

Emergency Operations Overview Northeastern State University



**For All Emergencies Dial Campus Police
Broken Arrow Campus, Ext. 6248
Muskogee Campus, Ext. 5010
Tahlequah Campus, Ext. 2468**

Or Dial 911

Revision June 29, 2007

EMERGENCY GUIDELINES

Purpose of Overview

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of University and Campus community resources.

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President/designee may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are (1) Large-scale disorder, and (2) Large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types.

Scope of Overview

These procedures apply to all students, personnel, buildings, and grounds owned/operated by Northeastern State University (NSU) to include those peripheral areas adjoining the University.

Definitions of an Emergency

The University President/designee, in consultation with the Initial Emergency Resource Team (IERT), serves as the overall emergency director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

- (1) **Minor Emergency**: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the university. Report all emergencies to NSU Campus Police.

- (2) **Major Emergency**: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the university. Outside emergency services will likely be required, as well as, major efforts from campus support services. Major policy considerations and decisions will usually be required from the university administration during times of crisis. In all cases of major emergencies, an Emergency Command Post will be activated, and the appropriate support and operational plans will be executed. Report all emergencies to NSU Campus Police.

- (3) Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the university. In some cases, mass personnel casualties, and severe property damage may be sustained. A coordinated effort of all campus wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Command Post will be activated, and the appropriate support and operational plans will be executed.

Assumptions

The NSU Emergency Operations Overview is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

1. An emergency or 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 an emergency is not predictable. Operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
3. Disasters may affect residents adjacent to the university, therefore city, county, and federal emergency services may not be available. A major emergency may be declared if information indicates that such a condition is developing or is probable.
4. An emergency or disaster may occur with non-university persons on campus and may not be restricted to university students and/or personnel.

Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the University President/designee as follows:

During the period of any campus major emergency the Campus Police Office, as required, shall place into immediate effect the appropriate procedures necessary to address the emergency, safeguard persons, property, and maintain facilities. Campus Police shall immediately consult with the Initial Emergency Resource Team (IERT) Leader regarding the emergency and the possible need for a declaration of a campus state of emergency. The IERT Leader/designee will immediately contact the Executive Officers of NSU. Additionally, Branch Campus designee(s), IERT, and any other campus official deemed necessary may be contacted at that time. Finally, only designated personnel will be allowed to enter the affected areas of the campus.

In the event of earthquakes, after-shocks, fires, storms, or a major disaster occurring in or

about the campus, or which involves university property, Campus Police Officers will be dispatched to determine the extent of any damage to university property. At the conclusion of the on-site assessment, the Campus Police Officer will mobilize the necessary resources and follow pre-defined procedures.

The President/designee declares and ends, when appropriate, the campus state of emergency as provided for in the introduction of this overview. The President/designee also notifies and conducts liaison activities with the university administration, federal, state, and local agencies, the Campus Emergency Management Team, and others as necessary.

EMERGENCY COMMAND POST

When a major emergency occurs, or is imminent, it shall be the responsibility of Campus Police to set up and staff an appropriate Campus Emergency Command Post as directed. Campus Police will coordinate with the Physical Plant regarding the need for services. The regular department facilities in the Physical Plant Building are to be kept fully operational at all times.

1. Field Emergency Command Post

If the emergency involves only one building or a small part of the campus, a Campus Police Vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed Campus Police Officer is to staff the Command Post at all times or until the emergency ends.

2. General Emergency Command Post

If the emergency involves a large part of the campus, the Emergency Command Post is to be set up in the Office of Campus Police. If this site is unavailable, Campus Police will determine an alternate location. At least one uniformed Officer is to staff the Emergency Command Post at all times until the emergency situation has officially ended. Additionally, a staging area for outside agencies shall be established by the NSU Campus Police Office.

Initial Emergency Resource Team

In addition to establishing an Emergency Command Post as necessary, Campus Police immediately begins contacting all necessary members of the Initial Emergency Resource Team, which consists of the following personnel:

IERT Leader: Assistant Vice President for Administration

IERT law Enforcement: Chief, NSUPD

IERT Student Affairs: Dean of Student Affairs

IERT Academic Affairs: Dean, Graduate Studies & Research

IERT Communications: Director, Public Relations

The responsibilities of the IERT include: assessment of the potential, ongoing, or developing situation; coordinate campus notification and response; and, determine if the Campus Emergency Management Team should be convened. The IERT is responsible for ensuring, or setting in motion processes which ensure the safety of all individuals associated with Northeastern State University, including individuals with disabilities.

Campus Emergency Management Team

The Campus Emergency Management Team (CEMT) is comprised of the IERT and members of the university administration and selected department representatives on campus. The CEMT may be convened at the request of the IERT during an ongoing or campus-wide emergency on campus and will have responsibility for coordination and implementation of the Emergency Operations Manual (EOM). Note that specific job descriptions and protocols for each member of the CEMT are contained in the detailed CEMT Operations Plan.

The Team* consists of:

Assistant Vice President for Administration – Directs the CEMT during the emergency or disaster. Works directly with the President and Executive Officers in allocating and managing necessary personnel and resources during and after the emergency or disaster.

NSU Chief of Police – Provides leadership and oversight to the NSUPD and other emergency responders.

Vice President for Academic Affairs – Provides direction and coordination of all faculty matters during the emergency.

Vice President for Administration – Provides direction and coordination of all administrative matters during the emergency.

Vice President for University Relations – Responsible for the preparation and dissemination of internal and external information, utilizing the resources of the Office of Public Relations.

Dean of Student Affairs – Provides liaison and leadership for student related matters.

General Counsel and Assistant to the President– Provides input to the CEMT on legal matters.

Director of Computing & Telecommunications - Provides liaison and updates on the status of information technology services during an emergency situation.

Director of Human Resources - Provides support for human resource elements of recovery and assists, as directed, with staff notification through University Relations.

Director of Physical Plant - Provides equipment and personnel to perform shutdown and start up procedures, disaster area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.

Safety Coordinator - Manages health and safety problems, directs efforts to control hazardous materials, and evaluates sanitary conditions.

Dean of Enrollment Management - Coordinate the procedures for the protection and restoration of student records.

Director of Auxiliary Services - Assist in the coordination of residence hall and auxiliary service functions.

Director of Public Relations – Assist in coordination of media and public notices and responses.

Dean of Graduate Studies & Research – Assist in responses involving research facilities and ensures CEMT processes are being effectively followed.

*Additional members as deemed necessary by the Campus Emergency Resource Team.

The CEMT is responsible for managing and directing the activities of the various departments involved in crisis response and recovery. The CEMT is responsible for providing resources for field operations when requested. Those in charge of the scene are responsible for communicating with the CEMT to provide status reports and to keep the team informed of requisite resources.

The CEMT will convene in a predetermined location. The CEMT location will represent the primary, non-first responder headquarters in emergencies involving the university. The CEMT location serves as the coordination point for emergency responses at the university. Coordination efforts of the CEMT may include NSU as well as outside agencies.

Other Personnel

Administrators, Deans, and Department Heads:

Every Administrator, Dean, and Department Head may appoint a specific person as building/facility coordinator/responder for every activity under their control, and

has the following general responsibilities prior to and during any emergency:

- A. Emergency Preparedness
 - (1) Contact Campus Police for assistance
 - (2) Training will be conducted for employees in emergency techniques such as fire extinguisher usage, first aid, CPR, and building evacuation procedures. Contact Campus Police/Campus Safety
- B. Emergency Situations
 - (1) Inform all employees under their direction of the emergency condition
 - (2) Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation
 - (3) Maintain emergency telephone communications with officials from their own location or from an alternate site if necessary

Faculty and Supervisors:

Each faculty and staff supervisor has the responsibility to:

- A. Educate their students and/or employees concerning university emergency procedures as well as evacuation procedures for their building and/or activity
- B. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in the EOM
- C. Inventory their assigned building/facility or activity in order to determine the impact a disaster could have on their area. Report all safety hazards to Campus Police/Campus Safety

Emergency Notification

The IERT will authorize the use of the telephone and e-mail systems as necessary to transmit brief urgent messages to large segments of the university.

All available notification resources and modalities will be utilized in order to inform the campus constituencies in the case of a declared incident, emergency or disaster. These include but are not limited to: The Emergency Email System; The Telephone Alert System and Emergency faxed messages to all university fax machines for posting.

Building or facility coordinators are responsible for ensuring that employees without access to voice or e-mail receive notification of the emergency.

Emergency Updates and Drills

- A. The CEMT will have overall responsibility for coordinating and implementing the EOM. As part of their responsibility, the CEMT will meet regularly to evaluate the

mini-bus

Emergency Shutdown and Startup Procedures

In the event of a natural disaster in which major structural damage is sustained it is advisable to turn off hazardous utilities; electricity and natural gas are of primary concern.

For assistance with startup or shutdown procedures, call the Physical Plant in Tahlequah or Muskogee at Ext. 2400 in Broken Arrow call Ext. 6350.

Campus Building Coordinator List

The following list includes persons who act as building coordinator in the event of an emergency situation. If there is an emergency situation or disaster in a building, one of the following persons should be contacted. The first person listed is the building coordinator. The other listed person(s) are his/her alternates. The building coordinator should refer to the Emergency Operations Manual when determining the appropriate action to take and will assume command of the emergency scene when they arrive until relieved. The building coordinator should stand-by and provide assistance as needed, unless otherwise instructed.

Tahlequah Campus Building Coordinator List

Administration Building

1. Director, Business Affairs, Ext. 2160
2. Human Resources Director, Ext. 2230

Education Building

1. Dean of College of Education, Ext. 3700
2. Assistant Dean of College of Education, Ext. 3700

Fine Arts Building

1. Chair, Music Department, Ext. 2700
2. Coordinator, Art Programs Ext. 2700

Fitness Center

1. Director of Fitness Center, Ext. 3984
2. Assistant Director of Fitness Center, Ext. 3982

Gymnasium

1. Department Chair, Health & Kinesiology, Ext. 3950
2. Director of Athletics, Ext. 3900

Haskell Hall

1. Department Chair of Psychology, Ext. 3015
2. Director, Student Support Services, Ext. 3035

Journalism

1. Assistant Director of Public Relations, Ext 2880

Library

1. Director of Library, Ext. 3235
2. Director of User Services, Ext. 3235
3. University Archivist, Ext. 3235

Physical Plant

1. Director of Physical Plant, Ext. 2400
2. Structures Supervisor, Ext. 2400

NET Building

1. Director of Computing & Telecommunications, Ext. 5900
2. Director, Center for Teaching & Learning, Ext. 5855

Business & Technology Building

1. Dean of College of Business & Technology, Ext. 2900
2. Assistant Dean of College of Business & Technology, Ext. 2900

Optometry

1. Dean of College of Optometry, Ext. 4000
2. Assistant Dean of College of Optometry, Ext. 4000

Science Building

1. Dean of College of Science & Health Professions, Ext. 3800

Seminary Hall

1. Dean of College of Liberal Arts, Ext. 3600
2. Assistant Dean of College of Liberal Arts, Ext 3600

Student Financial Services

1. Director of Student Financial Services, Ext. 3402
2. Assistant Director of Student Financial Services, Ext. 3402

University Center

1. Auxiliary Services Director, Ext. 2500
2. Assistant Director, Auxiliary Services, Ext. 2500

University Residence Halls

1. Director of Residence Life, Ext. 4700

Broken Arrow Campus Building Coordinator List

Building A

1. Assistant Vice President of Administration, Ext. 6100
2. Associate Vice President for Academic Affairs, Ext. 6100

Building B

1. Academic Affairs Staff Assistant, Ext. 6560

Building C

1. Academic Affairs Staff Assistant, Ext. 6129

Building D

1. Academic Affairs Staff Assistant, Ext. 6520

Building E

1. Library Director, Ext. 6459

Building G

1. Academic Affairs Staff Assistant, Ext. 6520

Building M

1. Office Manager, Physical Plant, Ext. 6350

Muskogee Building Coordinator List**Administration Building**

1. Dean, Ext. 5000
2. Director of Campus Operations, Ext. 5000

Mike Synar Building

1. Dean, Ext. 5000
2. Director of Campus Operations, Ext. 5000

Off Campus Sources of Assistance During Emergencies

Northeastern State University will utilize other local, state, and national resources as the needs arise. These resources are listed and detailed in the CEMT Procedural Manual.

Review of the Emergency Operations Overview

The Emergency Operations Overview will be reviewed on at least an annual basis. Northeastern State University reserves the right to update and revise the document as needed.