



University of Central Arkansas Police Department

EMERGENCY OPERATIONS PLAN

**POLICE DEPARTMENT
OFFICE OF EMERGENCY MANAGEMENT
UNIVERSITY OF CENTRAL ARKANSAS**

**REVISED: APRIL 2017
SUPERSEDES: OCTOBER 2012**

Protecting and Serving the Academic Community

EMERGENCY OPERATIONS PLAN

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LETTER OF PROMULGATION

This Emergency Operations Plan (EOP) for the University of Central Arkansas is intended to provide a framework within which to structure the response and resources of the University to an emergency incident affecting the University. The comprehensive Emergency Operations Plan is activated when an emergency affecting the University reaches proportions that cannot be handled by established measures. This emergency may be sudden and unforeseen, or there may be varying periods of warning. Both this EOP and the larger, more robust Emergency Management Plan are intended to be sufficiently flexible to accommodate contingencies of all types, magnitude and duration.

This plan is approved and formally adopted as the University of Central Arkansas Emergency Operations Plan. It is designed to comply with all applicable federal and state regulations and to provide the policies and procedures to be followed in dealing with any emergency and/or disaster. This plan is in accordance with existing Federal, State and local statutes. The National Incident Management System (NIMS) and Incident Command System are incorporated into the plan and will be implemented in the event of an emergency.

This plan supersedes all other University of Central Arkansas emergency plans. The University of Central Arkansas Police Department, under the direction of the Associate Vice President/Chief of Police or designee, is granted authority and responsibility for executing this plan when called upon. All UCA units, departments, and colleges shall abide by and cooperate fully with the provisions described or referenced herein.

Adopted on the _____ of _____ 2017

President, University of Central Arkansas

Chief of Police,
University of Central Arkansas

Section 1 Emergency Plan Fundamentals

1.1 Purpose of the Plan

The University of Central Arkansas Emergency Operations Plan (EOP) is designed to provide the necessary guidance to organize and direct University operations in the event of a major emergency or disaster.

The plan goal is to provide a means to utilize University resources to PREPARE for, and prevent, potential emergencies whenever possible and deal effectively with the effects of these events if they do occur; RESPOND to save lives and protect property; and promote a means to RECOVER and resume the normal mission and critical business functions of the University. In all of these efforts, the University will continue to MITIGATE as many hazards as possible to promote a disaster resistant atmosphere.

Additionally, this plan is compliant with the National Incident Management System and the Incident Command System as outlined by the Department of Homeland Security. The plan is designed to bring the user to the point of knowing what is to be done, and who is to do it.

The purpose of the EOP is to enable first and subsequent responders and management staff to perform the essential emergency planning and response functions that will save lives; establish responsibilities necessary to performing these functions; prevent, minimize and repair damage; and to ensure continuity of operations so that essential services may continue to be provided to the University and its community. Specifically, effective management of emergency efforts includes the following:

- Overall managing and coordinating of emergency operations including on-scene incident management.
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations.
- Requesting and allocating resources and other related support.
- Establishing priorities and adjudicating conflicting demands for support.
- Coordinating inter-jurisdictional mutual aid.
- Activating and using communication systems.
- Preparing and disseminating emergency public information.
- Disseminating community warnings and alerts.
- Managing the movement and reception of persons in the event an evacuation is ordered.
- Responding to requests for resources and other support.
- Restoring essential services.

This plan assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response efforts and critical support services, and provides a management structure for coordinating and deploying essential resources.

All departments within the UCA community should become familiar with this plan. As appropriate, they should formulate their own action plans or emergency operations checklists to complement this plan, and submit a copy to the Chief of Police for review and approval. The Chief of Police will seek assistance as necessary from other University staff in evaluating the appropriateness of plans submitted for review. The UCA Police Department will maintain a copy of all plans and forward copies of approved departmental plans to the President.

Campus emergency operations will be conducted within the framework of the University guidelines. Any exception to these procedures will be conducted by, or with the approval of, the University administrators directing and/or coordinating the operations.

An Emergency Management Planning Committee, chaired by the Chief of Police, shall meet at least annually and after major events to review the University's EOP for necessary updates and revisions. All changes recommended by the Chief of Police will be submitted in writing to the President for approval and inclusion in the plan.

1.2 Reference and Authority

The University of Central Arkansas has adopted NIMS as its emergency incident management system. In conjunction with Homeland Security Presidential Directive 5, the National Incident Management System, Code of Federal Regulation 44, Department of Education, and state and federal legislation, the Emergency Operations Plan of the University of Central Arkansas is designed to complement response and recovery protocol at all levels of government.

- The *Arkansas Campus Security Enhancement Act* Act 1400 of 2009
- National Incident Management System December 2008
- HSPD – 5, Response to a domestic incident February 2003
- HSPD – 8, National Preparedness December 2003
- Section 10, A.C.A. 12-75-101 et al 1973 – 2010
- Code of Federal Regulations 44, chapter 1 2003 & 2007
- Stafford Act June 2007
- State of Arkansas Emergency Operations Plan 2010, as amended.
- Faulkner County Emergency Operations Plan 2010
- University of Central Arkansas Police General Orders Section 9
- Public Law 81-920 - Federal Civil Defense Act 1950 as amended.
- Public Law 93-288 - Disaster Relief Act 1974 as amended.
- Public Law 99-499 - Re-Authorization Act 1986 as amended

- State and Local Guide (SLG) 101, September 1996, Guide for All-Hazard Emergency Operations Planning published by Federal Emergency Management Agency

1.3 Scope of the Plan

The EOP is a campus-level plan that guides the emergency response of appropriate UCA personnel and resources during an emergency. It is the official Emergency Operations Plan for UCA and supersedes previous plans and precludes employee actions not in concert with the intent of this plan or the emergency organization created by it. 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 or any appendices and annexes hereto.

The EOP and UCA's emergency management organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities. It applies to all activities conducted by UCA personnel, students and visitors. The emergency management procedures for specific buildings/facilities and departments are consistent in framework but may vary in scope based upon individual activities, operations and hazards.

This EOP may be activated during any of the following incidents, which may include, but are not limited to:

- Active Shooters
- Aircraft incidents
- Bombs
- Chemical, Biological, Radiation, Nuclear, Explosive incidents
- Civil Disorder/Disturbances
- Cyber Attacks
- Earthquakes
- Explosions
- Fires
- Floods
- Mass casualty incidents
- Medical/Psychological Emergencies (epidemic, poisoning, threats of harm to self, others)
- Snow Emergencies
- Structural Collapse
- Transportation accident (accident involving University or other vehicle accident involving commercial conveyance carrying University personnel)
- Terrorist-Related Disturbances or Attack
- Tornados
- Utility Emergencies

- Violent or Criminal Incidents (hostage or barricaded subject, homicide, serial crime)
- and Others

1.4 Assumptions

The University EOP can provide a realistic approach to the problems likely to be encountered on campus during a critical incident, crisis, or disaster. Therefore, the following general assumptions can be made:

- The University of Central Arkansas may experience natural, technical, man-caused emergencies, or disasters, at any time.
- Outside resources or assistance may be delayed.
- Media events must be properly addressed.
- Human resource requirements during the emergency must be sustainable.
- Communications are likely to be disrupted or compromised.
- The university has 12 times the population density of the city of Conway. The potential for loss of human life during a regional disaster is exacerbated by this fact.
- The University of Central Arkansas Police Department (UCAPD) is the primary emergency response organization for the university and will have the capability to cope with most disaster situations. Coordination between the UCAPD and the city and county government is necessary in order to respond to disasters threatening life or property.
- Persons on campus must be controlled.
- Nonessential persons must be restricted from the incident site.
- The University of Central Arkansas will make efforts to mitigate any disaster/emergency situation. Efforts to educate the population on all possible disasters/emergencies shall be made.
- Advance warnings of most natural disasters and some man-caused disasters will be received in time to warn the UCA community prior to impact.
- Each functional area will obtain and keep current maps and charts required to fulfill its assigned responsibilities.
- City, county, state, federal, and volunteer organizations will provide needed assistance to cope with a disaster after university resources have been exhausted or if resources are not available at the university level.
- In the event of major earthquake or tornado damage, or any regional disaster, little if any assistance would be available from other areas for several days. If a major regional disaster should occur, the university will be required to sustain itself, establish incident command, communicate to all levels of government, and respond to the incident.

- The University of Central Arkansas has declared the National Incident Management System (NIMS) and the Incident Command System (ICS) as the primary method to prepare for, respond to, and manage critical incidents.

1.5 Mission and Concept of Operations

It shall be the emergency mission of UCA to respond to any critical incident, crisis, or disaster in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Preservation of Human Life
- Priority II: Preservation of Order
- Priority III: Mitigation of Immediate Threats to Life
- Priority IV: Preservation of Property
- Priority V: Restoration of University Services and Operations

It is anticipated that, as operations progress from Priority I through Priority V responses, the administrative control of the campus will transition from the NIMS/ICS structure back to the UCA organizational structure.

When an emergency occurs, this plan is invoked for the emergency and a multiple-tier graded approach is utilized for response. Initially, the UCA Police Department (UCAPD) assumes Incident Command (IC), makes appropriate notifications and initiates mitigation and protective actions. When the event requires support for police, fire or emergency medical services (EMS) operations, appropriate agencies/organizations are notified and respond. Depending upon the nature of the event and in accordance with NIMS, the UCAPD Incident Commander may utilize a “Unified Command” structure with other agency response personnel.

When required, the Emergency Operations Center (EOC) may be activated to support the ongoing response. The EOP has been developed and personnel have been trained and assigned to the EOP to promote integration for a multi-organization response, if required.

1.6 Classification of Events

Level 1 Emergency – Critical Incident: A Level 1 emergency is defined as a minor to moderate critical incident wherein campus resources are adequate and available to address the emergency. The effects of the incident are local, and impact to the university will be a disruption for one day or less.

Level 2 Emergency – Crisis: A Level 2 emergency is defined as a moderate to severe crisis wherein campus resources may not be adequate and mutual aid may be required on a larger basis. The effects of the incident are local and

the impact to the university will be a disruption of services for one to three days.

Level 3 Emergency – Disaster: A Level 3 emergency is defined as a major disaster wherein resources in or near the impacted area are overwhelmed and extensive city, county, state, and/or federal resources are required. The effects of the incident may be local or regional, and the impact to the university will be a disruption of services for four or more days.

Note: An incident does not have to meet all the criteria to be elevated to the next higher emergency level so long as justification exists to do so. Executive discretion should be applied when determining the appropriate emergency level.

The following matrix is designed to assist in determining the appropriate Emergency Level:

UCA Emergency Level Matrix Emergency Level Indicators	Emergency Level 1	Emergency Level 2	Emergency Level 3
The campus resources are adequate to respond to the incident	X		
Additional off campus resources or assistance is needed to respond		X	X
The scope of the incident is on campus only	X		
The scope of the incident includes areas off campus		X	X
There are multiple agencies County, State or Federal agencies responding			X
Local assistance is needed to respond		X	
The impact of this incident will affect the campus for less than one day	X		
The impact of this incident will affect the campus for one to three days		X	
The impact of this incident will affect the campus for four or more days			X

1.7 Rational Considerations in Emergency Response

Emergency management planning for a university must include two primary considerations. First, a university will have dramatically higher population density than the surrounding community, thereby increasing the number of people who are exposed to hazards which would normally be distributed over a greater area in a local community setting. This increase in density also increases the number of functionally and mobility impaired persons, thus creating unique challenges in providing for the security of those members of the population who are most vulnerable during an emergency. Secondly, the

university possesses very limited response capability. Preparedness, coordination, effective planning and training will mitigate the effects of a disaster and enhance response and recovery.

1.8 Campus Evacuation

The University of Central Arkansas has established guidelines for evacuating buildings and larger campus sectors due to a bomb, chemical-biological, hazardous material, fire, or natural disaster threat. In any emergency or threat environment, it is the policy of the UCA Police Department to determine the necessity and the means to evacuate students, faculty, staff and visitors from imminent danger. The safety of persons, including emergency service providers, is the first priority in a threatened area. It is essential that evacuations be planned and carried out systematically, efficiently and in a manner that gives primary consideration to the protection of human life.

There are three levels of evacuation:

- **Shelter-In-Place** is used when the safest course of action is to stay where you are at or move to a safer location within a building. Pertinent details as to where to shelter will be given through text messages, and audible voice alarm, or as posted within the given building.
- **Partial Evacuation** is the evacuation of segments of the campus from a potential hazard, such as bomb, violence, or hazardous material.
- **Complete Evacuation** closes the campus. Once each building is secured the gates on the campus will be closed and locked with controlled access on non-gated roads.

The decision to evacuate a building, area, or campus will be made after an assessment of the situation by the highest ranking officer on duty, or the incident commander. The decision will consider the potential for loss of life or injury, speed of onset, and severity of the incident. Where the loss of life or injury is imminent the on-scene commander has the authority to clear/evacuate the danger area. Refer to UCA Police General Order 9.1.2.

After the situation has been deemed safe, the incident commander will coordinate with the emergency management policy group for the return of students, staff, and faculty through the UCAAlert notification system, as well as all applicable media sources.

1.9 Plan Administration and Implementation

The administration and implementation of the EOP is the responsibility of the AVP/Chief of Police, who will also designate an Emergency Management Director, who will serve as the EOC Coordinator and will coordinate campus-wide emergency preparedness activities on a daily basis.

1.10 Plan Development and Maintenance

The Emergency Management Director, under the direction of the AVP/Chief of Police, is responsible for ensuring that the EOP is updated annually and that necessary changes are prepared, coordinated, approved, published and delivered.

SECTION 2 GOVERNANCE, COMMAND AND CONTROL

2.1 Response Approach

The UCA Emergency Operations Plan cannot foresee all emergency response situations or needs; therefore, it will lay the framework whereby the university response teams can respond to any eventuality through a flexible, scalable, coordinated and integrated protocol with response partners.

The key component of this plan is the coordination between various echelons of emergency management which provides communication with all levels of government to include city, county, state and federal authorities. The National Response Framework (NRF) and the National Incident Management System (NIMS) provides sound integration and the framework to establish partnerships in response. The University of Central Arkansas has established NIMS/Incident Command System as its emergency response protocol.

2.2 Response Partners

The University of Central Arkansas lies within the political boundaries of the state of Arkansas, the county of Faulkner, and the city of Conway. The incident management systems adopted by the university mirror that of the city and county. Coordination for incident response will be at the lowest level possible beginning with the individual responder. As resource capability to respond is surpassed for the responder, department, city, or county, coordination will be elevated to the next higher echelon for response support.

2.3 Authority

The President of the University of Central Arkansas is responsible for ensuring the ongoing mission of the University. In the event of a major emergency or disaster, the President is responsible for the University's response to the emergency, maintenance of operations, and protection of the physical and academic environment of the University.

2.4 Declaration of a Campus State of Emergency

The University President has the authority to declare a State of Emergency on campus. Most times, such a declaration will be made upon the recommendation of the AVP/Chief of Police with the advice from the University's Executive Staff. A state of emergency may be declared when:

- Emergent conditions exist on or within the vicinity of the campus as a result of a natural or human-caused disaster, a civil disorder

which poses the threat of serious injury to persons or damage to property, or other seriously disruptive events; and

- Extraordinary measures are required immediately to avert, alleviate, or repair damage to University property or to maintain the orderly operation of the campus.

When a State of Emergency has been declared, the campus may be closed or access restricted to certain buildings at the discretion of the UCA Chief of Police. Persons who do not have an emergency response role, or who cannot show proper identification or authorization that establishes that they have legitimate business on campus may be denied entry.

2.5 Sample 'State of Emergency' Memo

<i>DECLARATION OF A CAMPUS STATE OF EMERGENCY</i>		
<i>Date:</i> _____	<i>Time:</i> _____	<i>As a result of</i>
<i>: _____ occurring on : _____ at</i>		
<i>: _____ conditions of peril to the safety of persons and property have arisen within the University of Central Arkansas campus, warranting the necessity for, and declaration of, a campus State of Emergency. These conditions cannot be fully responded to with available University resources. The University of Central Arkansas emergency policies and procedures empower the President to declare a campus State of Emergency when the campus has been affected by an emergency or disaster. A declaration of emergency is made to protect the lives and property of the University of Central Arkansas and to comply with laws and regulations for requesting assistance from local, state and federal agencies. During these emergency conditions the powers, functions, and duties of the emergency organization of University of Central Arkansas shall be those prescribed by the University of Central Arkansas Emergency Operations Plan. The State of Emergency shall be deemed to continue to exist until its termination is declared by the President of the University of Central Arkansas. A copy of this declaration will be forwarded to the appropriate officials of the City of Conway, Faulkner County, Arkansas Department of Higher Education, and the State of Arkansas.</i>		
<hr/> <i>/s/ President, University of Central Arkansas</i>		

2.6 Order of Succession

The official delegation of both authority and responsibility is conferred to the following administrators to make decisions on behalf of the president in emergency situations in which the president is not available or disabled. The "line of succession" for the chain of command during major emergencies is as follows:

- President
- Chief of Staff / Vice President for University Relations

2.7 Emergency Policy Group

The Emergency Policy Group (EPG) reports to the President of the University. The EPG is comprised of the senior executives of the university. Within the domain of the university's emergency management program, the EPG serves three primary functions: (1) establishes emergency management policy, (2) serves as members of the emergency operations center staff, and (3) comprises the university recovery council.

This plan is promulgated under the authority of the President of the University. All decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations rest with the President or designee. Subsequent to consultation with the AVP/Chief of Police and members of the EPG, the President or designee shall be responsible for declaring any major institutional emergency. The EPG's role is typically centered on continuity of operations, planning, and recovery management which includes:

- Planning and preparation prior to and during the recovery from an incident
- Ascertaining the long-term effects of the incident and the steps needed in order to restore the university to normal operations.

The responsibilities of the group include, but are not limited to:

- Final plan approval and for final major policy decisions.
- Allocate and distribute resources to reduce identified vulnerabilities and to accomplish the purposes of the Emergency Management Plan.
- Request any needed resources from non-university agencies.
- Delegate necessary authority for incident stabilization and life/property safety.
- Identify critical business functions that must quickly be restored and maintained.
- Review needs and allocate resources required, within the first 24-96 hours following the incident, in order to complete stabilization and commence and maintain the recovery process for a 30-day period.
- Determine long-term (greater than 30 days) effects the incident may have on the university and how these can be managed.
- Monitor the recovery process to ensure that the recovery is proceeding according to plan and to provide guidance/assistance as needed.
- Ensure students, faculty, and staff are kept informed of the local, state, national, and international situation.

- Establish priorities and resolve conflicting demands for services.

The Emergency Policy Group includes the following administrators:

- | | |
|-----------------------------------|---|
| • Emergency Policy Executive | President |
| • Academic Impact | Provost |
| • Constituency/Community Impact | VP University Advancement |
| • Local/State/Federal Impact | Chief of Staff & VP University Relations |
| • Admin/Facilities/Fiscal Impact | VP Finance and Admin |
| • Information Technology Impact | VP Information Systems & Technology |
| • Employee Impact/Risk Management | AVP, Human Resources |
| • Student Impact | VP Student Services & Institutional Diversity |
| • Legal Considerations | General Counsel |
| • Chief Public Safety Official | Chief of Police |

2.8 Emergency Policy Group Roles and Responsibilities

- The Chief of Police serves as the principle officer for all safety, security, and emergency response and recovery operations throughout the University and contiguous environment. The Chief of Police is also responsible for overall coordination of the emergency response and recovery efforts and administration of the University Emergency Operations Center. Through this capacity, the Director facilitates the Emergency Policy Group with updated situational status reports and recommends best practices to the President.
- The Provost and Executive Vice President for Academic Affairs is the chief academic officer of the University responsible for communicating with and accounting for faculty in an emergency situation and assisting the President determine how the academic mission will be maintained during and after a critical incident.
- The Vice President for Finance and Administration provides overall coordination of financial and administrative services and advises the President with status reports regarding finance, physical plant, housing, and auxiliary operations.
- The Vice President for Student Services & Institutional Diversity or designee is responsible for suspending all student activities during emergencies and reallocates resources as needed to respond to and recover from the emergency, keeps the student body apprised of the current situation, and coordinates with students and student groups to solicit cooperation and volunteer workers when necessary.
- The Vice President Information Systems & Technology is responsible for the establishment of the campus data/technological continuity plan in relation to security and connectivity. The VP Information Systems & Technology institutes

arrangements to allow the institution to continue critical services after a disaster and coordinates with the Provost on matters concerning authorization for emergency funding and expenditures.

- The Chief of Staff & VP University Relations is responsible for coordinating the University's public announcements before, during and after an emergency and assists the President in maintaining communication with and requesting support from local, state and federal agencies. The Chief of Staff, Vice President, University Relations is also responsible for suspending all division activities and reallocates resources as needed to respond to and recover from emergencies, assists with the identification and prioritization of critical support services and systems, and identifies and ensures recovery of critical assets.
- The Vice President for University Advancement assists the Chief of Staff & Vice President, University Relations in communicating information to the external community, and especially the alumni community, during the emergency and recovery. The VP for Advancement is also responsible for establishing protocols for contributions to the University related to the emergency.
- The Director of Physical Plant acts as the technical coordinator during emergencies or may designate additional personnel to act in this capacity. The director provides technical advice relating to facility operations during an emergency; establishes Facility Damage Assessment Teams; serves as the principal liaison officer with the companies and organizations supplying utilities and other construction needs; and initiates emergency operational procedures necessary for the continued functioning of University facilities.
- The General Counsel serves as the principle officer for all legal and liability concerns regarding emergency management and operations associated with this plan, and provides professional consultation to the President, Provost or designee and other members of the University's Emergency Response Organization as needed. Consolidates all response and recovery documentation and preserves records in accordance with University policy.
- The Director of Athletics is responsible for suspending athletic operations and events during emergencies and reallocates resources as necessary to respond to and recover from an emergency.

2.9 Emergency Response Team (ERT)

The Emergency Response Team (ERT) reports directly to the Incident Commander or to the EOC Director, depending upon the type of emergency and the scope of field response necessary. The group is comprised of senior management personnel representing functional areas of the university that have critical EOP execution responsibilities. Members are responsible for

ensuring that their functional area has an Emergency Operations Plan Annex and necessary resources to execute their plan.

The ERT includes both primary and alternate members. Alternate members direct and execute the plans and procedures set forth in their area annex in the absence of the primary member. All primary and alternate members must be knowledgeable of overall EOP components. Members must also be available during a crisis situation.

It should be noted that for any given incident it might not be necessary for all members of the ERT to be part of the incident stabilization and recovery effort. The Incident Commander, through the UCAPD communications center, will notify members of the ERT when their services are needed. The team members are responsible for evaluating information from various sources during an actual event and for providing advice to the Incident Commander.

Team members are responsible for the review, discussion, advisement and recommendation for approval of the EOP. Departments that are represented on the ERT include, but are not limited to, the following:

- Police Department
- Physical Plant
- Human Resources
- Student Health Center
- Counseling Center
- Housing and Residence Life
- Information Technology
- Campus Dining
- Office of the Provost
- Office of the Dean of Students
- Finance

SECTION 3 INCIDENT COMMAND AND INCIDENT MANAGEMENT

3.1 The Command Function and the NIMS

This Plan is based on the use of the NIMS (National Incident Management System) Incident Command System that is commonly used in the United States by most emergency responders including fire and police departments. It is especially useful in bringing a sense of organization, communications, and operational efficiency when various agencies must work together during a disaster or widespread emergency. When the EOP is activated and the Emergency Operations Center (EOC) is established, the Incident Command organizational structure will be placed into effect, and the various members of the Emergency Response Team will assume their respective duties and responsibilities. It is particularly important for Emergency Operations group team members to use their respective Section Chief to communicate with the designated Incident Commander. For example, the persons responsible for traffic control and transportation would send and receive information to/from the Incident Commander through the Operations Section Chief. This rigid system for managing the flow of information and resources ensures that no one person is given control for more information than they can effectively manage.

3.2 Single Command IC (IC)

The characteristics of the Incident Command System are outlined within the federal National Incident Management System (NIMS) document. These concepts and principles provide the primary methodology for all operations conducted under this Plan.

When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single command IC should be designated with overall incident management responsibility assumed by the appropriate jurisdictional authority. (In some cases in which incident management crosses jurisdictional and/or functional agency boundaries, a single command IC may be designated if all parties agree to such an option.) Jurisdictions should consider pre-designating ICs within their preparedness plans.

The designated IC will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the Incident Action Plan and all requests pertaining to the ordering and release of incident resources.

Since the overwhelming majority of emergency incidents are handled on a daily basis by a single jurisdiction at the local level, the major functional areas of Incident Command for those incidents where outside assistance is not required should still be organized and function according to the principles and practices of the Incident Command System (ICS).

3.3 Unified Command IC (UC)

Unified Command (UC) is an important element in multi-jurisdictional or multi-agency domestic incident management. It provides guidelines that enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, UC overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework.

All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support participate in the UC structure and contribute to the process of determining overall incident strategies; selecting objectives; ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives; ensuring the integration of tactical operations; and approving, committing, and making optimum use of all assigned resources.

The exact composition of the UC structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) are required). In the case of some multi-jurisdictional incidents, the designation of a single IC may be used to promote greater unity of effort efficiency.

3.4 Area Command

The following ICS organization and operations characteristics relevant to Area Command are taught by DHS in ICS training programs:

- Area Command is activated only if necessary depending on the complexity of the incident and incident management span-of-control considerations. An area command is established either to oversee the management of multiple incidents being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations.
- Incidents that are not site specific or are geographically dispersed, or evolve over a long period of time such as a biological event,

may require the use of area command. Acts of biological, chemical, radiological and/or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between federal, state, local, private sector and nongovernmental organizations. Area command also is used when there are a large number of the same types of incidents in the same area. These represent incidents that may compete for the same resources. When incidents do not have similar resource demands, they are usually handled separately and are coordinated through the Emergency Operations Center (EOC)

- If the incidents under the authority of area command are multi-jurisdictional, then a Unified Area Command should be established. Area command should not be confused with the functions performed by an EOC. An Area Command oversees management of incidents, while the EOC coordinates supports functions and provided resources support. It is important to note that Area Command does not have operational responsibilities. For incidents under its authority, the Area Command:
 - Sets overall agency incident-related priorities;
 - Allocates critical resources according to established priorities;
 - Ensures that incidents are managed properly;
 - Ensures effective communications;
 - Ensures that incident management objectives are met and do not conflict with each other or with agency policies;
 - Identifies critical resource needs and reports them to EOC;
 - Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations; and
 - Provides for personnel accountability and a safe operating environment.

3.5 Incident Command System Adoption and Training

In Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents, the President directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). On March 1, 2004, the Secretary of the Department of Homeland Security issued the NIMS to provide a comprehensive national approach to incident management, applicable to all jurisdictional levels across functional disciplines. The NIMS provides a consistent nationwide approach for federal, state, tribal and local governments to work effectively and efficiently together to prepare for, prevent, respond to and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS establishes standard incident management processes, protocols and procedures so that all responders can work together more effectively. NIMS components include:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies and
- Ongoing Management and Maintenance

The University of Central Arkansas Emergency Operations Plan formally adopts the National Incident Management System (NIMS), as developed by the U.S. Department of Homeland Security (DHS), as the official incident management system for any emergency or disaster to occur on campus. (Refer to Declaration signed by President Tom Courtway effective November 22, 2011.) Designated emergency management personnel on campus are required to complete the level of NIMS training commensurate with their position within six-months of issuance of this policy or start date of employment, whichever comes first. Proof of training completion by each identified individual shall be submitted to the University of Central Arkansas Police Department (UCAPD), Office of Emergency Management, within 30 days of completion.

SECTION 4 MANAGEMENT OF EMERGENCY OPERATIONS

4.1 Command Authority and Reporting Structure

Whenever conditions are present that meet the definition of a crisis or disaster, or whenever a campus State of Emergency is declared by the University President, the UCAPD will immediately place into effect procedures that are designed to meet the emergency by safeguarding persons and property and maintaining the functioning of the institution. On-duty UCAPD personnel will immediately consult with the Chief of Police regarding the emergency and shall initially follow the notification procedures outlined in the UCAPD General Orders and Procedures Manual.

4.2 Initial Incident Response

Notification of an emergency incident will be made to the UCAPD CommCenter by the initial responding officer(s) on scene. The first responder on scene will establish incident command by announcing his/her location and assumption of command via the police radio system. The CommCenter will log and acknowledge the responding officer's assumption of command noting the date, time, officer, and situation.

The officer will respond to the situation as deemed appropriate in accordance with UCAPD General Orders. If it is deemed that response cannot be affected by the responding officers, they will coordinate all incoming assets to the response area until relieved by a more senior officer or appropriate response agency (i.e. fire).

Immediate actions are as follows:

- Assess the situation
- Notify UCAPD CommCenter
- Determine IC needs and implement as necessary
- Establish an inner perimeter
- Establish immediate priorities

4.3 Coordination – Incident Command System

The University of Central Arkansas will use the Incident Command System (ICS) for all response to incidents assessed as Emergency Level One and higher. Coordination will be made with the city or county based upon the scope of the incident. The decision to use additional assets will rest with the

Incident Commander (IC) who will assess the situation, project future needs, and provide information to the University of Central Arkansas Emergency Operations Center.

4.4 Incident Command

The Incident Commander has overall control of any incident. The IC will continually assess the situation to determine the staffing and resources needed to mitigate the incident.

- The officer in charge or senior officer on duty will assume incident command upon his/her arrival on scene.
- Should the situation warrant, a higher ranking officer, or a more experienced or appropriate responder, may assume the role of incident commander.
- The incident commander will establish and verify communications with all appropriate response agencies.

4.5 Incident Command Post (ICP)

The University's initial response activities are primarily performed at the field response level, and emphasis is placed on minimizing the effects of the threat, hazard, or emergency. Field responders will use the Incident Command System (ICS) to organize a response to the threat, hazard or emergency incorporating the functions, principles, and components of ICS.

An Incident Command Post (ICP) will be established as close to the event scene as practical. The ICP, staffed by Police Department personnel and other agency personnel, as appropriate, will provide a standardized process for site incident command of emergency operations in the field. If appropriate, a unified command will be established with outside agencies and organizations. Command posts provide a contact point for response teams and arriving resources, radio communications with the EOC, a process for requesting resources, and assistance for people on site to emergency services (i.e., medical, care & shelter). This is also where affected Building Administrators will be stationed to receive status reports and requests for assistance.

A UCA Police vehicle or other suitable vehicle may be used as an ICP. At least one uniformed officer or police dispatcher is to staff the ICP at all times until tactical operations terminate. A small stationary office with a desk, chairs, and a telephone may also be established as near to the scene as may be determined necessary by the Incident Commander. The ICP may be maintained in addition to any EOC at the discretion of the Incident Commander.

During the selection of any stationary ICP location, an alternate site should also be selected, in the event that relocation of the ICP is required due to safety concerns or other reasons.

4.6 Police Emergency Communications Center (CommCenter)

Communications will notify the University of Central Arkansas Chief of Police, as well as the police department command staff of the following (in accordance with UCAPD General Orders)

- Situation
- Location
- Time of incident
- Affected parts of the university
- Assets responding/assets needed
- Response personnel
- Incident commander
- Other relevant information as needed

4.7 Activation of the Plan

The Chief of Police will notify the President of the nature of the emergency and provide an initial situation report. The decision to activate the UCA Emergency Operations Plan and/or the Emergency Operations Center will be made by:

- University President or his/her successor
- AVP/Chief of Police or his/her designee
- Emergency Management Director

In the event that all of the above are unavailable or unable to respond, the ranking UCA Police Department officer present may activate the EOC.

4.8 Emergency Operations Center

The University's extended response activities are conducted in the field and in the Emergency Operations Center (EOC). Extended response activities involve the coordination and management of personnel and resources to mitigate a critical incident or emergency and facilitate the transition to Recovery Operations. The IC and appropriate response staff will manage field operations. EOC staff will support field response personnel in mitigating the effects of the emergency.

If any incident exceeds or is likely to exceed available campus capabilities and resources, an Emergency Operations Center (EOC) will be established at the UCA Police Department headquarters, Office of the President, or other facility.

At least one uniformed police officer is to staff the EOC at all times until the incident is resolved.

During the selection of any stationary EOC location, an alternate site should also be selected in the event that relocation of the EOC is required due to safety concerns or other reasons. This space is activated at the direction of the President (or designee) or Chief of Police (or designee) and remains so until the IC decides to deactivate it. The main EOC and back-up EOC should each take approximately 20 minutes and one hour, respectively, to become operational.



Upon notification of an incident requiring ICS and activation of the UCA Emergency Operations Plan, the President and/or Chief of Police will notify the Executive Staff and other appropriate EOC staff that the EOC is activated. Once activated, the Executive Staff and EOC support staff will report to the EOC as soon as possible. The default location for the EOC is the UCAPD conference room. UCAPD will maintain the equipment necessary to operate the EOC.

The EOC staff will coordinate resources needed to effect the incident response and will formulate continuity of operations plans and policies that provide for the safety of the students, staff, and faculty of the campus population, as well as the survivability of the institution. The EOC staff will coordinate a cohesive media presence and provide a unified message that addresses the incident.

EOC communication and coordination at the executive level is a necessity for a comprehensive response. The Executive Staff executes mutual aid agreements and coordinates additional response assets needed by the incident commander. Although the incident command works independent of the EOC, the EOC will ensure proper cost accounting measures, capture actual response cost, and will coordinate transition from response to recovery.

If the incident is declared a state or federal disaster, the Executive Staff will appoint a recovery project officer to coordinate the preliminary damage assessment (PDA), coordinate federal recovery grants, complete federal work orders, and finalize federal work orders as required by CFR 44, Public Assistance Guide, and the Stafford Act.

4.9 Management by Objectives

The EOC management team should establish objectives by priority to guide the University’s response to major emergencies. Management by objectives, which is required by NIMS and ICS, ensures that clear policy and direction are communicated to all departments and elements of the University Community. This prevents unilateral, independent action which can cause confusion and compromise the effectiveness of the University’s response and result in needless loss of life and property damage. The EOC management team will:

- Set overall objectives and priorities related to meeting those objectives.
- Define authority and policy issues that apply to the emergency
- Ensure that objectives, priorities and policy are communicated to response units and EOC support staff.
- Develop, maintain, keep current and make available an overall information base related to the emergency.
- Ensure an adequate field response and provide support to field units.
- Obtain and allocate resources to field units.
- Consider future requirements and plan ahead for anticipated or unexpected needs.

Incident Command Post	EOC
Identify needs	Receive requests
Order resources	Prioritize requests
Check in resources	Locate/order resources
Assign resources	Assign according to priorities
Track resources	Track resource use
Demobilize resources	Pay for resources

4.10 Public Information

All media inquiries should be directed to the Public Information Officer. It is important that information provided to outside media persons be coordinated through the PIO to ensure consistency concerning communications about the status of the University during a critical incident or an emergency. If the incident involves entities from other jurisdictions, the communications function of the PIO shall be coordinated through an established Joint Information Center (JIC).

4.11 Mutual Aid Agreements

The University maintains mutual aid assistance agreements with appropriate law enforcement agencies, details of which can be obtained from the Chief of Police. This University does not operate its own Fire Services, but is protected by the Conway Fire Department. Primary ambulance services are provided by Metropolitan Emergency Medical Services (MEMS).

4.12 Other Notifications

The PIO, in coordination with the Incident Commander, shall determine when and by what methods it is appropriate to issue timely warnings, emergency alerts, and other informational releases to key government officials, community leaders, emergency management response agencies, volunteer organizations, and any other persons and entities essential to mounting a coordinated response to an incident.

It is critical that adjoining jurisdictions be notified whenever an incident has an actual or potential impact on residents, buildings, traffic, or otherwise has an impact on civic health or well-being.

Sufficient factual information should first be gathered and evaluated for accuracy to minimize the effects of spreading false rumors and misinformation, prior to disseminating any release of information

4.13 EOC Deactivation

The EOC will be deactivated upon transition from response to recovery when the incident command has been deactivated for response or at the discretion of the University President or the AVP/Chief of Police.

4.14 Transition to Recovery

When to transition from response to recovery can be a difficult point to define. Change in operational perspective will be determined by consensus of the incident command and the EOC. The transition will be made when the following conditions exist:

- Threat to the university no longer exists
- All injured victims of the incident have been triaged and transported to medical facilities
- All deceased victims have been released to the appropriate facilities
- Buildings have been inspected to ensure that they are safe for reentry.
- All dining facilities have been inspected and free of hazards.

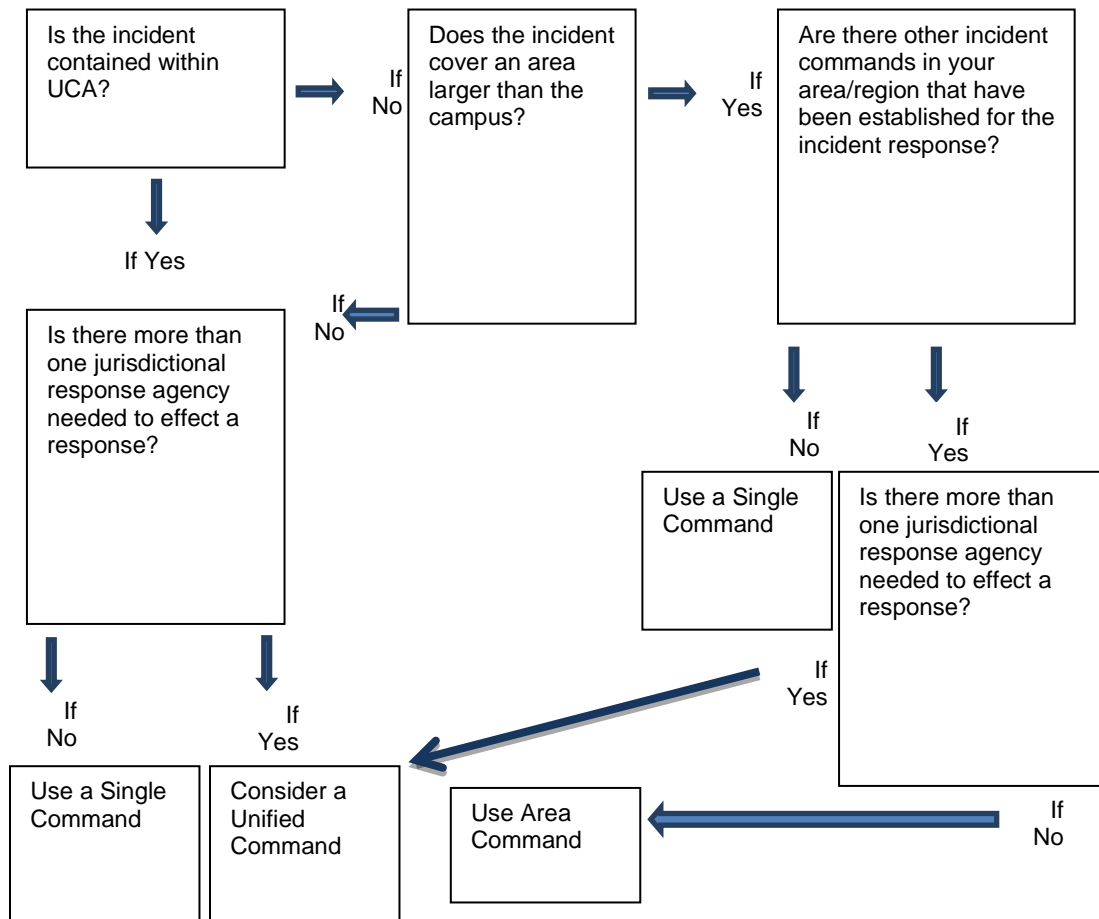
- Debris have been removed from all roadways
- Utility power has been restored

SECTION 5 IC COMMAND AND GENERAL STAFF POSITIONS

5.1 Command Staff

Depending on the scope and extent of the emergency, the Incident Commander in consultation with the University President or designee may appoint a Command Staff which may include the special staff positions of PIO, Safety Officer, Liaison Officer, and other positions that report to the Incident Commander.

Basic Incident Command Type Flow Chart



The functions of the Command Staff shall include but not be limited to the following:

- Command Staff will advise the Incident Commander of all campus-wide policy matters as they relate to the campus emergency or disaster.
- Command Staff will assist in the implementation of policy strategies developed to mitigate the effects of the emergency or disaster.
- Command Staff will establish a priority list of issues that reference specific emergency and/or disaster situations, and shall approve all communications initiatives and emergency directions
- Command Staff will maintain liaison with the City of Conway, Faulkner County, State of Arkansas, and all Federal Agencies and other University leaders.

IC COMMAND ORGANIZATIONAL STRUCTURE



INCIDENT COMMANDER (IC)

The primary response agency for the university is the UCA Police Department. The department will assume incident command at all incidents because they are usually the first arriving responders. For incidents outside of the scope of law enforcement, such as a fire or rescue, the police department incident commander will transfer command to the most senior responder of the appropriate agency arriving first. It is then the responsibility of the department to assist and coordinate assets as needed.

PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources and other matters of interest associated with the emergency. During an emergency the PIO, with the assistance of the Human Resource Officer, will oversee establishment of a Media Center to

provide the rapid release of accurate emergency instructions and information to the general public and campus community through all available means. The PIO is the point of contact for the public and the news media, coordinating releases for the university and with other agencies and holding news conferences as necessary. The PIO is also responsible for establishing a Rumor Control Center responding to inquiries from relatives and friends outside the impacted area concerning the university and its students.

SAFETY OFFICER (SO)

The Safety Officer monitors incident operations and advises the IC on all matters related to operational safety, including the health and safety of emergency response personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC and supervisors at all levels of incident management. The SO is, in turn, responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multi-agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations. In a UC structure, a single SO should be designated, in spite of the fact that multiple jurisdictions or functional agencies may be involved.

LIAISON OFFICER (LO)

The Liaison Officer is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single IC or UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the LO. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LO to facilitate coordination.

ADDITIONAL COMMAND STAFF POSITIONS

Additional Command Staff positions may also be necessary depending on the nature and location of the incident, and/or specific requirements as established by the IC.

5.2 General Staff Roles and Responsibilities

The general staff is comprised of university senior supervisory staff members from the various departments. The general staff should have the departmental authority to direct the actions or work of others, as well as departmental resources.

OPERATIONS SECTION

The Operations Section is comprised of a section chief and section members. This component has the responsibility for all tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal conditions. The primary responsibility of the operations section is the supervision of the response effort and to implement approved plans of the planning section. The operations section will establish a staging area as needed.

The operation section will coordinate with the planning section in the development of the incident action plan, as well as provide situational information to the incident commander and all sections of the university incident command system. The members of the operations section may be selected to provide the appropriate staffing to address the incident, but by default are the following:

- Police Department
- Physical Plant
- Student Health
- Counseling Center
- Student Services

PLANNING SECTION

The Planning Section is comprised of a section chief and section members. The planning section chief is the individual responsible for monitoring the current operation and determining the needs for personnel and activities for the oncoming shift. The planning section chief develops, writes, and disperses the Incident Action Plan (IAP) after it is approved by the IC.

The planning section is responsible for collecting, evaluating, and processing tactical information in order to develop an IAP with the IC, command, and general staff. The planning section will create a demobilization plan as needed for responding mutual aid.

Planning should establish a documentation unit as needed. The planning section is responsible for the development of the IAP as well as coordination for logistical needs with the logistics section. It is recommended that the planning section be comprised of personnel from the following:

- Police Department
- Physical Plant
- Student Services
- Information Technology
- Housing

LOGISTICS SECTION

The Logistics Section is comprised of a section chief and section members. The logistics section chief is responsible for ensuring that the activities for the

incident or event can be sustained. This includes obtaining, securing, and maintaining the facilities needed to sustain the operation, including a base, camp, or staging area.

The logistics section is responsible for coordination with the operations and planning section and for meeting all support needs for the incident through appropriate procurement of facilities, food service, transportation, supplies, communications, equipment maintenance, fueling, medical services for incident personnel, and personnel for expanding incidents or relief on long incidents. The logistics section will provide the finance section with needed information to meet cost accounting requirements. Logistics is responsible for ensuring the safety of responders when they are in a base, camp or staging area prior to deployment and ensuring that relief personnel and equipment are available for deployment as needed.

It is recommended that the logistics section be comprised of personnel from the following:

- Food Services
- Physical Plant
- Human Resources
- Housing
- Financial Services

FINANCE SECTION

The Finance Section is comprised of a section chief and section members. The finance section chief ensures that personnel time, expenditures, and procurements are tracked and used in an efficient manner.

The finance section is responsible for incident management activities that require finance and other administrative support services. This includes the record keeping requirements of the Federal Emergency Management Agency (FEMA); processing payroll during a critical incident; collecting and maintaining all records necessary for reimbursement of qualified expenditures; and administering all financial matters pertaining to vendor contracts and claims for reimbursement. The finance section may transition from response to recovery to maintain continuity in cost accounting requirements for FEMA Public Assistance reimbursement.

The finance section will maintain cost accounting accuracy by coordinating actual cost with the operations and planning sections. It is recommended that the finance section be staffed with the following:

- Financial Services

5.3 ICS Functional Responsibilities – Operations Section

Law Enforcement

Law Enforcement will provide assistance with first priority (life-threatening) tasks: warnings, immediate evacuation of hazardous areas and rescue. In addition, Law Enforcement will provide for traffic control, access containment and property protection. Law Enforcement is responsible for providing traffic and crowd control in support of closure plans and protecting critical facilities and supplies. Law Enforcement assists with the search and closure of damaged buildings and the evacuation of the campus community.

Emergency Communications

Communications implements and operates an emergency communications network, handles emergency radio traffic, and makes priority emergency notifications. Communications is responsible for managing, controlling and dispatching all tactical radio and data frequencies used in support of the emergency incident.

Search and Rescue

Search and Rescue is responsible for covering predetermined areas of the campus, in established patterns, rescuing any trapped or injured persons and extinguishing any small fires. Search and Rescue coordinates locating endangered, trapped, disabled and/or isolated persons; gains access to persons in need of assistance or rescue according to the established rescue plans; assists the injured to the First Aid Center or sends for help if the person cannot be safely moved.

Medical

Medical is responsible for setting up and staffing the First Aid Center, assisting the injured by providing first aid, and arranging for hospital transportation. Also, if required, Medical should establish a temporary morgue. The Medical Officer is the point of contact for coordinating the response and deployment of counseling and psychology personnel for critical incident stress management.

Building and Utility

Building and Utility will focus on shutting off and/or restoring essential utilities to reduce further hazards; assisting with closing off areas and streets; and clearing debris from roadways and essential areas for emergency equipment and building inspection. Building and Utility is responsible for making safety inspections of all facilities that may have been damaged, initially or later. Also, they are responsible for handling emergency construction or repairs.

Health and Safety

Health and Safety quickly identifies hazardous material problems that will or could impact the emergency response. Health and Safety is responsible for coordinating the containment and cleanup of hazardous materials, identifying unsafe conditions for campus facilities, providing warnings and developing measures for assuring personnel safety.

5.4 ICS Functional Responsibilities – Planning Section

Situation Status

Situation Status is responsible for collecting, verifying and processing all information and intelligence, evaluating and disseminating information throughout the Section and the EOC, and preparing the Situation Status Report and other reports, as requested. Situation Status maintains the current status of all university buildings, facilities and operations and posts and maintains status boards and other Command Center displays.

Structural Damage Assessment

Structural Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make initial damage inspections, assess and document damage to buildings and facilities, prepare structural damage assessment reports, post and secure unsafe buildings and mark hazardous areas, and recommend building emergency repairs.

Infrastructure Damage Assessment

Infrastructure Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make initial damage inspections, assess and document damage to telephone and computer systems, prepare infrastructure damage assessment reports, and recommend emergency repairs or replacement. Make plans for ongoing operations to include the expected duration and extent of the response effort and initialization of recovery activities and programs.

5.5 ICS Functional Responsibilities – Logistics Section

Food Services

Food Services provides food, water and other support for on-site workers and any shelters under the control of campus. Provides for the support of the Emergency Operations Center (EOC); sets up and manages a Rest Station for SDSU staff and emergency workers.

Facilities

Facilities is responsible for assisting the campus in finding facilities for use as student residences, classrooms or administrative space, if necessary, and for setting up and maintaining campus operational facilities. In addition, Facilities assists Food Services and Transportation with sites for rest and shelter areas.

Human Resources

Human Resources is responsible for maintaining and providing information to the Incident Commander regarding the status, location and availability of on- and off-duty personnel. The HR officer coordinates with the EOC command to

determine staff recall needs, arranges for the recruitment and orientation of any temporary employees, registers and assigns all volunteer workers and technical experts and specialists, initiates and maintains records on use of volunteers. Receives and processes injury reports, compensation claims and other personnel-related matters.

Transportation

Transportation provides transportation for emergency personnel, medical operations, and evacuation of the impaired. Also provides for the support of the Emergency Operations Center (EOC).

5.6 ICS Functional Responsibilities – Finance Section

Accounting Unit

The Accounting Unit provides accounting documentation of all emergency expenses, audits all expenditures and records, and supports the OES/FEMA Documentation. This function also keeps time records for all personnel involved in the disaster response and obtains and records all damage cost information, by site.

OES/FEMA Documentation

The OES/FEMA Documentation staff initiates, prepares and maintains a documentation package (or binder) that contains the documentation files and records supporting the disaster assistance application process.

Procurement Officer

The Procurement Officer orders, receives, stores, processes and allocates all disaster resources and supplies. The Procurement Officer also conducts the supply process to ensure reimbursement, keeping careful and complete records according to the specified accounting system. The procurement officer also assists with the deactivation process.

SECTION 6 EMERGENCY NOTIFICATION SYSTEM (ENS)

6.1 Communication to the Campus Community

In the event of incidents or emergencies that pose a continuing threat to the safety of the UCA community, the UCA Police Department will make every effort to notify community members in a timely and efficient manner. UCA will utilize any or all of the following communications systems to deliver emergency notifications, information or safety instructions to the general campus population of students, faculty and staff during major campus emergencies. The systems, under the umbrella of the *Safe@UCA Emergency Communications System*, include an outdoor warning system; UCAAlert Mass Notification System; Safe@UCA Info Line; E-Mail broadcasts to faculty, staff and students; Web postings on the UCA, UCAPD, and other Web sites; and public broadcasting media outlets (on and off campus).

6.2 Emergency Notification Methods

The University will use one or more of the following emergency notification methods depending on the scope and dimension of the emergency:

Outdoor Warning System

This is an outdoor tone-alert/public address system designed to alert persons outside of campus buildings of an emergency situation on campus.

UCAAlert Mass Notification System

This is a mass notification system designed to send messages via SMS text, voice, or e-mail to all faculty, staff and students. This system may also be used by university departments for emergency call back lists during minor emergencies.

Mass E-mail

Safety and emergency information may be sent to all UCA students, faculty and staff members via blast e-mail to UCA employee and student accounts.

UCA Web sites

Safety and emergency information may be posted on various official UCA Web sites.

Safe@UCA Information Line

Safety and emergency information may be communicated via a recorded voice message on the Safe@UCA Info line, a 24 hour emergency information hotline. During an emergency, campus closure or other significant event, UCA PD CommCenter personnel will record updated messages as necessary. The Safe@UCA Info Line phone number is (501) 852-INFO (4636).

6.3 Emergency Notification Authorization

The President and/or the Chief of Police or designee will authorize the activation and use of emergency mass notification messages during a campus emergency.

In the event that the following life safety incidents develop on the University of Central Arkansas campus the senior ranking police officer on duty has the authority to immediately initiate messages using this system.

Faculty shall ensure that emergency notification messages can be received in the classroom either by students on their cell phones or by the faculty member. The UCAAlert system is an integral part of the University's ability to respond to an emergency and minimize risk to life. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications from their registered personal cell phone that is turned on and immediately available.

The University of Central Arkansas will utilize any or all of the following communications systems to deliver emergency notifications, information or safety instructions to the general campus population of students, faculty and staff during major campus emergencies.

6.4 Emergency Assistance Contact Numbers

Although a wide range of services and assistance resources have been identified, the listings should not be considered all inclusive. Emergencies and disasters can affect the University in numerous ways and resources may not always be available from traditional sources. In the event of a Crisis or Disaster on campus, flexibility to seek resources by extraordinary measures may be pursued by the Incident Management Team and others.

Law Enforcement / Regulatory Agencies

University of Central Arkansas Police Department (9-1-1)	450-3111
Conway Police Department (9-1-1)	450-6120
Faulkner County Sheriff's Department (9-1-1)	450-4914
Arkansas State Police (9-1-1)	450-9750
Conway Fire Department (9-1-1)	450-6147
Arkansas Department of Emergency Management	730-9750
Federal Aviation Administration	
Flight Information	800-992-7433
LIT Control Tower	918-4400
Federal Bureau of Investigation	221-9100
National Weather Service	
North Little Rock Forecast Office	834-0308

Health Services / Hospital Emergency Rooms

Emergency Medical Services	513-2004
Conway Regional Medical Center	329-3831
American Red Cross	329-3571

Counseling Associates	336-8300
Arkansas Health Department	661-2000
Deaf message relay	800-322-5580
Faulkner County Health Department	450-494

Public Utility

Conway Corporation	450-6000
Entergy	800-968-8243
Southwestern Bell	800-286-8313
Centerpoint Gas Company	800-992-7552

UCA Internal Telephone Numbers

University Police Department	450-3111
President	450-3170
Vice President Finance & Administration	450-3184
Vice President Student Services & Institutional Diversity	450-3416
Vice President Communications	450-3247
Vice President of University Advancement	450-3127
Physical Plant Department	450-3196
Student Health Services	450-3136
Counseling Services	450-3198
Housing & Residence Life	450-3132
Dean of Student Services	450-3416

**SECTION 7
BUILDING EMERGENCY PLANS AND
FACULTY/STAFF/STUDENT RESPONSIBILITIES**

7.1 Building Emergency Plans

An Emergency Action Plan for each building or facility shall be developed that will include, but not necessarily be limited to, the following components, equipment, and/or functions:

- Procedures for reporting a fire or other emergency.
- Procedures for emergency evacuation, including the type of evacuation and exit route assignments.
- Procedures for employees who remain to operate critical plant operations before they evacuate.
- Procedures to account for all employees after evacuation.
- Procedures to be followed by employees performing rescue or medical duties.

- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

In addition, the following subject areas should be considered for inclusion in each Plan:

- Emergency Team duties.
- Evacuation of disabled or special-needs persons.
- Management of designated assembly areas.
- Diagrams of specified building/facility exit locations and evacuation routes.
- Hazardous conditions reporting and appropriate corrective procedures.
- Emergency First Aid information.
- Specified locations of available emergency equipment.
- Location and maintenance of adequately stocked First Aid kits.
- The location and operation of fire extinguishers and other fire suppression equipment.
- Lists of available emergency equipment.
- Lists of personnel who would normally present within each building/facility.

A revised and updated Emergency Action Plan for each building/facility shall be submitted to the Director of Emergency Management at least annually.

7.2 Duties of Building/Facility Administrators

Building Administrators are UCA employees who work for various departments and who represent each campus building. The Building Administrator plays an important role in the implementation of the UCA Emergency Management Plan. Each Building Administrator is responsible for developing a Building Emergency Plan. Building Administrators are responsible for ensuring that a Building Emergency Team is designated.

In the event of emergencies, the Building Administrator will implement appropriate emergency procedures for which he/she has been trained. The Building Administrator will serve as an essential contact for the building in the event that emergency information must be distributed quickly. The Building Administrator may be called upon to take emergency actions within the building such as locking doors or making emergency equipment available.

Each department in the building should appoint **Department Emergency Team Coordinators** to back-up and support the Building Administrator in preparing for and responding to building emergencies. Each Team Coordinator should appoint an appropriate number of **Department Emergency Team members** to assist during an emergency.

The Building Administrator and Department Emergency Team Coordinators should meet at least annually with all building occupants to review the procedures that would be followed during an emergency.

Additional duties of the Building Administrator (with the assistance of Department Emergency Team Coordinators) include the following:

- Prepare, coordinate, and distribute the BEP to building occupants.
- Ensure the BEP is readily available and used during emergency incidents.
- Review the BEP annually to ensure information and procedures are current.
- List all Critical Operations in the BEP for first responder reference and use.
- Assist in the development of internal emergency notification procedures ensuring building occupants are notified of the emergency.
- Assist in building evacuation.
- Report to Emergency Assembly Area (EAA) and account for evacuated personnel.
- Collect and provide essential information to emergency response personnel (e.g. location of incident, persons in building, special hazards, etc.).
- Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned individual that requests additional assistance, evacuation maps, emergency assembly area, etc.).
- Include in the BEP any additional information as directed by the department head or the individual responsible for the building

7.3 Other Building/Facility Administrator Duties

- Report every emergency to the UCA Police Department via 9-1-1 or 450-3111.
- Serve as the primary contact person to receive emergency information from UCAPD
- Inform all building employees of any emergency conditions
- Evaluate the impact of any emergency on persons or property and take appropriate action including ceasing operations and initiating evacuation of the building or facility
- Maintain emergency telephone communications with University officials from the building or facility or from an alternate site if necessary.

7.4 General Faculty/Staff Supervisor Responsibilities

Every member of the faculty and staff should read and understand the BEP and familiarize themselves with their emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should follow BEP procedures to report fire or other emergencies that require immediate attention, and evacuate the building to the EAA in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to the EAA in the event of an emergency.

Faculty members who are teaching a class and staff members in offices during the time of an emergency involving the building will provide instructions to their students about specific emergency procedures, including how to evacuate and where to assemble after building evacuations.

- Know the evacuation routes and EAA location.
- Participate in exercises/drills.
- Attend department training sessions.
- All faculty and staff shall be familiar with the BEP. Read it carefully. Questions should be directed to the Building Administrator or Department Emergency Team Coordinators. Keep the following tips in mind as you read through the document. *Be familiar with:*
 - The UCA Emergency Warning Notification System—UCAAlert.
 - Evacuation routes, exit points, and location to report for roll call or further information after evacuating the building.
 - When and how to evacuate the building.
 - When and where to shelter in place within the building.
 - Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.
 - Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 911 for emergency notification).
 - Additional building specific procedures and requirements.

7.4 Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

SECTION 8 TRAINING, DRILLS AND EXERCISES

8.1 Annual Training and Drills

The goal of UCA Emergency Operations Plan training and drills is to ensure the EOC is prepared to carry out emergency response functions during any emergency situation. Training, drills and exercises are designed to meet the following goals:

- Provide general instructions to the campus population regarding potential hazards, methods of alerting and protective actions that may be ordered.
- Provide training to members of the EOC staff.
- Provide problem-solving drills to the members of the EOC to enhance their skills.
- Continually improve emergency management/emergency response training incorporating new ideas and lessons learned.

8.2 Students/Staff and Faculty

All UCA students/staff and faculty are provided with fundamental information regarding their actions during a potential emergency situation. This training includes information on: emergency reporting processes, methods of notification (UCA Alert, Outdoor Warning System, Campus Radio Station – 90.5, etc.), and possible protective actions (shelter-in-place, evacuation, etc.). The majority of this information can be found on www.ucapd.com.

8.3 Emergency Response Organization

The actual functions performed and responsibility levels of the various EOC positions are used as the basis for an individual's required training courses. All personnel assigned to the UCA EOC must receive position specific training prior to their assignment in the organization. Retraining is provided annually thereafter. EOC personnel are required to participate in this training and participation in at least one drill or exercise.

8.4 Drills

Emergency preparedness drills provide a supervised, "hands-on" training component for members of the EOC as well as provide an opportunity for the EOC to demonstrate and maintain individual and organizational capabilities. This program may include tabletop drills, walk-through drills, practical and full-scale drills and annual exercises. Further, evacuation drills are conducted during the Fall and Spring semesters, at various times.

8.5 Exercises

Exercises are conducted to provide evaluation of emergency response training and to evaluate UCA ability to respond effectively to an emergency. The exercise critique and evaluation process provides feedback for improving weakness in policies, plans, procedures, facilities, equipment, training and performance (After-Action Report). Participation in exercises is required for all personnel who are expected to participate in an actual emergency response.

SECTION 9 RESPONSE TO NATION THREAT LEVEL ALERTS

9.1 Considerations for National Threats

The Chief of Police may consider any of the following steps, as well as any others, calibrated to local, state, or national threat alert levels:

- Consider assigning officers as liaisons with international student groups on campus (in addition to potentially eliciting life saving information, these officers may build trust and allay the fears such groups may have).
- Establish a management team responsible for directing implementation of the campus EMP.
- Immediately review the campus EOP and mutual aid agreements with the management team, command staff and jurisdictional partners.
- Ascertain the need for additional staff training.
- Consider assigning a campus liaison officer to the local EOC.

- Review all leave policies and General Orders for reassignment of plainclothes officers to uniform duty to enhance visibility and coverage to critical areas.
- Update the most recent risk assessment inventory.
- Increase physical checks of critical facilities during periods of increased alert.
- Establish a single point of access from each critical facility and institute 100% identification checks.
- Limit public access to critical facilities and consider escort procedures for authorized persons.
- Increase administrative inspections of persons and their possessions entering critical facilities.
- Increase administrative inspections of vehicles and their contents.
- Assess adequacy of video monitoring.
- Assess adequacy of physical barriers outside sensitive buildings and the proximity of parking areas.
- Ensure adequacy of the emergency alert and communication system for students, faculty, staff and visitors.
- Review or develop parent communication and reunification plans and educate all stakeholders.