Emergency Operation Plan

September 3, 2015

Prepared and Managed by the Event Services and Risk Management Department

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This document is an overview of the Dixie State University's plan for emergency operations. It details emergency response policies, describes response organizations, and assigns tasks.
Approval and Promulgation

The mission of Dixie State University is a public comprehensive university, dedicated to rigorous learning and the enrichment of the professional and personal lives of its students and community by providing opportunities that engage the unique Southern Utah environment and resources. Consistent with this mission, Dixie State University is committed to protecting the health and safety of our students, employees, and visitors. Dixie State University will protect its properties in accordance with regulatory requirements, and will strive to minimize property damage and any interruption of functions that would prohibit us from achieving our mission.

This Emergency Operation Plan provides for the Dixie State University community emergency and disaster continuity to protect its mission.

The EOP should be reviewed at least annually and updated as necessary. Training and exercises shall be conducted periodically to ensure readiness and competency during an emergency.

Emergency Policy Group

1. Richard B. Williams  Date: 9/3/15
   President

2. Carolle Haaga  Date: 9/3/15
   Executive Vice President

3.  Date: 9/23/15
   Board of Trustee Chair

4.  Date: 9/8/15
   Executive Director of Facilities Management

5.  Date: Sept 16, 2015
   Dean of Students

6.  Date: 9/5/15
   Director of Campus Police/Security

7.  Date: 9/8/15
   Director of Event Services & Risk Management (Fire Marshal/EM)
Purpose

The purpose of Dixie State University's Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to emergencies occurring on campus. Its intent is to establish a comprehensive coordinated and consistent approach to effectively mitigate, prepare, respond, and recover from any emergency or disaster. The Plan incorporates operating procedures from the Incident Command System (ICS), the National Response Framework (NFR) and the National Incident Management System (NIMS) for handling emergencies that disrupt normal campus operations such as, but not limited to fire, floods, storms, earthquakes, hazardous materials incidents, epidemic/pandemic, acts of violence, terrorist threats and other potential threats or disasters. The plan also assists with preparedness and program guidance for continuity of operations.

Scope

This Emergency Operations Plan is a campus level plan that guides the response of Dixie State University personnel and resources during an emergency. It is the official Emergency Operations Plan for Dixie State University; it supersedes previous plans, and precludes employee actions not in accord with the intent of this plan. 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 plan or any appendices and annexes hereto. The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities. Dixie State University’s EOP follows the Emergency Support Function (ESF) plan structure, consistent with the State of Utah, Washington County and the city of St. George.

Authority

This Plan is promulgated under the authority of the President and his/her leadership team and constitutes an executive policy as described in NFPA 1600. Dixie State University Operations Plan fulfills the University’s responsibilities to adhere to the National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive 5 – Management of Domestic Incidents. NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. It also utilizes the Incident Command System to coordinate response activities on a national level.
Mission

It shall be the duty of the University to respond to an emergency in a safe, effective and timely manner.

The University incident priorities will be:

1. Protection of life and safety
2. Stabilization of the incident and prevention of further damage and loss
3. Recovery and restoration of general campus continuity and operations

Situation Overview

Originally established in 1911 Dixie State University is located in St. George, Utah. As a state institution of higher education, it offers a number of bachelor and associate degrees as well as certificate programs. DSU is known for a culture of learning, engagement, and opportunity. The campus includes approximately 62 buildings and 200 acres used by over 8,000 students, 600 faculty, and over 200 staff. There are seven University operated residential facilities on and off campus. There are also off campus-operated facilities in Hurricane City, Springdale Town, and Pine Valley Town.

Hazard Analysis

Dixie State University is contiguous to, and abounds in St. George City, Washington County, Utah. DSU campus is located in the southwest corner of Utah just off Interstate 15 near the Arizona border. It is a desert climate with typical geographical landscape. During general campus operations, the population is approximately 6,000 and can swell to over 15,000 with coinciding siding large events.

The Universities exposed too many hazards, all of which have the potential for disrupting both the mission and service rendered to faculty, staff, students, and visitors. According to the Washington County Emergency Services, the following are the evaluated and ranked potential natural and technological hazards:

1. Flooding
2. Fire
3. Drought
4. Earthquake
5. Epidemic/Pandemic
6. Dam Failure
7. Hazardous materials
8. Landslide
9. Terrorism (Active shooter)
10. Utility interruption
11. Transportation Accidents
12. High Winds
University Capability Assessment

The University operates a small police department with mutual aid agreements with St. George Police Department. The University does not currently operate its own fire or EMS department. Those services are provided by St. George Fire Department and Gold Cross Ambulance service. County wide emergency dispatch service are contracted with the City of St. George. The University has people trained in CERT and various levels of fire and ems first response thru the Police Department, The Office of Risk Management and Safety, and Health Science programs. A five county South West Regional Haz/Mat team is responsible for technician level response. The City of St. George and the Washington County Sheriff’s office share responsibility for SWAT and bomb response teams.

The University Plant Operations department has responsibility for campus buildings, grounds, utilities and waste management. The Plant is on-call after hours.

Ongoing training and education is critical to ensure individual and community competence.

Assumptions

_The following statements reflect certain known facts and reasonable assumptions upon which components of the plan are based._

- A disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

- The succession of events in a disaster are not entirely predictable, hence, published support and operational plans will serve only as a guide and may require field modification in order to meet the requirements of the event.

- Events may affect residents in the neighborhoods surrounding the University, therefore, City, County and Federal services may be overwhelmed. A delay in off-campus response services may take up to 72 hours or more.

- The University’s resources and automatic mutual aid will reasonably manage incidents until the incident requirements exceed their ability to meet the demand.

- Events that affect portions of the city, county or the region, and not the University directly may require the involvement of the University. The University’s resources will be made available to other jurisdictions and agencies as practical to cope with disasters affecting the greater area.
• An Emergency Operations Center may be activated to coordinate response actions and resources.

• A plan such as this can never address every possible event. It defines a process for resolving most any situation.

• It should be assumed that DSU staff’s family would possibly be affected. Staff should be encouraged to account for the safety of their family first and then report to work as soon as possible.

**Declaration of Emergency**

A declaration of emergency means that first responder units are responding to an event that has or may affect their day-to-day campus responsibilities. It signals a potential for the Administration to prepare campus-wide communications. The Emergency Team has authority to declare a state of emergency on campus when conditions exist on or within the vicinity of the campus as a result of a disaster, a civil disorder (which poses a threat of serious injury to persons or damage to property), or other disruptive event; or extraordinary measures are required immediately to avert, alleviate, or repair damage to university property or to maintain the orderly operation of the campus.

**State of Emergency or Declaration of Disaster**

A State of Emergency or Declaration of Disaster is an official designation intended to communicate to the University, as well as to the county, state, and local officials, that the University’s normal functions and operations are interrupted and our resources are unable to meet the demands resulting from the event. The President of Dixie State University and/or their designees may declare a “University State of Emergency or Declaration of Disaster” in accordance with local, state, and federal law. The declaration, as determined by the above mentioned may suspend or curtail normal University operations until a disaster, disorder, or crisis is resolved.

**Activation of Plan**

The plan is built to be expandable so it is prepared to handle small every day emergencies and large-scale emergencies at varying degrees and levels. Typically, emergencies start small and escalate into larger emergencies. This being the case the plan might already be implemented with typical first responder responses. However when applicable the President or designee will be advised and then activate the EOP.
Concept of Operations

Dixie State University’s EOP is designed to provide framework and guidance for coordinated response to minor emergencies, major emergencies and disasters. This plan does not replace the procedures for safety, emergency response, or other emergency measures already established at the university. Instead, it supplements existing procedures and individual department plans with a temporary crisis management structure, which provides for an immediate managerial focus on response operations and an early transition to recovery operations. The plan does, however, provide a framework within which emergency operations responders and other relevant department and agency personnel work together to develop and maintain hazard-specific annexes and continuity.

The EOP is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Moreover, although it is based on a worst-case scenario and provides for the critical functions and roles of the university during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

Emergency Operations Center (EOC) *The designated EOC on campus is in the campus service building’s basement conference room #004. The EOC should be staffed by designated personnel 24 hours a day and should have the ability to communicate directly by radio and/or telephone to local, State, and when necessary, Federal emergency management agencies. When activated, the President’s designee (Emergency Manager/Director of Security and Polices Services, or their designated representative will supervise the EOC operations and act as the liaison between the Emergency Policy and Operations groups. Although the current location does not have all of these capabilities, eventually the EOC should be equipped and designed with:

- Multiple room layout with an electric generator hook-up capacity
- Ability to feed staff on a continual basis (kitchen equipment and supplies)
- Rest/sleep areas with access to restroom facilities and showers
- Administrative supplies e.g., pens/pencils flip charts, masking tape, etc.
- Status and situation boards (dry erase boards, name boards, message pads, etc.)
- Essential equipment and supplies kept at the EOC and readily available
- Multiple tables and chairs
- Desk top and laptop computers with internet terminals & portable media
- Digital video recording- video camera & recording supplies, television, radios
- Multiple telephone capabilities (landline, cellar, satellite), copy and fax machine
- A copy of the DSU EOP/maps/charts/blueprints/logs (kept in storage area)
- Security badges/identification tags and seating chart
- Medical and sanitary supplies, independent water supply
  - A small 72 hr. stockpile of equipment and supplies should also be stored in other DSU building locations for employee operational support.
The Emergency Operation Center (EOC) will be activated as needed by the President or designee. The EOC’s scope and function will be determined by type, severity, and needs of the incident. There are four (NIMS) levels of activation.

Limited Activation (NIMS Level 4). A limited activation of the EOP would be in response to a small incident, in the field that would require only the first responders and responding staff to mitigate the problem.

Partial Activation (NIMS Level 3). A partial activation of the EOP would be in response to an incident that would require a situation to be triaged, assessed, the amount of resources considered, an extensive amount of contacts with other agencies and organizations, and the potential for the incident to expand rapidly.

Full Activation (NIMS Level 2). A full activation of the EOP would signal that the incident is large scale and requires activation of an Emergency Operations Center (EOC) for unified and centralized decision-making.

Relocation Activation (NIMS Level 1). Activating the EOC from a remote location would signal that the incident is large scale and the campus environment unsafe even for first responders. An alternative operating location will be determined based upon the event.

Organization Structure and Responsibilities

Lines of Authority and delegation

Authority typically follows the structure outlines herewith. When there is an absence of any of the following the next subordinate in the normal chain of command will take the place of the position.

President

The University president has the responsibility to either oversee or delegate oversight of the EOP. Typically assumes the role if Incident Commander unless designated to a subordinate.

Executive Vice President

The Executive VP has the responsibility and role of Liaison in the command staff. In the absence of the President, they will assume their role and responsibilities.

Director of Risk Management/Fire Marshal & Health/Safety Officer

The Director of Risk Management/Fire Marshal & Health/Safety Officer have the responsibility and role in the command staff as the Safety Officer (SO) or designee.
Public Relations Director

The Public Relations Director has the responsibility and role in the command staff as the Public Information Officer (PIO).

Vice President of Administrative Services

The VP of Administrative Services has the responsibility and role in the general staff as the Finance Section Chief.

Vice President of Student Services

The VP of Student Services has the responsibility and role in the general staff as the Planning Section Chief.

Vice President of Development and Advancement

The VP of Development and Advancement have the responsibility and role in the general staff as the Logistic Section Chief.

The Executive Director of Campus services

The Executive Director of Campus Services have the responsibility and role in the general staff as the Operations Section Chief.

Executive Directors/Directors and Deans/Chairs

The Executive Directors/Directors and Deans/Chairs have responsibilities and roles to their respective areas and specialty.

Campus Police

The campus Police Chief and his staff have the responsibility and role of first responders and security for the incident in the Operations section.

Dixie Community Emergency Response Team (CERT)

The campus CERT will have the responsibility and role of first responders and resource for professional emergency services in the Operations section.

Power Plant Staff

The Power Plant staff will be responsible for first response to stabilize and operate the power plant and other intricate campus infrastructure.

Triage/Emergency Response Team (ERT)

A future campus Triage/ERT should be established for initial evaluation and response of emergencies.
Emergency/Crisis Communication

The Dixie Alert Team using the Dixie Alert System will be responsible for the initial discharging of accurate and timely information to the University community. When possible this will be done in collaboration with the county emergency dispatch center. The University’s PR department will act as the Public Information Officer (PIO) and be responsible for communicating and updating the media.

Faculty and Staff

It is the responsibility of the University Faculty/Staff to read and understand emergency procedures and evacuation plans for their respective areas and buildings they regularly occupy. Additionally, each Faculty/Staff is responsible for quickly evaluating their situation, acting with good judgment and follow University emergency systems alerts and procedures without further endangering themselves or others. Faculty/Staff should be leaders in following the emergency plan procedures. Since Faculty/Staff are viewed as official representatives of the University, Faculty/Staff should be prepared to direct and assist students in evacuation of buildings and help maintain order at designated assembly areas. Finally, during a declared a state of emergency Faculty/Staff may be called up to perform duties outside their specific job description.

Students

It is the responsibility of each student to familiarize themselves with emergency action procedures and evacuation plans for each building they regularly occupy. Additionally, each student is responsible for quickly evaluating their situation, acting with good judgment and following University emergency systems alerts and procedures without further endangering themselves or others.

Emergency Preparedness

The Office of Risk Management and Safety is responsible for maintaining the EOP, developing emergency plans, and training exercises. During an incident or event, Risk Management and Safety personnel may be tasked to Incident Commander.
First Responder Assignments

Dixie State University depends upon the following first responder agencies and campus departments for the following capabilities. All agencies will use the Incident Command System (ICS) for field operations.

First Responder Table 1

<table>
<thead>
<tr>
<th>Department</th>
<th>First Responder Assignments</th>
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<tbody>
<tr>
<td>SGFD</td>
<td>Fire Suppression, Basic Emergency Medical Services, Hazardous Materials Response, Technical Rescue</td>
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<tr>
<td>Gold Cross Ambulance</td>
<td>Emergency Medical Services, Basic-Advanced Life Support and transport</td>
</tr>
<tr>
<td>CERT</td>
<td>Evacuation, Triage, Search and Rescue</td>
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<tr>
<td>Plant Operations</td>
<td>Utility Management, Buildings &amp; Grounds, Infrastructure and General Services</td>
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<tr>
<td>Campus Services</td>
<td>Initial Emergency Investigation and Safety</td>
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<td>Risk Management and Safety</td>
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<tr>
<td>Facilities &amp; Haz/Mat Reporting</td>
<td>Haz/Mat Investigation &amp; Response</td>
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<tr>
<td>Public Relations</td>
<td>Public information</td>
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<tr>
<td>Emergency Support Function (ESF)</td>
<td>Lead Agency</td>
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<tr>
<td>ESF 1 Transportation</td>
<td>Campus Services (Utah State Motor pool)</td>
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<tr>
<td>ESF 2 Communications</td>
<td>Information Technology (IT)</td>
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<tr>
<td>ESF 3 Public Works &amp; Engineering</td>
<td>Power Plant &amp; Facilities Management</td>
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<tr>
<td>ESF 4 Firefighting (Rescue/EMS)</td>
<td>SGFD &amp; MOU Agency's</td>
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<tr>
<td>ESF 5 Emergency Management (Planning &amp; Information)</td>
<td>IC/Unified Command- IAP</td>
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<tr>
<td>ESF 6 Mass Care, (Emergency Assistance, Housing, Human Services)</td>
<td>Administration &amp; Student Services (Housing)</td>
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<tr>
<td>ESF 7 Logistics Management &amp; Resource Support</td>
<td>Internal Process and then Procurement</td>
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<tr>
<td>ESF 8 Public Health &amp; Medical Services</td>
<td>Gold Cross Ambulance Service Health &amp; Wellness Center Health Sciences (EMS,RN)</td>
</tr>
<tr>
<td>ESF 9 Search &amp; Rescue</td>
<td>DSU CERT &amp; SGFD</td>
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<tr>
<td>ESF 10 Hazardous Materials Response</td>
<td>SGFD/ &amp; Haz/Mat Specialist</td>
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<tr>
<td>ESF 11 Agriculture and Natural Resources (Food &amp; Water)</td>
<td>Dining Services</td>
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<tr>
<td>ESF 12 Energy (Utilities)</td>
<td>Power Plant</td>
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<tr>
<td>ESF 13 Public Safety/Security</td>
<td>Police/Security &amp; SGPD</td>
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<tr>
<td>ESF 14 Long Term Community Recovery (Volunteer/Donations)</td>
<td>TBD</td>
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<tr>
<td>ESF 15 External Affairs</td>
<td>University Communications</td>
</tr>
</tbody>
</table>
Direction, Control and Coordination

First responding units will work with other campus departments for assistance with logistics/resources and intelligence. Event information is provided to and policy interpretation by the Incident Command Staff for tactical decisions. Long-term crisis management will involve the Section Chiefs for strategic issues.

Incident Action Plan (IAP) should formally document incident objectives/goals, operational periods, and response strategy defined by the IC during response planning. It will contain general tactics to achieve the objectives within the overall strategy; will provide important information on event and response parameters. Equally important, the IAP facilitates dissemination of critical information about the status of response assets themselves. Because incidents evolve, IAPs must be revised on a regular basis to maintain consistent, up-to-date guidance across the system.

Individual DSU Procedures have been developed and should be followed to its designated evacuation area. Incident Action Plans should be developed with NIMS compliant accompanying checklists. Found in the FEMA NIMS ICS Forms Booklet at http://www.fema.gov/media-library-data/20130726-1922-28045-07047/ics_forms_12_17_10.pdf

Disaster Intelligence (Information Collection)

It is expected that first responders collect the following information; it is required and common to all emergencies:

*Nature of incident:* fire, earthquake, hazardous materials release, terrorist threat, etc.

*Location*

*University operations impacted* (immediate and potentially)

*Injuries reported*

*University assets damaged*

*Resources on scene* (campus, community)

*Estimated time for stabilization, repairs, and return to normal* (if possible)
Emergency Communications

Other communication or alternative modalities include:

1. Internal and External public address systems where applicable (TV, Radio Stations, Websites, Cisco phone/desktop)
2. Building and Police Vehicle loud speakers
3. Radios- 2 Way radios (line of site), 800 megahertz, Ham radios
4. Runners

*All information communicated needs to be accurate and timely.*

Cancellation and Recovery

The emergency operations section, in consultation with the EOP, will advise the President or designee when the University State of Emergency can be cancelled. The President or through the University PIO may then issue a cancelation report or statement which may include the status of the disaster, disorder, or crisis and its impact on the university community; and the plan for returning to normal operations.

Plan Development, Maintenance, and Training

The purpose of the University's emergency planning effort is to coordinate comprehensive preparedness related to protecting our greatest resource our people, as well as our research, teaching facilities, and community responsibilities. Planning efforts should operate on the basic principles of reliable data, stakeholder support, commitment to continuous quality improvement and training.

Experts with unique experience, education, preparation, should perform annual review and or maintenance of content and authority deemed necessary for continued development of the EOP. The EOP should be reviewed for compliance with the NIMS and working relationships with state and local officials should be continued with development of plans and appendices. The EOC shall remain in a condition of readiness for operational status.

Training is essential for effective and efficient responses and handlings of emergencies or crisis. Overall awareness training should take place every year to all students and employees. This will include but is not limited to the Dixie Alert system and the emergency procedures of the EOP. All key personnel must complete the applicable minimum NIMS compliant training and courses below. Specialized training of leadership personnel should be held regularly to keep members prepared and proficient. Campus-wide drills or exercises should be held at least annually.
FEMA NIMS:

Entry Level- ICS 100, IS 700

First Line/ Field Supervisor- ICS 200

Middle Management- IS 700, IS 800

Command and General Staff- ICS 300, ICS 400, Position Specific classes
Authority and Reference

**Federal**
- Homeland Security Act Presidential directive #8 - Guidance and Standards
- NFPA 1 Uniform Fire Code, Chapter 10, “General Fire Safety”
- NFPA 1600 National Preparedness Standard
- NFPA 1620, Recommended Practice for Pre-Incident Planning
- NFPA 1651, Standard on Emergency Services Incident Management System
- Stafford Disaster Relief and Emergency Assistance Act, amendments to Public Law 93-288, as amended
- Title 44, CFR FEMA regulations, as amended
- Jeanne Clery Act 20 U.S.C. 1092 (f), 34 CFR 668.46

**State**
- Emergency Management Act of 1981, Utah Code 53A-3-402, 63K-4-301
- Disaster Response Recovery Act, 63-5A
- External DES Policy #16 (Common Emergency Operations Plan Terminology)
Assignments and Tasks

I. POWER (HEAT) PLANT DIVISION

A. Assignments relating to preplanning, preparation and actual disaster task requirements.

B. Secure and maintain power plant, utilities, and infrastructure

C. Procedures for assisting the University Incident Commander and Emergency Operations Center.

D. Operation of permanently installed and portable generators, their refueling and operations maintenance.

E. Availability of portable generators and associated gear ready for dispatching to locations identified by the Incident Commander.

F. Construction and repair of critical infrastructure.

FACILITIES OPERATIONS & PLANNING

A. Maintenance of radio communications and interface capabilities with the University Police Department and the Emergency Operation Center (EOC).

B. Coordinate with Road Scholars for emergency transportation of students.

C. Provide for emergency transportation and/or parking for essential personnel.

D. Facilities operation and planning shall adequately plan to provide assurance that the Motor Pool can provide services during a disaster. These include:

1. Assure adequate fuel supply, or provide a back-up supply during an emergency.

2. Establish emergency power requirements and a plan for emergency generating equipment in cases of power failure.

3. Assign “emergency vehicle” status to vehicles and equipment providing emergency services.

4. Provide maintenance support for emergency vehicles and 7 day a week fueling support during an emergency.

5. Coordinate with Road Scholars vehicle fleet for emergency transport and use.
E. Construction and repair of critical infrastructure.

II. STUDENT HEALTH & WELLNESS CENTER

A. Maintain medical services for sick or injured students, staff and faculty.

B. Establish programs as directed by CDC or other health agencies in response to a threat to the public health.

C. Counseling shall provide emergency psychological crisis intervention services to students, faculty and staff. The H & W coordinator or designate will:

1. Respond to an institutional request for crisis intervention by coordinating and mobilizing volunteer counseling personnel for on-site services.

2. Plan for, provide on-site triage, individual and group interventions and initiate referrals for more specialized, and follow up care.

3. Maintain a list of university and community resources, meet annually with liaison personnel and engage periodically in training and simulation exercises.

III. RISK MANAGEMENT AND SAFETY/ FACILITIES AND HAZ/MAT REPORTING

A. Promote development and training of effective emergency and continuity of operations plans.

B. Provide representation to the County EOC.

C. Assist in damage assessment and building condition reports.

D. Maintain information on the content and location of radiological, chemical, biological and fire safety hazards.

E. Assess the value of University property – buildings, building contents and other University assets.

F. Documentation and submission of claims.

G. Collect & analyze damage assessment reports.

IV. POLICE DEPARTMENT

A. Preserve law, order and campus security.

B. Provide security in shelters.

C. Control access to buildings and scene of the disaster.
D. Interface and coordinate with local, county and state agencies independently or through the Washington County Emergency Operations Center to implement mutual aid agreements.

E. Maintain Police Communications on a continuous basis including internal and external radio communications, and coordination with the University Incident Commander.

F. Provide the maximum appropriate number of officers on duty.

G. Consult with the Shelter Managers for buildings designated as public shelters and establish appropriate security procedures.

H. Provide critical support services for the EOP.

I. Conduct security assessments and develop Response Plans from a terrorism perspective.

V. UNIVERSITY RELATIONS

A. Coordination of all information disseminated to the press and the public.

B. Update Emergency and long term Information to the DSU Web Page, and the radio and TV stations.

C. Provide for a consistent “one-voice” to the news media and all other interested parties.

D. Provide/coordinate for rumor control and emergency communications.

E. Assign specific individuals (primary & alternate) to disseminate information specify emergency response information and maintain contact with the following:

1. News media (TV, Newspapers, etc.)
2. Government agencies and civil authorities
3. Faculty and Staff
4. Students
5. Parents
6. University Emergency Hotline
7. Monitor and report information flow that affects key events to the public.
8. Audit communications post-event.

VI. STUDENT AFFAIRS

A. Coordinate with other campus and community agencies to identify and address the safety and security needs of students.
B. Develop procedures to communicate with and account for students in emergencies.

C. Implement a comprehensive program for emergency shelter for students currently housed in the on-campus facilities.

D. Coordinate with local agencies and support organizations to provide shelter alternatives for students residing off campus.

E. Provide consultation to and coordinate student leadership and organizations regarding their participation in the mitigation of the emergency.

VII. AUXILIARY SERVICES

A. Provide ongoing food service for resident students, employees and emergency workers who may remain on campus during an emergency.

B. Facilitate emergency procurement of goods and services with the logistics and finance chiefs.

C. Provide for emergency food service operations.

D. Maintain UF Laundry operations before and after an emergency.

E. Assist with the identification of alternate locations for critical housing and academic functions.

F. Coordinate with facilities operation and planning vehicle fleet for emergency transport and use.

G. Evaluation and documentation of damaged assets.

VIII. INFORMATION TECHNOLOGY SERVICES (IT)

A. Maintain the operation of the Dixie Alert System, voice, intranet, data, video and wireless communications services.

B. Develop policy to provide for the coordination of data and telephone systems.

C. Implement proper backup controls and redundancies to maintain critical services.

D. Properly document all hardware and its configuration; develop a plan for hardware replacement and setup.

E. Develop adequate information security controls.
F. Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location.

G. As necessary develop and maintain a plan to perform critical applications at a remote site.

IX. HUMAN RESOURCES (HR)

A. Together with Finance & Administration, maintain the continuity of Payroll Processing Services.

B. Maintain the continuity of critical Employee Benefit Services.

C. Provide for employee counseling.

D. In a post disaster community-wide disaster:
   1. Assess Faculty and Staff availability.
   2. Assist with the appropriation of personnel.
   3. Assist employees with work recovery needs – psychological help, day care center, time off for personal needs, etc.

X. FINANCE AND ADMINISTRATION

A. Together with Human Resources, maintain the continuity of Payroll Processing Services.

B. Ensure that emergency funds are available for expenditure as university priorities change during periods of crisis.

C. Develop plans to reschedule classes in conjunction with the President.

D. Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions.

E. Secure appropriate insurance.

XI. ACADEMIC/STUDENT AFFAIRS

A. Develop procedures to communicate with and account for teaching faculty in emergencies.
B. Develop plans to identify alternate facilities where University activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities.

C. Identify and prioritize critical support services and systems.

D. Identify and ensure recovery of critical assets.

XII. ATHLETICS

A. Develop and maintain plans for crowd control during athletic events.

B. Develop plan for evacuating athletic facilities during athletic events.

C. Together with Security, develop plans for ensuring that no weapons or dangerous materials are present during any athletic event.

D. Develop emergency plan to use athletic facilities as a shelter during and after an emergency.

XIII. LIBRARY

A. Identify and assist with the evaluation of library assets – books, collections, etc.

B. Develop plans and procedures to protect critical library assets.

XIV. MUSEUM & COLLECTIONS

A. Identify and assist with the evaluation of museum assets – art works, collections, etc.

B. Develop plans and procedures to protect critical museum assets.

XV. SCIENCE AND TECHNOLOGY (LABORATORY/RESEARCH)

A. Identify and prioritize critical support services and systems.

B. Identify and develop plans for the securing of dangerous research materials.

C. Develop plans and procedures to protect critical research assets.

D. For special assets (research animals, environmental sensitive materials, etc.) develop backup plans for electrical and other required basic services.
Dixie Alert Messaging Templates

101 THIS IS A TEST- TEST of the Dixie Alert System. This is only a test.

102 Alert Error- Please disregard the Dixie Alert message was posted in error. Resume normal activities.

103 Campus closed- Do not come to campus.

104 Classes Cancelled today.

105 Emergency Situation- Emergency at (location), evacuate area immediately, all others shelter in place.

106 Avoid Area- (Location) is closed due to (?). Increase awareness & avoid area until further notice.

107 Evacuation- Evacuate the campus immediately, do not return. Follow emergency procedures.

108 Shelter in Place- Emergency at (location). Remain where you are and shelter in place until further notice.

109 Secure and Deny Entry- Emergency at (location). Seek immediate indoor shelter and deny entry (lock down) now!

110 Campus Fire- Major Fire at (location). Avoid area, evacuate area and surroundings.


112 Hazardous Materials Spill- Haz/Mat at (location), evacuate area immediately, all others shelter in place.

113 Police Emergency- At (location). Remain indoors or go indoors NOW. Shelter in place until further notice.

114 Active Shooter- Shooting at (location). Go secure location and deny entry (lockdown) now!

115 Gas Leak- Gas release or smell at (Location). Seek fresh air away from building. Wait until further notice.

116 Utilities Interruption- At (location). Please use caution and increase awareness until further notice.

117 Weather Emergency- Life threatening weather conditions exist; seek indoor shelter until further notice.
118 Medical - There is a large medical emergency at (location). Please stay away unless medically trained.

119 All clear - The emergency is passed. ALL CLEAR! Resume normal activities and operation.

120 Contaminated Water - Campus water supply contaminated. Do not consume tap water. Boil water or bottles water only.