies participating in the response will hold an incident debriefing/critique coordinated by the Incident Commander or his/her designee.

Examples: Large-scale chemical releases affecting a significant portion of the university, earthquakes, tornados, floods, hurricanes, snow/ice storms (severe weather), major power outages, fires affecting multiple buildings, and building collapses.

VII. Response Protocol. The operational aspect of the University's Emergency Response Plan is based on the National Incident Management System (NIMS) (see Appendix B). NIMS is a modular emergency management system designed for all hazards and levels of emergency response (University of Florida [UF], 2005).

This system creates a combination of facilities, equipment, personnel, procedures, and communications operating within a standardized organizational structure. It is used by the Department of Homeland Security (DHS) and throughout the United States as the basis for emergency response management. NIMS will allow the university to communicate and coordinate response actions with other jurisdictions and external emergency response agencies (UF, 2005).

Some of the kinds of incidents and events that would be managed through NIMS are listed below (UF, 2005):

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

University response to a disaster or emergency will generally involve the following phases (VT, 2005):

- **Planning and Mitigation** – The process of evaluating exposures and developing or refining response plans that will assure an orderly and effective response to an emergency and for identifying and mitigating areas of vulnerability. After every activation of the EOP, an after-action review will be performed by the Incident Commander or their designee to determine if the response was effective or if the plan should be modified and improved.

Jacksonville State University Emergency Operations Plan

- **Response** – The reaction (s) to an incident or emergency to assess the level of containment and control activities that may be necessary. During this phase, only a preliminary forecast of the impact will generally be available. University objectives will ensure public welfare, protect critical infrastructures, and support emergency response organizations/operations.
- **Resumption** – The process of planning for and implementing the resumption of critical business operations immediately following an interruption or disaster. During this phase, more in-depth forecasts of the impact will be available, and university-wide objectives for program resumption will be determined. All response activities indicated above will continue as necessary.
- **Recovery/Restoration** – The process of planning for and implementing recovery of non-critical business processes and functions after critical business process functions have been resumed and for implementing projects/operations that will allow the university to return to a normal service level.

VIII. Organizational Components. The University's EOP consists of 6 significant elements:

- Executive Management Team
- Emergency Operations Team
- Appendices (A – H)
- Hazard – Specific Appendices (I – BB)
- Key Annexes (1 – 2)
- Functional Annexes (1 – 18)

A. Executive Management Team (EMT). The Executive Management Team will evaluate information from various sources during the event's progress and advise the President on appropriate actions requiring their decision (UF, 2005). The EMT is also responsible for the review and approval of the Emergency Operations Plan. The Executive Management Team will convene to coordinate policy and procedure issues specific to response and recovery activities necessitated by the nature of the event. EMT members shall remain accessible to the EOC for updates and guidance. Communication with their liaison at the EOC shall be maintained by telephone, radio, cell phone, or other means (VT, 2005).

The EMT's role is that of policy and major decisions. Typically, this would be centered on planning and preparation. Before and after the incident, the long-term effects of the incident, and the need to restore the University to normal operations. The EMT would be directly involved in incident stabilization only if major expenditures or policy decisions were needed to complete the stabilization (UF, 2005). This team provides centralized direction and control of any or all the following functions as they pertain to Jacksonville State University (VT, 2005):

- Review and approval of the University's Emergency Operations Plan.
- Evaluate the institutional effects of the emergency.
- If necessary, authorize a temporary suspension of classes or a campus closure or evacuation.
- Frame emergency-specific policies as needed, for example, special financial assistance for employees or students.
- Assure that functions critical to the continuity of university business operations are maintained.
- Address legal issues associated with the emergency.
- Collect and analyze the EOC's information on the event's impact on departmental and university operations.
- Determine and convey business resumption priorities and business recovery plans to the EOC.
- Ensure the Incident Commander is functioning responsibly.

Members:

- President
- Provost & Vice President for Academic Affairs
- Vice President for Student Affairs
-

Jacksonville State University Emergency Operations Plan

- Vice Provost and Dean of Graduate Studies
- Vice President for Enrollment Management
- Vice President for Finance and Administration
- Vice President for Information Technology
- Vice President for University Advancement
- Vice President for Research, Planning and Collaboration
- Associate Vice President for Teaching, Learning, and Technology
- Special Assistant to the President and Director of University Relations
- Executive Director of Public Relations
- Chief Human Resources and Diversity Officer
- University Counsel
- Director of Athletics
- Director of Public Safety
- Safety Manager
- Emergency Management Coordinator

B. The Emergency Operations Team (EOT). The Emergency Operations Team (EOT) is organized under the National Incident Management System and headed by the Director of Public Safety. Based on the type and nature of the incident, the EOT members are activated to manage the operational aspects of the University's response to an emergency event. It should be noted that, for any given incident, it might not be necessary for all members of the EOT to be part of the incident stabilization and recovery effort. The Incident Commander will be responsible for notifying members of the EOT when their services are needed (UF, 2005).

Each area identified as part of the EOT is determined to have critical responsibilities on a university-wide basis during emergencies (UF, 2005). Responsibilities include either direct management or management thru the functional annexes. The EOT comprises senior management personnel representing functional areas of the University that have critical Emergency Operations Plan execution responsibilities (UF, 2005). Members are responsible for ensuring that their functional area has a critical operations plan and necessary resources to execute their plan (UF, 2005). Additional personnel may be assembled as required to address specific emergency conditions and as needed to support EOC operations. The Emergency Operations Team includes both primary and alternate members. Alternate members direct and execute their critical operations plan responsibilities in the absence/unavailability of the primary member (UF, 2005). All primary and alternate members must know the overall Emergency Operations Plan. Members must also be available during a crisis.

The EOT shall be used to provide centralized direction and control of any or all of the following functions as they pertain to Jacksonville State University (VT, 2005):

- Members are responsible for the review, discussion, advisement, and recommendation concerning the University's Emergency Operations Plan.
- Determine the scope and impact of the incident.
- Deploy and coordinate resources and equipment.
- Adjudicate conflicting claims and requests for emergency personnel equipment and other resources.
- Designate responsibilities and duties as necessary to maintain the integrity of the university and its primary mission.
- Provide support to emergency operations at the Incident Command Center.
- Issue communications and warnings through Public Relations.
- Request additional resources from outside agencies and implement mutual aid agreements.
- Coordinate with local, state, and other governmental agencies.
- Monitor and continually evaluate conditions.
- Analyze damage assessment data, identify business recovery priorities and associated resource needs, and convey this information to the university administration and the Incident Command Center.
- Implement university business continuity and resumption plans.

Jacksonville State University Emergency Operations Plan

Members:

- Capital Planning and Facilities
- Safety Manager
- University Police
- JSU Housing Operations and Residence Life
- Counseling Services
- Office of Human Resources
- Division of Information Technology
- Office of Procurement and Fixed Assets
- Office of Controller
- Auxiliary Services
- Registrar's Office
- Disability Support Services
- Office of Public Relations
- University Counsel
- Students Office
- Athletics
- Building Managers

C. Appendices. These appendices contain information needed to understand the campus of JSU, a list of emergency protocols, and other supplemental plans that will aid the EOT members in responding to an emergency or disaster. See Appendices A – I.

D. Key Annexes. The purposes of these Annexes are to provide the President with guidance during an emergency or disaster concerning finances and to provide a governmental liaison (See Key Annexes 1 – 2).

E. Functional Annexes (Emergency Support Functions (ESF)). The purpose of these annexes is to provide a basic understanding of the agencies and responsibilities associated with each of the functional annexes as documented in the Calhoun County Emergency Operations Plan and to designate primary and support responsibilities to specific JSU Divisions/Departments for these same functions should University resources be needed for emergency response and recovery efforts either solely for university purposes or at the request of county emergency management (UF, 2005). It should be noted that the full scope of responsibilities associated with an ESF should reflect those assigned to the County Primary Agency; and that the responsibilities assigned to a JSU Primary or Support Division/Department would be only that portion of responsibilities with which the university can provide (UF, 2005). Functional Annexes 1 – 18 list those agencies that Calhoun County has designated aESF lead agencies and those departments/divisions JSU has designated SF lead agencies within the university structure (UF, 2005).

F. Hazard – Specific Annexes. Each hazard-specific annex of the EOP shall individually address the purpose of the annex, immediate action one should take, the concept of operations, and any subsequent procedures or information needed. See Annexes A – K.

IX. Declaration of Emergency. The primary responsibility for monitoring emerging threats and events resides with the University Police Department. UPD operates on a continuous 24/7/365 basis and is always available to receive emergency communication from a variety of official and public sources. In any type of emergency, the UPD Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, they should communicate immediately with the Director of Public Safety (Chief of Police). If the Chief of Police is not available, UPD will follow established order of succession procedures. Based on information obtained from appropriate entities, the Director of Public Safety will initially declare the level of the emergency and may activate portions of the Emergency Management Plan to the extent necessary to control the situation (UF, 2005).

Jacksonville State University Emergency Operations Plan

Succession Procedures (TBA)

Full plan activation begins at the discretion of the University's President or their designee upon the receipt of information of an emergency event or threat of an emergency through the following chain. The Director of Public Safety will first contact the following members of the Executive Management Team in order (Depending on the severity):

- President
- Provost & Vice President for Academic & Student Affairs
- Vice Provost and Dean of Graduate Studies
- Associate Vice President for Educational Technology & Support
- Associate Vice President for Enrollment Management & Student Affairs
- Vice President for Administrative & Business Affairs
- Vice President for Information Technology
- Vice President for University Advancement
- Director of Public Safety
- Executive Director of Public Relations
- Safety Manager

Upon activation, appropriate Emergency Operations Team members will be notified and should report to the designated command center as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response. Executive Management Team Members will also be contacted and may also be present.

If it should be deemed necessary to warn the university community of an impending threat or emergency, UPD is designated to maintain the Police Communications Center with authority to activate alert warning resources (see Appendix D) and activities. Based on the initial report and information from other appropriate entities, the University Incident Commander will declare the level of the emergency (UF, 2005). The University Police Department is responsible for coordinating and alerting the appropriate parties. UPD will maintain a list of the Executive Management Team members and telephone contact information (UF, 2005).

The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location where the Emergency Operations Team Members and the Executive Management Team Members may gather and assume their roles. Response activities and work assignments will be planned, coordinated, and delegated from the EOC.

If there is a Level 0 or I incident, the EOC will be in the basement of Salls Hall at the University Police Department. If that location is unavailable, the EOC will be in Self Hall. If there is a Level II or III incident, the EOC will initially be located at Salls Hall with the option to relocate to another pre-determined location.

X. Emergency Operations Command Structure. The university coordinates its emergency preparedness planning with the CCEMA, the Town of Jacksonville, Calhoun County, and other adjacent localities, agencies, and organizations to ensure that the campus procedures are consistent with current government practice and that Jacksonville State University can maintain effective emergency communications and coordination during an incident. This plan is promulgated under the authority of the President of the University. All decisions concerning the discontinuation of university functions, cancellations of classes, or cessation of operations rest with the President or their designee. After consulting with the University Incident Commander and appropriate members of the Executive Management Team, the President or his designee shall be responsible for declaring any major institutional emergency (UF, 2005). JSU's EOP partitions emergency decision-makers into functional teams to maximize efficiency. These teams are as follows (VT, 2005):

Jacksonville State University Emergency Operations Plan

- The Executive Management Team (EMT), composed of lead administrators, establishes the policies and procedures as needed to support emergency operations, and determines business recovery and resumption priorities.
- The Emergency Operations Team (EOT) is activated based on the type and nature of the incident to manage the operational aspects of the University's response to an emergency event. The University Incident Commander heads the EOT and is responsible for the overall management of the incident.

In addition to the EMT and EOT, there are three other roles in the Command Structure:

1. **The Incident Commander (IC)** is the individual directing immediate response efforts at the emergency scene. The University Incident Commander heads the EOT. The Incident Commander has responsibility for the overall management of the incident and must be fully qualified to manage the incident. Still, after an appropriate assessment of the incident, the President can change the Incident Commander. The Incident Commander must be able to quickly assess an emergency, determine the level of impact, assess the effect, contain the incident, and assign the proper resources. The Incident Commander is responsible for keeping the EMT informed and updated on all-important matters about the incident. The Incident Commander, or designate in their absence, has authorization to fully implement the operational aspects of this Emergency Operations Plan upon the President's request (UF, 2005).
2. The **Building Managers** are responsible for the pre-planning and activation plan elements at a local level (Appendix H) (UF, 2005).
3. The **Faculty and Staff** are seen as leaders by students and their staff and should be prepared to direct their students to assembly areas in an emergency. Faculty and Staff members should be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes for hurricanes, floods, etc. (UF, 2005). Faculty and staff must be prepared to assess situations quickly but thoroughly. All faculty and staff are responsible for emergency preparedness planning for their work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance of certain weather systems (UF, 2005).

XI. EOC Functional Working Sections. The organization of Jacksonville State's EOT at the EOC is based on the Incident Command System (ICS) used by the Alabama Emergency Management Agency and the regional and federal emergency response agencies. Under this model, members of the EOT are assigned to functional working sections to maximize efficiency as follows (VT, 2005):

1. **Planning Section** - initiates, collects, and verifies field reports, assesses reconnaissance and other data, prioritizes situation reports and plans, and develops Incident Action Plans.
 - University Police Department
2. **Operations Section** – directs and coordinates all operations; receives and implements Incident Action Plans. The EOT of this section will depend on the incident type and will essentially be the Incident Commander.
3. **Logistics Section** – obtains and stages resources to support emergency operations.
 - JSU Capital Planning & Facilities
 - JSU Housing Operations and Residence Life
 - Institutional Support Services
4. **Finance/Administration Section** - tracks all incident costs and tracks and manages the university claims process.
 - Office of Procurement and Fixed Assets
 - Office of Controller

Jacksonville State University Emergency Operations Plan

The Incident Commander will appoint a Section Chief for each Section as appropriate for the type and scale of the emergency. **Note that all Sections may not be activated for every emergency.** While this section cannot identify all responsibilities of individual departments in responding to emergencies, it is intended to clarify basic responsibilities. It is expected that the individual department will utilize the University's Emergency Operations plan as a guide and develop department of facility-specific plans. Department plans are to be reviewed and updated annually by the Emergency Management Coordinator (UPD) and the Safety Manager (University of South Alabama [USA], 2007).

1. Building Managers

a. Emergency Preparedness

- (1) Building plans and evacuation information shall be distributed to all employees, and practice drills are recommended annually. Contact the University Police for assistance with conducting drills (USA, 2007).
- (2) Time should be allowed for training employees in emergency response such as fire extinguisher usage, first aid, CPR, and building evacuation procedures (USA, 2007).

b. During an Emergency/Disaster (USA, 2007).

- (1) **Contact University Police (5050)** immediately in an emergency and provide support as needed.
- (2) Inform all employees and students in their area of the emergency or event and direct their response activities as they relate.
- (3) Evaluate the impact that the emergency has on their service or activity and take appropriate actions. This may include ceasing operations and initiating evacuation.
- (4) Maintain emergency telephone communications with representatives from their area or an alternate location if necessary.

2. Faculty and Staff Supervisors

a. Educate their employees concerning University emergency procedures and evacuation procedures for their building and areas. It is difficult to drill students on fire safety or building evacuation, so it is essential to have the staff and faculty informed of their duties (USA, 2007):

- (1) Understand how to and when to activate a fire pull station or evacuation bell signal; specifically, what is to be done by staff and faculty to get everyone out safely and away from the building. Important: Inform all students, staff, and faculty to strictly follow building evacuation guidelines during an emergency and report to their designated assembly area outside the building. Assembly areas must not interfere with emergency responders or put evacuees at risk. Conduct roll call to determine if all evacuees have safely exited the building.
- (2) Inform their students and staff of the emergency and initiate emergency procedures as outlined in this guide.
- (3) Assist with inspecting their assigned building, facility, or area to determine the impact an incident could have on their facility. Report all safety hazards to University Police. Work orders that reduce hazards and can minimize accidents should be promptly submitted to Capital Planning & Facilities.
- (4) During a bomb threat, a supervisor or employee familiar with the work area may be required to assist University Police and Law Enforcement with surveying for unusual packages or explosive devices.

Jacksonville State University Emergency Operations Plan

XII. Continuity of Operations (VT, 2005). Advance prioritization of critical operations and services is essential to assuring that the university's response to an emergency is in the best interests of the organization as a whole and to the community it serves, and those critical functions are maintained throughout an incident. The Executive Management Team (EMT) will determine broad university priorities for restoring operations and services and communicate these priorities to the EOC. Recovery priorities should be established as follows:

- Immediate recovery (true continuity) is essential
- Recovery required within 24 hours
- Recovery required between 24 and 72 hours
- Recovery not required within 72 hours

Continuity of operations planning encompasses three areas of focus:

1. Planning and organizing the emergency response.
2. Identifying and mitigating areas of vulnerability.
3. Advance prioritization of business continuity and business recovery concerns.

The EMT is recommended to periodically review and update emergency response, business continuity, and recovery plans. It is also recommended that the EMT regularly test these plans to ensure they adequately address the critical functions and services of the departments covered by the plan. Testing could include performing a tabletop exercise or simulation. The Emergency Management Coordinator will assist with conducting these exercises upon request from the EMT.

Individual departments/building managers are expected to include continuity of operations plans (Appendix E) to safeguard their essential programs and records and to involve appropriate academic, administrative, and financial personnel in the planning process. Instructions for developing these plans are contained in Appendix E. Business resumption procedures should be practiced as a part of annual emergency exercises.

The planning process is based on the following core activities:

1. Identify local mission-critical processes based on the primary mission(s) and business function(s) of each department/building.
2. Development of procedures for recovering all or part of the highest priority functions, given specific failure scenarios and time horizons.
 - Determination of whether each process could be suspended or degraded—or whether it must be fully functional—and the timeframe in which this must be accomplished.
 - Identification of alternate work sites or other temporary facilities for the most critical functions.
 - Ongoing backup of critical data and protection of critical equipment.
3. Assignment of local business recovery roles, responsibilities, and authority.
4. Procedures for recovering impacted operations quickly and strategies for providing programs and services under various emergency conditions.
5. Criteria for returning to normal business operations.

XIII. Plan Development and Maintenance (VT, 2005). Jacksonville State University Police Department is responsible for coordinating the preparation and continuous updating of the EOP and assuring the plan's compatibility with similar Federal, State, and local (county and municipal) plans. In addition, UPD will be tasked with developing and maintaining specific Annexes. Individuals and departments that are specified in the EOP that will play an active role in responding to a campus emergency are expected to prepare and continuously update their area plans as needed to ensure the timely and effective delivery of disaster response and recovery services by that organization during a

Jacksonville State University Emergency Operations Plan

disaster.

When an area plan is updated, a copy shall be submitted to UPD. The EOP and each department/building plan are to be updated as soon as possible after changes in organizational structure or resources occur. As a minimum, this plan and each area plan shall be reviewed annually by the Emergency Management Coordinator and the Safety Manager. Each identified area coordinator will sign and date their respective area plan after the annual review to certify that it is accurate, current, and comprehensive.

The plan will be exercised periodically. Results of the exercises will be evaluated, and changes to the plan will be made as deemed appropriate to keep the plan current and effective.

- A. **Revisions.** UPD will distribute revisions to the basic plan to all parties that hold controlled copies. A record of revisions shall be maintained by UPD and placed in the front of the EOP. The basic plan will be made available via electronic access.
- B. **Supporting Plans and Procedures.** The Emergency Response Plan provides the framework for response and recovery, including general task assignments. Campus building managers prepare specific building plans to detail response to disaster events affecting their building. These managers are responsible for developing standard operating procedures necessary to support the basic plan and for annually updating their plans as needed. UPD is responsible for developing mutual aid agreements or other support methods with agencies outside the university for disaster resources.
- C. **Program Administration.** Jacksonville State University's EMT is responsible for policy decisions affecting pre-disaster activities, emergency operations, recovery operations of all divisions, and coordination of emergency support provided by other Federal, State, and local agencies. The President of the University is responsible to the EMT as their representative and represents the EMT while directing and supervising all activities of the university during pre-disaster and recovery phase operations. The President is responsible for ensuring an adequate Emergency Operations Plan is maintained.
- D. **Building Planning.** Departmental/building manager Emergency Operations Plans are prepared by the individual campus departments/building managers (see Appendix H) to detail response by on-site personnel to such localized events as fires, bomb threats, hazardous materials incidents, etc., on the premises. A template to assist departments with developing these plans can be downloaded and is also in Appendix E.
- E. **Exercises and Training.** Trained and knowledgeable personnel are essential for the prompt and proper execution of Jacksonville State University's EOP and sub-plans. JSU will ensure that all response personnel thoroughly understand their assigned responsibilities in a disaster situation and how their role and responsibilities interface with the other response components of the EOP. All personnel will be provided with the necessary training to execute those responsibilities effectively and responsibly. UPD will generally coordinate training.

Exercises will be conducted as needed to allow all persons involved in emergency response to practice their roles and better understand emergency operations and their responsibilities under emergency conditions. **University-wide exercises will be held at least once per year, and consist of tabletop, practical, and full-scale staged events as deemed appropriate.** UPD will coordinate such exercises. Smaller-scale exercises will also be held as needed to allow defined work groups to practice their functional roles under emergency conditions.

Appendix A: Hazard, Risk, and Vulnerability (HRV) Assessment

Hazard/Threat*	Probability HIGH	Probability MEDIUM	Probability LOW	Human Impact	Property Impact	Business Impact
Severe Weather	●	●	●	●	●	●
Major Structure Fire						
Hazardous Materials Release						
Successful Cyber Attack						
Infectious Disease						
Domestic Terrorism						
Civil Disturbance						
Mass Casualties Incident						
Major Utility Failure						■
Earthquake						■
International Terrorism						

*** Not in ranked order of probability or likely occurrence. Probabilities and related impacts are based on current trends and similar events in other jurisdictions.**

Description of Hazard or Threat

Hazards and threats included in this document list various man-made, technological, and weather-related hazards that could impact the Jacksonville State University (JSU) community. This list is not all-inclusive of all the hazards and threats that could impact JSU.

Severe Weather (Includes tornadoes, hurricanes, flooding, and lightning)

Historical:

Tornadoes - 1884-2018 - Calhoun County- Nearly a tornado every other year
2018, 2001, 1994, 1961, 1929, 1884- actual damage in Jacksonville, AL

2018 and 1961 - Most damages were on the JSU campus, where several buildings were severely damaged and numerous automobiles overturned.

Flooding -1995 - Hurricane Opal caused flooding on Forney Ave from Salls Hall area past Campus Inn Apartments

Probability: High- Increased hurricane activity in the Atlantic and Gulf regions will likely impact the state of Alabama with potential tornadoes, high winds, and flooding resulting from higher rainfall amounts.

Mitigation Activities: JSU Police Department continues to work hard in its efforts to educate, prevent, and improve severe weather safety measures on campus.

Major Structure Fire

Historical: There have been actual fires on campus.

Probability: High- Campus fires will continue to occur as the campus grows and attracts additional faculty, staff, and students.

Mitigation Activities: JSU Department of Safety and Security continues to work hard in its efforts to educate, prevent, and improve fire safety measures on campus.

Jacksonville State University Emergency Operations Plan

Hazardous Materials Release or Spill

Historical: Martin Hall lab projects have caused fires in the past

Probability: High- This is likely due to the nature of research at JSU in campus labs. Construction and a possible intentional release (terrorism) could be potential sources of hazardous materials that could threaten JSU's campus.

Mitigation Activities: The Safety Manager should work daily with researchers and personnel responsible for buildings containing hazardous material and chemicals. Inspections and continuing education programs will help promote a safer environment across campus. If a chemical spill should occur on campus, JSUPD will respond with help from JFD and Calhoun County EMA, who will then contact Calhoun County HAZMAT team.

Successful Cyber Attack

Historical: According to JSU's Library Systems Administrator, many "port probes" are stopped at the campus firewall, and occasionally there are attempts to guess passwords on the library database authentication system, but very few have any likelihood of success.

Successful intrusions: 1997- JSU's web pages were defaced December -2006 - major worm outbreak on campus February- 2007- recurrences of 12-06 worm

Probability: High- These attacks will continue and increase in frequency as methods, and the technical expertise of the attackers improves.

Mitigation Activities: The University must have good information and physical security plans and procedures to prevent or mitigate cyber-attacks. Preparedness for an information attack requires constant and active vigilance to detect an attack early enough to minimize and reduce the consequences. This includes having a highly effective surveillance activity as part of the university's Information Security Plan, user education, an information program in effect that provides the user with the information and awareness to note abnormalities with their equipment and software functioning, and procedures and protocols for immediate reporting to the responsible operational office.

Infectious Diseases: (Pandemic Influenza)

Historical: According to the Director of Student Health at JSU, the campus has never experienced an infectious disease outbreak. There have been isolated cases of chicken pox, flu, etc. but no widespread outbreak or pandemic. In 2020 due to the threat of COVID-19, spring and summer classes had to be moved online.

Probability: High- Federal and State Public Health officials consider some influenza strains of pandemic proportion probable in the United States. Currently, influenza is primarily spread from human to human through the air. Virus particles are released into the atmosphere through coughing and sneezing of persons who are ill with influenza. Crowded conditions in enclosed spaces provide ideal conditions for the spread of influenza.

Mitigation Activities: Planning with Public Health and Calhoun County emergency services is ongoing.

Domestic Terrorism

Historical: No documented evidence or record involving an incident was found

Probability: Medium- Environmental activist groups have struck other campuses around the nation, typically targeting property and not people in their attacks.

Mitigation Activities: The Jacksonville State University Police Department (JSUPD) works with other groups on campus (Security, Safety) to curtail possible internal and external threats.

Civil Disturbance/Unruly Protest

Historical: JSU has experienced protests over the years of civil disturbances, and student gatherings and parties held on campus (Fitzpatrick Hall in 1988).

Probability: Medium- Nonviolent anti-war and political protests appear to be the trend in our nation today with the ongoing War in Iraq and upcoming elections.

Mitigation Activities: Large social gatherings where alcohol might fuel inappropriate or illegal activities could create larger civil disturbances. JSU has revised and improved its emergency preparedness plan to include evacuations.

Mass Casualties Event

Historical: No records exist that detail a mass casualty event occurring on campus.

Jacksonville State University Emergency Operations Plan

Probability: Medium- A mass casualty event is any event or disaster where local resources are overwhelmed due to the number of fatalities caused by a man-made incident or natural disaster.

Threats and incidents such as pandemic flu, a tornado strike on campus, an incident at JSU Stadium, or an act of terrorism could potentially generate a mass casualty event on campus due to our high concentration of faculty, staff, students, and visitors. JSU has a high population density in a relatively small land area which would likely contribute to high casualty numbers should a large-scale disaster occur on campus.

Mitigation Activities: Pandemic Influenza planning is ongoing with Public Health and local emergency services. The police/security plan has been revised, and campus notification systems are being researched and evaluated to provide the campus community with instant notification and information to reduce panic and promote appropriate responses in the event of an emergency.

Major Utility Failure

Historical: JSU and the Calhoun County area have experienced disruptions in utility services due to winter storms (1993), hurricanes (Hurricane Opal), short repair work, and other accidents that contribute to outages and disruption in service.

Probability: Medium- Utility failures are unpredictable, but they are generally associated with severe weather, ice storms, and disruptions caused by accidents. There are concerns regarding power grids or water supply systems being targeted that stem from the threat of terrorism.

Mitigation Activities: In planning, alternate water and power supplies must be considered. Buildings and departments should consider the feasibility of backup generators, fuel sources, and sustainability for critical infrastructure.

Earthquake

Historical: Recent seismic activity focused around Northeastern Alabama has sparked concern from many seismologists and emergency management officials regarding the frequency of earthquakes.

April 2003- 25 km (15 miles) ENE of Fort Payne, Alabama- the magnitude of 4.6

Probability: Low

Mitigation Activities: The JSU EOP has been revised to reflect "Earthquake" emergency procedures. Training sessions conducted by the University contain information on earthquake preparedness and response procedures.

International Terrorism

Historical: No direct threats or incidents at JSU have occurred.

Probability: Low- Several recent events have occurred at other higher education institutions, indicating that colleges and universities have become potential targets for international terrorism. A few recent sample incidents occurring on higher education campuses include:

- October 2005- Oklahoma University "suicide bomber" incident outside a crowded OU football stadium
- September 2005- Arrest and investigation of a University of Memphis student who was inquiring about being a pilot and who has ties to international terrorist organizations
- February 2006- Ricin was discovered in a University of Texas dormitory
- March 2006- American Islamic student at the University of North Carolina who intentionally drove into a group of students for retribution purposes

Mitigation Activities: Terrorism from international groups historically involves targeting people and buildings, whether political or symbolic, for the greatest media and psychological impact. The University Police Department, Safety department, and other campus entities continue to work with our federal, state, and local partners in planning, training, and exercising to help prepare, prevent, respond, and recover from "all hazards" events safely and effectively.

Appendix B: National Incident Management System (NIMS)

I. Purpose. NIMS is a modular emergency management system for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. The use of the NIMS at the University facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. As a management system, NIMS helps mitigate incident risks by providing accurate information, strict accountability, planning, cost-effective operations, and logistical support for any incident. NIMS can be used on any kind or size of the incident. It can also be used for planned non-emergency events. Some of the types of incidents and events that have been managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

II. KEY PRINCIPLES OF NIMS

- A. Modular response model based on activating only those organizational elements required to meet current objectives.
- B. Common terminology applied to organization elements, position titles, facility designations, and resources.
- C. Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- D. Comprehensive resource management for coordinating and inventorying resources for field responses
- E. Integrated communication, so that information systems operate smoothly among all response agencies involved.
- F. Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
- G. Consolidated action plans that contain strategies to meet objectives at the field response and Emergency Operations Center levels.

III. ORGANIZATION. NIMS is organized around five major management activities.

- A. **Command.** Has overall responsibility for the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources, and agency policy. There is an identified Incident Commander or a unified command team in all incidents. These have responsibility for the overall management of the incident and must be fully qualified to manage the incident.
- B. **Operations.** Develops the tactical organization and directs all resources to carry out the Incident Action Plan.
- C. **Planning.** Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates

Jacksonville State University Emergency Operations Plan

information and maintains the status of assigned resources.

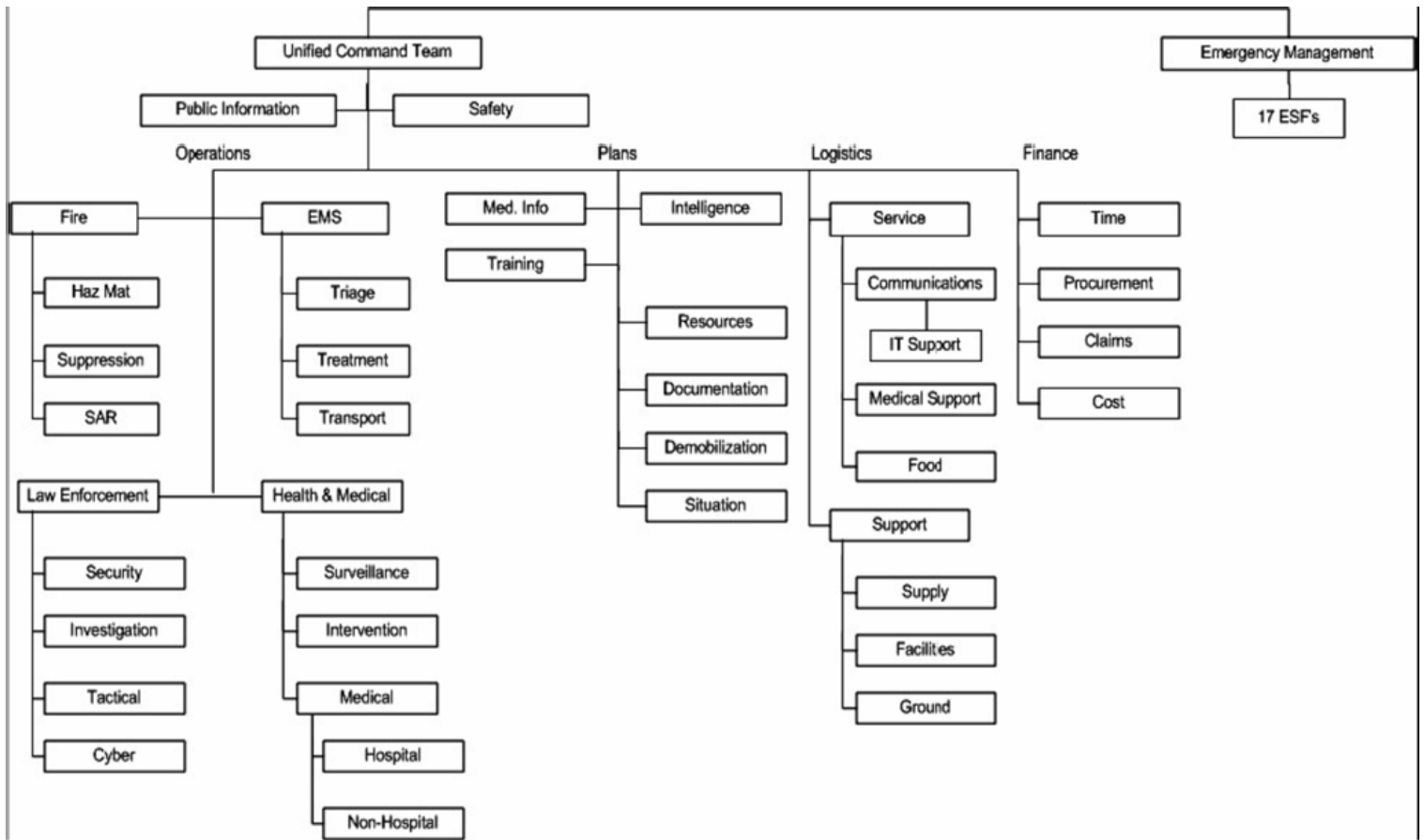
D. **Logistics.** Provides resources and all other services needed to support the organization.

E. **Finance/Administration.** Monitors cost related to the incident and provide accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

In small incidents, a single individual may manage the five major activities. Large incidents usually require each of these activities to be established as a separate section within the organization.

Not all sections need to be established within NIMS organization. The Incident Commander will make this decision based on the demands of the incident. Each primary Incident Command System section may be further subdivided as reflected in the organization chart.

Exhibit Components of National Incident Management System



Appendix C: Emergency Protocols

The following protocols have been developed to assist the University community in handling emergencies. Please read through these protocols and note the appropriate office to contact in case of emergency

EVENT	RESPONSIBLE DEPARTMENT	ACTIONS
Blood and Body Fluid Spills	JSU Housekeeping	Contact with blood or body fluid should be avoided if possible. Exposure means any specific eye, mouth, mucous membrane, or non-intact skin contact with blood or other potentially infectious materials. Contact JSU Housekeeping for cleanup.
Bomb Threats	UPD	All bomb threats are to be taken seriously. Most threats are made with the intent of disrupting normal business. However, every bomb threat will be considered real until investigated. Contact UPD immediately. UPD may recommend closing part or all of campus. (Review Hazard – Specific Appendix O: Bomb Threat.)
Catastrophic Emergency	UPD	In the event of an accident, widespread illness, or act of violence resulting in serious injury or unexpected death of a campus community member, the designated University administration, once contacted, will determine campus status (remain open or close) and begin the notification process. UPD may recommend closing campus if a dangerous situation exists. Initiate Emergency Operations Plan.
Emergency Operations Response	UPD	The Emergency Operations Plan is designed to provide information on how the campus will respond to various emergencies.
Demonstrations and Rallies	UPD	JSU policy allows members or groups within the campus community to express their views on a particular issue or cause. However, demonstrations and rallies should not interfere with the institution's operations. Prior approval for such events must be made through the JSU administration and UPD.
Emotional Distress	JSU Counseling	The JSU Counseling Center provides counseling for all campus community members and all levels of emotional distress. Counselors should be contacted directly by the concerned person.

Jacksonville State University Emergency Operations Plan

Fire Emergencies - Non-Residential Facilities	UPD	All fire alarms are to be taken seriously. Evacuation of the facility is mandatory until the fire department, or UPD has given the signal to re-enter.
Fire Emergencies - Residential Facilities	UPD	University policy requires building occupants to immediately evacuate in the event of a fire alarm activation or during any other emergency that requires evacuation. However, there may be other emergencies where you may be required to decide on a course of action to protect yourself and the other members of your classroom or apartment.
Hazardous Materials	UPD	Protocols are EVACUATION; then call the JSU Maintenance/UPD/Jacksonville City Fire Rescue and follow their directions.
Lock Emergency	Capital Planning & Facilities	The JSU Locksmith is in JSU Capital Planning & Facilities; UPD will assist when a door is not securable due to a lock malfunction.
Major System Failure	Capital Planning & Facilities	Report any system failure immediately to Capital Planning & Facilities. This includes electric, heat, central air conditioning, gas leaks, and water/sewer. All reasonable efforts will be made to provide temporary service until permanent repairs are made. If the safety of the building occupants cannot be assured, senior management will be consulted for the relocation of occupants.
Network or Computer System Outage	Information Technology	Report the outage to Information Technology. Computer services will be restored as soon as possible.
Medical Emergencies	UPD Health Center	Request medical assistance through UPD/Jacksonville Fire/911. Local EMS will be requested in the event of injury or illness. Local EMS will determine if a patient should be transported.
Sexual Assault	JSU Counseling UPD	For students who are victims of sexual assault, UPD will be notified as well as JSU counseling services. JSU offers emotional support and access to legal information. All University services and procedures provided to sexual assault victims are as confidential as possible.
Violence or Criminal Behavior on Campus	UPD	You should be alert to suspicious situations and promptly report threatening, violent or criminal behavior to the University Police.

Appendix D: JSU Alert System

Messages and Their Explanation

- JSU Police Department sends messages for emergency purposes only.
- Emergency messages are sent via phones, cell phones, email, JSU Twitter, JSU Facebook, and the JSU News Digest.
- Emergency messages should produce immediate action.
- Messages and their meaning are shown below.
- Follow-up messages may be sent.

Emergency Message	Explanation of Message
<p>Active Threat to Campus: There is an active threat event at _____. Execute your active threat response plan. Additional details will follow.</p>	<p>There is a very serious emergency on campus. Do not enter the campus. Classes and all activities are canceled. There is a serious threat to your safety on campus. Please see Appendix K for more information (pg. 47).</p>
<p>Emergency Evacuation: Due to an emergency, everyone is asked to safely vacate the JSU main campus. Additional details will follow.</p>	<p>The immediate and urgent movement of people from the JSU main campus or specific area away from a hazard. Please see Appendix I for more information (pg. 43).</p>
<p>Emergency Evacuation for Specific Area or Building: Due to an emergency, everyone is asked to vacate safely _____. Additional details will follow.</p>	<p>The immediate and urgent movement of people from a building or specific area away from a hazard. Please see Appendix I for more information (pg. 43).</p>
<p>Tornado Warning: A tornado warning has been issued for Calhoun County. Please take appropriate safety measures and tune in to your local media source for updates.</p>	<p>A tornado has been sighted by spotters or indicated on radar and is occurring or imminent in the Calhoun County area. Seek cover in the basement of buildings. Merrill Hall and Leone Cole Auditorium may be opened for cover also if this text is received. Please see Appendix L for more information (pg. 50).</p>
<p>Severe Weather Warning: Calhoun County has been placed under a severe weather warning. Please tune to your local media source for updates and changes to the weather.</p>	<p>A severe weather warning has been issued for Calhoun County, indicating that a particular weather event is imminent. Warnings are issued for significant weather events which will pose a risk to life and property. Warnings are issued up to 48 hours in advance with forecaster confidence of at least 80%. This includes warnings for thunderstorms, severe winds, blizzards, tornados, etc. Please see Appendix L for more information (pg. 50).</p>
<p>JSU Phone Outage: There is a temporary phone outage at the University Police Department. If you need to contact UPD, please call 256-689-2018.</p>	<p>The landline phones of JSU are not working therefore, you should call JSU Police Department at 256-689-2018 for ALL emergencies until you receive a text from UPD stating the phone lines are operational.</p>

Jacksonville State University Emergency Operations Plan

<p>University Closure: Jacksonville State University is suspending all operations and is closed. All classes are canceled. Monitor the JSU homepage for further details.</p>	<p>Jacksonville State University is closed/classes canceled for the date and time received within the text. Please note that all essential employees and Building Managers must coordinate with your supervisor/Dean before leaving the campus.</p>
<p>All Clear: At this time, the threat to Jacksonville State University has passed. Please continue to monitor your local media sources for further updates.</p>	<p>This message is sent when the emergency condition is over.</p>
<p>Test Message: This is a test from Jacksonville State University's emergency alert notification system. This is only a test. No action is required.</p>	<p>This test message will be sent when the system is tested. This will be at least once per quarter or more frequently as needed.</p>

Appendix E: Individual Building Plans

I. Requirement of Specialized Plans. Specialized plans prepared by any University Unit shall be consistent with the guidelines established in this Emergency Operations Plan. Each Unit shall as appropriately directed, execute that portion of their specialized plan that may be required to assure optimum endurance and rapid recovery from the effects of an emergency. **EOT (The Emergency Operations Team) members and Building Managers** shall, at a minimum, develop and maintain procedures to accomplish the following:

- A. Identify the individuals and alternates to whom the specific responsibilities are assigned;
 - 1. Unit Plan Execution / Emergency Response.
 - 2. Unit Plan Maintenance – all Units are required to provide the EMS with any changes to the plan annually.
 - 3. Identify a Unit Plan Emergency Operations Team.
- B. Develop procedures for communicating within the Unit.
 - 1. Current emergency call roster for the Team Members.
 - 2. Contact list for all Unit Faculty and Staff.
- C. Identify all life safety threats. Ensure all faculty and staff review and understand the safety procedures defined in the Incident Response Plan.
- D. Identify essential assets and how to protect them in an emergency.
 - 1. Assets include physical items of value and data information.
 - 2. Assign individuals (or other units) to secure physical assets.
 - 3. Assign individuals to be responsible for vital records.
 - 4. Assist with building content damage assessments.
- E. As appropriate, identify disaster-specific Response Plans to maintain and restore services critical to the University.
- F. Identify and document (contact names, location, telephone numbers, email address, etc.) subcontractors, suppliers, and service providers that may be needed in an emergency.
- G. Identify critical reliance on other Units.
- H. Provide training for new hires, as necessary.
- I. Communicate assignments to all employees.

Appendix F: Mutual Aid Agreements

I. Purpose. Jacksonville State University Police Department maintains emergency mutual aid agreements with local and state law enforcement agencies and emergency management agencies. Details of these agreements are available from the Chief of Police, Salls Hall 601 Forney Ave NW, Jacksonville, AL 36265. Jacksonville State University does not operate its own fire rescue or ambulance service. The Jacksonville City Fire Department provides these services to the campus.

Appendix G: Medical Air Services

I. **Purpose.** Jacksonville State University will utilize medical air services for airlifting critical patients to area hospitals (Alabama Aviator [AA], 2006). This service is dedicated to transporting critically injured and ill patients to any facility that best serves the patient's needs (AA, 2006).

II. Criteria for Medical Air Services after coordinating with the fire department

Consider Air Transport for the following victims (AA, 2006):

- Critical medical patients
- Patients with a trauma score < 11
- Gunshot wound or stabbing patients
- Patients having burns > 20% BSA
- Fall > 20 feet
- Patient's condition is critical or unstable and may require medical intervention not available from pre-hospital EMS
- There is a potential for deterioration of present condition based on field assessment, associated with ground transport
- There are multiple patients or a disaster situation
- More definitive care is needed
- Patient located in an area inaccessible by ground
- Entrapped or prolonged extrication

Motor Vehicle Accidents Involving (AA, 2006):

- Pedestrian
- Extended extrication
- Unconscious victim
- Ejection from vehicle

III. Requesting Medical Air Services

Communication:

If the Incident Commander (UPD, Fire Dept., EMS, other Law Enforcement agency, etc.) has decided that medical air services should be contacted; then dispatch will contact Calhoun County 911.

Calhoun County 911 will dispatch medical air services based on availability and weather conditions and will give an estimated arrival time. Once in route, dispatch will have an actual time of arrival from the pilot (AA, 2006). UPD dispatch should be prepared to provide the following information to Calhoun County 911 concerning the accident/s:

1. **Name of requesting agency**
2. **Location (Latitude and Longitude if available)**
3. **Landing Zone information, if available**
4. **Ground contact radio frequency**
5. **Call back number**
6. **Medical Control Physician in the EAEMS region**
7. **Patient information (Type of injury or illness, vital, age, weight, etc.) Age and weight may be approximate; give height if weight exceeds 200 lbs.**

Jacksonville State University Emergency Operations Plan

Weather

Medical air services should be requested even if the weather is doubtful. The pilot decides (based on weather) to accept or reject a flight. The pilot has the pilot's latest forecast, and current weather conditions are variations and sight radar (AA, 2006).

Stand-By Request

Put medical air services on standby if the situation is unknown and they are likely to be needed.

IV. Landing Zone Safety

Ground Operations

Helicopters are usually very safe but should always be approached with caution.

Danger zones must be recognized and avoided. If an officer is asked to serve as tail rotor guard by a crewmember (AA, 2006):

- Always maintain eye contact with the pilot; they will remain in the aircraft while it is running.
- Do not approach an operational helicopter until directed by the pilot
- Only approach from the front while maintaining eye contact with the pilot
- Never approach from the rear
- Use caution with slow-turning main rotors that can dip to 6 feet
- Never run around an operating helicopter
- No vehicles, including emergency vehicles, within 50 feet with rotors turning
- I.V. poles, hands, and equipment should not be raised above your head
- Never depart a helicopter upslope or approach downslope
- THINK SAFETY!

Hazardous Material

Accidents involving hazardous materials require special handling by Fire / Rescue units on the ground. The medical air services crew must be informed of any hazardous material (s) on the scene to prevent contamination of the crew or patients (s) (AA, 2006). Flight crews generally do not carry protective suits or breathing apparatus. Upon initial radio contact at the scene, the flight crew must be aware of any hazardous gases in the area. **Never assume that they have been informed.**

If a **HAZMAT** condition exists,

- Inform Calhoun County 911 dispatcher on the initial request of the type
- Quantity of spill
- Any special precautions

Materials of Concern are:

- Toxic
- Poisonous
- Flammable
- Explosive
- Irritating
- Radioactive

Jacksonville State University Emergency Operations Plan

V. Patient Transport

If feasible, maintain the patient in an environment that will allow adequate initial assessment (inside the ambulance, building, etc.)

Loading

The medical air service crew will direct & supervise patient loading. No one except medical air service personnel should open or close aircraft doors. Patients will be loaded from the aircraft's left side, feet toward the front, and head to the rear. One crew member will load the head of the stretcher, and ground personnel may be asked to assist with loading the feet of the patient. Move all vehicles, personnel, and equipment away from the aircraft before lift-off (AA, 2006).

Transport

Medical air service helicopters can accommodate one patient. If more than one patient meets the criteria for transport, discuss the second patient's weight and severity of their health with the dispatcher, and the medical air service Pilot and Medical Staff will determine if a second helicopter is needed (AA, 2006).

Mass Casualties

If there is a Mass Casualty incident, notify Calhoun County 911 of the situation. If you are unsure how many patients need transportation, tell them and they will place additional aircraft on standby (AA, 2006).

Appendix H: Building Manager Information

Campus Building	Primary Manager	Ext.	Alternate Manager	Ext.
Anders Hall (Round House)	J. Seth Johnson	5625	Doug Clark	8149
Angle Hall	Kevin Hoult	5556	Ashley Lucas	5557
Ayers Hall	Jan Case	5119	David Thornton	5359
Ayers Hall (Center for Manufacturing Support)	Matt Rosser	5140		
Baseball Field	Greg Seitz	5368	Jim Case	5367
Bennett Field / Marching Southerners Field	Dominic DiMauro	8680	Kenton Elworth	8681
Book Store	Anna Leigh Harris	5283	Kevin Hoult	5556
Brewer Hall	Maureen Newton	5333	Rick Davis	5347
Brookstone (South Campus)	Tracey Matthews	5428	Betsy Gullede	5425
Building Services	Dennis Christopher	5488	David Thompson	5455
Burgess-Snow Stadium	Greg Seitz	5368	Greg Bonds	5988
Carlisle Fine Arts Facility	J. Seth Johnson	5625	Doug Clark	8149
Computer Center	Vinson Houston	5993	Brad McGriff	5357
Conferences & Support (Fleet – Former Visitor Center)	Trent Sheffield	5871	Luane Evans	8637
Duncan Maintenance Shop	David Thompson	5455	Josh Moses	5444
Forney Hall	David Thompson	5455	Josh Moses	5444
Gamecock Field House	Greg Seitz	5368	Greg Bonds	5988
Gamecock Diner	Scott Williams	8123	Kevin Hoult	5556
Hammond Hall	J. Seth Johnson	5625	Doug Clark	8149
Honors House	David Thompson	5455	Josh Moses	5444
Hopper Dining Hall	Scott Williams	8123	Kevin Hoult	5556
Houston Cole Library	John-Bauer Graham	5248	Jodi Poe	8103
Kenamer Hall	Gina Mabrey	5514	Tracey Matthews	5428
Kitty Stone Complex	Dr. Kimberly White	5180	Dr. Christi Trucks	5091
Leone Cole Auditorium	Josh Robinson	8492	Terry Casey	5492
Little River Canyon	Peter Conroy	5681	Brooks Gallman	845-3548
Longleaf Studio	Jeffrey Nichols	8480	Tony Gravette	5759
Martin Hall	Tim Lindblom	8488	Joe Morgan	5813
Mason Hall/East Wing	Christi Trucks	5091	Lynn Steward	5870
Mason Hall/West Wing	Renee Baptiste	5873	Ken Bodiford	5175
McClellan Bldg 3181	Kaleb Littlejohn	8584	Mark Hopwood	8588
McCluer Chapel	Josh Robinson	8492	Terry Casey	5492
McGee Hall	Tim Lindblom	8488	Joe Morgan	5813
Merrill Hall	Brent Cunningham	8773		

Jacksonville State University Emergency Operations Plan

Pete Matthews Coliseum	Greg Seitz	5368	Greg Bonds	5988
President's Home	Catherine Chappell	5881	Don Killingsworth	5278
Ramona Wood Hall	Dr. Kimberly White	8200	Martha Dingler	8200
Recreation and Fitness Center	Dominic DiMauro	8680	Joanna Prociuk	5073
Rock House	Cassie Ward	5906	Sid Deerman	5917
RMC/JSU Complex (Hospital)	Tracey Matthews	5428	Betsy Gulledge	8129
RMC/JSU Health Center	Terry Casey	5492	Betsy Gulledge	8129
Rowe Hall	LTC Travis Easterling	8023	Austin Bragg	8029
Salls Hall	Chief Michael Barton	8888	Deputy Chief Brian Mann	8888
SBI	Steven McClung	8873		
Self Hall	Mica Mecham	5856	Andrew Higgins	5083
Soccer Field	Greg Seitz	5368	Neil Macdonald	5679
Softball Field	Greg Seitz	5368	Jana McGinnis	5524
Stephenson Hall	Greg Seitz	5368	Greg Bonds	5988
Stone Center/West	Dr. Staci Stone	5690	Randy Blades	5447
Stone Center/East (drama)	Randy Blades	5447	Dr. Staci Stone	5690
Talladega Mtn. Natural Resource Ctr.	Peter Conroy	5681	Niki Wayner	256-845-3548
The Red Rooster	Kevin Hoult	5122	Allyson Barker	5885
Track	Greg Seitz	5368	Steve Ray	8068
Tennis Courts	Greg Seitz	5368	Steve Bailey	5887
Theron Montgomery Building	Josh Robinson	8492	Terry Casey	5492
University Development House	Earl Warren	5608	Emily Messer	5037
Wallace Hall	David Thompson	5455	Josh Moses	5444
JSU Warehouse	Dusty Christopher	5448	David Thompson	5455
William Calvert Amphitheater	Kevin Hoult	5122	Allyson Barker	5885
Residence Halls				
Crow Hall	Rochelle Smith	5122	Brooke Lyon	5449
Curtiss Hall	Rochelle Smith	5122	Brooke Lyon	5449
Daugette Hall	Rochelle Smith	5122	Brooke Lyon	5449
Dixon Hall	Rochelle Smith	5122	Brooke Lyon	5449
Fitzpatrick Hall	Rochelle Smith	5122	Brooke Lyon	5449
International House	Chandni Khadka	8304	Jason Mallet	5313
Leadership House	Rochelle Smith	5122	Brooke Lyon	5449
Logan Hall	Rochelle Smith	5122	Brooke Lyon	5449
Pannell Hall	Rochelle Smith	5122	Brooke Lyon	5449
Patterson Hall	Rochelle Smith	5122	Brooke Lyon	5449
Sparkman Hall	Rochelle Smith	5122	Brooke Lyon	5449

Jacksonville State University Emergency Operations Plan

Meehan Hall (Floors 1- 4)	Rochelle Smith	5122	Brooke Lyon	5449
Meehan Hall (Floors 5 - 7)	Greg Seitz	5368	Greg Bonds	5988
Mountain Street Mobile Home Complex	Rochelle Smith	5122	Brooke Lyon	5449
Goodlett Avenue Mobile Home Complex	Rochelle Smith	5122	Brooke Lyon	5449

Apartment Complexes				
Campus Inn Apartments	Rochelle Smith	5122	Brooke Lyon	5449
Jax Apartments	Rochelle Smith	5122	Brooke Lyon	5449
College Apartments	Rochelle Smith	5122	Brooke Lyon	5449
Penn House Apartments	Rochelle Smith	5122	Brooke Lyon	5449
Colonial Arms Apartments	Rochelle Smith	5122	Brooke Lyon	5449
Carpenters Village				
Pi Kappa Phi	Rochelle Smith	5122	Brooke Lyon	5449
Kappa Sigma	Rochelle Smith	5122	Brooke Lyon	5449
Campus Landmarks				
Quad	Josh Robinson	8492	Terry Casey	5492
TMB Lawn	Josh Robinson	8492	Terry Casey	5492
Dillon Field	Josh Robinson	8492	Terry Casey	5492
Others				
Baptist Campus Ministry				
Ladiga Trail Kiosk				
Jacksonville City Schools				
Wesley Foundation				

Building Manager’s

Emergency Response Roles and Responsibilities

General Expectations:

- Act as a point of contact for routine and special communications about the building and department.
- Develop and maintain “call trees” to communicate with department heads during and outside normal working hours in an emergency.
- Make yourself familiar with emergency equipment location, operation (fire extinguishers), and evacuation routes.

Responsibilities during a Fire Incident:

- Alert faculty, staff, students, and guests to the activated fire alarm in your specific area.
- Encourage faculty, staff, students, and guests to leave the area quickly and quietly.

Jacksonville State University Emergency Operations Plan

- Close any open doors along the exit corridor route, if possible.
- Check elevators in your area for stranded subjects (if applicable).
- Note any person who did NOT leave the area and advise UPD.
- Convene to the pre-determined assembly area. Provide headcount to UPD.
- Notify UPD of those unaccounted and who did not evacuate from their location.
- Make a note of any lighting/equipment that is malfunctioning and forward info to UPD.

Responsibilities during a Power Outage:

Power outages that occur during daylight:

- Alert faculty, staff, students, and guests to the loss of power.
- Notify Capital Planning & Facilities of the power outage.
- Activities in academic departments may continue as usual. However, science laboratory facilities lab/research activities must cease.
- Emergency lighting will last less than one hour – move to ground level within that time.

Power outages that occur without daylight:

- Alert faculty, students, staff, and guests of the loss of power and the requirement to vacate the area.
- Notify Capital Planning & Facilities of the power outage.
- To the best of your ability, obtain a head count, confirming the count after all members have relocated out of their respective areas.
- Convene to the pre-determined assembly area.
- Notify UPD of those unaccounted or who did not evacuate from their location.

Appendix I: Evacuation Procedures

Purpose. The following evacuation procedures are presented as general guidelines. Each building and work area should establish procedures specific to the facility to ensure the safe evacuation of students, employees, and visitors.

Immediate Action. Events may occur that may require the evacuation of an area. Examples of events that may require evacuation include but are not limited to an actual fire or fire alarm, a bomb threat, a hazardous material emergency, a power failure, a police emergency, or other situations where it would be prudent for occupants to evacuate. Do not use elevators. Remain calm.

Decision. In the event of a fire alarm, complete evacuation of the building will be IMMEDIATE AND MANDATORY. For other emergencies that may require partial or total evacuation, JSU Police, or another responsible authority, will notify you. Each building manager has an evacuation plan in place.

Evacuation Routes:

- Primary evacuation routes for each building floor will be the nearest safe stairwells or hallway.
- Elevators should not be used for evacuation (may become inoperative/smoke hazards may develop).
- All occupants should know the evacuation routes posted on each floor.
- Evacuees should meet at a designated area and stay there for an accurate head count.
- “Assembly points” to be used during an evacuation will be identified and included in the facility evacuation plan. “Assembly points” should be designated meeting areas or, if not specified, a clear area that is at least 150 feet from the affected building or more, depending on the height of the structure from the building and firefighting equipment. They should be upwind as much as possible. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles.
- Without re-entering the building, be available to assist Public Safety, the Fire Department, and University Safety personnel in their attempts to determine that everyone has been evacuated safely.
- Keep clear of the Command Post unless you have important information to report.
- Do not return to the building until you are told by Public Safety, the Fire Department, or University Safety.

All employees shall:

1. Be aware of all the marked exits from your area and building.
2. Become familiar with primary & secondary routes of egress, designated meeting places, and the locations of fire extinguishers and pull stations.
3. Recognize when you receive an alert, alarm, siren, etc., and know what to do.

Method of Evacuation:

- Evacuation should begin with those persons requiring assistance. This avoids the possibility of the disabled being injured.
- Position persons with disabilities near the stairwell farthest from danger. If possible, designate one person to stay with the disabled and another to notify emergency responders of their location.
- Elevators will not be used during an emergency evacuation.
- Occupants will proceed to the nearest stairwell in an orderly manner, staying to the right side of the stairs and exiting the building on the ground floor.
- Occupants should be informed to take personal items only if time permits.
- Occupants should remain quiet in the evacuation process to hear directions.

Jacksonville State University Emergency Operations Plan

Bomb Threat Evacuation:

- If the evacuation is due to a bomb threat, be alert to note any unusual packages in or near your office area.
- Do not touch the package but report it to authorities immediately.

For additional information, view the “Bomb Threat” section on page 57.

Conduct the following Evacuation:

- DO NOT PANIC.
- Once in the safe area, stay visible.
- Occupants not accounted for will be assumed to be missing and require firefighters’ rescue.
- Occupants will proceed to the area outside identified for assembly as warranted by existing conditions.
- All personnel should follow instructions given by those in charge.
- Do not return to an evacuated building unless authorities give "ALL CLEAR" designation. Do not leave the campus unless instructed to do so because information may be needed from you.
- Instructors and supervisors should account for occupants from their respective areas and make a notification to authorities immediately if someone is missing.
- Report to the building manager and emergency responders the location of persons unable or unwilling to leave the building.

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance.

Appendix J: Shelter In Place Procedures

Purpose. Shelter-in-place refers to the need to remain where you are for your safety. **Employees and students generally cannot be forced to shelter in place; however, there are circumstances when university officials and emergency personnel recommend that everyone stay where they are for their safety and well-being.** You should consider how and where to shelter in place prior to having to perform this measure. Depending on the circumstances and nature of an emergency, the first important decision is whether to stay where you are or leave.

There are circumstances when staying where you are and creating a barrier between yourself and potentially contaminated air or physical hazard outside – a process known as “shelter in place” – can be a matter of survival. Sheltering in place is a defensive action that building occupants can take to protect themselves against outdoor airborne hazards, and there is a warning.

Cover is a pre-determined interior area or room of the building, which – with special provisions – can provide a barrier to protect occupants from external dangers. A typical example is tornado shelters.

If a shelter-in-place is advised for this area, all building occupants will be notified to proceed to their shelter area, and the building doors will be locked. All occupants must decide whether they will shelter in place until the “all clear” is announced or whether they will leave the premises within several minutes. After the building is closed, no one will be allowed to break the seal on the building until the “all clear” is given.

A shelter-in-place order may be issued for several reasons:

- Severe weather
- Hazardous materials
- Any situation where you should stay where you are to avoid an outside threat.

Recommended cover criteria:

- Room(s) large enough to accommodate department personnel.
- Preferably an interior room at or above ground level (depending on emergency), preferably without windows.
- Room with as few windows, doors, and vents as possible.
- Portable AM/FM radio, cell phone, flashlight, bottled water, something to read/entertain.
- **Remember that people cannot be forced to seek cover.**

Immediate Action:

SEVERE WEATHER -You should know where the shelter areas are in your building. If you do not, attempt to seek cover in the basement or interior most portion of the building, avoiding windows and glass doors. For additional information, see the severe weather section on page 50.

You should be alert for instructions and updates as they become available from the emergency personnel and university administrators through the JSU Alert system. **If a class is in session, encourage students not to leave, BUT do not force anyone to stay.** If you are in other buildings such as dorms, encourage everyone to remain, but again DO NOT force anyone to stay. Keep everyone CALM. Stay away from windows, doors, and outside walls.

Jacksonville State University Emergency Operations Plan

When shelter-in-place is advised, turn off all air handling equipment under the building's control. Initiate HVAC shut down procedures.

Decision. The Incident Commander will make decisions regarding the control and reduction of the incident and will determine if it is safe to leave the building. Remain in shelter mode until told everything is all clear by emergency personnel. **Do not leave until you are sure of the identity or source of the person making the announcement.**

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance.

Appendix K: Building Lockdown Procedures

Policy

The following procedure will be implemented when instructed by Jacksonville State University Police Department (UPD) to initiate a lockdown of the campus or specific building(s).

Purpose

In a police emergency, it may become necessary to lock down a building or buildings on campus to protect occupants and minimize the overall exposure to danger.

Definition

A lockdown is when individuals on campus receive instructions to immediately enter or remain inside a structure to protect themselves from possible looming danger. This action might be necessary when an evacuation would not be appropriate.

It is a temporary sheltering technique, e.g., 30 minutes to several hours, utilized to limit civilian exposure to dangerous situations. Once alerted, occupants of any building within the subject area will lock all doors and windows, not allowing entry or exit to anyone until the "ALL CLEAR" signal has been received via the Emergency Notification System. This procedure converts any building into a large "Safe Room."

Types of Events Triggering Lockdown

The types of events that could require lockdown include situations such as the following:

- Active Threat/Mass Shooting
- Hostage Situation
- Riot/Large Uprising
- Other emergencies where evacuation may pose a greater risk than sheltering in place

Authority and Responsibility

UPD is responsible for:

- Activating the Emergency Notification System
- Immediate response to the scene
- On-scene incident command
- Notification to internal and external resources
- Arrest of the offender
- Security of the scene
- Location and security of any shelter sites used
- Participation in appropriate training
- Participation in drills and incident critiques
- Training in lockdown procedures for campus administration and building managers

Building Managers, Deans, and Department Heads:

- Implementing their building-specific plan
- Notifying building occupants
- Headcount of occupants
- Once the "ALL CLEAR" has been given, building managers will compile a list by names of all persons sheltered within their facility.
- Participation in training
- Participation in drills and incident critiques
- Distribution of general lockdown procedures and building-specific plans to their tenants.

Jacksonville State University Emergency Operations Plan

Campus Community is responsible for:

- Following instructions
- Participation in training
- Participation in drills
- Registering and updating their emergency contact information
- Being familiar with their emergency evacuation plan and emergency exits

Incident Notification

All emergencies, e.g., police emergencies, fires, or hazardous material spills, should be reported to the University Police Department. For campus buildings, contact the University Police at ext. 5050 when calling from a university telephone or 256-782-5050 from a non- University telephone. Remember, UPD will be extremely busy during an emergency, so please wait for updates.

When reporting an emergency, provide the following information:

- Your name
- Location of the emergency
- Telephone number from which you are calling
- Type of emergency you are reporting (e.g., police, fire, hazardous material spill)

Risk Assessment

Once UPD's dispatch has received the initial call, they will initiate an investigation to confirm the emergency by:

- Dispatching Patrol units and a supervisor to investigate the initial call
- Dispatch shall notify the City of Jacksonville Police Department so that Officers and Paramedics are on standby.
- Notify Jacksonville State University's Director of Public Safety

How You Will Be Alerted

The Emergency Notification System will alert the campus community of a lockdown. You will be sent the message on your registered mailing address and cell phone number.

Emergency text to speech or a message will be recorded from the officer's cell phone at the scene. University Police can send emergency alerts to cell phones or via a text-messaging of a cell phone. If you have not already signed up for this important safety warning feature, details on how to do so are listed below:

1. Go to www.jsu.edu
2. Click on MyJSU
3. Look under Featured Links (far left column)
4. Under Banner Links, click on Self Service Banner
5. Click on Personal Information
6. Click on Update Addresses and Phones
7. Look for the Mailing Address. Next to Mailing is Phones.
8. Under phones, click on Primary (in blue)
9. Enter today's date in the valid from this date tab.
10. Scroll down to Phone Type
11. Click on the pull-down tab next to the first Select and choose cell phone (You must select cell phone to be notified)
12. Now, enter the phone number that you would like to have called during an emergency. (Even though you chose a cell phone, any number can be put here, home, work, or cell)
13. Click Submit
14. The number you provided under cell phone will be called during tornado warnings and life-threatening emergencies.

If you already have a JSU Alerts account and need to change your personal information or log into your account, you

Jacksonville State University Emergency Operations Plan

can go to <http://www.jsu.edu/police/emergencymgt/alertsystem.html> and enter your username and password. Click on the Services tab and make your changes.

Parents and visitors can sign-up for JSU Alerts to be notified of campus emergencies by going to <http://www.jsu.edu/police/emergencymgt/alertsystem.html> and entering their information in Guest Sign-Up.

46.4.1 (A) After-Action Notifications

Officers may respond to serious crimes involving violence and potential threats concerning the campus populace. These crimes may not be considered active threats to the community, but by their very nature, a serious event that may require certain personnel of Jacksonville State University to be notified to assist in the normal business functions and operations on campus. These functions may include public vigilance against criminal activity, precautions for the safety of faculty, staff, and students, deterring false rumors that may spread, etc. Responding officers should evaluate a crime report/scene and have obtained information concerning the serious event involving violence and potential violence. The senior officer needs to determine if an “after-action notification” should be made to groups within Jacksonville State University. Notable groups include an emergency committee, building managers, faculty staff, students, on-campus residents, special needs, and UPD. If an after-action notification is authorized, the senior officer on scene should ensure notification is made to the building managers group promptly before ending the tour of duty. Messages should be short, clear, and concise with information concerning the serious event. Messages should include the date and time, location of the event, the offense, and elements of the crime. Persons receiving these after-action notifications should consider the information sensitive and not notify members of the media or create unnecessary panic. Additional information released to the Office of Media Relations may be made after approval from the Director or his designee.

Initiation of Lockdown Procedures

Suppose the risk assessment determines the need to secure a building or buildings to protect the campus community and prevent an emergency escalation. In that case, the Director of Public Safety or designee will give the order to lock down specific areas or the entire campus.

- Notice that a lockdown has been issued will be broadcasted through the Emergency Notification System and by other appropriate means determined by the Director of Public Safety.
- Leave the area, or the campus, if it is possible to do so safely. Use a zigzag pattern instead of running in a straight line.
- If unable to leave, proceed to an area that can be secured.
- Lock all doors into an area. If it is impossible to lock the doors, place furniture and equipment in front of them to barricade them.
- Some doors open outward. In this situation, use whatever means to restrict entry to the room, including placing furniture and equipment in front of the door or using a belt or other item to tie the door handle to something stable.
- Move to the point in the room most distant from the door entering the room from the outside or from a corridor/hallway. Do not huddle but spread out.
- Close blinds and drapes for concealment.
- Turn off lights. Put cell phones on vibrate; if communication is needed, use text messaging only.
- Remain under lockdown until either advised through the Emergency Notification System with an “ALL CLEAR” message or by the Director of Public Safety, senior administration, or law enforcement personnel that the crisis has been resolved.
- After the lockdown order has been lifted, faculty and staff should attempt to restore normalcy and comfort/assist the room occupants.
- If an assailant enters the room and you cannot flee, consider throwing items at the person to inhibit progress.
- Remember that every emergency is different, and you should always use your best instincts.
- After the emergency, use text messaging to notify your friends and family about your situation. Please try to keep cell phone lines open for emergency personnel.

Appendix L: Severe Weather

I. Introduction. This Severe Weather Plan aims to provide a course of action to be used during severe weather events such as tornadoes, hurricanes, thunderstorms, floods, and winter storms to minimize the potential for injury and loss of life that can result during severe weather. This plan also identifies the most tornado-resistant areas in your building. These areas are not necessarily considered tornado safe; in our judgment, they are the "best available" for locating people during tornado warnings. This plan should be reviewed at least annually by all employees in your area to ensure that everyone knows where the severe weather shelter area is and what to do when the severe weather siren activates (Auburn University [AU], 2007). The University Police Department or a designee will activate the emergency alert system for severe weather or other emergencies.

II. Thunderstorms. Thunderstorms may develop at any time of the year. Although thunderstorms can occur any month, more violent storms happen in the spring and summer. Thunderstorms can be single cells, multicell clusters, multicell lines, and supercells. Supercells always form severe thunderstorms. Thunderstorms typically consist of very high winds, rain, lightning, and in many cases, hail. Typically, the larger the hail is, the stronger the thunderstorm is. Hail $\frac{3}{4}$ inch in diameter or more with winds over 55 mph indicates a severe thunderstorm where tornados are likely to be spawned. Tornado formation is most likely to occur where the hail falls. Another dangerous aspect of a thunderstorm is lightning. The best protection from lightning is to seek cover in a nearby building. Flooding can also occur in low areas and in areas where storm drains are blocked. It is also no surprise that severe thunderstorms can produce damaging winds with or without forming tornados (AU, 2007).

A. **SEVERE THUNDERSTORM WATCH.** A severe thunderstorm watch means weather conditions are such that a severe thunderstorm could develop but has not. This alert usually lasts five or six (5 or 6) hours (AU, 2007).

B. **SEVERE THUNDERSTORM WARNING.** A severe thunderstorm warning means a severe thunderstorm has developed and will probably affect those areas stated in the alert message (AU, 2007).

III. Tornadoes. When an alert is received, all supervisors and instructors shall immediately lead their employees and students to their building's designated cover area. Persons responsible for severe weather radios in the building should unplug them and take them to the cover area to monitor for additional warnings. **All persons located outdoors should seek cover indoors immediately** (AU, 2007).

Exterior doors should not be opened. Under no circumstances should persons leave buildings during a warning (AU, 2007). During a warning, persons should take one of two positions -- the preferred position is kneeling with their head between their knees facing the wall, and the other is, seated on the floor with their backs to the wall. In either case, they should be as low as possible to reduce their potential for injuries from flying missiles, glass, or debris (AU, 2007). If available, some form of covering should be used to protect heads, arms, and legs. The warnings will last an hour from the last siren unless the National Weather Service indicates a shorter time (AU, 2007). Building occupants should remain in the cover area for at least that long unless a new warning is issued, the sirens activate again or the National Weather Service issues a release (AU, 2007). **Listen to your radio for information.** Remember, you typically have only three minutes to reach cover, so **do not delay**. Waiting can mean the difference between life and death. Everyone must be familiar with the location of the severe weather cover area(s) in their buildings and should be briefed on what actions to take when the sirens have sounded (AU, 2007).

Persons in cover should tune to local radio stations, their severe weather radio, and an NOAA weather radio for additional information (AU, 2007). The most common direction of a tornado path is from the southwest to the northeast, but they can come from any direction. Tornadoes are most likely to occur during the afternoon and evening (AU, 2007).

A **TORNADO WATCH** means weather conditions are such that a tornado could develop but has not at this

Jacksonville State University Emergency Operations Plan

time. This alert usually lasts for five or six (5 or 6) hours (AU, 2007).

A **TORNADO WARNING** means a tornado has formed and was indicated by weather radar or sighted and may affect those areas stated in the alert. This alert usually lasts for one (1) hour (AU, 2007).

The most violent storms occur in March, April, May, November, and December. The peak hours are from 12:00 noon until 7:00 P.M. (AU, 2007).

When a tornado approaches or is likely to approach:

1. In Office/Academic Buildings: Go to the designated shelter area for that building. If one has not been designated, stand in an interior hallway on a lower floor, preferably in the basement and away from the windows.
2. In Small Buildings: Go to the basement or an interior part of the lowest level (a closet, bathroom, or interior hall). Try to get under something sturdy. Cover your head with your hands, a cushion, or a mattress.
3. Outside: Seek shelter inside, preferably in a steel-framed, reinforced concrete building or substantial construction. Go to the center of the building on the lowest floor and stay away from windows. If you cannot seek shelter inside, crouch against a building or in a low-lying area. Cover your head with your hands.
4. In Your Vehicle: Get out of your vehicle and follow the instructions in the preceding paragraph.

IV. Hurricanes. As a storm approaches, forecasters may declare a hurricane warning or watch. If it is a warning, be aware that hurricane conditions are expected to develop within 24 hours. A watch indicates that hurricane conditions are possible within 36 hours. If a tropical storm is predicted, it does not mean you can relax. While winds may not be as severe, a tropical storm can develop torrential rain and trigger flooding in coastal areas or along streams.

If a **HURRICANE WATCH** is issued, there are possible hurricane conditions within 36 hours. This watch would activate the EOP, and protective measures should be initiated.

If a **HURRICANE WARNING** is issued, winds of at least 74 mph are expected within 24 hours or less. Once this warning has been issued, departments and EOT (Emergency Operations Team) members should be in the process of completing protective actions and deciding the safest location to be during the storm. Please refer to the Tornado and Sheltering sections for further actions.

V. Floods. A flood occurs when prolonged rainfall over several days, intense rainfall over a short period, or an ice or debris jam causes a river or stream to overflow and flood the surrounding area. Melting snow can combine with rain in the winter and early spring; severe thunderstorms can bring heavy rain in the spring and summer, or tropical cyclones can bring intense rainfall to the coastal and inland states in the summer and fall. Flash floods occur within six hours of a rain event, after a dam or levee failure, or following a sudden release of water held by an ice or debris jam, and flash floods can catch people unprepared. You will not always have a warning that these deadly, sudden floods are coming. So, if you live in areas prone to flash floods, plan now to protect your family and property. The use of the word "flash" here is synonymous with "urgent."

When a Flash Flood WATCH is issued, be alert to signs of flash flooding and be ready to evacuate at a moment's notice.

When a Flash Flood WARNING is issued:

Jacksonville State University Emergency Operations Plan

- Or if you think it has already started, evacuate immediately. You may have only seconds to escape. Act quickly!
- Move to higher ground away from rivers, streams, creeks, and storm drains. Do not drive around barricades . . . they are there for your safety. If you cannot move to higher ground, seek cover on the upper floors of a nearby sturdy building.
- If your car stalls in rapidly rising waters, abandon it immediately and climb to higher ground.
- Do not attempt to drive on water-covered roadways or parking areas. Water may be deeper or flowing more swiftly than it appears.
- If you are indoors and the lower floor is flooded, move to the highest floor possible.
- Do not enter flooded areas such as basements, first floors, vaulted areas, or confined spaces because there is a danger of drowning or electrical shock.

Please refer to the Tornado and Sheltering sections for further actions.

VI. Winter Storms. Winter Storms could affect the entire county at the same time. This type of emergency poses a difficult response effort because of road conditions, which impede or prohibit vehicle movement. Even areas that typically experience mild winters can be hit with a major snowstorm or freezing weather. Winter storms can result in flooding, storm surge, closed highways, blocked roads, downed power lines, and hypothermia. If severe weather such as ice and snow are imminent, University Police will monitor weather conditions.

A. **Immediate Action.** In the event of an overnight winter/severe storm:

The Director of Public Safety advises the President regarding road conditions. The Director of Public Safety monitors current conditions and forecasts from the National Weather Service in Birmingham. To determine road conditions, they also confer with:

- University Police Officers who are on campus working the night shift,
- Jacksonville City Police Department,
- Calhoun County Sheriff's Office, and
- Alabama State Troopers.

B. **Decision.** The President will decide whether to maintain the regular schedule, delay the normal opening time, or close the University until conditions are safer. If weather and road conditions are known the evening before, a decision to alter the normal schedule will be announced on the late evening television news. Suppose weather and road conditions cannot be accurately determined until early morning. In that case, a decision and announcement about the University's operational status will be made as early as possible with a targeted announcement time before 6:00 a.m. If the President or designee alters the schedule or opts to close the University, they will notify the University's Director of JSU News Bureau or designee immediately (University of Memphis [UM], 2007).

The Director of Communications Services:

1. Record necessary information onto Emergency Warning System or other notification systems (See Appendix D)
2. Notify local media.
3. Place the message on the main University Web page.

Based on this information, phone notification trees are activated to notify faculty and staff. If NO CHANGE is made, NO NOTICE will be given to the media or posted on the Web. NO notification of a change in schedule means that the University will operate as usual. The current operational status of the University is always available on the Special Information telephone line, regardless of whether the University is open or closed.

University Policy Emergency Cancellation of Classes & Closing of University Offices details administrative procedures related to compensation of employees and other issues (UM, 2007).

Jacksonville State University Emergency Operations Plan

- C. **Subsequent Procedures/Information.** In the event of a winter/severe storm during the day: The Director monitors current conditions and forecasts from the National Weather Service in Birmingham. To determine road conditions, they also confer with:
- University Police Officers, who are on campus,
 - Jacksonville City Police Department,
 - Calhoun County Sheriff's Office, and
 - Alabama State Troopers

Based on that advice and if conditions warrant, the University President will decide whether to close the University or to alter the schedule. The Office of the President will notify Vice Presidents, faculty, and staff through supervisory channels. If told to leave campus, faculty, staff, and students are asked to do so without delay (UM, 2007).

The Director of the JSU News Bureau will:

1. Record necessary information onto Emergency Warning System (See Appendix D)
2. Notify local media
3. Place the message on the main University Web page.

- VII. **EMERGENCY NOTIFICATION SYSTEM.** Severe weather alerts are transmitted by three means: via pole-mounted sirens stationed at three specific locations near the campus, via severe weather radios located within campus buildings, and the Emergency Warning System (see Appendix D). The sirens and radios are tested audibly on the 1st Tuesday of each month at 4:00 PM (this will not occur if it is storming to prevent confusion). Defective radios should be immediately reported to University Police Department for repair or replacement. Watches and warnings are broadcast via the severe weather radios. You can also hear the siren tones at www.calhounema.org. If you hear an outdoor siren, stay calm! Go indoors and tune in to your local Emergency Alert Station for more information.

- VIII. **SEVERE WEATHER KIT.** Every building will have at least one Severe Weather Kit. Some buildings will have more than one. The kit should include at least the following items:

- Flashlight(s), with extra batteries
- Battery-operated Radio, with extra batteries
- NOAA Weather Radio, if available
- First-aid Kit
- A-B-C-type fire extinguisher
- Several Blankets

- IX. **List of Campus Cover Areas.** All University buildings can be used for cover during a severe weather event; please refer to Appendix H for a list of managers to contact for specific cover instructions.

X. MEASURES TO BE TAKEN WHEN USING A COVER AREA

- A. All doors around cover areas should be closed and secured during a tornado warning.

Jacksonville State University Emergency Operations Plan

- B. Windows and doors with glass panels should be avoided because of potential missiles propelled by high winds.
- C. Chemicals and cleaning supplies should be removed from areas designated for cover use and relocated to a non-cover area.

XI. ADDITIONAL RESOURCES

The Tornado Project Online

One of the most informative websites regarding tornado facts and statistics

www.tornadoproject.com/index.html

NOAA National Severe Storms Laboratory

www.nssl.noaa.gov/

The National Weather Service

Current and Forecasted Weather Conditions, Hazardous Weather Outlook, and Other Resources

<http://www.weather.gov>

Red Cross Tornado Safety

<http://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/tornado#About>

The Weather Channel – Tornado Information

<https://weather.com/storms/tornado-central>

Appendix M: Fire

Purpose. This plan aims to provide a course of action to be used during a fire to minimize the potential for injury and loss of life. A fire may include visible flames, smoke, or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911 (9-911 from a university phone) or University Police Dept. at ext. 5050. For University buildings, the building manager should be contacted, if possible. The building managers shall work with the emergency responders to provide information about the fire's location and cause and assist in a safe and orderly evacuation of the building (University of Virginia [UV], 2007).

All departments should train personnel in fire prevention techniques, portable fire extinguishers, and basic first aid. For assistance in training, contact Public Safety or University Safety.

Immediate Action

1. For the person discovering the fire, remember R-A-C-E (UV, 2007):
 - A. **REMAIN CALM**, and **RESCUE** anyone in immediate danger.
 - B. **ALARM**—pull the nearest fire alarm.
 - C. **CONTAIN** the fire—close all doors but do not lock them—and **CALL 911** (9-911 from a university phone) or University Police Dept. at ext. 5050.
 - D. **EXTINGUISH** the fire only if you can do so safely and quickly and have been trained in fire extinguishers and **EVACUATE** the building using established procedures.

After the fire is extinguished, call 911 or University Police Dept. at ext. 5050 if you have not already done so.

2. For occupants of the building (UV, 2007):
 - A. Close, but do not lock the doors to your immediate area.
 - B. **EVACUATE** the building via the nearest exit. Assist others in exiting the building and go to the evacuation assembly point designated for your building. Proceed to an area at least 300 feet from the building.
 - C. **DO NOT** use elevators.
 - D. Avoid smoke-filled areas.
 - E. Do not block access routes to the building that emergency responders may utilize.
 - F. Await further instructions
 - G. ***Just because the alarm stops sounding does not mean it is safe to re-enter the building.***
 - H. **The responding fire department will normally make decisions regarding re-entry into the building.**
3. For persons evacuating from the immediate fire area:
 - A. Feel the door from top to bottom. If it is hot, **DO NOT** proceed; go back.
 - B. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present, so you do not inhale it.
 - C. If no smoke is present, remain below the smoke by staying close to the ground and even crawling to exit the building via the nearest stairwell or exit. ***Most fatalities related to fires are due to smoke inhalation.***
 - D. If you encounter heavy smoke in a stairwell, go back and try another stairwell.
 - E. Proceed to an area at least 300 feet from the building.

Jacksonville State University Emergency Operations Plan

Decision. The responding Fire Department Incident Commander will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back over to the University. The University Police will choose when to turn control of the scene back over to the facility tenant(s) (UV, 2007).

Subsequent Procedures/Information. Depending on the nature and degree of the fire incident, other support agencies and University resource units may be brought in for service or assistance. For more information on a university building's fire safety and evacuation procedures, consult the departmental evacuation plan (UV, 2007).

Appendix N: Explosions

Purpose. This plan aims to provide a course of action to be used during an explosion to minimize the potential for injury and loss of life. An explosion is caused by a rapid gas expansion from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat, or smoke, falling glass or debris, or building damage (UV, 2007).

Immediate Action (UV, 2007)

1. Get out of the building as quickly and calmly as possible. Call University Police at ext. 5050 or 911 (9-911 from a university phone).
2. If items fall off bookshelves or from the ceiling, get under a sturdy table or desk that will protect against glass or debris.
3. If there is a fire, stay low to the floor and exit the building as quickly as possible.
4. If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
5. Assist others exiting the building and moving to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews.
6. Untrained persons should not attempt to rescue people inside a collapsed building. Wait for emergency personnel to arrive.

Decision. The Incident Commander will make decisions regarding the control and abatement of the explosion incident and will determine if it is safe to re-enter or occupy the building (UV, 2007).

Subsequent Procedures/Information. Depending on the nature and degree of the explosion or incident, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).

Appendix O: Bomb Threat

Purpose. This plan aims to provide a course of action to be used during a bomb threat to minimize the potential for injury and loss of life. A bomb threat may come to the receiver's attention in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please remember that most bomb threats are false and primarily intended to elicit a response from the building occupants. In the case of a written threat, as few people must handle the document as possible, as this is evidence that should be turned over to the University Police Department. If the threat should come via e-mail, save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption (UV, 2007).

Immediate Action (UV, 2007)

1. Remain calm and refer to the attached Telephone Bomb Threat Checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
2. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
3. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
4. Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
5. Attempt to obtain information on a device's location (building, floor, room, etc.) but avoid prompting the caller with names or locations of facilities.
6. Attempt to obtain information on the detonation time and type of detonator.
7. Immediately after the caller has ended the call, notify the University Police at ext. 5050 or dial 911 (9-911 from a university phone). Make this and other notifications on a different phone if possible because officials may be able to trace the call.
8. If the threat was left on your voice mail, do not erase it.
9. Notify the immediate supervisor within your work area.
10. Avoid touching switches or buttons if the caller says the bomb is in your building. Do not change in any way the condition of any rooms affected.
11. Avoid using your cell phone unless you have no other choice, in case it might detonate the bomb.
12. Remain available when law enforcement personnel arrive. They will want to interview you.
13. If the building is evacuated, move as far from the building as possible. Keep the streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

Decision. The decision to evacuate a University facility shall be made after a thorough evaluation of the information available, including but not limited to (UV, 2007):

- The nature of the threat
- The specificity of location and time of detonation
- Circumstances related to the threat (i.e., political climate, series of events leading to the threat, etc.)
- Discovery of a device or unusual package, luggage, etc.

The University Police or other police unit will dispatch a search team and organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions (UV, 2007).

Subsequent Procedures/Information. Staff can be of assistance to the University Police in several ways. Staff will be more familiar with their work area than the police officers. During the search, staff may be asked to identify boxes or objects in their work area. If an evacuation of an academic building is necessary, classes will be dismissed or relocated. If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT. Clear

Jacksonville State University Emergency Operations Plan

the area and immediately call University Police Dept. If a suspicious device, package, bag, etc., is discovered, the University Police will notify the local bomb squad for assistance. If the bomb threat is received by mail, do not handle the letter, envelope, or package any further. Vacate the area at once and call University Police Dept. The decision to resume normal activities in the building will be made jointly by the Chief of Police or a designee in consultation with the President of the University and appropriate individuals in the University administration (UV, 2007).

Bomb Threat Awareness. Several colleges and universities around the United States have received bomb threats via phone and email. These schools have included the University of Iowa, Princeton University, the University of Alaska, Oregon State University, the University of Akron, Kenyon College, and Lorain Community College. Three different threats have been made to Clemson University. All reports were deemed hoaxes after law enforcement investigations. An arrest was made in the University of Akron case, and the origin of the Kenyon College email threat was from an Italian website. Investigations continue in all cases. Also, several financial and commercial institutions throughout the United States have received extortion telephone calls threatening to blow up their organization unless a large sum of money was wired to an overseas bank account. Criminal intelligence analysts are comparing local police reports to identify similarities in the threats. In addition, the FBI has launched a public campaign on how to respond to a potential bomb threat.

The FBI suggests the following steps and questions be asked when responding to a potential phone –bomb threat:

1. Questions to ask the caller (UV, 2007):
 - a. When is the bomb going to explode?
 - b. When did that time start?
 - c. What time is it now by your watch?
 - d. Where is the bomb located right now?
 - e. What does it look like?
 - f. What kind of bomb is it?
 - g. What will cause it to explode?
 - h. Did you place the bomb personally? Why?
 - i. What is your name?
 - j. What is your address?
 - k. What is your phone number?
2. Document the EXACT wording of the threat and the caller's response.
3. Note the caller's apparent gender, race, and age.
4. Note the characteristics of the caller's voice (calm, angry, excited, accent, speech pattern, etc.)
5. Background sounds (street noises, static on the line, etc.)
6. Threat Language (Well Spoken, incoherent, taped, and irrational?)
7. Did the caller appear familiar with the premises?
8. Does the voice sound familiar? If so, who did it sound like?
9. What time did the caller hang up?
10. If you have Caller ID, please record the phone number, if possible.

Jacksonville State University Emergency Operations Plan

Here is where any mental notes from earlier come into play. Information like this can be crucial in identifying the caller and the legitimacy of the threat.

Appendix P: Infrastructure Failure

Purpose. From time to time, Jacksonville State University may experience infrastructure problems that could render the work site unsafe or uninhabitable, such as electricity, computer, steam, water, or telephone failures (UV, 2007).

Immediate Action

1. If a critical incident is experienced relating to water, electricity, or steam, call Capital Planning & Facilities at ext. 5450.
2. If a critical incident is experienced relating to telephone systems, call Telephone Center at ext. 8001 or 5990.
3. If a critical incident is experienced relating to computer systems, call Information Technology at ext. 5201.

For after-hours incidents, please refer to Appendix H (Building Information) for specific managers or call UPD at ext. 5050.

Lighting – Most major campus buildings are equipped with emergency lighting that will provide enough illumination in corridors and stairs for safe exiting. If a major utility failure occurs, contact Capital Planning & Facilities at 256-782-5450.

Elevator Failure – All campus elevators are equipped with emergency phones or emergency bells. Stay calm and use them. Help will arrive shortly.

Structural Damage - The entrances to the floor/area containing the damage are to be blocked off to prevent any pedestrian traffic. The area should be secured to avoid theft of university or personal property. Facility Operations will coordinate a structural inspection of the damaged building. Because of the unknown condition of many structural elements, no one shall be allowed in the damaged area for any reason until the facility is deemed safe by all appropriate authorities. In the event of injury or entrapment, Public Safety will contact local authorities and call them to the scene as appropriate. Facility Operations will coordinate the assessment of how to proceed with the reconstruction process as soon as possible.

Plumbing Problems – For minor plumbing problems or major problems that involve flooding, cease using all electric equipment, vacate the area and notify your supervisor, or contact Capital Planning & Facilities at 256-782-5450.

Gas Leak – Cease all operations, immediately vacate the area, and notify your supervisor and University Police Dept. Do not use electronic phones or equipment until clear of the affected area. If directed or there is a potential danger to the building occupants, evacuate the building.

Ventilation – If smoke or burning smells come from the ventilation system, contact University Police Dept. and report it to the University Safety Office at 256-782-8599. If directed or there is a potential danger to the building occupants, evacuate the building.

Decision. The first responders will determine whether a critical incident exists and will report to the appropriate department heads (UV, 2007). The Chief of Police will notify the EMT (Executive Management Team) and necessary EOT (The Emergency Operations Team) if a critical incident exists.

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).

Appendix Q: Hazardous Material Incidents

Purpose. This plan aims to provide a course of action to be used during a hazardous material incident to minimize the potential for injury and loss of life. A hazardous materials incident may be a spill or release of chemicals, radioactive materials, or biological materials inside a building or the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e., the local Fire Department or the Safety Committee. The University does not have a fire department or HAZMAT Team (UV, 2007).

Immediate Action. Any campus spillage of a dangerous chemical must be reported immediately to the Office of University Safety and University Police Dept. During regular office hours, call 256-782-8599; after office hours, contact University Police Dept. at 256-782-5050. Simple spills should be cleaned up by the person causing the spill.

Major spills or emergencies (UV, 2007):

1. Dial 256-782-5050 or 911 (9-911 from a university phone) and provide the following information: chemical substance involved; building name; floor and room number; type of incident; and name and location of persons who may have been injured or exposed.
2. Vacate the affected area at once and seal it off to prevent further contamination of other areas. Warn everyone that approaches the area.
3. Persons who may be contaminated because they were in the immediate area affected by the spill are to avoid contact with others as much as possible. Remain in the vicinity and give their names to University Safety personnel. Required first aid and clean-up by trained individuals should be started at once.
4. If necessary, because of the danger involved, or if directed, evacuate, assemble at a safe distance, uphill, and upwind of the spill, and designate a person to communicate with the Fire Department.
5. Account for individuals.
6. Wait for and provide information to responders.
7. Notifications and Reporting: Notify Safety Manager and UPD regarding any simple or major hazardous materials spill.
8. Do not return to the building or affected area until JSU police notify you that it is safe.

Decision

1. Determine if emergency responders are needed.
2. Determine if immediate hazards are under control and the situation is stabilized.
3. Determine if the site can be reoccupied or if further remediation or repair is needed.

The user may call for emergency assistance, someone discovering an incident, or the resource or emergency unit receiving a call for help (UV, 2007).

The emergency response agency, i.e., the Fire Department, Environmental Health and Safety Committee, or a HAZMAT team, decides that an incident is controlled and stabilized. Emergency agencies and units may request input for decision-making from university resource units, for example, to determine that re-occupancy is safe (UV, 2007).

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).

Appendix R: Civil Disturbance/Protest

Purpose. In many cases, protests on University Grounds such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exists because of the demonstration (UV, 2007):

- Disruption of the normal operations of the University.
- Obstructing access to offices, buildings, or other University facilities.
- Threat of physical harm to persons or damage to university facilities.
- Willful demonstrations within the interior of any University building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent property damage.
- Unauthorized entry into or occupation of any University room, building, or area of the Grounds, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment, or facilities.

Immediate Action and Decision Maker(s). If any of the above conditions exist, the Jacksonville State University Police should be notified and will be responsible for contacting and informing the EMT members. Depending on the nature of the protest, the appropriate procedures listed below should be followed (UV, 2007):

1. Peaceful, Non-Obstructive Protest

- A. Generally, peaceful protests should not be interrupted. Protestors should not be obstructed or provoked, and efforts should be made to conduct University business as normally as possible.
- B. If protestors are asked, at the President's request, to leave but refuse to leave by regular facility closing time, then arrangements will be made by the President and other EMT (Executive Management Team) members to monitor the situation during non-business hours, or determination will be made to treat the violation of regular closing hours as a disruptive protest.
- C. All demonstrations must conform to the Policy on using University Facilities contained in the Graduate and Undergraduate Records.

2. Non-Violent, Disruptive Protest: If a protest blocks access to university facilities or interferes with the operation of the University (UV, 2007):

- A. The President or a designated administrator will go to the area and ask the protestors to leave or to discontinue the disruptive activities.
- B. If the protestors persist in disruptive activities, the following statement should be read by a selected University administrator as circumstances permit:

I am (name), (title), a representative of Jacksonville State University authorized to make this statement. I am hereby officially requesting and, if necessary, directing you to please leave these premises immediately. I am also notifying you that if you do not leave immediately, you will be in violation of both the University's Standards of Conduct and Alabama Law. The Jacksonville State University does not want that to happen to any of you. Violating the University's Standards of Conduct puts students at risk of being suspended or expelled from the University, and criminal law violations may result in prosecution with costly dollar penalties and/or jail sentences.

- C. If the protestors persist in disruptive behavior after the above administrative message is read, the following statement may be read as circumstances permit:

The University has requested that law enforcement clear this area. Please cooperate with law enforcement. If you fail or refuse to do so, you may be arrested and criminally charged.

Jacksonville State University Emergency Operations Plan

3. Violent, Disruptive Protests: If a violent protest in which injury to persons or property occurs or appears imminent, the following will happen (UV, 2007):

- A. During Business Hours: The University Police will be notified immediately. The Police will, in turn, contact key administrators.
- B. After Business Hours: The University Police will be notified immediately of the disturbance and act as necessary to preserve order and public safety. The Police will investigate the disruption and report and notify the Chief of Police, who will inform other key administrators.

During a threatening disturbance, the following actions should be taken:

- 1. Alert all employees around the situation.
- 2. Lock all doors; secure all files, documents, and equipment.
- 3. If necessary, cease operations and evacuate the building.

If you are the victim or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc. DO NOT TAKE ANY UNNECESSARY CHANCES! Notify University Police Dept. and provide the following information:

- 1. Nature of incident
- 2. Campus location
- 3. Description of person(s)
- 4. Description of property

Avoid provoking or obstructing anyone participating in a disturbance or demonstration.

Assist University Police Dept. when they arrive by supplying them with all additional information and asking others to do the same.

If a class or lecture is disrupted, request the offending person or persons to leave. If they refuse, call University Police Dept.

NOTE: If possible, an attempt should be made to communicate with the protestors to convince them to desist from engaging in violent activities to avoid further escalating possible violent confrontation (UV, 2007).

Subsequent Procedures/Information. If necessary, the Chief of Police or designee will call for assistance from the Jacksonville City Police and Calhoun County Sheriff or other law enforcement agencies. The Chief of Police will call for help if assistance is needed with mass transportation. Efforts should be made to secure positive identification of protestors in violation to facilitate later testimony, including photographs if deemed advisable.

Additionally, efforts should be made to videotape any police action for future reference (UV, 2007).

Appendix S: Emergency Incidents External to the Region

Purpose. Significant events outside our region, either nationally or internationally, may impact the University community or its' operations. Heightened Homeland Security Advisory Levels and activation of specific national response organizations, such as the National Medical Disaster System (NMDS), may require regional actions for mitigation and response on the JSU campus (UV, 2007). NDMS assists American state and local medical agencies in responding to the health effects of peacetime disasters, terrorism, and weapons of mass destruction.

Immediate Action. Upon receiving information from federal, state, or local authorities of a credible threat or significant event and evaluating the effects on the University community, the President's office may decide to have University agencies take preventive actions, such as the completion of preparedness actions called for under each terrorist Threat Level or natural disaster response (UV, 2007).

Decision Maker(s). The President's office, in consultation with the EMT (Executive Management Team), will decide on actions to be taken in the event of a significant incident occurring outside of our region which has an impact on university operations or the community (UV, 2007).

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).

Appendix T: Terrorism

Purpose. This appendix provides additional communication and coordination mechanisms that apply to all annexes when the federal government determines the cause of the emergency to be a terrorist act and when that determination is made, the authorities of the U.S. Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN) and Presidential Decision Directives (PDDs) 39 and 62 are invoked by the FBI and/or FEMA.

Coordination and communication processes outlined in this annex do not supersede or replace existing local operational systems but provide supplemental mechanisms to ensure timely and complete links from the lead federal agencies to key decision makers in each participating jurisdiction.

Scope. The Terrorism Annex intends to enhance existing communications and coordination processes for potential or actual terrorist events at Jacksonville State University that require inter-jurisdictional coordination and information sharing.

A. Responsibilities

- 1. Primary.** The initial responsibility of the Jacksonville State University Police Department (JSUPD) is to provide direction and control at incidents involving possible acts of terrorism. In conjunction with JSUPD, local law enforcement or fire departments will operate in a Unified Command System. Once Federal Agencies have arrived, UPD will take a supportive role in the command structure. The overall incident will follow the Federal Response Plan once federal agencies have arrived and assumed command.
- 2. Supporting Agencies.** Mutual-aid resources will be used in large-scale incidents involving terrorism. This annex will support the communication of timely and appropriate incident information before, during, and after an incident to help local jurisdictions and organizations determine appropriate actions based on the collective regional knowledge of the situation. The Terrorism Annex will also support information sharing among jurisdictions related to the need for local, regional, state, or federal assistance. Supporting agencies include:
 - Local Law Enforcement, Fire & EMS agencies
 - State Hazardous Materials Teams
 - National Guard's Civil Support Team

B. Terrorism Incident Assumptions. To enable all first responders to conduct a safe and effective initial response to a terrorism incident and to allow Jacksonville State University to respond to the consequences presented as the act of terrorism unfolds, the following assumptions are established:

- The event can and will be both a disaster and a crime scene. The event will ultimately come under federal jurisdiction. The response phase may take several hours to several days to complete. Local and regional resources will need to maintain the security of the incident and the crime scene's integrity while mitigation efforts are in progress. The progression of the incident response will be dynamic. The response of numerous emergency response personnel may overwhelm the scene and the personnel dealing with the effects of the incident. The terrorist may observe the response and recovery processes and behaviors, taking notes and identifying potential weaknesses within the system.
- A secondary device and hazard may be present. In an incident involving an explosion, all patients and victims will be searched for a secondary device. A bomb squad will mitigate secondary devices. Teams of Fire, EMS, Law Enforcement, and Bomb Squad personnel may be put together to help minimize the risk of accidental

Jacksonville State University Emergency Operations Plan

secondary device activation. Complete federal response and support could take 24 hours or longer to be operational. Local and regional resources will need to respond accordingly. No single agency, at the local, state, federal, or private sector level possesses the expertise to act unilaterally on the many difficult issues that may arise in response to a threat or act of terrorism, particularly if a Weapon of Mass Destruction is used.

C. Notification (Pre-Incident)

1. Jacksonville State University will use the alert level system to help identify pre-incident actions to minimize the impact of a potential terrorist act.
2. The University's terrorism alert level system will coincide with the State of Alabama Department of Homeland Security and Emergency Management alert system

D. **Notification (Incident Response).** When JSUPD or the local authorities believe an incident involves an act of terrorism, they will notify the FBI.

E. **Coordination.** A field command post will be utilized to coordinate all "on-scene" agencies. The Emergency Operations Center (EOC) may be opened when deemed necessary. The EOC will assist in coordinating resources for the "on-scene" incident commander. The Office of Homeland Security will be responsible for coordinating the non- FRP activities and information from Federal agencies, such as determinations to evacuate federal buildings or to exercise continuity of operations plans.

F. **Crime Scene Activities at a Terrorism Incident.** The response to an incident involving a chemical agent will follow the Specific – Hazard Appendix Hazardous Materials. However, the incident will be considered a "crime scene." Once HAZMAT teams have contained the threat to the public and the patients removed from the scene, the incident will be sealed off from further actions and processed correctly. The JSUPD will be a part of the investigation through the command post. However, it may not be the primary lead investigative agency.

G. **Planning.** The Department of Homeland Security and Emergency Management, along with JSUPD, is responsible for coordinating planning under the Terrorism Annex, including reviewing and revising the Terrorism Annex. All Jacksonville State University departments that could be potentially involved in a terrorism response will contribute to this planning effort. Planning will include a comprehensive assessment of the current capabilities of Jacksonville State University Departments and local jurisdictions to respond to and recover from a terrorist attack.

H. **Training.** Ongoing and scheduled training related to the EOP will be developed and carried out by the University, local, regional, state, and federal agencies and organizations.

I. **Exercise.** For the EOP to be effective, a series of simulations/exercises are to be conducted regularly. The exercise series comprises tabletop exercises, functional communications, coordination drills, and field exercises conducted by JSUPD or other organizations.

J. **Evaluation.** To ensure continuous improvement in this Annex and the EOP, the plans, policies, and procedures are evaluated through real-world experience and exercises.

K. **After Action Reports.** Lessons learned from training, exercises and incidents will be captured in After Action Reports, and the issues tracked to ensure that they are resolved and incorporated into plan revisions as appropriate.

Appendix U: Active Threat

Purpose. This plan aims to provide “best practices” guidance, as recommended by the US Dept. of Homeland Security (DHS), to employees, students, and visitors on campus who find themselves in an active threat situation. DHS defines an active shooter as “an individual actively engaged in killing or attempting to kill people in a confined and populated area.” In its definition, DHS notes that “in most cases, active shooters use firearm(s), and there is no pattern or method to their selection of victims.” Acts of violence can happen anywhere and with no warning. Actions taken during this type of incident must be performed quickly and decisively. Any actions taken will depend on the situation, including the perpetrator’s location, your ability to hide/barricade, etc.

Immediate Action

Evacuate (Run) – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

1. Have an escape route and plan in mind.
2. Evacuate regardless of whether others agree to follow.
3. Leave your belongings behind.
4. Help others escape, if possible.
5. Avoid elevators and staircases, if possible.
6. Exiting via a window may be a viable option.
7. Prevent others from entering an area where the shooter may be.
8. Follow the instructions of any police officers and keep your hands visible.
9. Do not attempt to move wounded people.
10. Call 256-782-5050 or 911 when you are safe.

Hide (Barricade) – If evacuation is not possible, find a place to hide where the active shooter is less likely to see you. If possible, lock the door, and barricade it if it opens inward to prevent entry. Your hiding place should;

1. Be out of the active shooter’s view by turning off lights and finding a location that offers both cover (solid and sturdy walls and doors) and concealment (out of sight);
2. Provide protection if shots are fired in your direction.
3. Not trap you or restrict your options for movement.
4. Be fortified by creating barricades and obstacles.

If the shooter is nearby, you should:

5. Silence your cell phone and turn off any other noise sources.
6. Hide behind large items.
7. Remain quiet.

If possible and without jeopardizing your safety;

8. Dial 256-782-5050 or 911 to alert police to the active shooter’s location.
9. Leave the line open and allow the dispatcher to listen if you cannot safely speak.

Take Action (Fight) – If neither running nor hiding is a safe option when confronted by the shooter, adults in immediate danger should attempt to disrupt and incapacitate the active shooter by:

1. Acting as aggressively as possible against them and taking control of the intruder.
2. Throwing items interfere with the shooter(s) ability to shoot accurately.
3. Yelling.
4. Moving about the room to lessen accuracy.
5. Swarming the attacker and controlling the attacker’s limbs.
6. Secure the weapon, but Do Not have it in your hands.

Decision. After the active shooter or armed intruder has been subdued, the Incident Commander will announce an all-clear and determine if it is safe to re-enter or occupy the building (UV, 2007).

Jacksonville State University Emergency Operations Plan

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance.

Appendix V: Criminal Activity

Purpose. Prompt reporting of any suspicious or criminal activity can help prevent future crimes and lead to the apprehension of the suspects.

Immediate Action. Do not approach or attempt to apprehend persons involved in criminal activity. If you observe a crime in progress or behavior you suspect is illegal, notify JSU Police at 256-782-5050. Report the following information:

1. What the person(s) is/are doing.
2. Where it is happening.
3. Physical and clothing description of those involved.
4. Type of weapons involved, if any.
5. Vehicle description and license plate number.
6. Direction of travel of the person(s) when last seen.
7. Whether the person(s) was on foot or in a vehicle.
8. Is anyone in danger or needs medical attention?

Confidential Crime Tip. JSU offers the Confidential Crime Tip Form that allows persons to report information regarding criminal activity while remaining anonymous. You may find the form online at: <http://www.jsu.edu/police/submit-tip.html>.

If your situation requires an immediate response, Do Not submit this form – call JSU Police at 256-782- 5050 or dial 911 immediately.

Decision. The responding officer will decide whether the situation is criminal and what measures should be taken.

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance.

Appendix W: Suspicious Package

Purpose. Suspicious package is a general term to cover several articles that could pose a potential threat, including letters, packages or parcels, and unattended luggage or backpacks. This document contains response guidelines to incidents where the presence or release of suspicious substances, including powders and liquids, presents the threat of human exposure to harmful agents. While these guidelines are mainly directed at biological and chemical substances, suspicious packages should also be considered for explosives and radioactivity.

Immediate Action

1. Do not open, shake, or disturb the contents. If you have opened it, remain calm.
2. Notify the JSU Police at 256-782-5050 or dial 911 immediately and be prepared to provide the following information:
 - What makes the package suspicious?
 - Are there any liquids leaking from the package?
 - Are there any oily stains on the package?
 - Are there any odors coming from the package?
 - Are there any wires protruding from the package?
 - How long has the package been there?
3. Do not move the letter or package or attempt to examine it further.
4. If you are holding the item, set it down carefully, walk away from it, and wash your hands with soap and water.
5. Keep others out of the area. Close off the area if possible.
6. If possible, limit the use of two-way radios and cell phones near the suspicious item.
7. If the package is leaking a substance or powder and you came into contact with the substance:
 - Remain calm.
 - Keep your hands away from your eyes, nose, mouth, or any part of your face.
 - Notify emergency responders that you have come into contact with the substance.
 - Do not touch others or let others touch you.
 - Wash your hands and arms from the elbow down with soap and water and move to an area that minimizes your exposure.
 - Do not attempt to clean or cover anything that might have spilled from the package.
8. Follow all instructions given by JSU Police and other emergency responders.

If any of these characteristics are present, you may need to consider a letter or package to be suspicious:

- No return address
- Use of restrictive markings
- Excessive packaging material
- Addressed to title only, common words misspelled, poorly typed, or written
- Excessive postage
- Oily stains, discolorations, or crystallization on the wrapper
- Strange odor
- Protruding wires

Decision. The first responders will assess health risks and criminal threats in a suspicious package or material incident. Critical decisions and further response activities are based on these initial assessments.

Jacksonville State University Emergency Operations Plan

Subsequent Procedures/Information. Depending on the nature and degree incident, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).

Appendix X: Earthquakes

Purpose. Earthquakes occur without warning and could cause significant damage, injury, property loss, and life loss. Earthquakes may range in intensity from slight tremors to great shocks and may last from a few seconds to five minutes. They can come as a series of tremors over several days. Earthquakes can trigger several other events, such as landslides, hazardous material releases and spills, and conflagration fires. Public utilities and private infrastructures (such as power, water, sewer, natural gas networks, phone lines, and towers) may be damaged and unusable immediately following an earthquake. Roads, bridges, and highways may become impassible following a significant seismic event (State of Oregon, 2015).

Immediate Action

If you are indoors when shaking starts:

1. Drop/Cover and Hold On – If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms. This position protects you from being knocked down and allows you to stay low and crawl to shelter if nearby.
2. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets filled with heavy objects or glass.
3. Seek cover between seating rows in a classroom or against a corridor wall if in a hallway. If no cover is nearby, crawl next to an interior wall away from windows.
4. Do not attempt to run out of the structure during strong shaking – glass, bricks, and other falling objects pose a high risk near the exterior of buildings during an earthquake, and the earthquakes may be so violent that you cannot run or crawl.
5. Do not get in a doorway
6. Do not use elevators or stairways.
7. If you use a wheelchair, lock the wheels, and cover your head.
8. If you are in bed, lie face down to protect vital organs and cover your head and neck with a pillow.

If you are outdoors when shaking starts:

9. Move to a clear area away from buildings, trees, signs, streetlights, vehicles, and power lines.
10. Once in the open, drop to the ground and cover your head and neck with your hands.
11. Do not re-enter a building until it has been deemed safe by emergency response personnel.
12. If you are driving, pull to the side of the road, stop, and set the parking brake. Avoid stopping under overhead hazards such as overpasses, trees, buildings, and power lines. Stay inside the vehicles until the shaking stops. If a power line falls on the car, stay inside until a trained person removes the wire.

After the earthquake stops:

13. Check persons around you for injuries. Provide first aid but do not move seriously injured persons unless they are in immediate danger.
14. Check for dangerous conditions such as fire, gas leaks, downed power lines, and structural damage.
15. Report injuries and building damage to the JSU Police at 256-782-5050 or dial 911.
16. Evacuate unsafe areas or buildings.
17. Follow instructions from emergency responders and JSU Police.

Decision. The Incident Commander will make decisions regarding the earthquake's damage and determine if it is safe to re-enter or occupy buildings that may have been affected (UV, 2007).

Subsequent Procedures/Information. Depending on the nature and degree of the earthquake, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).

Appendix Y: Medical Emergencies

Purpose. A medical emergency is any problem that could cause death or permanent injury if not treated quickly. It is essential to notify first responders as soon as possible so that medical care can be given in the fastest, most efficient manner possible.

Immediate Action

1. Notify the JSU Police at 256-782-5050 or dial 911.
2. Provide the dispatcher with your name, location, number of persons injured, and a description of the medical emergency.
3. If you are comfortable doing so, administer medical assistance up to your training level. **Never exceed your level of training in a medical situation.** You may do more harm than good if you exceed your level of training.
4. Stay on the phone for instructions on how to assist. If possible, obtain the following information from the patient:
 - Name
 - Any medical information about their current condition
 - Allergies
 - Medications they are currently taking
 - Any additional information regarding their current situation
5. Do not attempt to move the person unless there is an immediate threat to the injured person if they remain in that location.
6. Be sure to wear personal protective equipment and avoid bodily fluids if attempting to assist or move a victim.
7. Send a responsible person to meet first responders outside the building, near the street or entrance to the building, to guide them to where the injured person is.
8. Remain at the scene after emergency personnel has arrived to provide additional information as needed.

Decision. The emergency responders will determine what course of action will take place in dealing with a medical emergency.

Subsequent Procedures/Information. Depending on the medical emergency, other support agencies and University resource units may be brought in for services or assistance.

Appendix Z: Behavioral Concerns

Purpose. The Behavioral Concerns Team (BCT) exists to assess and respond to students, faculty, or staff exhibiting behaviors that indicate distress, cause a disturbance in the community, and present a danger to oneself or others. The goal of BCT is to protect the needs of the individual and the University at large.

Immediate Action. If a JSU employee, student, or visitor to the campus has knowledge of an individual exhibiting behaviors that indicate distress, cause a disturbance in the community, and present a danger to oneself or others, they should address the concern in the following manner:

1. Complete a Behavioral Concerns Form at <http://www.jsu.edu/studentaffairs/behavioral-concerns.html>
2. Keep copies of all evidence supporting their concern.
3. Notify the JSU Police at 256-782-5050 or dial 911.
4. In most cases, UPD will forward a case to the appropriate JSU department for disposition, and if a case needs to be assessed by the BCT, then a meeting should be requested as soon as possible.
5. The individual who made the report should then appear before the BCT to address their concerns during the meeting. Individuals being assessed will not be present during the meeting.
6. The BCT will develop a plan of action to address the case reported by the concerned party.

Decision. The BCT will determine what course of action will take place in dealing with a behavior concern.

Subsequent Procedures/Information. Depending on the seriousness of the behavior concern, other support agencies and University resource units may be brought in for services or assistance.

Appendix AA: Cyber Attacks

Purpose. Information security is a critical asset to this university. Cyberattacks on higher education institutions are becoming more common. JSU employees and students must learn how to secure their data, computers, and JSU's network. The goal of the Department of Information Technology (DIT) is to protect the needs of the individuals and the University at large.

Immediate Action. If a JSU employee or student becomes aware of a suspected information security incident, they should report it as quickly as possible to the Department of Information Technology.

These basic security measures can be used to help protect computer systems, files, and data:

1. Keep passwords secure, do not share accounts, and use caution when giving your personal information on the internet.
2. Ensure that your computer has antivirus and anti-spam software installed correctly and is current.
3. Back up your data by manually backing up your files to another resource, using a backup program, or backing up to the Cloud.
4. Use extreme caution when downloading from the internet or opening e-mail attachments from unknown senders.

Decision. Any employee or student who violated JSU's Information Systems Policies and Procedures may be subject to relevant disciplinary action, up to and including termination of employment.

Subsequent Procedures/Information. Depending on the seriousness of the cyberattack, other support agencies and University resource units may be contacted for services or assistance.

Appendix BB: Infectious Disease/Pandemic

Purpose. This plan defines steps that may be taken by critical areas on campus in the event of an infectious disease outbreak or pandemic in the U.S. and on campus. This document is not a comprehensive campus plan but one that serves as an overview with specific departments having comprehensive plans. Contingency plans have been created for certain diseases. This plan was developed to help reduce an infectious disease outbreak or pandemic virus spreading throughout the university community.

A pandemic is the worldwide spread of a new disease, while an infectious disease outbreak may affect a specific geographic location. A pandemic occurs when a new virus emerges for which people have little to no immunity and for which there is no vaccine. Past influenza pandemics have led to high illness, death, social disruption, and economic loss.

Immediate Action. Suppose a person in the U.S. is stricken with a virus that is declared as being associated with an infectious disease outbreak or pandemic. In that case, the plan will be implemented and continue in force until the danger is gone. The campus will follow recommendations by the Centers for Disease Control and the Calhoun County Health Department in the event of a health crisis. The campus may need to raise awareness regarding the possibility of an infectious disease outbreak or pandemic affecting them. Information may need to be provided about the necessity of following proper hygiene procedures, which include Washing your hands often with soap and warm water—especially before eating and after you cough or sneeze; covering your nose and mouth with a tissue when you cough or sneeze; avoiding touching your eyes, nose, or mouth; and avoiding close contact with sick people.

An infectious disease outbreak or pandemic presents a real threat to any University campus, with our residence halls, classrooms, dining halls, athletic events, and other large gatherings of individuals in close contact with one another. The outbreak may be localized or widespread. Preparedness, planning, training, and exercises are our only defense and are the focus of emergency plans. An infectious disease outbreak or pandemic will require the interactions and collaboration of university community members, local, state, and federal health agencies, and personnel, depending on the outbreak's scope.

Planning for a prolonged period of student dismissal will help the university plan alternate ways to provide continued instruction and services for students and staff. Even if students are dismissed from classes, the university may remain open during an infectious disease outbreak or pandemic. It may continue to provide services to students who must stay on campus and deliver lessons and other services to off-campus students via the Internet or other technologies. Some students, particularly international students, may not be able to relocate during a pandemic rapidly and may need to remain on campus for some period. They would continue to need essential services from the university during that time. These preparedness efforts will benefit our school, faculty, staff, students, and the community, regardless of the severity of the pandemic.

Decision Maker(s). In consultation with the EMT (Executive Management Team), the President's office will decide on actions to be taken in the event of an infectious disease outbreak or pandemic occurring in the U.S. or on our campus.

Subsequent Procedures/Information. Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance (UV, 2007).