



JACKSONVILLE STATE UNIVERSITY

## **Emergency Operations Plan**

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**<http://www.jsu.edu/police>**

# Jacksonville State University Emergency Operations Plan

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## 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. The intent of this Emergency Operations Plan is 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 major 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 that have a direct or supporting role in emergency response, and it 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 to first be made (Virginia Polytechnic Institute and State University [VT], 2005).

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## Acronyms

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

**Hazard:** A potential threat to life and/or 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 system created by the U.S. Department of Homeland Security to provide organization and standards for incident response. NIMS is designed to facilitate 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:** 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 ordered to evacuate while everyone

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else shelters in place. Sheltering in place is generally only used for a short period of time.

**Terrorism:** The threat or use of force or violence against persons and property to achieve political/social ends usually associated with community disruption and/or multiple injuries or death thus impacting both 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 and is employed during incidents that involve several jurisdictions or several 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 first be made. This plan describes the roles and responsibilities of the University's personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Jacksonville State's EOP is a procedural document for organizing, coordinating and directing available resources toward the control of 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). Through the use of Hazard - Specific Appendices (I – BB), this Emergency Operations Plan addresses several specific types of emergencies on an individual basis, 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 in order to accommodate contingencies of various types and magnitudes. The purpose of this plan is to establish clear guidelines detailing the appropriate response to disaster and crisis situations. The goal of this plan is to limit the loss of life and property in the event of an emergency or crisis that affects the operations of Jacksonville State University. The proper use of available resources and personnel is critical to the successful management of 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 his or her 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 a variety of 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 relating to coordination of emergency response actions. This plan incorporates the use of 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 the development, implementation and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

**IV. Mission.** The University will respond to an emergency situation in a safe, effective and timely manner. 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

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**V. Assumptions.** This Emergency Operations Plan is predicated on a realistic approach to the problems likely to be encountered during a major 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 plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- C. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- D. Disasters may be community wide. Therefore, it is necessary for the University to prepare for and carry out disaster response and short-term recovery operations in conjunction 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 segment of the university with long-term implications.

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

#### **Level 0:**

**Definition:** An unplanned event of short duration 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 in accordance with 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 as deemed necessary.
- No outside medical assistance 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.

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## **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 are to 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 both university and/or 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/or property.
- Medical response may be required.
- Some involvement of university insurance may be required.
- An Incident Command Center is established at or near the scene of the emergency.
- A written report, including a narrative, damage estimates, injury report, and agencies involved is prepared by the Incident Commander or his/her designee.
- Members of the university who participated in the response may hold an incident debriefing/critique coordinated by the Incident Commander or his/her 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 in addition to 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/or a significant number of employees or students.
- The incident response may require an extended period of time before it is completely resolved.
- Security procedures will need to be established to protect occupants, evacuees and/or 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 scene of the emergency.
- Emergency Operations Center locations have been pre-determined and one location 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 his/her designee.
- Members of the university that participated in the response will hold an incident debriefing/critique coordinated by the Incident Commander or his/her 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 multiple buildings, a fire affecting an entire residential or academic building, a chemical release causing the evacuation of one or more buildings, 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

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

**Criteria:** Resolution of the incident requires 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 implementation of the university relocation plan, 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 scene of the emergency.
- 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 his/her designee.
- All agencies that participated in the response will hold an incident debriefing/critique coordinated by the Incident Commander or his/her designee.

**Examples:** Large-scale chemical release affecting a significant portion of the university, earthquake, tornado, floods, hurricanes, snow/ice storm (severe weather), major power outage, fire affecting multiple buildings, and building collapse.

**VII. Response Protocol.** The operational aspect of the University's Emergency Response Plan is based upon 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. The use of 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 his/her designee to determine if the response was effective or if the plan should be modified and improved.

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- **Response** – The reaction (s) to an incident or emergency in order to assess the level of containment and control activities that may be necessary. During this phase, generally only preliminary forecast of the impact will be available, and university objectives will be to assure the public welfare, protect critical infrastructures and provide support to emergency response organizations/operations.
- **Resumption** – The process of planning for and/or 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/or 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 major 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 progress of the event and advise the President on appropriate actions requiring his/her 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 as necessary. Communication with their liaison at the EOC shall be maintained by telephone if possible or by radio, cell phone or other means as necessary (VT, 2005).

The EMT's role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and recovery from the incident, the long-term effects of the incident and the needs 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 of 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; Example: special finance 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 information provided by the EOC on the impact of the event on departmental and university operations.
- Determine and convey business resumption priorities and business recovery plans to the EOC.
- Ensure the Incident Commander is functioning in a responsible manner.

**Members:**

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

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- 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. The EOT members are activated, based on the type and nature of the incident, 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 emergency situations (UF, 2005). Responsibilities include either direct management or management thru the functional annexes. The EOT is comprised of 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 necessary 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 be knowledgeable of the overall Emergency Operations Plan. Members must also be available during a crisis situation.

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 /or request 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.

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## 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, 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 the emergency or disaster concerning finances and providing 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 has the ability to provide (UF, 2005). Functional Annexes 1 – 18 will list those agencies that have been designated by Calhoun County as ESF lead agencies, and those departments/divisions that have been designated by JSU as ESF 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, concept of operations, and any subsequent procedures or information needed. See Annexes A – K.

**IX. Declaration of Emergency.** The primary responsibility for monitoring emergency 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, he/she 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).

## Succession Procedures (TBA)

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Full plan activation begins at the discretion of the University's President or his/her 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 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 situation, 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 obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency (UF, 2005). The University Police Department has overall responsibility 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 in which the Emergency Operations Team Members and the Executive Management Team Members may gather and assume their role. 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 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 practices, and that Jacksonville State University is able to 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 his/her 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):

- The Executive Management Team (EMT), composed of lead administrators, establishes the policies and

# Jacksonville State University Emergency Operations Plan

procedures as needed to support emergency operations, and determines business recovery and resumption priorities.

- The Emergency Operations Team (EOT), are 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 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 scene of the emergency. The University Incident Commander heads the EOT. The Incident Commander has responsibility for overall management of the incident and must be fully qualified to manage the incident, but 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 situation, 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 up to date on all-important matters pertaining to the incident. The Incident Commander, or designate in his/her 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 the event of an emergency. Members of the Faculty and Staff 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 type of incident and will be the Incident Commander essentially.
3. **Logistics Section** – obtains and stages resources in support of 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

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The Incident Commander will appoint a Section Chief for each Section as appropriate for the type and scale of 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 building evacuation information shall be distributed to all employees and practice drills are recommended to be held 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 from an alternate location if necessary.

## 2. Faculty and Staff Supervisors

### a. Educate their employees concerning University emergency procedures as well as evacuation procedures for their building and/or areas. It is difficult to drill students on fire safety or building evacuation, so it is essential to have the staff and faculty clearly informed of their duties to (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 to 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/or staff of the emergency and initiate emergency procedures as outlined in this guide.
- (3) Assist with inspecting their assigned building, facility, or area in order 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.

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**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 that critical functions are maintained throughout the course of an incident. The Executive Management Team (EMT) will determine broad university priorities for restoration of 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.

It is recommended that the EMT periodically review and update emergency response and business continuity and recovery plans. It is also recommended that the EMT periodically test these plans to assure 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/or 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. Identification of 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 back up 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 for assuring the compatibility of the plan with similar Federal, State, and local (county and municipal) plans. In addition, UPD will be tasked with the development and maintenance of certain 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

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organization during a 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 made as deemed appropriate to keep the plan current and effective.

- A. **Revisions.** Revisions to the basic plan will be distributed by UPD 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. Specific building plans are prepared by campus building managers 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 of the university for disaster resources.
- C. **Program Administration.** Jacksonville State University's EMT has overall responsibility for policy decisions affecting pre-disaster activities, emergency operations and recovery operations of all divisions, as well as the 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 assuring that 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 the development of these plans can be downloaded and is also located 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 have a thorough understanding of their assigned responsibilities in a disaster situation, as well as 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 in an effective and responsible manner. Training will generally be coordinated by UPD.

Exercises will be conducted as needed to allow all persons involved in emergency response to practice their roles and to better understand emergency operations and their responsibilities under emergency conditions. **University-wide exercises will be held at least once per year, and will consist of tabletop, practical and full-scale staged events as deemed appropriate.** Such exercises will be coordinated by UPD. 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 occurrences in other jurisdictions.**

### Description of Hazard or Threat

Hazards and threats included in this document are a listing of various hazards, man-made, technological, and weather related that could impact 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 damage was on 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 their 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- Fires on campus will continue to occur as the campus continues to grow and attract additional faculty, staff, and students.

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

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## **Hazardous Materials Release or Spill**

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

**Probability:** High- This is a likely event due to the nature of research ongoing at JSU in labs on campus. 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 be working daily with researchers and with personnel who are responsible for buildings containing hazardous material and /or chemicals. Inspections and continued 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 there are many "port probes" that 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 against a cyber-attack. Preparedness for an information attack requires constant and active vigilance to detect an attack early enough to minimize and mitigate against 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 which 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 strains of influenza of pandemic proportion to be probable in the United States. Currently, influenza is primarily spread from human to human through the air. Virus particles are released into the air 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 some protest over the years as well as large civil disturbances as a result of 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 their emergency preparedness plan to include evacuations.

## **Mass Casualties Event**

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

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**Probability:** Medium- A mass casualty event is defined as any event or disaster where local resources are overwhelmed due to the amount 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 in order 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), brief repair work, and other accidents that contribute to outages and/or 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:** Alternate supplies of water and power need to be considered in planning. 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 seismologist and emergency management officials regarding the frequency of earthquakes.

April 2003- 25 km (15 miles) ENE of Fort Payne, Alabama- 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 institutions of higher education which may indicate 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 the targeting of people and buildings, whether political or symbolic, for 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 in a safe and effective manner.

## Appendix B: National Incident Management System (NIMS)

**I. Purpose.** NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating 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. 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 to mitigate the incident risks by providing accurate information, strict accountability, planning and cost – effective operations and logistical support for any incident. NIMS can be used on any kind or size of an incident. It can also be used for planned non – emergency events. Some of the kinds 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 strategy to meet objectives at both the field response and Emergency Operations Center levels.

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

- A. **Command.** Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy. In all incidents there is an identified Incident Commander or a unified command team. These have responsibility for 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

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information and maintains status of assigned resources.

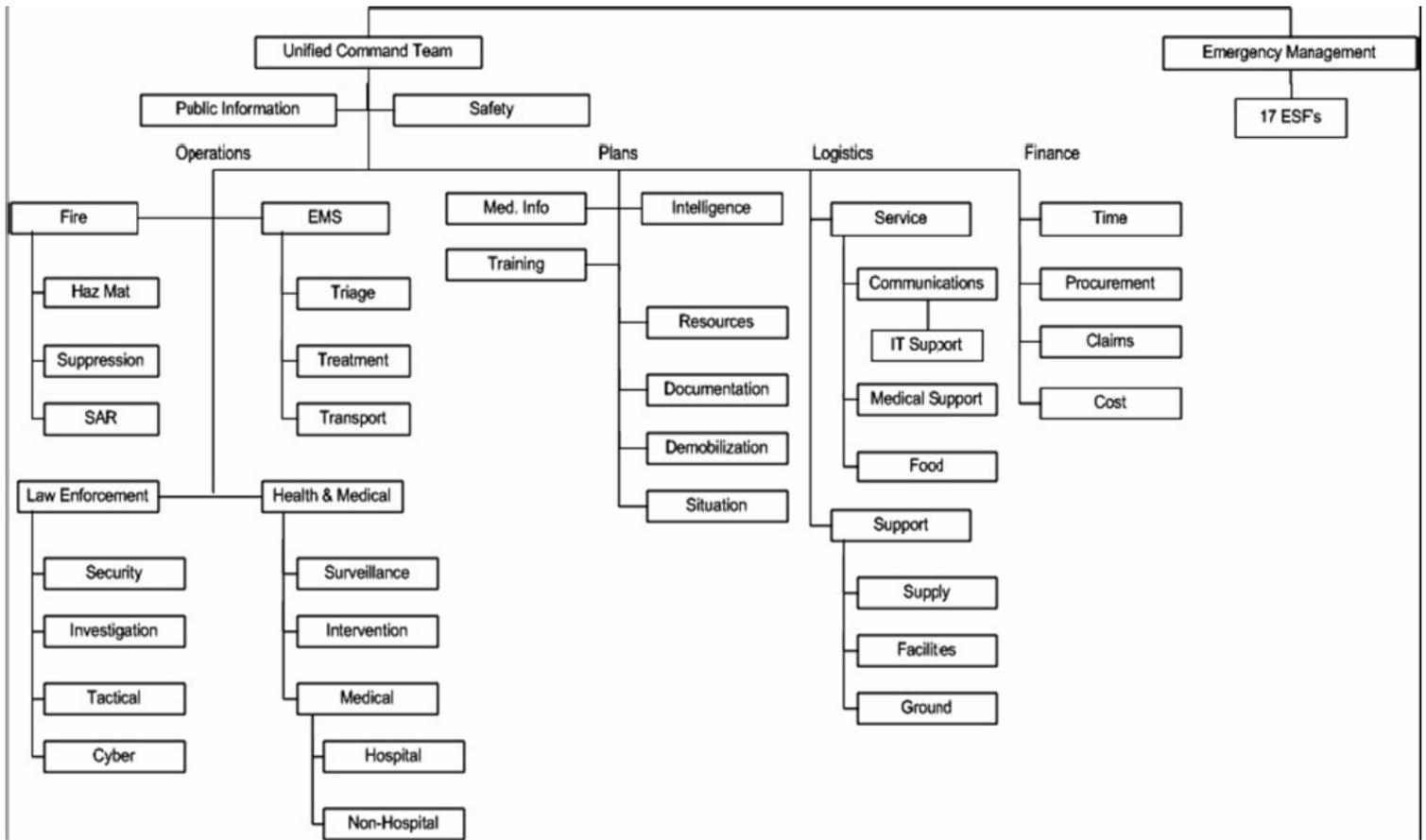
D. **Logistics.** Provides resources and all other services needed to support the organization.

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

On small incidents, the five major activities may be managed by a single individual. 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 of the primary Incident Command System sections 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
<b>Blood and Body Fluid Spills</b>	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.
<b>Bomb Threats</b>	UPD	All bomb threats are to be taken seriously. The majority of 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.)
<b>Catastrophic Emergency</b>	UPD	In the event of an accident, widespread illness, or act of violence resulting in serious injury or unexpected death of a member of the campus community, 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.
<b>Emergency Operations Response</b>	UPD	The Emergency Operations Plan is designed to provide information on how the campus will respond to a wide variety of emergency situations.
<b>Demonstrations and Rallies</b>	UPD	JSU policy allows members or groups within the campus community to express their views on a particular issue or cause. Demonstrations and rallies, however, should not interfere with the operations of the institution. Prior approval for such events must be made through JSU administration and UPD.
<b>Emotional Distress</b>	JSU Counseling	The JSU Counseling Center provides counseling for all members of the campus community and for all levels of emotional distress. Counselors should be contacted directly by the concerned person.

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<b>Fire Emergencies - Non-Residential Facilities</b>	UPD	All fire alarms are to be taken seriously. Evacuation of the facility is mandatory until the signal to re-enter has been given by the fire department or UPD.
<b>Fire Emergencies - Residential Facilities</b>	UPD	University policy requires building occupants to immediately evacuate in the event of fire alarm activation or during any other emergency that requires evacuation. However, there may be other emergency situations in which you may be required to decide on a course of action to protect yourself and the other members of your classroom or apartment.
<b>Hazardous Materials</b>	UPD	Protocols are EVACUATION; then call the JSU Maintenance/UPD/Jacksonville City Fire Rescue and follow their directions.
<b>Lock Emergency</b>	Capital Planning & Facilities	The JSU Locksmith is located in JSU Maintenance; UPD will assist when a door is not securable as a result of a lock malfunction.
<b>Major System Failure</b>	Capital Planning & Facilities	Report any system failure immediately to the 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.
<b>Network or Computer System Outage</b>	Information Technology	Report the outage to Information Technology. Computer services will be restored as soon as possible.
<b>Medical Emergencies</b>	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.
<b>Sexual Assault</b>	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.
<b>Violence or Criminal Behavior on Campus</b>	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><b>Active Threat to Campus:</b> 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 cancelled. There is a serious threat to your safety on the campus. Please see Appendix K for more information (pg. 47).</p>
<p><b>Emergency Evacuation:</b> Due to an emergency situation, 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><b>Emergency Evacuation for Specific Area or Building:</b> Due to an emergency situation, everyone is asked to safely vacate _____. 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><b>Tornado Warning:</b> A tornado warning has been issued for Calhoun County. Please take appropriate safety measures and tune 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 basement of buildings. Salls Hall Basement 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><b>Severe Weather Warning:</b> 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 indicates that a particular weather event is imminent or occurring. <b>Warnings</b> 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><b>JSU Phone Outage:</b> 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>

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<p><b>University Closure:</b> Jacksonville State University is suspending all operations and is closed. All classes are cancelled. Monitor the JSU homepage for further details.</p>	<p>Jacksonville State University is closed/classes cancelled 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><b>All Clear:</b> 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><b>Test Message:</b> 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 annually provide the EMS with any changes to the plan.
  - 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. Be certain that all faculty and staff review and understand the safety procedures defined in the Incident Response Plan.
- D. Identify important assets and how to protect them in an emergency situation.
  - 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 that are 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 situation.
- G. Identify critical reliance on other Units.
- H. Provide training for new hires as necessary.
- I. Communicating 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 air lifting critical patients to area hospitals (Alabama Aviator [AA], 2006). This service is dedicated to transporting the critically injured and ill patients to any facility that best serves the patients' needs (AA,2006).

### II. Criteria for Medical Air Services after coordinating with 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 / or weather conditions and will give an estimated time of arrival. 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 EAEMS region**
7. **Patient information (Type of injury or illness, vital, age, weight, etc.) Age and weight may be approximate, give height if weight greater than 200 lbs.**

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## **Weather**

A request for medical air services should be made even if the weather is doubtful. The final decision (based on weather) to accept or reject a flight is made by the pilot. The pilot has the latest forecast and current weather conditions based on observations and on sight radar (AA, 2006).

## **Stand – By Request**

Put medical air services on standby if the situation is unknown and / or there is a probability that they will 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):

- Maintain eye contact with pilot at all times, he/she will remain in the aircraft while it's 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 in the area of 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 up slope 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 in order to prevent contamination of the crew or patients (s) (AA, 2006). Flight crews do not normally carry protective suits or breathing apparatus. Upon initial radio contact at the scene, the flight crew must be made 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

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### **V. Patient Transport**

If feasible, maintain patient in an environment that will allow adequate initial assessment (inside 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 left side of the aircraft, feet toward the front of the aircraft and head to the rear. One crewmember 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 prior to lift off (AA, 2006).

#### **Transport**

Medical air service helicopters can accommodate one patient. If more than one patient meets 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 of how many patients need transportation tell them and they will place additional aircraft on standby (AA, 2006).

## Appendix H: Building Manager Information

<b>Campus Building</b>	<b>Primary Manager</b>	<b>Ext.</b>	<b>Alternate Manager</b>	<b>Ext.</b>
Anders Hall (Round House)	J. Seth Johnson	5625	Doug Clark	8149
Angle Hall	Allyson Barker	5885	Tina Trussell	5820
Ayers Hall	Jan Case	5119	David Thornton	5359
Ayers Hall (Center for Manufacturing Support)	Dana Ingalsbe	5229	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	Allyson Barker	5885
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	Allyson Barker	5885
Hammond Hall	J. Seth Johnson	5625	Doug Clark	8149
Honors House	David Thompson	5455	Josh Moses	5444
Hopper Dining Hall	Scott Williams	8123	Allyson Barker	5885
Houston Cole Library	John-Bauer Graham	5248	Jodi Poe	8103
Kenamer Hall	Greg Seitz	5368	Greg Bonds	5988
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	Tim Garner	5636	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	Andy Green	5956		
McClure Chapel	Josh Robinson	8492	Terry Casey	5492
McGee Hall	Tim Lindblom	8488	Joe Morgan	5813

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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 Gulledege	8129
RMC/JSU Health Center	Kevin Hoult	5122	Allyson Barker	5885
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
<b>Residence Halls</b>				
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

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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

<b>Apartment Complexes</b>				
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
<b>Carpenters Village</b>				
Pi Kappa Phi	Rochelle Smith	5122	Brooke Lyon	5449
Kappa Sigma	Rochelle Smith	5122	Brooke Lyon	5449
<b>Campus Landmarks</b>				
Quad	Josh Robinson	8492	Terry Casey	5492
TMB Lawn	Josh Robinson	8492	Terry Casey	5492
Dillon Field	Josh Robinson	8492	Terry Casey	5492
<b>Others</b>				
Baptist Campus Ministry				
Ladiga Trail Kiosk				
Jacksonville City Schools				
Wesley Foundation				

## Building Manager’s

### Emergency Response Roles and Responsibilities

**General Expectations:**

- Act as point of contact for routine and special communications pertaining to the building and/or department.
- Develop and maintain “call trees” to communicate with department heads during and outside of normal working hours in the event of an emergency.
- Make yourself familiar with emergency equipment location and 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.

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- Close any open doors along the exit corridor route, if possible.
- Check elevators in your area for stranded subjects (if applicable).
- Note any personnel 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 note of any lighting/equipment that is malfunctioning and forward info to UPD.

### **Responsibilities during a Power Outage:**

#### ***Power outages which 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 normal, 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 which 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 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 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 may include, but not limited to, an actual fire or fire alarm, a bomb threat, a hazardous material emergency, a power failure, 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 floor of each building 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 be familiar with the evacuation routes, which are 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 area or if not designated, 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 to do so 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 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 there is time.
- Occupants should remain quiet in the evacuation process in order to hear directions.

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### **Bomb Threat Evacuation:**

- If the evacuation is due to a bomb threat, be alert to make a note of any unusual packages that may be 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 following Evacuation:**

- DO NOT PANIC.
- Once in the safe area, stay visible.
- Occupants not accounted for will be assumed to be missing and requiring fire fighters' 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 and 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 notification to authorities immediately if someone is missing.
- Report to the building manager and emergency responders the location of any 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 own safety. **Employees and students generally cannot be forced to shelter-in-place; however, there are circumstances when university officials and emergency personnel will recommend that everyone must stay where they are for their own 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 airborne hazards outdoors, and for which 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 common example is the tornado shelters.

In the event that 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 it is best for you to 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 can't 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 severe weather section page on 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 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 there, but again DO NOT force anyone to stay. Keep everyone CALM. Stay away from windows, doors, and outside walls.

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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 abatement 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

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

### Purpose

In the event of a police emergency it may become necessary to lockdown a building or buildings on campus to protect occupants and minimize the overall exposure to danger.

### Definition

A lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort 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 emergency situations where evacuation may pose 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
- Head count 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.

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## **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 when calling 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 the initial call has been received by UPD's dispatch, he/she 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 be used to alert the campus community of a lockdown. You will be sent the message on your registered mailing address cell phone number.

Emergency text to speech or a message will be recorded from the officer's cell phone at the incident 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](http://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 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 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 the number 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

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can go to <http://www.jsu.edu/police/emergencymgt/alertsystem.html> and enter your username and password. Click on 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, 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 to criminal activity, precautions for the safety of faculty, staff, and students, deter false rumors that may spread, etc. Responding officers should evaluate a crime report/scene and have obtained factual information concerning the serious event involving violence and/or potential violence. The senior officer needs to determine if an “after-action notification” should be made to special groups within Jacksonville State University. Currently, special groups include an emergency committee, building managers, faculty staff, and 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 in a timely manner, prior to ending tour of duty. Messages should be short, clear, and concise with factual information concerning the serious event. Messages should include the date and time, location of event, the offense, and elements of the offense. 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**

If the risk assessment determines the need to secure a building or buildings to protect the campus community and to prevent an escalation of the emergency, the Director of Public Safety or designee will give the order to lockdown 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. When running, 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 not possible 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 possible to try 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 that is 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, and 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 then attempt to restore normalcy and comfort/assist the room occupants.
- If an assailant enters the room and you are not able to flee, consider throwing items at the person to inhibit progress.
- Remember that every emergency situation 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.** The purpose of this Severe Weather Plan is 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 to be considered tornado safe; but, 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 during any month, the more violent storms occur in the spring and summer months. Thunderstorms can be single cell, multicell cluster, multicell line, and super cell. 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 in excess of 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 at this time. This alert usually lasts for 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 or glass or debris (AU, 2007). If available, some form of covering should be used to protect heads, arms, and legs. The warnings will last for 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 and 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/or a 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

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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 to 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 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 can't seek shelter inside, crouch against a building or crouch in a low-lying area. Cover your head with your hands.
4. In Your Vehicle: Get out of your vehicle and follow instructions in the preceding paragraph.

**IV. Hurricanes.** As a storm approaches, forecasters may declare a hurricane warning or a hurricane 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 of time, 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, or 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:**

- Or if you think it has already started, evacuate immediately. You may have only seconds to escape. Act

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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 are unable to 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 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 normally experience mild winters can be hit with a major snowstorm or extreme cold weather. Winter storms can result in flooding, storm surge, closed highways, blocked roads, downed power lines and hypothermia. In the event 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, he/she also confers 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 normal 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. If weather and road conditions cannot be accurately determined until the very early hours of the morning, a decision and announcement about the University's operational status will be made as early as possible with a targeted announcement time of before 6:00 a.m. If the President or designee alters the schedule or opts to close the University, he/she 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).

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- 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, he/she also confers 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 each of the Vice Presidents and faculty and staff will be notified through supervisory channels. If notified 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](http://www.calhounema.org). If you hear an outdoor siren, stay calm! Go indoors and tune 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 on Campus Cover Areas.** All University buildings are capable of being 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.

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- B. Window 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 web sites regarding tornado facts and statistics

[www.tornadoproject.com/index.html](http://www.tornadoproject.com/index.html)

#### **NOAA National Severe Storms Laboratory**

[www.nssl.noaa.gov/](http://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.** The purpose of this plan is 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 location of the fire, the cause of the fire, and to assist in a safe and orderly evacuation of the building (University of Virginia [UV], 2007).

All departments should train their personnel in fire prevention techniques, the use of 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 the use of 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.
  - C. **DO NOT** use elevators.
  - D. Avoid smoke-filled areas.
3. For persons evacuating from the immediate fire area:
  - A. Feel door from top to bottom. If it is hot, **DO NOT** proceed; go back.
  - B. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
  - C. If no smoke is present, exit the building via the nearest stairwell or exit.
  - D. If you encounter heavy smoke in a stairwell, go back and try another stairwell.

**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 decide 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 fire safety and evacuation procedures for a University building, consult the departmental evacuation plan (UV, 2007).

## Appendix N: Explosions

**Purpose.** The purpose of this plan is 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 expansion of gas 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 are falling off of bookshelves or from the ceiling, get under a sturdy table or desk, that will give protection 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 in exiting the building and move to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews.
6. Untrained persons should not attempt to rescue people who are 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.** The purpose of this plan is 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 attention of the receiver 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 keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that as few people 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, make sure to 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 immediately 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 the location of a device (building, floor, room, etc.) but avoid prompting the caller with names or locations of facilities.
6. Attempt to obtain information on the time of detonation 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.
9. Notify the immediate supervisor within your work area.
10. Avoid touching any switches or buttons of any kind, if the caller says that 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 will 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. As the search is conducted, 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

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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/or 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 separate 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 web site. 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 – in 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 caller's response.
3. Note the apparent gender, race, age of the caller.
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 caller hang up?
10. If you have Caller ID, please record the phone number, if possible.

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

## Appendix P: Infrastructure Failure

**Purpose.** It is understood that 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 the 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 the 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. In the event of a major utility failure 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, and the area should be secured to prevent 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 you are clear of the affected area. If directed, or if there is 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 if there is 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). In the event that a critical incident exists, the Chief of Police will notify the EMT (Executive Management Team) and necessary EOT (The Emergency Operations Team) members.

**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.** The purpose of this plan is 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 to 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 normal 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 to do so, evacuate, assemble at a safe distance, 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 you are notified by JSU police that it is safe to do so.

### 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 decision to call for emergency assistance may be made by the user, a person discovering an incident, or the resource or emergency unit receiving a call for assistance (UV, 2007).

The emergency response agency, i.e. the Fire Department, Environmental Health and Safety Committee, or a HAZMAT team makes the decision 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: Major Demonstration

**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 as a result 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 damage to property.
- 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 the use of University Facilities contained in the Graduate and Undergraduate Records.

2. Non-Violent, Disruptive Protest: In the event that 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.*

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3. Violent, Disruptive Protests: In the event that a violent protest in which injury to persons or property occurs or appears imminent, the following will occur (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 take action 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 in the area of 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 ask 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 in order to avoid further escalation of possible violent confrontation (UV, 2007).**

**Subsequent Procedures/Information.** If it becomes 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 as needed. If assistance is needed with mass transportation, the Chief of Police will call for assistance. 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 of our own region, either nationally or internationally, may have an impact on the University community or its' operations. Heightened Homeland Security Advisory Levels, activation of certain national response organizations, such as the National Medical Disaster System (NMDS) may require regional actions for mitigation and response on JSU campus (UV, 2007). NDMS assists American state and local medical agencies 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 but 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 applies to all annexes when the cause of the emergency is determined by the federal government 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 instead provide supplemental mechanisms to insure timely and complete links from the lead federal agencies to key decision makers in each participating jurisdiction.

**Scope.** The Terrorism Annex is intended to focus on enhancing 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 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 at the large-scale incidents involving terrorism. This annex will support the communication of timely and appropriate incident information before, during, and after an incident to support local jurisdictions and organizations in determining 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

**BT 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:

1. 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 security of the incident and the integrity of the crime scene 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.
2. A secondary device and hazard may be present. At an incident involving an explosion, all patients and victims will be searched for a secondary device. Secondary devices will be mitigated by a bomb squad. Teams of Fire, EMS, Law Enforcement, and Bomb Squad personnel may be put together to help minimize the risk for an accidental secondary device activation. A full federal response and support could take 24 hours or longer to

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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 from 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. When deemed necessary, the Emergency Operations Center (EOC) may be opened. The EOC will assist in the coordination of 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 properly. 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 review and revisions of 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/or organizations.

I. **Exercise.** In order for the EOP to be effective, a series of simulations/exercises are to be conducted on a regularly scheduled basis. The exercise series is comprised of tabletop exercises, functional communications and coordination drills, and field exercises conducted by JSUPD or other organizations.

J. **Evaluation.** To ensure continuous improvement in this Annex and in 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 Shooter

**Purpose.** The purpose of this plan is 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.”

### 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 located;
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** – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should;

1. Be out of the active shooter’s view by turning off lights and covering viewpoints into the room;
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 sources of noise;
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 or hiding is a safe option when confronted by the shooter, adults in immediate danger should attempt to disrupt and/or incapacitate the active shooter by:

1. Acting as aggressively as possible against him/her and taking control of the intruder;
2. Throwing items to 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 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 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 that are involved in criminal activity. If you observe a crime in progress, or behavior you suspect is criminal, immediately 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 needing 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 make a decision regarding whether the situation is criminal or not 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 being used as a general term to cover a number of articles that could pose a potential threat, to include 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 provide the location of the item, a description including size, and your location and contact number.
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 and walk away from it, then 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 wrapper
- Strange odor
- Protruding wires

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

**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, loss of property and loss of life. Earthquakes may range in intensity from slight tremors to great shocks and may last from a few seconds to as long as five minutes. They can come as a series of tremors over a period of several days. Earthquakes can trigger a number of 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 also 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 that is 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 use elevators or stairways.
6. If you use a wheelchair, lock the wheels and cover your head.
7. If you are in bed, stay there lying face down to protect vital organs and cover your head and neck with a pillow.

#### If you are outdoors when shaking starts:

8. Move to a clear area away from buildings, trees, signs, vehicles, and power lines.
9. 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:

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

**Decision.** The Incident Commander will make decisions regarding the damage from the earthquake and will 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 important 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 dial911.
2. Provide the dispatcher with your name, location, number of persons injured, and a description of the medical emergency.
3. Stay on the phone for instructions as to how you can assist.
4. Do not move the person unless there is an immediate threat to the injured person if he/she remains in that location.
5. Be sure to wear personal protective equipment and avoid bodily fluids if attempting to assist or move a victim.
6. Send a responsible person to meet first responders outside of the building, near the street or entrance to the building, to guide them to where the injured person is located.

**Decision.** The emergency responders will make the determination as to 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 who are exhibiting behaviors that indicate distress, cause a disturbance in the community, and/or 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.** In the event that 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/or present a danger to oneself or others, he or she 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 dial911.
4. In most cases, UPD will forward a case to the appropriate JSU department for a 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 make the determination as to 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. It's critical for JSU employees and students to learn how to secure their data, their computer, 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.** In the event that 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 out on the internet.
2. Make sure that your computer has antivirus and anti-spam software that is installed correctly and 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 when opening e-mail attachments from unknown senders.

**Decision.** Any employee or student found to have 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 assist in the reduction of 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 certain 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 levels of illness, death, social disruption, and economic loss.

**Immediate Action.** In the event that a person in the U.S. is stricken with a virus that is declared as being associated with an infectious disease outbreak or pandemic, the plan will be implemented and will continue in force until the danger is gone. Campus will follow recommendations made by the Centers for Disease Control and the Calhoun County Health Department in the event of a health crisis. Awareness may need to be raised on the campus 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 includes 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 scope of the outbreak.

Planning for a prolonged period of student dismissal will help the university to plan for 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 and may continue to provide services to students who must remain on campus and provide lessons and other services to off-campus students via Internet or other technologies. Some students, particularly international students, may not be able to rapidly relocate during a pandemic 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 be beneficial to our school, faculty, staff, students, and the community, regardless of the severity of the pandemic.

**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 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).