



WHITWORTH
UNIVERSITY

EMERGENCY RESPONSE PLAN



Letter of Promulgation

Whitworth University
Emergency Response Plan
November 2022

Scott McQuilkin
President, Whitworth University

Helping to keep members of the Whitworth University community safe and secure is our highest priority. Doing so entails a commitment to emergency preparedness. This University Emergency Response Plan (ERP) is a critical part of our continuing effort to guide the university in planning for, responding to and recovering from significant incidents. This ERP describes the duties and responsibilities of designated individuals, departments, and community members. The plan directs individuals and organizations to provide guidance, relief and assistance as necessary to mitigate, prepare for, respond to, and recover from the effects of an incident that might or has occurred at Whitworth University.

These incidents can take many forms, including severe weather, systems failures, transportation accidents, hazardous material spills, public health emergencies and violent or disruptive human actions. Preparing for them requires a comprehensive planning program. While it is impossible to guarantee that such events will never occur, such careful planning will better enable Whitworth University to mitigate their destructive effects and respond to disruptions appropriately, effectively and expeditiously.

Each member of the community is responsible for taking reasonable measures to prepare themselves for an emergency. Individual preparedness is a fundamental step in meeting our commitment to fellow students, faculty and staff members. Furthermore, well thought out and implemented departmental emergency and continuity plans can significantly enhance the safety of our community as well as our ability to sustain operations during disruptive incidents.

I hope all of you will take the time to familiarize yourself with the responsibilities in this plan. Protecting the safety and security of our university community is a responsibility we can only fulfill by working together. I am committed to joining with you in our efforts to meet that shared responsibility.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott McQuilkin", written over a light blue horizontal line.

Scott McQuilkin, Ph.D.
President

WHITWORTH UNIVERSITY EMERGENCY RESPONSE PLAN

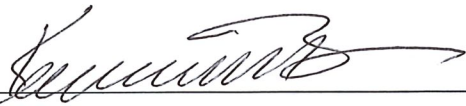
Approval and Implementation



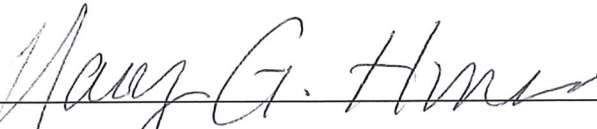
Gary Hopkins, Trustee; Chair, Building, Grounds & Technology Committee



Lawrence K. Probus, Vice President, Finance & Administration



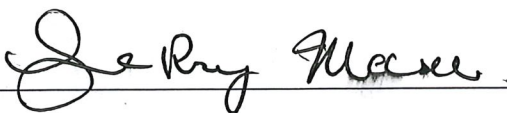
Kenneth M. Brown, Chief Information Officer, Office of Institutional Effectiveness



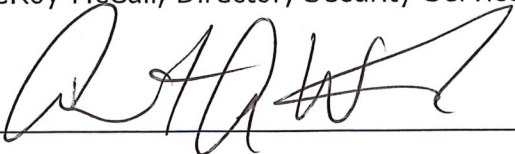
Nancy G. Hines, Associate Vice President, University Marketing & Communications



Christopher J. Eichorst, Assistant Vice President, Facilities Services



LeRoy McCall, Director, Security Services



August Weil, Human Resources Manager, Employment and Health

Record of Changes

This page should be updated each time the Emergency Response Plan is reviewed and/or modified. The university emergency response planner is responsible to review and update this plan biennially, or more frequently as needed.

Date created: September 2013

Date of last biennial review: October 2022

Updated by: Chris Eichorst, associate vice president, facilities services and university emergency response planner

(Signed copy on file at facilities services)

List of changes since last review:

Updated titles on implementation page.

Added associate vice president of marketing and communications to the Emergency Policy Group

Added to the wide range of hazards: Public health emergencies

Added to the list of hazards table: Pandemic and cyber attack

Updated incident life cycle graphic to include continuity of operations

Added continuity of operations to the incident life cycle section.

Added APPENDIX W: CAMPUS SAFETY PLAN

Record of Distribution

Posted on the emergency response website – Date:

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I. INTRODUCTION

Foreword

The Whitworth University Emergency Response Plan has been prepared as an administrative guide to provide an organizational and procedural framework for the management of emergency situations. The plan also provides for coordination between the university and county, state and federal resources to provide protection for the lives and property of the campus community.

Purpose

The Emergency Response Plan outlines the campus emergency response for all types and levels of emergencies and/or events. It is activated by the president of Whitworth University or any senior administrator present whenever such an emergency or event reaches proportions beyond the capacity of routine procedures. The campus will interact with local law enforcement, fire department, and other county, state and federal agencies as necessary.

In the event of a catastrophic disaster, the Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered. The following assumptions are recognized:

1. A disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in a disaster are not entirely predictable; hence, published support and operational plans will only serve as guides and checklists, and may require field modification in order to meet the requirements of the event.
3. Disasters may affect residents living near the university; therefore, city, county and federal services may be overwhelmed. A delay in off-campus response services may be expected (up to 48 to 72 hours).
4. The Emergency Response Plan may be activated if information indicates that such a condition is developing or is possible.

The primary goals of the Emergency Response Plan are:

- To preserve life and protect property.
- To ensure the continuity of campus operations.
- To provide an organizational and procedural framework for the management of emergency situations.
- To coordinate emergency operations with other agencies.
- To allow the university to be self-sufficient in the event resources from outside agencies or emergency services are not immediately available.
- To provide a tool to plan for non-emergency, major campus events.

II. ORGANIZATION

Incident Command System

Whitworth University Emergency Response Plan uses a management system referred to as **Incident Command System (ICS)**. The ICS provides an organizational structure capable of responding to all levels of emergencies, unusual occurrences, and/or planned major campus events. This structure provides the flexibility to respond to an incident as it escalates or de-escalates in severity.

Many incidents or emergencies require a response from a number of different agencies. Regardless of the size of the incident or the number of agencies involved in the response, all incidents require a coordinated effort to ensure an effective response and the efficient, safe use of resources.

ICS provides a formalized management structure that lends consistency, fosters efficiency and provides direction during a response by providing a common organizational structure shared by responding agencies.

The ICS organization is built around five major components.

- **Command**
- **Planning**
- **Operations**
- **Logistics**
- **Finance/Administration**

These five major components are the foundation upon which the ICS organization develops. They apply when facing a routine emergency, when preparing for a major event or when managing a response to a major disaster. In small-scale incidents, all of the components may be managed by one person, the incident commander. Large-scale incidents usually require the activation of additional components or sections.

The ICS organization has the capability to expand or contract to meet the needs of the incident, but all incidents regardless of the size or complexity will have an incident commander. A basic ICS operating guideline is that the incident commander is responsible for on-scene management until command authority is transferred to another person, who then becomes the incident commander. Ultimately the role of incident commander may be filled by the senior officer of a responding agency such as the Spokane County Fire Department. Trained Whitworth University personnel, at the direction of the incident commander, could be used to fill other components or sections within the ICS organizational structure.

Emergency Response Team

Emergency Response Team (ERT) – The ERT is a collective term to refer to Whitworth University personnel that have a role in the event of an emergency. The ERT is comprised of staff and faculty that have additional duties during an emergency response. These include the members emergency policy group, the incident commander and command staff, and members of the emergency operation center. The

ERT is listed in Appendix A at the Risk Management SharePoint site under Emergency Response Planning.

Emergency Policy Group

The president's cabinet provides policy-level leadership and during an emergency is known as the emergency policy group. It has responsibility to the university during emergency responses in which the educational mission is interrupted or normal business cannot be conducted. The EPG is comprised of the following leadership positions:

President
Provost & Executive Vice President
Vice President for Admissions & Financial Aid
Vice President for Finance & Administration
Vice President for Institutional Advancement
Vice President for Student Life
Chief Information Officer
Chief Diversity Officer & Associate Vice President for
Diversity, Equity & Inclusion
Associate Vice President for Finance & Administration
Associate Vice President for Human Resource Services
Associate Vice President of Marketing and
Communication
Dean of Spiritual Life
Athletic Director



The emergency policy group is responsible for:

- Policy level decisions
- Fiscal authorizations
- Strategic prioritizations
- Strategic policy and direction

The cabinet or EPG in an emergency response is responsible of informing and communicating with the board of trustees as the incident permits. The EPG also provides direction to, and coordinates with, the University Council, deans and directors not directly involved in management of the event. See Appendix A, Risk Management SharePoint site under Emergency Response Plan, for a list of emergency policy group members and their contact information.

Incident Commander

The **incident commander** has overall responsibility for the management of incident activities. Major responsibilities for the incident commander include:

- Establishing command.
- Protecting life and property.
- Controlling personnel and equipment resources.
- Maintaining accountability for responder and public safety, as well as task accomplishment.
- Establishing and maintaining an effective liaison with outside agencies and organizations, including the **emergency operation center (EOC)**, when it is activated.
- Ensuring responder safety
- Assessing incident priorities.
- Determining operational objectives.
- Developing and implementing the emergency action plan.
- Developing an appropriate organizational structure.
- Maintaining a manageable span of control.
- Managing incident resources.
- Coordinating overall emergency activities.
- Coordinating the activities of outside agencies.
- Authorizing the release of information to the media.
- Keeping track of costs.

Initially, the incident commander will be the senior first responder to arrive at the scene. As additional responders arrive, command will transfer on the basis of who has primary authority for overall control of the incident. As incidents grow in size or become more complex, the emergency policy group may appoint the incident commander. At transfer of command, the outgoing incident commander must give the incoming incident commander a full briefing and notify all staff of the change in command.

As an incident grows, the incident commander **may delegate authority** for performing certain activities to others. When expansion is required, the incident commander will establish other command staff positions: public information officer, safety officer and liaison officer.

- The **public information officer**: Handles all media inquiries and coordinates the release of news and other information as approved by the incident commander, assuring that official statements are issued only by those administrators authorized to issue such statements; assists in handling telephone inquiries from the public relative to the emergency or event; accredits bona fide members of the news media operating on campus.

- The **safety officer**: Monitors safety conditions and develops measures for ensuring the safety of all assigned personnel; authorized to stop an unsafe act, but will generally correct the situation through the designated line of authority.
- The **liaison officer**: Is the on-scene contact for other agencies assigned to the incident; initiates and maintains contact with assisting public or private agencies (e.g., police, fire, Red Cross); coordinates and supervises volunteer services.

The incident commander will base the decision to expand (or contract) the ICS organization on three major incident priorities:

- **Life safety.** The incident commander's first priority is always the life safety of the emergency responders, the campus community and the public.
- **Incident stability.** The incident commander is responsible for determining the strategy that will:
 - Minimize the effect that the incident will have on the surrounding area.
 - Maximize the response effort while using resources efficiently. The size and complexity of the command system that the incident commander develops should be in keeping with the complexity (e.g., level of difficulty in the response) of the incident, not the size (which is based on geographic area or number of resources).
- **Property conservation.** The incident commander is responsible for minimizing damage to property while achieving the incident objectives. As incidents become more involved, the incident commander can activate additional general staff sections (that is, planning, operations, logistics and/or finance/administration), as necessary.

Emergency Operations Center (EOC)

EOC Manager

An EOC manager organizes and oversees the functions of the EOC support sections. An EOC manager may not be necessary except for in high-impact and longer-duration incidents that may occur. If there is no specific location for an incident (e.g., windstorm, snowstorm, ice storm) the incident commander should work out of the EOC. In a case like this the incident commander may also be the EOC manager.

The four **EOC Support Sections** are:

Planning/Intelligence Section

The planning/intelligence section is responsible for the collection, evaluation, internal dissemination and use of information about the development of the incident and status of resources. This section's responsibilities can also include creation of the Emergency Action Plan and contingency plans, which define the response activities and resource utilization for a specific time period.

Operations Section

The operations section is responsible for the assessment and implementation of field operations including activities described in the Emergency Action Plan. Campus staff and emergency responders generally staff this section.

Logistics Section

The logistics section is responsible for providing facilities, supplies and material support, including personnel necessary to conduct emergency or planned operations (e.g., personnel call-out, food, lodging, transportation, equipment, etc.).

Finance/Administration Section

The finance/administration section tracks incident costs and reimbursement accounting. They document expenditures, purchase authorizations, damage to property, injury and damage claims, payroll, overtime, or any other expenses associated with the emergency or event.

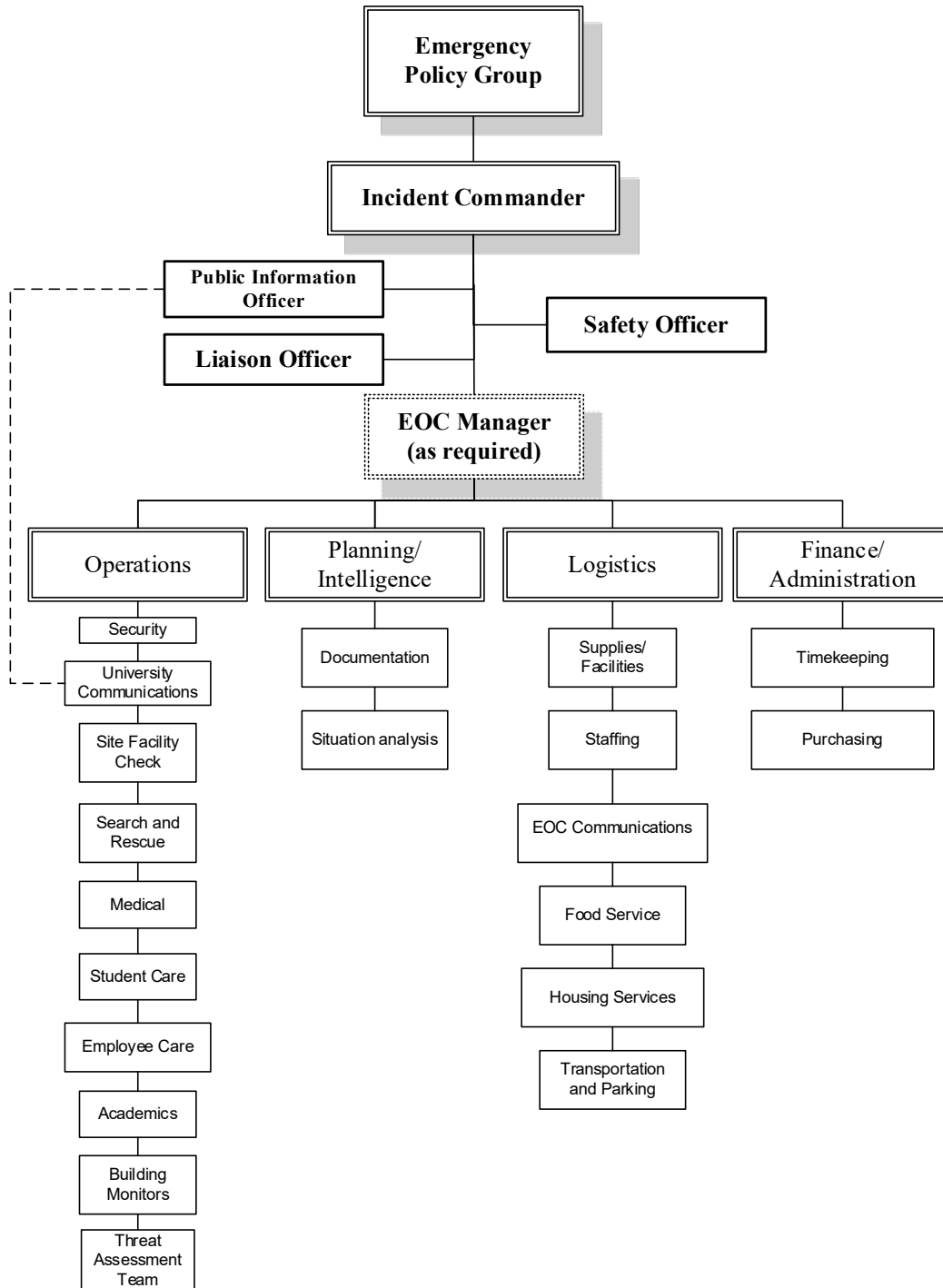
Each EOC support section is comprised of specific functions or units and is overseen by a section leader who reports directly to the emergency operations center manager or the incident commander if there is no EOC manager. Each EOC unit has an EOC unit leader who reports directly to the EOC section leader. ICS participants should understand the reporting procedures and follow them throughout the incident.

- EOC unit leaders report to and take direction from their EOC section leader, work with their staff and other EOC unit leaders within their section.
- EOC section leaders report to and take direction from the emergency operations center manager or the incident commander if there is no EOC manager, work with EOC unit leaders within their section and other section leaders.
- The incident commander reports to emergency policy group. The incident commander has the ultimate responsibility for activation, oversight and termination of the EOC.

Emergency Response Organizational Chart



INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART



Department Responsibilities

Departments are responsible for ensuring that campus emergency instructions are prominently displayed and communicated to students, staff and faculty within their facilities or program areas. Departments are also responsible for ensuring that staff and faculty are sufficiently trained to respond appropriately to emergencies and other significant events. This can be coordinated with the building monitors and the university emergency response planner.

Departments are also responsible for developing plans and protocols specific to their academic or business function. For example, each division or department is responsible for developing facility evacuation and sheltering plans, as well as a business continuity and recovery plan that specifically addresses steps to maintain and/or restore essential services for their specific function.

Faculty and Staff Responsibilities

University faculty and staff are considered leaders and must be prepared to provide support to the students in their care during emergency situations. Faculty and staff should clearly understand department emergency, building evacuation and sheltering procedures in areas where they work and teach. Faculty and staff may be the first at the scene of an event and are responsible for following standard response procedures and contacting the appropriate individuals.

Student Responsibilities

Students are responsible for being aware of their surroundings and familiar with campus emergency instructions. In the event of an emergency, they are responsible for their own personal safety and watching or listening for and following directions provided by emergency responders and/or university staff.

III. INCIDENT COMMAND SYSTEM CONCEPTS AND PRINCIPLES

Common Terminology

- Major organizational functions and units named.
- In multiple incidents, each incident is named, usually by site or facility site name.
- Common names used for personnel, equipment and facilities.
- Common language used in radio transmission (e.g., no “10” codes or agency-specific codes).

Modular Organization

- Structure develops top-down, starting with the first person arriving at the scene or emergency operations center (EOC). First person on the scene is the incident commander until relieved.
- Structure based on the complexity of the incident.
- IC is always staffed, other functions staffed as needed.

Strategic Action Plan

- Requires a written or verbal plan.
- Written plan always recommended.
- Covers objectives and support activities.

Manageable Span of Control

- Range three to seven persons.
- Optimum five persons.

Designated Incident Facilities

- Emergency operations center.
- Staging area.
- Others identified as needed.

Comprehensive Resource Management

- Only incident commander can request or release resources.
- Best use of limited resources.
- Re-assignment of resource.

IV. ACTIVATION OF THE EMERGENCY RESPONSE TEAM (ERT)

Emergency Level Classifications

For Whitworth University, three levels of emergency incidents have been established. The character, scope and magnitude of the incident determine the appropriate level of response.

Low: The emergency incident or planned activity can be managed using normal response operations. Low emergency level for Whitworth would equate to FEMA Type 5 incident and can be handled with one or two single resources with up to six personnel. Examples include a vehicle fire, an injured person or a police traffic stop.

Medium: The incident requires multiunit response in which the EOC may be partially activated. Selected staffing notifications are made at the discretion of the incident commander. Medium emergency level for Whitworth would equate to FEMA Type 4 incident requiring activation of command and general staff functions as needed. Examples include a room fire or utility outage.

High: The emergency cannot be managed using normal campus resources. The EOC is fully activated with automatic response of all ICS staff. A campus state of disaster may be declared during a high emergency level. Examples include a building fire, active shooter incident with casualties, a regional wildfire affecting campus, or a major snow or ice event affecting operations for an extended period of time. High emergency level for Whitworth would equate to FEMA Type 3, Type 2 and Type 1 emergencies.

- FEMA Type 3 is an incident where needs exceed capabilities and the appropriate ICS positions should be added to match the complexity of the incident.
- FEMA Type 2 is an incident that extends beyond the capabilities for local control and is expected to have multiple operational periods. Type 2 incidents may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command and general staffing.
- FEMA Type 1 is the most complex incident requiring national resources for safe and effective management and operation.

Hazards

A wide range of hazards – including building fires, severe thunderstorms, snowstorms, ice storms, transportation incidents, information services (IS) failure, public health emergencies, electrical failure and building floods – have the potential to significantly impact Whitworth University and its community members. Hazards can occur with or without warning and may occur naturally, accidentally or as the result of an intentional act.

Whitworth and its community members can also be impacted by hazards occurring elsewhere (e.g., earthquakes), especially those that interrupt the supply of goods and services, inducing critical shortages of such essentials as electricity, petroleum products, natural gas, medications and food.

| Possible Hazards |
|---|
| Building fire or wildfire |
| Severe thunderstorm |
| Severe windstorm |
| Snowstorm event |
| Ice storm event |
| Hazardous material exposure-external |
| Information system failure |
| Transportation events (vehicle accidents, pedestrian accidents, etc.) |
| Building flood |
| Electrical failure |
| Earthquake |
| Effects from a volcanic eruption |
| Pandemic |
| Cyber attack |

Planning Assumptions

- Any of the hazards identified previously may occur. They may also occur simultaneously or consecutively.
- All of the hazards have the potential to significantly impact the Whitworth community.
- These hazards can occur with little warning and may affect all or a portion of our community.
- These hazards may require the coordinated response of multiple departments within Whitworth University and/or involvement of community response partners.
- Many of these hazards could overwhelm the capacity of Whitworth University. Contracted services normally relied on to provide critical resources may also be impacted and unable to provide resources.

Prevention-Mitigation

Prevention-mitigation encompasses those activities or measures that will either prevent the onset of a significant event or reduce the impacts should one occur. Using building fires as an example, prohibiting candles in a residence hall is an example of a fire *prevention* effort. The fire sprinkler system, while it can't prevent the start of a fire, is designed to *mitigate* the impact to people and property if a fire does occur. Both are about *taking action before an event* based on an analysis of hazards.

Preparedness

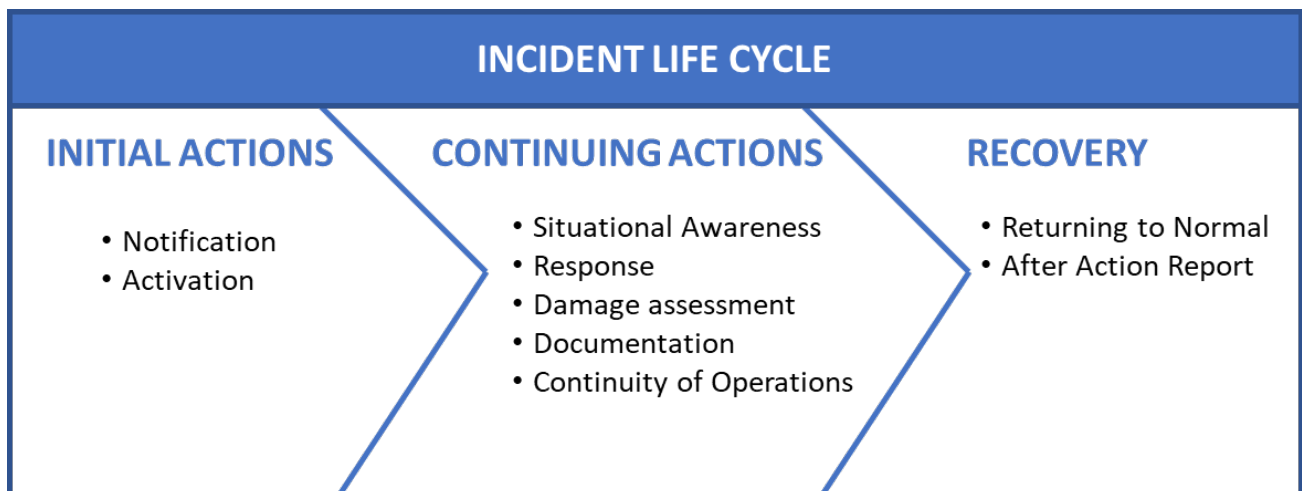
Preparedness activities improve the university's ability to respond effectively when, despite our best prevention efforts, an emergency does occur. Preparedness activities include planning, training, education, exercises of the Emergency Response Plan or its components, and procurement and staging in advance of supplies and equipment for use during an incident. Preparedness also includes promoting the steps that Whitworth

community members can take to ensure that they are personally prepared for emergencies, both at work and home.

The emergency response planner is responsible for coordinating university preparedness activities including training, drills and exercises, developing and distributing educational information, making recommendations regarding the purchase and placement of equipment and supplies, coordinating after-action reports, and updating the Emergency Response Plan.

Incident Life Cycle

During an emergency affecting Whitworth, the university will respond consistent with the incident life cycle. This cycle includes three phases that provide guidelines for emergency operations: initial actions, continuing actions and recovery operations. Actions included in each incident life cycle phase may not necessarily be completed in sequential order and may sometimes be undertaken concurrently.



Initial Actions

Notification of an Emergency

If lives and/or property are in danger and the fire department, law enforcement, or medical help is required, **call 911**. This call may be made by:

- A Whitworth community member
- A member of the public
- Emergency response personnel
- Emergency management personnel

Whitworth University is reliant on our assigned public safety organizations. The Spokane County Fire Department, the Spokane County Sheriff's Office and medical emergency responders can all be reached by calling 911.

Whitworth University Security should also be notified of an actual or potential emergency impacting the university. This call to security initiates a university response by activating our Whitworth University Emergency Response Team scaled to the size of the incident.

Whitworth University maintains 24-hour security operations and widely publicizes the campus emergency number 509.777.4444. Security officers follow notification protocols and maintain emergency contacts so that the appropriate Whitworth University leadership is alerted in a timely manner. If an emergency is identified that requires a response, call 911 and then call Whitworth Security. After calling 911, calling security activates our campus notification system broadcasting to the Whitworth community via Informacast voice messages on the blue-light public address systems and voice and text on the IP Clocks and WhitAlert emergency text messages. Once an initial notification is sent, security will respond to the emergency and contact university marketing and communications (marcom) to send out subsequent notifications to campus. If security cannot reach marcom then security has the capability to send additional notifications, as required, directly using Informacast and the WhitAlert app on their mobile devices. For people-related emergencies (violent acts, crimes, accidents, building fire), security will contact the security supervisor to respond and take over as the incident commander. For facilities-centered emergencies (power outage, gas leak, weather related event, earthquake), security will contact the assistant vice president of facilities services.

The incident commander is notified whenever there is an actual or likely involvement of Whitworth University in an incident (or possibly a planned event) and any one of the following conditions exists:

- The event is likely to have a significant impact on Whitworth community members.
- High public, media or political interest – acute or serious event that has or may stimulate high levels of concern or interest.
- The event affects the delivery of normal Whitworth University services.
- Outside resources are needed to respond to the event.
- More than one university department is involved.

Activation

Upon notification, the incident commander (IC) will gather information and evaluate the incident. The IC will then determine whether to activate members of the emergency response team (ERT) to manage the incident. Some of the first notifications should be to marcom, the vice president for finance & administration, university safety manager and facilities services. Notifications of additional ERT members should be based on the size of the incident and the response required. Additionally, the university president can activate the emergency response at his/her discretion for an incident or even for planned events.

Emergency Response Team Assignment and Recall

Based on the staffing needs of the event, the IC will activate and assign qualified ERT members to appropriate ICS functions on the ICS organization chart. The IC may initiate the activation of select ERT staff by one of the following methods:

- In the case of a low-level response, calling them directly (e.g., public information officer, safety officer, liaison officer).
- In the case of a medium-level response, notifying the emergency operations manager (security supervisor or facilities services director – whoever is NOT the incident commander or the facilities maintenance manager), who will then recall the requisite EOC members.
- Departmental administrative support staff may also be utilized by the IC for ERT notification.
- Whitworth University Human Resource Services may be utilized by the IC for ERT activation and for activation of additional support staff.

The IC will provide instructions to be relayed to activated ERT members indicating a “standby” status or directing them to respond to a specific location (e.g., facilities services or Hill House conference room). On “standby” status, staff would be alerted to prepare themselves to respond and be alert for follow-up notification.

Upon response to their designated location, activated ERT members will receive an event briefing and a checklist for their assigned ICS function.

Activation of the Emergency Policy Group (EPG)

The vice president for finance & administration will be notified in case of an emergency and will recall the members of the emergency policy group. During an incident the EPG will meet at the Hill House conference room (primary), or Weyerhaeuser conference room 302 (secondary). If for some reason the main campus cannot host the EPG, this group should convene at Hawthorne House or if that is not available meet at Mead High School.

Activation of the Emergency Operation Center (EOC)

The emergency operation center is located at the administration offices and conference room of facilities services. The EOC shall be maintained in a state of readiness. The EOC will also serve as the staging area for all ICS operations. During a high-level emergency classification all designated personnel should report directly to the EOC. If the primary EOC location is not available, the secondary EOC location is Weyerhaeuser room 111. If for some reason main campus cannot host the EOC operation, the EOC will relocate to security (Graham House) or Mead High School.

Upon declaration of a low- or medium-level emergency, the IC shall determine which support sections to activate, designate section leaders and direct activities. Section leaders will oversee the mobilization of their respective sections and be responsible for the notification of their unit leaders. Individual

unit leaders shall oversee the mobilization of their respective units by a systematic communication to employees listed in their mobilization roster.

Continuing Actions

Situational Awareness

Situational awareness is the ability to identify, evaluate and monitor activities and information throughout the incident. The IC will communicate regularly with the EOC. The EOC will provide information to members of the EPG via conference call or emergency conference bridge. Decisions regarding further actions will depend on available situational awareness information.

Response

Response operations may differ depending on the nature of the incident. Actions listed may not necessarily be required and will occur based on incident needs. Once incident notifications occur, ERT members may be activated. The IC makes necessary tactical response decisions, and the EPG makes necessary policy decisions. The PIO and team communicates with members of the Whitworth community and media. EOC members may require their division, department or office, and designated employees to assist in emergency response operations. Those involved in emergency operations support will provide incident-related information to the EOC and support operations through the recovery phase. The IC will determine the need for continued response efforts and initiation of recovery efforts. The PIO will continue to communicate to the public and Whitworth community as needed.

The IC will work with other members of the EOC leadership staff to develop an initial incident action plan (IAP) for the event. The IAP will define the objectives to be accomplished by EOC during a set period of time, as well as the information needed and activities to be taken to achieve the objectives. Depending on the length of the event, the IAP may be updated several times.

Internal communication will be via radio, cellphone or emergency conference bridge. Security, facilities services members and the safety manager all have two-way radios. Four channels are available for Whitworth to use. Channel 3 is the security channel, while channel 1 is building maintenance and channel 2 is grounds maintenance. To discuss issues at length, Channel 4 is open and reserved for that purpose. Cellphones are another way of communicating, but may not have service if an incident is large enough where too many callers flood the cellphone towers. The emergency conference bridge is intended to allow members of the EPG and the EOC and the IC to talk to each other despite being in different locations. The phone number to dial into the emergency conference bridge has been posted on the Appendix A: Emergency Response Team roster at the Risk Management SharePoint site under Emergency Response Plan. The emergency conference bridge instructions are located in Appendix P of this Emergency Response Plan.

External communication is the ability to effectively communicate with Whitworth community members, parents, community partners and the public during a significant event. Priority communication issues include message development, internal communication, partner and stakeholder communication, media communication, public communication and information monitoring. A crisis communication plan has been developed by marcom and a copy can be found in Appendix D of this ERP posted at the Risk Management SharePoint site under Emergency Response Plan.

The importance of communications management is reflected in the inclusion of a public information officer (PIO) in the incident command team, and in the operations section of the ICS organizational chart (university communication that supports the PIO) and EOC communications under the logistics section that is responsible for communication with members of the ERT.

The IC has the authority to direct university resources (both personnel and material) to meet the objectives of the IAP for the event.

In cases where Whitworth University resources are exhausted or are likely to be exhausted, the IC has the authority to request additional resources (both personnel and material) from outside of the university. Whitworth University may also utilize existing business relationships, contracts and agreements to secure additional resources.

Mutual aid agreements (MAAs) that address resource sharing between entities and memorandums of understanding (MOUs) that address the use of specific resources such as facilities have been developed for key resource needs. Copies of these MAAs and MOUs can be found in Appendix R.

Damage Assessment

Following the onset of an incident, the operations section chief and his/her supporting units (site facility check, security, search and rescue, medical, student care, building monitors and/or threat assessment team) are responsible for carrying out damage assessments in accordance with the roles and responsibilities outlined in Emergency Response Plan job descriptions. Damage assessments will be used to quickly determine and report the location, severity and nature of damage. EOC teams will use damage assessment and utility disruption information to coordinate response and recovery efforts.

Documentation

Documentation includes recording damage, time, resources used, expenses and actions taken. Record keeping in real time is vital for effective emergency response and recovery efforts. During emergency response and recovery, each department involved in the response is responsible for keeping detailed records of all damage, employee time, payroll information, resources used, expenditures, procurement activities, contracts, actions taken and other relevant information. Documentation should begin as soon as response efforts start and continue until recovery operations are complete. The documentation team within

the intelligence/planning section may request collected information at any time during response and recovery operations.

Records and reporting for financial tracking and reimbursement purposes will follow Whitworth established protocols and procedures unless the vice president or associate vice president for finance & administration approves an exception. The finance section is responsible for providing financial services and managing the documentation and tracking of expenses related to university emergency response and recovery efforts.

Continuity of Operations

For sustained emergencies or for lasting effects of an incident the university should implement the business continuity plan to continue operations. The objectives of a business continuity plan are to continue to serve customers and mitigate the negative effects disruptions can have on an institution's operations, reputation and delivery of a quality learning experience. Depending on the incident, department functional continuity plans should be consulted and followed to keep university-provided services available. [Functional Continuity plans](#) can be found at the Emergency Response Planning SharePoint site. The organizations/facilities responsible for having functional continuity plans are listed in the table below:

| | |
|------------------------------|------------------------------|
| Academic Affairs | |
| | Academic Affairs office |
| | College of Arts and Sciences |
| | Continuing Studies |
| | Library |
| | School of Business |
| | School of Education |
| | University Events |
| Admissions and Financial Aid | |
| | Admissions |
| | Student Financial Services |
| Athletics | |
| | Aquatics Center |
| | General Athletics |
| | Sports Medicine |
| Finance and Administration | |
| | Business Office |
| | Facilities Services |
| | Human Resources |
| | Information Systems |
| Institutional Advancement | |
| | Alumni |
| | Institutional Advancement |
| | Marketing and Communication |

| | |
|--------------------|---|
| President's Office | |
| | Chaplain |
| | Office of Church Engagement |
| | President's Office |
| Student Life | |
| | Career and Professional Development |
| | Community Engagement |
| | Community Standards and Compliance |
| | Counseling |
| | Health Center |
| | Residence Life |
| | Security Services |
| | Student Activities |
| | Student Diversity, Equity and Inclusion |
| | Student Life |
| | University Recreation Center |

Recovery

Returning to Normal

Following an incident, it is the goal of the university to return to normal as quickly as possible. Recovery operations consist of both short-term and long-term activities. Short-term recovery includes damage assessment and the return of essential functions, such as utilities, emergency services and essential business functions, to minimum operating standards. Long-term recovery activities include repairs and reconstruction that may last for months or years. If long-term recovery efforts are needed, plans will be developed to address specific needs due to that particular emergency and university priorities. During recovery, the university will rely on university capabilities and resources to restore normal operations first. Service providers and suppliers used in recovery operations should be pre-identified, pre-approved and pre-contracted. Some recovery operations may require resources that Whitworth has not pre-identified or pre-contracted. The finance section provides assistance in the procurement and management of needed resources. It is recommended all Whitworth departments develop and maintain a business continuity & recovery plan (BCRP).

After Action Report

The IC will ensure all documentation is turned in to the emergency response planner (assistant vice president of facilities services) and request feedback from the emergency response team members on how the incident was managed from their perspective. From this feedback the emergency response planner will create a list of "lessons identified" and present them to the executive safety committee. Upon recommendations from the executive safety committee, the emergency management task force (subcommittee to the ESC) will work to reconcile these lessons identified. By solving the issues from the incident, lessons identified will become "lessons learned."

V. TRAINING

Emergency Response Training Requirements

| Course | Overview | Prerequisites | Audience |
|---|--|---|--|
| Whitworth University Emergency Response Video Employee Training & Management System (Cornerstone), 9 minutes | This course provides basic information regarding emergency preparedness, notification and equipment. It highlights the role/expectations of community members. It contains a special emphasis segment on active shooter responses. | None | Required for Whitworth employees. Highly encouraged for students and business partners (Sodexo and Follett's) |
| Active Shooter: <u>Avoid, Deny, Defend</u> or <u>Run, Hide, Fight</u> Video Web-based 30 minutes or less Avoid, Deny, Defend: http://www.avoiddenydefend.org/ Run, Hide, Fight: https://www.youtube.com/watch?v=zcnA_Cq_Csk | This course provides basic information regarding an active shooter incident and the role/expectations of community members. | None | Optional: This is supplemental training for students, staff, faculty members and contracted staff. |
| Active Shooter Tabletop Exercise | After viewing the video, a tabletop simulating an active shooter event on Whitworth's campus in one of Whitworth's buildings is conducted. | Watch <u>Shots Fired on Campus</u> or <u>Run, Hide, Fight Video</u> | Optional: Request training from the emergency response planner. All students, staff, faculty members and contracted staff. |

WHITWORTH UNIVERSITY EMERGENCY RESPONSE PLAN

| Course | Overview | Prerequisites | Audience |
|---|---|--|--|
| IS-100: Introduction to the Incident Command System, ICS 100 https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c | Three-hour course on basic ICS structure for higher education | None | Emergency Response Team members including all security personnel |
| ICS-200 Basic Incident Command System for Initial Response Web-based, three hours https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c | ICS-200 is designed to enable personnel to operate efficiently during an incident or event within the incident command system (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. | IS-100 Introduction to the Incident Command System | Incident commanders and command staff |
| IS-700.B An Introduction to the National Incident Management System Web-based, three hours https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b | This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector and nongovernmental organizations to work together during domestic incidents. | None | Incident commanders and command staff |
| ICS-800.B National Response Framework, An Introduction Web-based, three hours https://training.fema.gov/is/courseoverview.aspx?code=IS-800.c | The course introduces participants to the concepts and principles of the National Response Framework . | None | Incident commanders and command staff |
| IT-300 Intermediate Incident Command System/Expanding Incidents Classroom only, 16 hours | This course expands upon information covered in the IS-100 and IS-200 courses. This course will include but not be | IS-200 | Incident commanders |

WHITWORTH UNIVERSITY EMERGENCY RESPONSE PLAN

| | | | |
|--|--|--------|---------------------|
| | limited to: unified command, incident/event assessment and objective development, the ICS planning process, incident/event resource management, transfer of command and demobilization. | | |
| IT-400 Advanced Incident Command System for Complex Incidents Classroom only, 16 hours | This course expands upon information covered in ICS-100 through ICS-300 courses. This course will include but not be limited to: major and/or complex incident/event management, area command and multi-agency coordination. | IS-300 | Incident commanders |

Exercises

Exercises can take on various forms, from basic to very complex:

A **drill** focuses on one potential problem area of the overall plan. Its role is to perfect one small part of a response plan and to help prepare for more sophisticated exercises where several functions are tested and coordinated simultaneously.

A **tabletop** exercise is a scenario-based training activity where key officials and staff with emergency responsibilities meet informally to discuss simulated emergency situations. They examine and attempt to resolve problems based on existing contingency plans in a non-threatening environment under minimum stress. Discussion should focus on roles, plans, coordination, effect of decisions on others, etc.

A **functional** exercise is a simulated interactive exercise designed to evaluate capabilities to carry out one or more emergency functions simultaneously. Focuses on policies, procedures, roles and responsibilities before, during and/or after an emergency period. The activities are carried out under time constraints and are formally evaluated.

A **full-scale** exercise is intended to evaluate operational capability of emergency management systems in an interactive manner over a period of time. It involves testing a major portion of the emergency plan and organizations in a more demanding environment. Emergency personnel, equipment and other resources are actually mobilized and moved. The ICP and/or EOC are activated.

VI. EMERGENCY RESPONSE JOB DESCRIPTIONS AND CHECKLISTS

A. SECTION: COMMAND

Incident Commander

Responsibilities:

The incident commander is responsible for emergency/disaster operations. The IC appoints and directs the incident command team and is responsible for the strategic and tactical aspects of the incident. The IC provides command leadership and establishes the objectives and goals of the EOC.

Start-Up Actions:

- a. Obtain incident briefing from emergency response staff or previous incident commander.
- b. Put on position identification vest.
- c. Read entire duty checklist.
- d. Assess type and scope of emergency.
- e. Determine threat to human life and structures.
- f. Implement emergency/disaster plan and hazard specific procedures.
- g. Communicate with emergency policy group.
- h. Mobilize or demobilize ICS sections as deemed necessary after incident assessment.
- i. Brief incident command staff and section leaders.
- j. Oversee development of and communicate an emergency action plan with objectives and a time frame to meet those objectives.

Ongoing Operational Duties:

- a. Continue to monitor and assess total situation.
- b. Check with section leaders for periodic updates.
- c. Coordinate command staff activities.
- d. Manage incident operations.
- e. Approve requests for resources and requests for release of resources.
- f. Authorize release of information to the media and public.

Closing Down:

- a. Authorize deactivation of sections, branches or units when they are no longer required.
- b. At the direction of the emergency policy group or as the situation dictates, deactivate the entire emergency response.
- c. Ensure that any open actions not yet completed will be taken care of after deactivation.
- d. Ensure the return of all equipment and reusable supplies to logistics.

- e. Close out all logs. Ensure that all logs, reports and other relevant documents are completed and provided to the document unit.
- f. Proclaim termination of the emergency and proceed with recovery operations if necessary.

Incident Commander, continued

Emergency Operation Center (EOC) Equipment/Supplies

- Campus map
- Master keys
- Staff and student rosters
- Disaster response forms
- Emergency/disaster plan
- Duplicate rosters (two sets)
- Vest or identifying clothing
- Emergency Response Plan
- Job description clipboards
- Security and trades two-way radios, chargers and batteries and/or personal cellphones
- AM/FM radio (battery)
- Bullhorn

Command: Public Information Officer

Responsibilities:

PIO acts as the official spokesperson for the university in an emergency situation. Maintains liaisons with news media and develops and releases incident information to the media and the public as directed by the IC. Maintains emergency information hotline and coordinates the dissemination of information to the campus community. Provides regular, timely, accurate information to all parties as soon and as often as it is available. PIO (and communications teams) facilitates all campus alert notifications once security has handed the role over to PIO after initial alerts are sent.

Start-Up Actions:

- a. Meet with the IC and determine a "news center" site as a media reception area. (Locate away from command post.)
- b. Obtain incident briefing from IC.
- c. Put on position identifier, such as vest.
- d. Open and maintain a position log of your actions and all communications. Keep all documentation to support the history of the event.

Operational Duties:

- a. Coordinate activities with the IC and confirm procedures for news release information.
- b. Mobilize additional public information staff as needed.
- c. Set up areas for news media.
- d. Prepare information for news release. Ensure only authorized administrators issue statement.
- e. Monitor news broadcasts about incident. Correct any misinformation.

Equipment/Supplies:

- TV broadcast access
- Computer
- Cellphone
- Laptop computer
- Vest or position identifier

Command: Safety Officer

Responsibilities:

The safety officer ensures that all activities are conducted in as safe a manner as possible under the circumstances that exist.

Start-Up Actions:

- a. Check in with IC for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.
- c. Put on position identifier, such as vest.
- d. Assess situation and determine need for additional resources.
- e. Appoint and brief additional staff as necessary.

Operational Duties:

- a. Identify hazardous and unsafe situations associated with the incident.
- b. Participate in planning meetings.
- c. Review emergency action plan.
- d. Exercise emergency authority to stop and prevent unsafe acts.
- e. Post danger signs where applicable.
- f. Investigate accidents that have occurred within incident areas.
- g. Maintain log of activities.

Closing Down:

- a. When authorized by the IC, deactivate the unit and close out all logs.
- b. Turn in logs and other relevant documents to the IC or the documentation unit.
- c. Return equipment and reusable supplies to logistics.

Equipment/Supplies:

- Vest or position identifier if available
- Master keys
- Hard hat
- Two-way radio and/or personal cellphone
- Clipboard, paper, pens, accident reports

Command: Liaison Officer

Responsibilities:

The liaison officer initiates and maintains contact with assisting public and private agencies, as well as volunteer groups. Responsible for coordination of communication between campus EOC and assisting agencies in order to avoid duplication of effort and coordinates all available volunteer resources. Advises IC of available volunteer resources and monitors volunteer activities.

Start-Up Actions:

- a. Check in with the IC for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.
- c. Put on position identification vest.
- d. Open and maintain a position log.

Operational Duties:

- a. Act as campus representative to assisting and cooperating agencies.
- b. Establish and maintain contact with liaison counterparts of each assisting and cooperating agency, IC and section leaders of planning, operations and logistics.
- c. Brief agency representatives on current situation, priorities and emergency action plan.
- d. Respond to complaints and requests from incident personnel regarding inter-organizational problems.
- e. Maintain a log of activities and recommendations.
- f. Coordinate with other agencies to provide evacuee shelter and related evacuee support including food, bedding, first aid and counseling assistance.
- g. Preplan the recruitment, selection and placement of volunteers.
- h. Ensure coordination of efforts by keeping IC informed of agencies' action plans.
- i. Provide periodic briefings to agency representatives as necessary.

Closing Down:

- a. At the incident commander's direction, deactivate the liaison officer position and release staff no longer needed.
- b. Return equipment and reusable supplies to logistics.
- c. Close out all logs. Provide logs and other relevant documents to the IC or the documentation unit.

Equipment/Supplies:

- Vest or position identifier
- Two-way radio and/or personal cellphone
- Clipboard, paper, pens

B. SECTION: OPERATIONS

Operations Section Chief

Responsibilities:

This section is responsible for the direction and management of all tactical resources of the incident. Operations section translates the strategic goals of the IC into achievable tactical objectives. In some instances, the operations section chief may be considered the “field commander” directing or managing the direct response to the incident, which can include the following:

- University communications
- Security
- Site facility check
- Search and rescue
- Medical
- Student care
- Employee care
- Academics
- Building monitors
- Threat assessment team

Start-Up Actions:

- a. Check in with the IC for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.
- c. Put on position identification vest.

Operational Duties:

- a. Assess incident situation.
- b. Develop operations portion of emergency action plan.
- c. Brief and assign operations personnel in accordance with the emergency action plan.
- d. Supervise operations as directed by the IC.
- e. Determine needs and request necessary resources.
- f. Activate and deactivate operations section units as needed.
- g. Report information about special activities, events and occurrences to the IC.

Closing Down:

- a. At the incident commander’s direction, release operations staff no longer needed. Direct staff members to sign out through time-keeping.
- b. Return equipment and reusable supplies to logistics.
- c. When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the documentation unit.

Equipment/Supplies:

- Vest or position identifier
- Search and rescue equipment
- Personal cellphone
- Job description clipboard, paper, pens
- Forms: Search and rescue maps, large campus map, building floor-plan diagrams

Operations: Security

Personnel:

Security services personnel. The security officers on duty at the time of an incident are automatically in emergency response mode without notification. Additional officers can be brought to campus as required and as directed by the IC or director of security services.

Responsibilities:

Respond to all calls for assistance. An officer is the first to decide if an incident goes beyond the "routine" and whether an emergency response by others is required. When an incident occurs and if deemed necessary by the officers, the officers should notify the rest of campus.

Start-Up Actions:

- a. Security presence on campus is 365, 24/7.
- b. First to respond when an incident occurs on campus.
- c. Call 911 as emergency dictates.
- d. Notify campus populace through Informacast and WhitAlert depending on the severity of the incident and potential impact to others.
- e. Continue campus notifications until responsibility can be handed to PIO (marcom).

If Campus is Evacuating:

- a. Open locked gates to facilitate for a faster egress by vehicle.
- b. Direct traffic as necessary.
- c. Consider evacuation once all other campus populace is safely off campus.

Operational Duties:

- a. Respond as necessary to incidents on campus.
- b. Secure the site around the incident to ensure others don't walk into harm's way.
- c. Keep IC informed on status of the incident.

Closing Down:

- a. Return borrowed equipment and reusable supplies to storage location.
- b. When authorized by IC, close out all logs. Provide logs and other relevant documents to documentation.
- c. Return to normal security duties.

Equipment/Supplies:

- Cellphone, laptop or PC for notification
- Cell charger and battery backup

- **Forms:** Security incident report forms

Operations: Site Facility Check/Security

Responsibilities:

Manage campus infrastructure. Protect and evaluate safety of campus facilities. Secure as required.

Safety Rules:

- Staff as assigned.
- Work in pairs.
- Do not endanger yourself.
- Do not work beyond your expertise.
- Use appropriate safety gear: Size up situation first.
- Follow all operational and safety procedures.

Start-Up Actions:

- a. Obtain briefing from operations section chief.
- b. Wear hardhat and orange identification vest if available.
- c. Take appropriate tools, job description clipboard and radio.

Operational Duties:

As you do the following, observe the campus and report any damage by radio to the EOC.

- a. Locate/control/extinguish small fires as necessary.
- b. Check gas meters and, **if gas is leaking**, shut down gas supply.
- c. Shut down electricity only if building has clear structural damage or advised to do so by EOC.
- d. Post yellow caution tape and/or barricade damaged or hazardous areas.
- e. Lock gates and external doors where required.
- f. Verify that campus is "locked down" and report same to EOC.
- g. Advise EOC of all actions taken for information and proper logging.
- h. Be sure that the entire campus has been checked for safety hazards and damage.
- i. No damage should be repaired prior to full documentation, such as photographs and/or video evidence, unless repairs are essential to immediate life-safety.
- j. Route fire, rescue, police, etc. as appropriate.
- k. Direct all requests for information to the PIO.

Closing Down:

- Return equipment and reusable supplies to logistics.
- When authorized by the IC, close out all logs. Provide logs and other relevant documents to the documentation unit.

Equipment/Supplies:

- Vest, hardhat, work gloves and whistle.
- Campus two-way radio, master keys and clipboard with job description.

- Bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shut-off tools for gas and water (crescent wrench).
- Digital and/or video camera.

Operations: Search and Rescue Team Leader

Safety Rules:

- Buddy system: Minimum of two persons per team.
- Take no operation that might endanger you.
- Do not work beyond your expertise.
- Use appropriate safety gear: Size up situation first.
- Follow all operational and safety procedures.

Start-Up Actions:

- a. Obtain all necessary equipment (see list below).
- b. Obtain briefing from operations section chief, noting known fires, injuries or other situations requiring response.
- c. Assign teams based on available manpower, minimum two persons per team.

Operational Duties:

- a. Perform visual check of outfitted team(s) leaving EOC; include radio check. Teams must wear sturdy shoes and safety equipment.
- b. Record names and assignments before deploying teams.
- c. Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map with each team.
- d. Remain at EOC in radio contact with S&R team(s).
- e. Record all teams' progress and reports on site map, keeping others at EOC informed of problems. When building, room or area is reported clear, mark a "C" on the map.
- f. If injured victims are located, consult operations section chief for response. Utilize transport teams or use a first-aid team.
- g. Record exact location of victims and triage tally (I – immediate, D – delayed, DEAD – dead) on map.
- h. Keep radio communication brief and simple. No codes.

Closing Down:

- a. Record the return of each S&R team. Direct them to return equipment and report for additional assignments to logistics.
- b. Provide maps and logs to the documentation unit.

Equipment/Supplies:

- Vests, hardhat, work and latex gloves, and whistle with master keys on a lanyard.
- First-aid backpack.
- Campus two-way radio and clipboard with job description and map indicating search plan.
- Bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape.

Operations: Search and Rescue Teams

Safety:

- Buddy system: Minimum of two persons per team.
- Take no action that might endanger you.
- Do not work beyond your expertise.
- Use appropriate safety gear: Size up the situation first.
- Follow all operational and safety procedures.

Start-Up Actions:

- a. Obtain all necessary equipment (see list below).
- b. Check with search and rescue team leader for assignment.

Operational Duties:

- a. Report gas leaks, fires or structural damage to EOC immediately upon discovery. Shut off gas and/or extinguish fires if possible.
- b. Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**
- c. If building is safe to enter, searched assigned area (follow map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to S&R team leader at EOC that room has been cleared (e.g., "Dixon, room 210 is clear").
- d. When injured victim is located, team transmits location, number and condition of injured to EOC. Do not use names of students or staff. Follow directions from S&R team leader.
- e. Record exact location of damage and triage tally (I – immediate, D – delayed, DEAD – dead) on map and report information to S&R team leader.
- f. Keep radio communication brief and simple. No codes.

Closing Down:

- a. Return equipment to logistics.
- b. Provide map and logs to S&R team leader.

Equipment/Supplies:

- Vest, hardhat, work and latex gloves, and whistle with master keys on neck lanyard.
- First-aid backpack.
- Campus two-way radio and clipboard with job description and map indicating search plan.
- Bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape.

Operations: Medical Team Leader

Responsibilities:

The medical team leader is responsible for the provision of emergency medical response, first aid and counseling. Informs the operations section chief or IC when the incident requires health or medical services that staff cannot provide and ensures that appropriate actions are taken in the event of deaths.

Start-Up Actions:

- a. Establish scope of disaster with operations section chief or IC and determine probability of outside emergency medical support and transport needs.
- b. Make personnel assignments. If possible assign a minimum of two people to triage, two to immediate, two to delayed, and two to psychological.
- c. Set up first-aid area in a safe place, away from students and parents with access to emergency vehicles. Obtain equipment/supplies.
- d. Assess available inventory of supplies and equipment.
- e. Review safety procedures and assignments with personnel.
- f. Establish point of entry ("triage") into treatment area.
- g. Establish "immediate" and "delayed" treatment areas.
- h. Set up a separate area for psychological first aid if staff levels are sufficient.

Operational Duties:

- a. Oversee care, treatment and assessment of patients.
- b. Ensure caregiver and rescuer safety.
- c. Make sure accurate records are kept.
- d. Provide personnel response for injuries in remote locations or request transport team from logistics.
- e. If needed, request additional personnel from logistics.
- f. Brief newly assigned personnel.
- g. Report deaths immediately to operations section chief.
- h. Keep operations section chief informed of overall status.
- i. Set up morgue.
- j. Stay alert for communicable diseases and isolate appropriately.
- k. Consult with the student care director regarding healthcare, medications and meals for students with known medical conditions (diabetes, asthma, etc.).

Closing Down:

- a. At the incident commander's direction, release medical staff no longer needed.
- b. Return equipment and reusable supplies to logistics.

- c. When authorized by the IC, deactivate the section and close out all logs.
Provide logs and other relevant documents to the documentation unit.

Operations: Medical Team Leader, continued

Equipment/Supplies:

- Job description clipboard, vests, if available
- First aid supplies
- Marking pens, stretchers, blankets
- Quick reference medical guides
- Tables and chairs
- Ground cover/tarps
- Staff and student medication from health office
- **Forms:** Notice of first aid care, victim log

Operations: Medical Team

Personnel: First-aid trained staff and volunteers.

Responsibilities: Use approved safety equipment and techniques.

Start-Up Actions:

- a. Obtain and wear personal safety equipment including latex gloves.
- b. Check with the medical team leader for assignment.

Operational Duties:

- a. Administer appropriate first aid.
- b. Keep accurate records of care given.
- c. Continue to assess victims at regular intervals.
- d. Report deaths immediately to medical team leader.
- e. If and when transport is available, do final assessment and document on triage tag. Keep and file records for reference. Do not send with victim.
- f. Student's emergency care report must accompany student removed from campus to receive advanced medical attention.

Triage Entry Area:

- a. Staff with minimum of two trained team members, if possible.
- b. One member completes secondary head-to-toe assessment.
- c. Second member records information on triage tag and on-site treatment records.
- d. Follow categories: immediate, delayed, dead.
- e. When using two-way radio, do not use names of injured or dead.

Closing Down:

- a. Return equipment and unused supplies to logistics.
- b. Clean up first-aid area. Dispose of hazardous waste safely.
- c. Complete all paperwork and turn in to the documentation unit.

Equipment/Supplies:

- First-aid supplies
- Vests, if available
- Marking pens
- Blankets
- Job description clipboards
- Medical treatment victim log
- Stretchers
- Table and chairs
- Ground cover/tarps
- Quick reference medical guides

- Staff and student medication from health center

Operations: Student Care

Personnel:

Student life and staff as assigned.

Responsibilities:

Ensure the care and safety of all students on campus except those who are in medical treatment. This includes housing, food and supply needs for resident and non-resident students.

Start-Up Actions:

- a. Wear identification vest if available
- b. Take job description and two-way radio.
- c. Check in with the operations chief for situation briefing.
- d. Assign personnel to assignments as needed.

If Campus is Evacuating:

- a. Verify that the assembly areas and routes to them are safe.

Operational Duties:

- a. Monitor the safety and well-being of the students and staff.
- b. Administer minor first aid as needed.
- c. Coordinate with the logistics unit to provide food and shelter for resident and non-resident students.
- d. Coordinate counseling services with the medical team leader.
- e. Update records of the number of students and staff in the assembly area (or in the buildings).
- f. Direct all requests for information to the PIO.

Closing Down:

- a. Return equipment and reusable supply to logistics.
- b. When authorized by the IC, close out all logs. Provide logs and other relevant documents to the documentation unit.

Equipment/Supplies:

- Vest
- Clipboard with job description
- First-aid kit
- Personal cellphone
- **Forms:** Student accounting, notice of first aid care

Operations: Employee Care

Personnel:

Human resources services. Likely personnel:

- Director of HR operations and information systems
- Vice president of the faculty

Responsibilities:

Advocates for employees that are responding to an emergency as well as those affected. Accounts for location of staff and faculty during an emergency to see if anyone is missing. Verifies records of employees as needed in an emergency (e.g., immunization records). Sets policies that affect employees during an emergency.

Start-Up Actions:

- a. Wear identification vest if going outside
- b. Take copy of job description and two-way radio.
- c. Check in with the operations chief for situation briefing.
- d. Assign personnel to tasks as needed.

If Campus is Evacuating:

- a. Mobilize necessary equipment to relocate and operate as necessary from remote location.

Operational Duties:

- a. Account for personnel in the event of an emergency.
- b. Inform employees of policies that exist to accommodate employees during an emergency (e.g., emergency work time, timecards when told to remain home for safety reasons, sick leave, etc.).
- c. Verify employee records as required.
- d. Advocate for well-being of employees during an emergency.

Closing Down:

- a. Return borrowed equipment and reusable supply to logistics.
- b. When authorized by the IC, close out all logs. Provide logs and other relevant documents to the documentation unit.

Equipment/Supplies:

- Vest
- Clipboard with job description
- Laptop or PC for notification and messaging.
- Personal cellphone, charger and battery backup
- **Forms:** Student accounting, notice of first aid care

Operations: Academics

Personnel:

- Associate provost
- Registrar
- Director of instructional resources

Responsibilities:

Respond to an emergency affecting academic classes, spaces and schedule.

Start-Up Actions:

- a. As recalled, report to the emergency operation center as directed by the IC or EOC manager.
- b. Maintain access to resources that provide information on class schedule, locations, number of students and faculty that comprise the schedule.
- c. Call 911 as emergency dictates.
- d. Notify campus populace through Informacast and WhitAlert depending on the severity of the incident and potential impact to others.

If Campus is Evacuating:

- a. Move to new EOC location as directed.
- b. Bring laptop and resources as required to provide information regarding academic programs.

Operational Duties:

- a. Staff the academics unit as part of the operations section of the ICS.
- b. Answer requests for information (RFIs) regarding impact to academics if a building is unavailable, if attending classes in-person is not safe (medical epidemic), if classes are canceled, or if workarounds for registering for classes are required.

Closing Down:

- a. Return borrowed equipment and reusable supplies to storage location.
- b. When authorized by the IC, close out all logs. Provide logs and other relevant documents to documentation.
- c. Return to normal academics duties.

Equipment/Supplies:

- Laptop or PC for information access
- Cellphone, cell charger and battery backup

Operations: Building Monitors

Personnel:

Staff as assigned. See Appendix B.

Responsibilities:

Initiate proper initial emergency response actions to ensure the care and safety of occupants of the building to which they are assigned. Act as a critical point of communication between building occupants and emergency responders. Maintain and keep in a state of readiness all of the emergency equipment and supplies assigned to them.

Start-Up Actions:

- a. Wear I.D. vest.
- b. Have cellphone.
- c. Have binder with reference chart/info.
- d. Have first-aid kit.
- e. Check in with operations chief.

Building Evacuation:

Verify and guide building occupants through evacuation routes to assembly areas. Instruct building occupants to stay at the assembly area and assist in accounting for building occupants. Make necessary notifications.

Operational Duties:

- a. Monitor the safety and well-being of building occupants.
- b. Administer minor first aid at the level to which you are trained.
- c. Refer building occupants to the medical team leader or first responders as necessary.
- d. Coordinate with the logistics unit to supply food and shelter if necessary.
- e. Account for building occupants in the assembly area (or building) and communicate to the operations chief.
- f. Direct all requests for information from outside sources to the PIO. Direct and encourage building occupants to do the same.

Closing down:

- a. Return equipment to proper location and state of readiness.
- b. Provide a building monitor incident log and any other relevant documents to the documentation unit.

Equipment/Supplies:

- I.D. vest
- Binder with reference material and incident log
- First-aid kit
- Personal cellphone

Operations: Threat Assessment Team

Personnel: The threat assessment team is made up of the same membership as the student success team (See Appendix E).

Responsibilities: The TAT is called together when there is a perceived threat involving a student. The mission of the TAT is to assess possible issues of safety concerning students. Is this student a threat to themselves and/or others? Uses the NaBITA risk assessment model for determining risk.

Operational Duties: When there is a perceived risk with a student, the TAT will meet either in person or via phone or email to come up with a plan.

Closing down:

- a. Return equipment to proper location and state of readiness.
- b. Provide threat assessment team log and any other relevant documents to the documentation unit.

Equipment/Supplies:

- I.D. vest
- Clipboard with reference material and incident log
- Computer
- Access to NaBITA risk assessment model
- First-aid kit
- Personal cellphone

C. SECTION: PLANNING/INTELLIGENCE

Planning/Intelligence Chief

Responsibilities:

This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate records and site map. Provides ongoing analysis of situation and resource status.

Start Up Actions:

- a. Check in with IC for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.
- c. Put on position identifier, such as vest, if available.

Operational Duties:

- a. Assume the duties of all planning/intelligence positions until staff is available and assigned.
- b. As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- c. Assist the IC in writing action plans.

Closing Down:

- a. At the incident commander's direction, deactivate the section and close out all logs.
- b. Verify that closing tasks of all planning/intelligence positions have been accomplished.
- c. Return equipment and reusable supplies to logistics.

Equipment/Supplies:

- Personal cellphone
- File boxes
- Job description clipboard
- Dry-erase pens, paper pens, tissues
- Large site map of campus, laminated or covered with Plexiglas.
- Forms: Emergency time/situation report, sample log, student accounting form

Planning Intelligence: Documentation

Responsibilities:

This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start Up Actions:

- a. Check in with planning/intelligence chief for situation briefing.
- b. Obtain necessary equipment and supplies from Logistics.
- c. Put on position identifier, such as vest, if available.
- d. Determine whether there will be a finance/administration section.

If there is none, the documentation clerk will be responsible for maintaining all records of any expenditures as well as all personnel time-keeping records.

Operational Duties:

Records:

- a. Maintain time log of the incident, noting all actions and reports.
- b. Record verbal communication for basic content.
- c. Log in all written reports.
- d. File all reports for reference (file box).

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding.

Keep all original notes and records – they are legal documents.

Student and Staff Accounting:

- a. Receive, record and analyze student accounting forms.
- b. Check off staff roster. Compute the number of students, staff and others on campus for situation analysis. Update periodically.
- c. Report missing persons and site damage to the EOC.
- d. Report first-aid needs to medical team leader.
- e. File forms for reference.

Closing Down:

- a. Collect and file all paperwork and documentation from deactivating sections.
- b. Securely package and store these documents for future use.
- c. Return equipment and reusable supplies to logistics.

Equipment/Supplies:

- Personal cellphone
- File boxes
- Paper, pens
- Job description clipboard

- **Forms:** Emergency time/situation report, sample log, student accounting form

Planning/Intelligence: Situation Analysis

Responsibilities:

This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate site map. Provides ongoing analysis of situation and resource status.

Start-Up Actions:

- a. Check in with planning/intelligence chief for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.
- c. Put on position identifier, such as vest, if available.

Operational Duties:

Situation Status (Map)

- a. Collect, organize and analyze situation information.
- b. Mark site map appropriately as related reports are received.
- c. This includes but is not limited to situation and resource reports and damage updates, giving a concise picture status of the campus.
- d. Preserve map as legal document until photographed.
- e. Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Situational Analysis:

- a. Provide current situation assessments based on analysis of information received.
- b. Develop situation reports for the EOC to support the action planning process.

Closing Down:

- a. Close out all logs and turn in all documents to documentation.
- b. Return equipment and reusable supplies to logistics.

Equipment/Supplies:

- Personal cellphone and charger
- Paper, pens, dry-erase pens, tissu
- Job description clipboard
- Large site map of campus
- File box(es)
- Map of county and/or local area

D. SECTION: LOGISTICS

Logistics Chief

Responsibilities:

The logistics section is responsible for providing facilities, services, personnel, equipment and materials in support of the emergency response.

Start-Up Actions:

- a. Check in with the IC for situation briefing.
- b. Open supplies containers or other storage facility.
- c. Put on position identifier, such as vest, if available.
- d. Begin distribution of supplies and equipment as needed.
- e. Ensure that the EOC and other facilities are set up as needed.

Operational Duties:

- a. Assume the duties of all logistics positions until staff is available and assigned.
- b. As staff is assigned, brief them on situation and supervise their activities, utilizing the position checklists.
- c. Coordinate supplies, equipment and personnel needs with the IC.
- d. Maintain security of supplies and equipment.

Closing Down:

- a. At the incident commander's direction, deactivate the section and close out all logs.
- b. Verify that closing tasks of all logistics positions have been accomplished.
- c. Secure all equipment and logs.

Equipment/Supplies:

- Personal cellphone
- Job description clipboard
- Paper, pens
- Cargo container or other storage facility and all emergency supplies
- Clipboard with volunteer sign-in sheets
- **Forms:** Inventory of emergency supplies on campus, site status report, communications log, message forms

Logistics: Supplies/Facilities

Responsibilities:

This unit is responsible for providing facilities, equipment, supplies and materials in support of the incident.

Start-Up Actions:

- a. Check in with logistics chief for situation briefing.
- b. Open supplies container or other storage facility if necessary.
- c. Put on position identifier, such as vest, if available.
- d. Set up the incident command center.

Operational Duties:

- a. Maintain security of storage facility, supplies and equipment.
- b. Distribute supplies and equipment as needed.
- c. Assist team members in locating appropriate supplies and equipment.
- d. Set up staging area, sanitation area and other facilities as needed.

Closing Down:

- a. At the logistics chief's direction, receive all equipment and unused supplies as they are returned.
- b. Secure all equipment and supplies.

Equipment/Supplies:

- Two-way radio and/or personal cellphone
- Job description clipboard
- Paper, pen
- **Forms:** Inventory of emergency supplies on campus

Logistics: Staffing

Responsibilities:

This unit is responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the emergency response.

Start-Up Actions:

- a. Check in with the logistics chief for situation briefing.
- b. Put on position identifier, such as vest, if available.
- c. Open three logs to list staff, volunteers and students who are awaiting assignments.

Operational Duties:

- a. Deploy personnel as requested by the IC.
- b. Sign in volunteers, making sure those volunteers are wearing their I.D. badges and are on the site disaster volunteer list.

Closing Down:

- a. Ask volunteers to sign out.
- b. At the logistic chief's direction, close out all logs and turn them in to documentation.
- c. Return all equipment and supplies.

Equipment/Supplies:

- Personal cellphone
- Job description clipboard
- Paper, pens
- Clipboard with volunteer sign-in/out sheets
- **Forms:** Inventory of emergency supplies on campus, list of registered disaster volunteers, list of disaster trained staff and position trained for, list of untrained staff

Operations: EOC Communications

Personnel:

- Facilities services administrative assistant
- Facilities services office manager

Responsibilities:

Communicate with EOC staff.

Start-Up Actions:

- a. As recalled, report to the EOC as directed by the IC or EOC manager.
- b. Initiate recall of select emergency response team members to report to campus for duty. These calls can be made to members of the EPG, EOC or other university personnel based on the type of incident and direction given from the IC or EOC manager.
- c. Create an EOC communications plan.

If Campus is Evacuating:

- a. Move to new EOC location as directed.
- b. Bring laptop, radios and resources as required to provide for communication capability for the EOC.

Operational Duties:

- a. Recall ERT members as directed.
- b. Develop communications plan and distribute to university ERT members.
- c. Initiate emergency conference bridge connection with EPG and incident command staff.
- d. Record arrival and departure times of EOC members.
- e. Develop EOC schedule if staffing the EOC over multiple operational periods.

Closing Down:

- a. Return borrowed equipment and reusable supply to storage location.
- b. When authorized by the IC, close out all logs. Provide logs and other relevant documents to documentation unit.
- c. Return to normal duties.

Equipment/Supplies:

- Desktop, laptop available if have to go to alternate locations
- Cellphone, cell charger and battery backup
- Food, snacks for EOC members

Logistics: Food Services

Responsibilities:

Provides supplies and distribution systems for food and drinking water. They are responsible for providing food and liquids to emergency response personnel and the on-campus community. Reports to the logistics section leader and may supervise cooks and kitchen staff. Coordinates with student care team leader.

Start-Up Actions:

- a. Check in with logistics chief for briefing.
- b. Appoint and brief staff, as needed.
- c. Participate in logistics section planning.

Operational Duties:

- a. Confirm feeding times and locations with planning and operations section leaders.
- b. Determine best method of feeding for each situation.
- c. Obtain necessary equipment and supplies to operate food service facilities.
- d. Ensure food services equipment is set up.
- e. Keep inventory of food on hand. Check in food orders.
- f. Ensure that sufficient potable water is available to meet all incident needs.
- g. Ensure that all appropriate health and safety measures are taken.
- h. Maintain unit log.

Logistics: Housing Services

Responsibilities:

Coordinates the provision of emergency housing for campus visitors and emergency response staff. Coordinates efforts with student care team leader.

Start-Up Actions:

- a. Obtain incident briefing from the logistics chief.
- b. Put on position identifier, such as vest, if available.
- c. Assess incident situation.
- d. Mobilize and brief staff as needed.

Operational Duties:

- a. Provide for the safety and care of campus residents.
- b. Provide housing within existing resources.
- c. Provide alternate shelter as needed.
- d. Where appropriate and necessary, make arrangements and agreements with outside agencies (Red Cross, etc.) and private contractors to provide mutual aid resources and services as needed.
- e. Maintain a log of activities.

Closing Down:

- a. When authorized by the logistics section chief, deactivate the unit and close out all logs.
- b. Turn in logs and other relevant documents to the logistics section chief or documentation unit.
- c. Return equipment and reusable supplies to logistics.

Logistics: Transportation and Parking Services

Responsibilities:

Coordinates the distribution and operation of transportation services to support the emergency response operations of the campus. These may include the coordinated evacuation of the campus. Also serves as liaison with the Spokane Transit Authority and other transit providers.

Start-Up Actions:

- a. Obtain incident briefing from the logistics chief.
- b. Put on position identifier, such as vest, if available.
- c. Access incident situation.
- d. Appoint and brief staff as needed.

Operational Duties:

- a. Participate in logistics section planning meetings.
- b. Determine transportation needs of the incident.
- c. Determine the support needs of incident vehicles and apparatus.
- d. Order transportation and vehicles needed to support the present and planned incident operations.
- e. Coordinate with public transport providers to address special needs. Track changes in operations of public transit schedules.
- f. Maintain adequate inventory of support and transportation vehicles.
- g. Arrange for receiving and storage of rental and loaned vehicles ordered.
- h. Provide transportation services.
- i. Check out vehicles to authorized personnel. Keep records.
- j. Arrange for service of vehicles as needed.
- k. Maintain log of activities and submit periodic reports to logistics section chief.

Closing Down:

- a. When authorized by the logistics section chief, deactivate the unit and close out all logs.
- b. Return all rented and borrowed vehicles.
- c. Turn in logs and other relevant documents to the logistics section chief or the documentation unit.
- d. Return equipment and reusable supplies to logistics.

E. SECTION: FINANCE/ADMINISTRATION

Finance/Administration Chief

Responsibilities:

The finance/administration section is responsible for financial tracking, procurement and cost analysis related to the disaster or emergency. Maintains financial records, tracks and records staff hours.

Start-Up Actions:

- a. Check in with the IC for a situation briefing.
- b. Put on position identifier, such as vest, if available.
- c. Locate and set up workspace.
- d. Check in with the documentation clerk to collect records and information, which relate to personnel time-keeping and purchasing.

Operational Duties:

- a. Assume the duties of all finance/administration positions until staff is available and assigned.
- b. As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.

Closing Down:

- a. At the incident commander's direction, deactivate the section and close out all logs.
- b. Verify that closing tasks of all finance/administration positions have been accomplished.
- c. Secure all documents and records.

Equipment/Supplies:

- Job description clipboard
- Paper, pens
- **Forms:** Staff duty log

Finance/Administration: Time-Keeping

Responsibilities:

This unit is responsible for maintaining accurate and complete records of staff hours.

Start-Up Actions:

- a. Check in with the finance/administration chief for situation briefing.
- b. Put on position identifier, such as vest, if available.
- c. Locate and set up workspace.
- d. Check in with the documentation clerk to collect records and information related to personnel time-keeping.

Operational Duties:

- a. Meet with finance/administration chief to determine process for tracking regular and overtime hours.
- b. Ensure that accurate records are kept of all staff members, indicating hours worked.

Closing Down:

- a. Close out all logs.
- b. Secure all documents and records.

Equipment/Supplies:

- Job description clipboard
- Paper, pens
- **Forms:** Staff duty log

Finance/Administration: Purchasing

Responsibilities:

This unit is responsible for maintaining accurate and complete records of purchases.

Start-Up Actions:

- a. Check in with finance/administration chief to determine process for tracking purchases.

Operational Duties:

- a. Support logistics in making any purchases that have been approved by the IC.

Closing Down:

- a. Close out all logs.
- b. Secure all documents and records.

Equipment/Supplies:

- Job description clipboard
- Paper, pens