Emergency Operation Plan

August 7, 2019

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 (EOP) 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. [Signature] Date: 7/29/19
   University President

2. [Signature] Date: 8/1/19
   Provost and Vice President of Academic Affairs

3. [Signature] Date: 7/30/19
   Board of Trustee Chair

4. [Signature] Date: 8-7-2019
   Executive Director of Facilities Management

5. [Signature] Date: 8/6/2019
   Dean of Students

6. [Signature] Date: 8/6/19
   Director of Campus Police/Security

7. [Signature] Date: 8/5/19
   Executive Director (EM) of Event Services & Risk Management
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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 prevent, 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 EOP is a campus level plan that guides the response of Dixie State University personnel and resources during an emergency. It is the official EOP 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 University 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 and Presidential Directive 8 - National Preparedness Goal. 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 and/or disaster in a safe, effective and timely manner.

The University incident priorities will be:

1. Protection of life and provide for safe operations
2. Stabilization of the incident and prevent further damage and/or loss
3. Recovery and restoration of general campus operations and business continuity

Situation Overview

Originally established in 1911 Dixie State University is located in St. George, Utah. As a state institution of higher education, it offers some masters and a number of bachelor and associate degrees as well as certificate programs. DSU values student-center success, academic excellence, equity and inclusion, accountability, service leadership, creativity and innovation, local and global resources. The campus includes 65 buildings spread over 200 acres used by approximately 10,000 students, 600 faculty and 2,000 staff. DSU also operates several off campus facilities in the City of St. George (Innovation Plaza, Health & Counseling Center, Taylor Health Science Center, University Inn & University Plaza), (Hurricane City Hurricane Center), Springdale Town (OC Tanner Amphitheatre), and Pine Valley Town (PV Cabin).

Hazard Analysis

Dixie State University is contiguous to, and abounds in St. George City, Washington County, Utah. DSU's main 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 7,000 and can swell to well over 16,000 with coinciding large events.

The University is exposed to many threats and hazards, all of which have the potential for disrupting both the mission and services rendered to faculty, staff, students, and visitors. According to Washington County Emergency Services, the following are the evaluated and ranked potential natural and technological for the county at large:

1. Flooding
2. Fire
3. Drought
4. Earthquake
5. Epidemic/pandemic
6. Dam Failure
8. Landslide
9. Terrorism (Active Shooter)
10. Utility Interruption
11. Transportation Accidents
12. High Winds

However, a recent internal Threat and Hazard Identification and Risk Assessment (THIRA) was completed to identify the universities major threats/hazards, what impacts they might have and how capable the campus community is in handling those impacts. Using a matrix the above list was re-organized by rank according to the Universities history, vulnerability, maximum threat and hazard probability the result are as follows: (High Winds and Flooding was reclassified in to Severe Weather and combined with landslide heat, etc. Cyber Security Breach was added and Dam Failure was eliminated):

1. Earthquake
2. Severe Weather (Flooding, High Winds, Landslide, Heat, etc.)
3. Hazardous Materials Release & Exposure
4. Epidemic/Pandemic
5. Terrorism (Active Shooter, Bomb)
6. Fire
7. Transportation Accident
8. Cyber Security Breach
9. Utility Interruption
University Capability Assessment

The University operates a small police department with mutual aid agreements with St. George Police Department for law enforcement assistance. 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. Countywide emergency dispatch services are contracted with the City of St. George. The University has people trained in CERT and various levels of fire and EMS first response through the Police Department, Risk/Emergency Management and Health Science programs. A five county South West Regional Haz/Mat team is responsible for technician level response to a hazardous material release. The St. George Police Department and the Washington County Sheriff’s office have responsibility for SWAT situations and bomb response to campus.

The University Facilities Management department has responsibility for campus buildings, grounds, utilities and waste management. Facility Services, Operations & Energy 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 (EOC) on campus 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. 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 facilities management building. 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 (Risk/Emergency Manager), 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 normal chain-of-command structure and/or the 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 and so on.

**President**

The University President has the responsibility to either oversee or delegate oversight of
the Incident and EOP. Typically assumes the role if Incident Commander unless
designated to a subordinate.
Provost and Vice President of Academic Affairs

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

Executive Director of Risk/Emergency Management

The Executive Director of Risk/Emergency Management has the responsibility and role in the command staff as the Safety Officer (SO).

UMAC Chief Officer and/or Public Relations Director

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

Vice President of Administrative Affairs

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

Vice President of Student Affairs

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

Vice President of Government Relations

The VP of Government Relations has the responsibility of filing in for an empty general staff position and/or special governmental resource liaison.

The Executive Director of Facilities Management

The Executive Director of Facilities Management has the responsibility and role in the general staff as the Operations Section Chief.

Executive Directors/Department Directors and Deans/Chairs

The Executive Directors/ Department Directors and Deans/Chairs have leadership responsibilities to their respective departments/colleges and complimentary plans to the EOP. Furthermore, they fulfill roles or assignments within the ICS.

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.
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.

Facilities Management Staff

The Facilities Services, Operations & Energy staff have the responsible for first response to stabilize and operate the power plant and other critical 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 UMAC department will act as the Public Information Officer (PIO) and be responsible for coordinated communication and updating the media and public.

Faculty and Staff

It is the responsibility of the University Faculty/Staff to read and understand emergency procedures and evacuation plans for the respective areas and buildings they regularly occupy. Additionally, each Faculty/Staff 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. Faculty/Staff should be leaders in adhering to the emergency plan and 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 officials, systems alerts and procedures without further endangering themselves or others.
Emergency Preparedness

The campus community as whole is responsible for emergency preparedness. However, The Event Services & Risk Management Department is responsible for maintaining the EOP, developing emergency plans, and applicable training exercises. During an incident or event, Risk Management & 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.

General Council

The Chief General Council has the responsibility to the incident commander for legal advisement.

First Responder Table 1

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

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, EAS)
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 coordinated, 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 Emergency Alert System and the emergency procedures of the EOP. All key personnel should 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 and/or ICS 402

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
NFPA 1 Uniform Fire Code, Chapter 10, “General Fire Safety”
NFPA 1600 National Preparedness Standard
NFPA 1620, Recommended Practice for Pre-Incident Planning
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)
External DES Policy #17 (‘State of Emergency’, ‘Emergency’, or ‘Major Disaster’ requests for assistance.)
Assignments and Tasks

I. FACILITIES MANAGEMENT OPERATIONS & ENERGY

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

B. Secure and maintain energy/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.

II. FACILITIES MANAGEMENT SERVICES, PLANNING & CONSTRUCTION

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.

III. STUDENT HEALTH & COUNSELING 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 & C 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.

IV. RISK/EMERGENCY MANAGEMENT AND SAFETY

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

B. Provide representation to the State and 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.

V. POLICE/SECURITY DEPARTMENT

A. Preserve law and 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 Command System.

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.

VI. UNIVERSITY MARKETING AND COMMUNICATIONS (UMAC)

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

B. Work with other DSU departments (IT) in updating Emergency and long term Information to the DSU Web Page, social media, and the radio and TV stations.

C. Provide for a consistent, coordinate, timely and accurate "one-voice" to the news media, public 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 & Social Media (TV, Newspapers, Twitter, Facebook, Instagram, 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.

VII. 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. Assists Student Housing and Residential Life implement a comprehensive program for emergency shelter for students currently housed in the on-campus facilities.

D. Coordinates with Student Housing and other 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.

VIII. AUXILIARY SERVICES (Housing, Dining, Transportation)

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. Works with Student Affairs in implementing a comprehensive program for emergency shelter on-campus and potential alternate locations for housing.

F. Coordinate with road scholar, facilities management services, planning and construction vehicle fleet for emergency transportation and other utilizations.

G. Evaluation and documentation of damaged assets.

IX. INFORMATION TECHNOLOGY SERVICES (IT)

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

B. Develop and implement policy and procedures to provide coordinated services of information technology, data and communication systems during emergencies.

C. Implement proper IT 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.

X. 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.

XI. ADMINISTRATIVE AFFAIRS (Finance/Business)

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 operational funds and insurance recovery.

XII. ACADEMIC/STUDENT AFFAIRS

A. Develop procedures to communicate with and account for teaching faculty in emergencies.
B. Develop academic continuity plans and 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.

XIII. ATHLETICS

A. Develop and maintain emergency plans for crowd control, staging and evacuation for athletic facilities during temporary sheltering and recovery after the emergency.

B. Together with Security, develop plans for ensuring that no weapons or dangerous materials are present during staging or sheltering periods.

XIV. LIBRARY

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

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

XV. 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.

XVI. SCIENCE AND TECHNOLOGY/HEALTH SCIENCE (LABORATOR/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.