

Emergency Operations Plan

Tennessee Tech University



March 2018

Maintained by Environmental Health and Safety

Table of Contents

Letter of Promulgation7

Approval and Implementation8

Record of Revisions.....9

Distribution List10

Introduction11

Chapter 1 - Mitigation..... **Chapter 1-1**

 Threat, Risk, and Vulnerability Assessments Chapter 1-1

 Monitoring Risk..... Chapter 1-1

Chapter 2 - Preparedness**Chapter 2-1**

 Emergency Operations Center (EOC) Locations Chapter 2-1

 Planning Groups Chapter 2-1

 The Crisis Management Team (CMT):..... Chapter 2-1

 The Emergency Operations Planning Group (EOPG): Chapter 2-2

 Training and Education of Key Personnel Chapter 2-3

 Planning Assumptions..... Chapter 2-4

 Purpose Chapter 2-5

 Scope..... Chapter 2-5

 Legal Authority and Guidance..... Chapter 2-6

 Agreements and Partnerships Chapter 2-6

Chapter 3 - Response**Chapter 3-1**

 Authority Chapter 3-2

 Succession Plan Chapter 3-2

 Emergency Notification Chapter 3-2

 Authority to Issue and Disseminate Emergency Warnings..... Chapter 3-3

 Authority to Close All or Portions of the University Chapter 3-3

 Authority to Cancel Classes..... Chapter 3-4

 Closure/Cancellation Notification..... Chapter 3-4

 Authority to Activate the Emergency Operations Center (EOC)..... Chapter 3-4

 Authority to Evacuate Chapter 3-4

 Authority to Activate the Continuity of Operation Plan (COOP) Chapter 3-4

 Type of Incident/Event and Levels of Response Classification Chapter 3-4

EM Engaged, EOC Not Activated (Type-4 Incident/Event Level)	Chapter 3-7
EOC Partially Activated (Type-3 Incident/Event Level)	Chapter 3-8
EOC Fully Activated (Type-2 and Type-1 Incident/Event Level).....	Chapter 3-9
TTU Incident Command Roles and Responsibilities.....	Chapter 3-10
Incident Commander	Chapter 3-10
Organization and Responsibilities.....	Chapter 3-13
President	Chapter 3-14
Chief of Staff	Chapter 3-14
Provost and Vice President for Academic Affairs	Chapter 3-14
Vice President for Planning and Finance	Chapter 3-14
Vice President for Student Affairs.....	Chapter 3-14
Associate Vice President for Facilities and Business Services.....	Chapter 3-15
Coordinator, Environmental Health and Safety.....	Chapter 3-15
Director of University Police	Chapter 3-15
Associate Vice President for Human Resources	Chapter 3-16
Associate Vice President of Communications and Marketing	Chapter 3-17
Director of Health Services	Chapter 3-17
Director of Residential Life.....	Chapter 3-17
Director of Child Development Lab (CDL).....	Chapter 3-17
Radiation Safety Officer	Chapter 3-18
Residence Hall Director (RHD)	Chapter 3-18
Director of Auxiliaries	Chapter 3-18
Counseling Services.....	Chapter 3-18
Other Support Organizations	Chapter 3-19
TTU Departmental Responsibilities	Chapter 3-26
Chapter 4 – Recovery	Chapter 4-1
Record Keeping	Chapter 4-1
Utility Restoration.....	Chapter 4-2
Reconstruction	Chapter 4-2
Re-Entry of Evacuees	Chapter 4-2
Hazard Annex A- Tornado Preparedness and Response Plan	Hazard Annex A-1
Hazard Annex B- Incident Action Plans for Threats to the University Community	Hazard Annex B-1

Fire and Explosion	Hazard Annex B-2
Hazardous Material Spill	Hazard Annex B-2
Mass Protests/Demonstrations	Hazard Annex B-3
Hazard Annex C- Emergency Notification Procedures	Hazard Annex C-1
Hazard Annex D- Winter Storm	Hazard Annex D-1
Winter Storm Emergency Response	Hazard Annex D- 3
Hazard Annex E- Transportation Emergencies.....	Hazard Annex E- 1
Hazard Annex F- Emergency Procedures for Students, Faculty, Staff and Visitors	Hazard Annex F- 1
Bomb Threat	Hazard Annex F- 2
Chemical, Biological, or Radiation Spill	Hazard Annex F- 3
Evacuation and Sheltering-In-Place	Hazard Annex F- 4
Infectious Disease Outbreak	Hazard Annex F- 4
Hazard Annex G - TTU Pandemic Plan	Hazard Annex G- 1
Hazard Annex H- Earthquakes	Hazard Annex H- 1
Hazard Annex I- Flooding	Hazard Annex I- 1
Appendix A- Emergency Operations Center Checklist.....	Appendix A-1
Appendix B- Procedures for Managing Employee Payroll and Leave	Appendix B-1
Appendix C- Purchasing Emergency Plan.....	Appendix C- 1
Appendix D- Key University Resources List (Facilities)	Appendix D- 1
Appendix E- Residential Life Emergency Housing Plan	Appendix E- 1
Glossary	Appendix F- 1

Letter of Promulgation

Tennessee Tech University (TTU) is committed to protecting the safety, security, and welfare of its campus and community members. This Emergency Operations Plan (EOP) was developed to provide the TTU campus a means to mitigate, prepare for, respond to, and recover from emergencies. The EOP's development is to enhance preparedness and response capabilities for emergency situations that specifically affect the campus.

In accordance with Homeland Security Presidential Directive (HSPD) – 5, the Plan incorporates National Incident Management System (NIMS) concepts and principles, and utilizes the Incident Command System (ICS) for management of emergency events. The EOP provides the opportunity for TTU's campus community to better prepare for and to quickly recover from disasters.

Faculty, staff, and students are encouraged to continue their on-going efforts in emergency preparedness, planning, and training in order to enhance disaster response and recovery. Those receiving the EOP shall review and become committed to the EOP's goal for protecting the welfare of the University's community. The EOP will become effective immediately after the final approval by the TTU President.

Approval and Implementation

This is Tennessee Tech University's EOP. You have received a copy of the EOP because you will have important responsibilities during a crisis or disaster. Please read this document immediately, and re-read it periodically, so that you are thoroughly familiar with the contents of the Plan and fully understand your specific role.

The Plan set forth in this document is designed to rapidly and efficiently mobilize the University's resources, both personnel and equipment, to meet an emergency that may confront TTU's campus. The effectiveness of this Plan is dependent upon the full and rapid response of all personnel. In the event that TTU is faced with an emergency, the Crisis Management Team, acting under the guidelines of this Plan, is authorized to implement those measures necessary to prepare for an emergency to minimize loss, to react to the emergency to save lives and property, and recover rapidly to minimize disruption of normal activity. Each member of the TTU community who has a part in these important tasks will give matter his or her full and complete attention and support.

This Plan is brought into action when:

- The President, or in his/her absence the appointed designee, declares an emergency for the purpose of safeguarding the lives and property of TTU's campus or to maintain orderly conduct of business.
- The EOP plan is activated.
- Governmental officials proclaim a state of emergency that affects the University, either locally, city-wide, regionally, or statewide.



Dr. Philip Oldham, President
Tennessee Tech University



Approval Date

Record of Revisions

DATE	PAGE(S)	REVISION DESCRIPTION(S)
10/01/2015	Pages renumbered	Update job title- Associate Vice President for Human Resources; added crisis counseling section; added volunteer management section; added Hazard Annex H- Earthquakes; Added Hazard Annex I-Flooding
10/01/2016	12	Updated introduction to reflect addition of CHEC and ACC campuses.
10/01/2016	Chapter 3-3	Removed Automated Phone Call Messaging; no longer in use.
10/01/2016	Chapter 3-2	Updated Emergency Notification Section
10/01/2016	Annex	Addition of Flooding Annex
10/01/2016	Removal	Removed Appendix B and Appendix C; reordered.
10/01/2017	Chapter 3-4	Addition of COOP activation
03/16/2017	Chapter 2-1	Changed EOC locations (primary and secondary)
03/16/2017		Removed TBR references
10/01/2017		Updated EOC locations/ updated Hazard Annex C; updated personnel positions
10/01/2017		Updated introduction to reflect the removal of CHEC.

Distribution List

- TTU Building Coordinators
- Crisis Management Team
- Emergency Operations Planning Group
- Local First Responder Agencies (Police, Fire, and EMS)
- County and State Offices of Emergency Management
- Field locations (UP Dispatch, Power Plant, EOC)

Introduction

The Tennessee Tech University (TTU) Emergency Operations Plan (EOP) is an all-hazards comprehensive emergency operation plan that details Tennessee Technological University's procedures for Mitigation, Planning, Response, and Recovery. These four inter-related stages interact in an on-going cycle of emergency management activities.

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. While NIMS provides the template for the management of incidents, the National Response Framework (NRF) provides the structure and mechanisms for national-level policy for incident management. Adoption and comprehension of NIMS and NRF principles will assist TTU in successfully coordinating and engaging Federal response entities, should a disaster require their support and resources.

Within NIMS, the Incident Command System (ICS) provides for the effective and efficient management of domestic incidents and events by integrating a combination of facilities, equipment, personnel, procedures, and communications into a common organizational structure. The ICS can be used to organize both near-term and long-term field-level operations for a broad spectrum of situations.

The TTU EOP adheres to the National Incident Management System (NIMS) concepts, requirements, and policies and outlines the desired actions of first responders and field-based operations in accordance with the Incident Command System (ICS).

When necessary, multi-departmental and multi-agency coordination will occur through partial or full activation of the TTU Emergency Operations Center (EOC). The organization and coordinated activities in the EOC will model NRF and Tennessee emergency management Agency (TEMA) structure in such a manner that complements current non-emergency campus functions while best supporting emergency field operations.

Members of the TTU Environmental Health and Safety, TTU Emergency Operations Planning Group (EOPG), Putnam County 911/EMS, and Putnam County Emergency Management Agency developed this plan. Members of the President's Cabinet approve the plan. Membership and responsibilities of these groups and committees are outlined within the Planning Section.

The TTU Environmental Health and Safety Coordinator maintains and coordinates periodic updates to this plan, as required. A current version of the EOP will be maintained in the Emergency Operations Center at all times. Inclusion of lessons

learned from real incidents/events, exercises, changes in University policies, changes in laws, and coordination of local, State, and Federal initiatives is critical in ensuring that TTU's plans and procedures are current and realistic. The EOPG, CMT, and other campus committees shall continually contribute information and data to support this initiative.

With emphases in engineering, sciences, and business, TTU has a growing enrollment of over 11,000 undergraduate and graduate students from more than 40 states and 50 foreign countries. TTU is located in Cookeville, Tennessee which is roughly 100 miles and a little over an hour's driving time from three of state's largest metropolitan areas- Nashville, Chattanooga, and Knoxville. Cookeville, with a population of about 30,000, sits on the Highland Rim of the Cumberland Plateau.

There are two TTU campuses outside the main campus: Appalachian Center for Craft located in DeKalb County, Tennessee, and the Shipley Farm/Hyder Burks Pavilion located separately from the main campus in Cookeville, Tennessee. This plan covers the main campus and the Appalachian Center for Craft. Shipley Farm/Hyder Burks Pavilion has a separate emergency operations plan specific to their hazards that is relative to the location. The TTU Environmental Health and Safety Coordinator is responsible for coordinating, reviewing, and managing all TTU campus' emergency operations plans and policies to ensure interoperability, continuity, and compliance. The TTU Comprehensive Emergency Management Plan shall include all TTU campus' EOPs and is maintained by the department of Environmental Health and Safety.

Chapter 1 - Mitigation

Mitigation activities reduce or eliminate risks to persons or property or lessen the effects or consequences of an incident. Mitigation activities include a review of policies, campus culture, environment, and built structures to minimize or eliminate the effects of hazards.

Implementation of mitigation measures is often informed by lessons learned from prior incidents, analysis of incidents/events at other institutions of higher education, and through collaboration with local, State, and Federal government. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Mitigation can include efforts to educate the community on measures they can take to reduce loss and injury.

Threat, Risk, and Vulnerability Assessments

Tennessee Tech University is a key resource as defined by the National Infrastructure Protection Plan (NIPP). This distinction provides TTU accessibility to protection enhancement and vulnerability reducing resources. This classification is based on several factors, which include TTU's:

- significant economic impact within the Cookeville area
- diverse capabilities and assets
- ranking as one of the "Best in the Southeast" Public Colleges
- iconic symbolism, relationship, and commitment to the local government and community, State, national, and international arenas

Because of these factors, TTU department of Environmental Health and Safety will continue to work closely with local, regional, State, and Federal agencies to continually evaluate all-hazard threats against the institution; conduct analyses of its vulnerabilities and related consequences; determine the level of risk associated with each hazard; and develop and deploy protective measures to help ensure the survivability of the institution.

Additionally, TTU will continually ensure that programs and mechanisms exist, that allow all personnel to report suspicious activities to law enforcement agencies. Likewise, the institution will continue to utilize established, secure intelligence networks to share pertinent information with its partnering agencies.

Monitoring Risk

Environmental Health and Safety, with the assistance of various TTU departments and regional partners, will monitor identified risk areas in order to detect hazardous situations and protect the University population. Site visit reports and law enforcement intelligence provide a foundation to begin identifying and programming mitigation efforts.

Chapter 2 - Preparedness

The Putnam County Local Emergency Planning Committee (LEPC) and the Putnam County Emergency Management Agency conduct risk assessments of potential man-made and natural hazards in the local community, and engages in a historical review of emergencies in the area as part of the Hazard Mitigation Plan every five years. However, as risks emerge, the LEPC and the Cookeville-Putnam County Emergency Management Agency conduct additional risk assessments. Based on the risk assessment, a plan is created, and training and exercises are conducted. These analyses provide the foundation of the TTU Emergency Operations Plan (EOP), which includes an all-encompassing strategic response plan along with protocols and procedures for deploying resources to address critical incidents on the TTU Campus.

Individual departments within the University shall have their departmental or site specific Continuity of Operations Plan (COOP). The COOP is a stand-alone document, which serves as an operational tool to ensure mission-essential functions and services are maintained during emergencies.

Emergency Operations Center (EOC) Locations

The following locations have been selected as areas for establishing the Emergency Operations Center:

Primary - University Police Office, Foundation Hall, First Floor

242 E. 10th Street

Secondary- Facilities Conference Room

220 W. 10th Street

Tertiary- Hyder Burks Arena

2390 Gainesboro Grade

Personnel will be informed of the chosen EOC location at the time of their notification. Other locations may be selected depending upon the situation. **An Emergency Operations Center Checklist is located in Appendix A.**

Planning Groups

In addition to TTU Environmental Health and Safety, two primary groups participate in TTU's emergency management activities.

The Crisis Management Team (CMT): The CMT, chaired by the TTU President, is responsible for strategic decisions during emergencies that include campus closings, communication releases, etc. Depending on the level of emergency, the CMT will conduct emergency meetings (connecting by phone or other electronic means with those who cannot attend in person) to determine the University's strategic course of action. Additional responsibilities of the CMT may include:

- Deciding whether to meet in response to less severe or low-level incidents/events. Immediate response will usually be made by the TTUPD, Cookeville Fire Rescue or TTU Environmental Health and Safety.
- Assigning a Liaison Officer to interface with executive governmental and non-governmental officials (e.g., Senators, Federal Agency Representatives, and Red Cross Directors).
- Determining the need for campus closure, class suspension, administrative leave for employees and other strategic decisions.

The Emergency Operations Center (EOC) will be restricted to the Crisis Management Team (CMT) members and the following personnel, or their designated (Alternate) representative.

Alternates assigned to the CMT will be trained on the duties and responsibilities of the Primary member.

Should the Primary and Alternate be unavailable to fulfill their duties, the President or designee shall appoint an individual to fill the vacancy.

1. President (Chair)
2. Chief of Staff
3. Provost and Vice President for Academic Affairs
4. Vice President of Research and Economic Development
5. Vice President for Planning and Finance
6. University Counsel
7. Associate Vice President of Communications & Marketing
8. Vice President for University Advancement
9. Director of Athletics
10. Chief Information Officer
11. Assistant to the President
12. Vice President of Student Affairs
13. Associate Vice President for Facilities and Business Services
14. Coordinator, Environmental Health and Safety
15. Director of University Police

The Emergency Operations Planning Group (EOPG): The EOPG is primarily responsible for developing and maintaining the EOP, and staffing the EOC at the direction of the CMT. In some situations, as deemed necessary by the CMT, only portions of the EOPG may be required to activate the EOC. EOC activation is discussed further in the Response section.

The EOPG will meet twice a year to discuss lessons learned and whether updates are needed to the EOP.

Additional responsibilities of the EOPG may include:

- Developing plans and procedures within their functional areas of responsibility that contribute to emergency operations.
- Providing logistical and policy support to the Incident Commander/s or the EOC.
- Developing strategies and objectives for ensuring the response, recovery, and business continuity of TTU.

The Emergency Operations Planning Group is primarily comprised of the:

- Environmental Health and Safety Coordinator
- Chief of Police, University Police
- Chief Information Officer, Information Technology Services
- Director, Child Development Lab
- Associate Vice President for Human Resources
- Director, Residential Life
- Director, Purchasing and Contracts Office
- Power Plant Manager
- Director, Health Services
- Associate Vice President for Facilities and Business Services
- Manager, Telecommunications
- Assistant Vice President, University Communications and Marketing
- Cookeville Fire Department
- Putnam County Emergency Management Agency
- Putnam County EMS/911

Training and Education of Key Personnel

It is the responsibility of members charged with TTU emergency management duties as described within this EOP to participate in training initiatives, collaborative environments, and committee meetings that promote TTU Emergency Management preparedness initiatives. The Environmental Health and Safety Coordinator shall ensure individuals charged with responsibilities within this Emergency Operations Plan are provided the necessary training and resources to accomplish their tasks. At a minimum, the following training must be accomplished once:

Crisis Management Team:

- ICS-100, Introduction to the Incident Command System
- ICS-200, ICS for Single Resources and Initial Action Incidents

Optional

- ICS-300, Intermediate Incident Command System for Expanding Incidents
- ICS-400, Advanced ICS
- ICS-700, National Incident Management System (NIMS), An Introduction

- ICS-800, National Response Framework, An Introduction

Emergency Operations Planning Group and EOC Participants:

- ICS-100, Introduction to the Incident Command System
- ICS-200, ICS for Single Resources and Initial Action Incidents
- ICS-300, Intermediate Incident Command System for Expanding Incidents
- ICS-400, Advanced ICS
- ICS-700, National Incident Management System (NIMS), An Introduction
- ICS-800, National Response Framework, An Introduction

Additionally, University Police Officers and other TTU officials who engage in unified command field-based response operations with mutual aid partners are encouraged to complete the following courses:

- ICS-100, Introduction to the Incident Command System
- ICS-200, ICS for Single Resources and Initial Action Incidents
- ICS-300, Intermediate Incident Command System for Expanding Incidents
- ICS-700, National Incident Management System (NIMS), An Introduction
- ICS-800, National Response Framework, An Introduction

ICS-100/200/700/800 training can be obtained online at the [Emergency Management Institute \(EMI\) Independent Study](#) website. ICS-300/400 must be obtained in a classroom environment. The Environmental Health and Safety Coordinator will coordinate ICS-300/400 training with the appropriate agencies as needed.

Planning Assumptions

Emergency Planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These are called planning assumptions, and are typically based upon anticipation of worst-case conditions.

Pre-Incident

- Continued analysis of situational data, information, and intelligence may be required to determine the potential impact to the TTU campus. Inconsistencies may exist.
- Periodic briefings and situation reports will be required.
- Scenario complexity and location may require the TTU President to evacuate either some or all portions of campuses within the area at risk. In some situations, the President may elect to suspend activities.
- Internal preparedness actions and coordination may be taken by TTU entities to increase survivability of assets post-incident.
- Resource availability may become strained and/or depleted.
- Vehicular traffic may be restricted and/or congested.

During and Post-Incident

- Critical infrastructure (electricity, water, sewer, and communications) may be interrupted and/or be inoperable.
- Emergency response agencies may suspend response activities, and/or response times will be longer than normal. A percentage of the population may be isolated and unable to receive emergency care/assistance.
- Roadways, bridges and overpasses may be closed, damaged, or covered in debris. Vehicular traffic may be restricted on and off campus.
- Information about the status and operations related to the incident may be sporadic, incomplete, and inaccurate.
- Information sharing will be critical in restoring TTU operations.
- Structural damage caused by high winds and flying debris may cause injuries and displacement of people.
- Communications and contact with family and homes may be interrupted.
- Emergencies may require cooperation/coordination among internal TTU departments and external governmental and non-governmental agencies.
- Post-incident damage assessments and analyses will prompt mitigation efforts to minimize future effects.
- A percentage of the population may require Critical Incident Stress Management (CISM) intervention.

Purpose

Using the above assumptions as a guide for planning, the TTU EOP establishes the framework for preparing for, responding to, recovering from, and mitigating against the effects of all-hazards that could adversely affect the health, safety and/or general welfare of the students, faculty, staff, and visitors on the TTU campus.

Scope

This all-hazards plan identifies overarching responsibilities of key individuals/groups and provides guidance to support response and recovery actions that may be activated during an incident or event.

Examples:

- Bomb Threat/Detonation
- Large Public Gatherings and Spectator Events
- Active Shooter
- Civil Disturbances
- Epidemic/Illnesses
- Extended Power Outages
- Fires and Explosions

- Moderate and Major Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Incidents
- Mass Casualty Incidents
- Extreme Weather Conditions (tornadoes, flooding, drought, severe thunderstorms, winter storms)
- Earthquake
- Threat or Acts of Terrorism
- Cyber Threats

Legal Authority and Guidance

Legal authority to undertake the development of the Emergency Operations Plan and subsequent actions in an emergency is derived from the following:

- 20 USC § 1092 (f)(1)(J) (Higher Education Opportunity Act);
- Public Law 499, Emergency Planning and Community Right-to-Know Act
- National Response Plan (NRP);
- National Incident Management System (NIMS)
- Federal Emergency Management Agency (FEMA)
- Tennessee Emergency Management Agency (TEMA)
- American Red Cross

Agreements and Partnerships

Mutual aid agreements are critical. When an incident or event exceeds TTU management and resource capability, the TTU President may seek assistance from other political subdivisions and government agencies. Any request for assistance is first directed to the Putnam County Emergency Management Agency.

A cooperative partnership exists between TTU and the City of Cookeville Police department.

While the Red Cross will provide general population shelters for victims of disaster, not all individuals are appropriate for placement in this type shelter. Pursuant to the terms of Tennessee Emergency Management Plan ESF 8, the Department of Health, through its Medical Assistance Shelter Plan, is responsible for supporting ESF 6 to provide medical care shelter to medically needy individuals who are victims of disaster. TTU recognizes the importance of assisting the Upper Cumberland Regional Health Office in the planning and execution of the Upper Cumberland Region Medical Assistance Shelter (MAS) Plan and wishes to cooperate with the UCRHO for such purposes. TTU maintains a Letter of Agreement with the Upper Cumberland Regional Health Office (UCRHO) as a medical assistance shelter for victims of disasters.

Chapter 3 - Response

Initial response actions to a hazard are designed to minimize casualties, stabilize the incident, and protect property to the extent possible. They also seek to reduce the probability of secondary damage, and provide for a transition to recovery related operations.

In most situations, response stage activities will be managed at or near the scene of the incident/event by an Incident Commander (IC). Within the Incident Command System (ICS), the IC is ultimately responsible for the effective and efficient management of all resources called to the scene. Should the incident expand or the dynamics of the scene change, some or all components of TTU Emergency Management may be activated to support the Incident Commander. It should be anticipated that if the Emergency Operations Center (EOC) is activated, Logistics, Planning, and Finance/Administration functions might shift to the EOC.

In some situations, however, response operations may occur prior to a crisis occurring, such as upon receipt of advisories or intelligence that a natural or man-made hazard may affect the campus in the immediate future. This increased readiness response phase may include such pre-impact operations and activities as:

- Assessing and monitoring the hazard
- Alerting and warning potentially threatened/endangered populations
- Alerting response forces to stand by
- Evacuating, or special sheltering of, threatened populations
- Dispensing and/or relocating critical equipment and resources
- Activating the department (site) specific COOP

This chapter focuses on TTU's protocols: roles, responsibilities and authority for the leadership, departments, and staff involved in emergency response; the five incident/event types; four levels of response and EOC staffing; and the Emergency Notification System.

Extreme regional incidents are likely to disrupt TTU functions, produce a competition for resources, cause severe infrastructure damage, and temporarily jeopardize many normal activities throughout Putnam County and the Upper Cumberland area. When these extreme situations occur, the TTU EOC may serve as the central coordinating entity and liaison between and among all TTU campuses (Main campus, Cookeville, Higher Education Campus, Appalachian Center for Crafts, and Shipley Farm/ Hyder Burks Pavilion). This efficient configuration assists in prioritizing and supporting the emergent needs of all TTU campuses, minimizes redundancy, reduces recovery costs, and resource and support conflicts. Such situations will necessitate augmentation of the EOC with regional campus representatives.

Authority

The primary responsibility for responding to emergencies at Tennessee Tech University rests with the President. Key personnel within the Crisis Management Team, Emergency Operations Planning Group, University Police, and other TTU officials assist the President in fulfilling these responsibilities.

The President has the authority to direct and coordinate disaster operations and may delegate this authority to members of the Crisis Management Team.

Succession Plan

In the event the President is not available when an incident occurs, the line of succession is:

1. Provost and Vice President for Academic Affairs
2. Vice President for Planning and Finance
3. Vice President of Student Affairs

Emergency Notification

In the event that a situation arises, either on or off campus, that, in the judgment of designated TTU Environmental Health and Safety or University Police, constitutes an ongoing or continuing threat, a campus wide “emergency notification” will be issued. The emergency notification will be issued through campus warning and emergency notification systems to students, faculty, staff, residence halls, and visitors. In such situations, and depending on the likelihood of timely receipt, all or a portion of the below listed systems may be employed.

- **Fire Alarm Notification System**
 - Pre-recorded messages broadcast over fire alarm system; initialized by the University Police Department.
- **Text Messaging Service**
 - Contracted through Rave Mobile Safety to send messages to TTU faculty, and staff who have signed up for notification, and students who have provided valid mobile phone numbers are automatically enrolled in notification; initialized by the University Police, Communications and Marketing or Telecommunications.
- **Alertus Desktop Notification**
 - Alertus desktop notification is a full screen pop-up alert. Alertus desktop notification is activated by University Police.
- **Email**
 - Messages sent to all current email accounts; initialized by Communications and Marketing.
- **Outdoor Siren/Warning System (not available at Appalachian Center for Craft (ACC))**

- Tornado warning tones initialized by Putnam County Emergency Management or the University Police and voice broadcast messaging initialized by Police.
- **Public Address Systems**
 - Broadcast messages via the public address systems and/or the University Police patrol vehicles.
- **Web Pages**
 - Messages initialized and automatically posted through RAVE Mobile Safety when University Police issue a TTUAlert message. If needed, the Office of Communications and Marketing can compose and initialize messages.

The purpose of an emergency warning is to alert the TTU community about an imminent threat to life, personal safety, or property damage, which dictate immediate protective measures. Timely warning notification should not be confused with emergency message. Timely warning notification is addressed in the “TTU Policy Number 421 Timely Warnings”. Timely warning notification refers to the release of incident related information to afford individuals to assess their relative risk to a known hazard or threat. Timely warnings advise members of the TTU community about serious crimes against people or property on campus that may pose an ongoing threat.

A complete description of the system, usage process, and message templates is discussed in the TTU Emergency Communications Plan. An Emergency Warning flowchart is located within the Communications section of this plan.

Authority to Issue and Disseminate Emergency Warnings

The following persons are authorized to issue and disseminate emergency warnings:

- Chief of Police
- University Police Command Staff Officers (Lt. and above)
- University Police, Ranking Officer on Duty
- Coordinator, Environmental Health and Safety or designee

Additionally, the following TTU Staff personnel may also issue emergency warnings:

- President
- Provost and Vice President for Academic Affairs
- Vice President for Planning and Finance
- Vice President of Student Affairs

Authority to Close All or Portions of the University

The President has the authority to close all or portions of the University. In the absence of the President, the Provost and Vice President for Academic Affairs has the authority to close all or portions of the University.

Authority to Cancel Classes

The President has the authority to cancel classes.

In the absence of the President, the Provost and Vice President for Academic Affairs has the authority to cancel classes.

Closure/Cancellation Notification

Regardless of the situation, the individual who authorizes either the cancellation of classes, or the closing of all or part of TTU, shall also ensure the following officers are notified immediately:

- Associate Vice President for Communications and Marketing

Authority to Evacuate

University Police, Environmental Health and Safety, and Facilities officials have the authority to order the evacuation of buildings. An evacuation of a building does not automatically result in the cancellation of classes or the closing of all or part of the University. Should an evacuation of a building significantly affect the ability of the University to reconvene normal class schedules, separate approval to cancel or close a portion or all of an educational facility shall require separate approval within established policies. Any absences resulting from closures will be handled in accordance with University leave policies and procedures.

Authority to Activate the Emergency Operations Center (EOC)

The President may activate the EOC at any time. Normally, however, the decision to activate the EOC will be based on a recommendation by University Police, in consultation with the Director of Environmental Health and Safety, and the Provost and Vice President for Academic Affairs, and the President.

Authority to Activate the Continuity of Operation Plan (COOP)

There are two pathways for COOP activation.

1. The President has the authority to activate the COOP.
2. The Departmental Chair/Supervisor, in consultation with their supervisor have the authority to activate the COOP.

Type of Incident/Event and Levels of Response Classification

Consistent with the Incident Command System, the TTU Emergency Operations Plan classifies incidents/events as types. There are five types of incidents/events, which are described in Figure 1.

Categorizing incidents/events as “types” provides a framework in which the Incident Commander, Emergency Operations Planning Group and Crisis Management Team can gauge the complexity of the crisis and anticipate the level of response and resources that may be needed to efficiently manage the incident/event. This does not suggest, however, that a particular kind of incident/event is constrained or limited to a particular level of response. Incidents expand and contract. Likewise, resources and external agency involvement should expand and contract proportionally.

The four levels of Emergency Management (EM) /EOC activation associated with the five types of incidents/events are:

- Level 4 - EM Monitoring
- Level 3 - EM Engaged, EOC Not Activated
- Level 2 - EOC Partially Activated
- Level 1 - EOC Fully Activated

Incident /Event Type and EM/EOC Activation Levels

Type	Event	Complexity and Resource Demand	
1	Major Tornado Impact	Catastrophic Incident/Complex Event requiring the application of TTU, Local, State, and Federal resources, Major Incident/Event requiring the application of TTU, Local, State and Federal resources	Level 1 EOC Fully Activated
	Terrorist Incident		
	Major Spectator Event		
2	Moderate Tornado Impact	Significant Incident/Event requiring the application of TTU, Local, State and Federal resources.	
	Large Spectator Event		
	Major Aircraft Incident		
	Acts of Terrorism		
3	Large Fire, Structural Collapse	Moderate Incident/Event requiring the application of TTU, Local, resources and Local assistance	Level 2 EOC Partially Activated
	Tornado with Damage		
	Mass Casualty Incident		
4	Active Bomb/Shooter Threat	TTU resources only	Level 3 EM Engaged EOC Not Activated
	Large Motor Vehicle Accident		
	Small Fire		
	HAZMAT Incident/Extremely Hazardous Substances		
5	Major Power Failure	Small, TTU resources only	Level 4 EM Monitoring
	Typical 911 Calls for Assistance		
	Small Motor Vehicle Accidents		
	Small Event Support Requirements		

Figure 1 – TTU Incident/Event Typing and EOC Activation Levels, based on the National Incident Management System (NIMS) and National Response Framework (NRF).

Not all Type 1, 2, 3, incidents/events dictate the activation of the EOC. Should a Type 5 or 4 incidents expand in complexity, activation of some or all components of the EOC may be required. The activation of the EOC or portions thereof is at the discretion of the President or authorized designee.

EM Monitoring or EM Engaged, EOC Not Activated (Type-5 Incident/Event Level)

The lowest incident/event level, Type-5, requires Emergency Management monitoring, and typically does not require activation of the EOC. Incidents/events that occur at this level normally do not adversely affect other campus activities. Type-5 incidents/events:

- Pose no immediate danger or threat to the campus.
- Appear to be of short duration.
- Are limited in scope and can be managed by the appropriate administration and/or TTU resource/s (e.g., University Police, Power Plant, and Environmental Health and Safety).

Examples of Type-5 incidents/events that require EM Monitoring or Engagement include:

- A major fire within close proximity to any TTU facility.
- A hazardous materials incident involving Extremely Hazardous Substances within two miles of a TTU facility.
- A planned event with participation anticipated to exceed 1000 people at/within a single location.
- A local power outage that has the potential to extend beyond one hour.
- A large motor vehicle accident with multiple injuries.
- Tornado watch issued for Putnam County. This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move a place of safety if threatening weather approaches.

If a Type-5 incident demonstrates the potential to expand in complexity, the Incident Commander must immediately notify University Police. In such circumstances, University Police will notify Environmental Health and Safety. University Police and/or Environmental Health and Safety may respond to the scene and directly assist field-based operations and may require minimal assistance from TTU departments without activating the EOC (EM Engaged). University Police and/or Environmental Health and Safety will advise the President, who in turn will advise the appropriate members of the CMT and EOPG.

EM Engaged, EOC Not Activated (Type-4 Incident/Event Level)

Extreme Type-5 and Type-4 incidents may provoke this level of activation. Events associated with this activation level may emerge as a single incident, but have the potential to quickly evolve into a multi-faceted campus crisis.

This is a proactive posture of TTU Emergency Management entities and may involve the participation of some TTU departments and their resources. Because of the potential resource demands may be placed upon TTU departments, University Police will notify Environmental Health and Safety. University Police and/or Environmental Health and Safety will advise the President, who in turn will advise the appropriate members of the CMT and EOPG.

This level affords members of the CMT and EOPG to provide immediate assistance and resources to an Incident Commander. At this level, members of the CMT and EOPG will begin to consider business continuity strategies should the incident/event dynamics dictate. Considerations to activate portions of the EOC may occur at this point.

If the incident occurs without warning, the Incident Commander must notify the University Police. University Police will make appropriate notifications to the CMT and EOPG. University Police or the Director of Environmental Health and Safety may initiate EOC activation procedures when:

- The potential danger is real. EOPG personnel should be prepared to react.
- The situation has the potential for expanding beyond a specific area.
- The situation may continue for an extended period.
- Resolving the situation may require resources in excess of those available locally.

Response activities may include:

- A large contingent of internal and external agencies responding to this incident (University Police and Cookeville/Putnam County Fire and Rescue).
- Active interest from local media.

Type-4 incidents/events that may require EM engagement include:

- A natural hazard that has impacted any TTU facility/property and caused minimal damage.
- A major fire or an extremely hazardous substance incident within one-half mile of a TTU facility.
- A major building system failure.
- A planned event with participation anticipated to exceed 3000 people at/within a single location.
- An incident/event at a TTU facility that requires additional resource and management assistance (e.g., hosting a major sporting event).

- Tornado Warning issued for Putnam County. A Tornado Warning is issued by the local National Weather Service office (NWSO). It will include where the tornado was located and what towns will be in its path. If the thunderstorm which is causing the tornado is also producing torrential rains, this warning may also be combined with a Flash Flood Warning. If there is an ampersand (&) symbol at the bottom of the warning, it indicates that the warning was issued as a result of a severe weather report.

After it has been issued, the affected NWSO will follow it up periodically with Severe Weather Statements. These statements will contain updated information on the tornado and they will also let the public know when warning is no longer in effect.

EOC Partially Activated (Type-3 Incident/Event Level)

This level of EOC activation suggests that a significant incident or event either has occurred or will occur within 24 hours requiring the application of significant TTU resources and management. In all cases, emergency preparedness and/or response operations shall focus on ensuring life safety, and evaluating business continuity strategies that may be employed during or immediately following the incident/event.

Extreme Type-4 and Type-3 incidents may provoke partial activation of the EOC. Events associated with this activation level may emerge as a single incident, but have the potential to quickly evolve into a multi-faceted campus crisis.

If the incident occurs without warning, the Incident Commander must notify the EOC Coordinating Officer immediately. The EOC Coordinating Officer will make appropriate notifications to the Crisis Management Team (CMT) and the Emergency Operations Planning Group (EOPG). The EOC Coordinator will initiate EOC activation procedures when:

- The incident may affect several departments on campus.
- The incident will require both an internal and external agency response.
- Local/National media interest is high.
- COOP activation relative to the incident is likely.

Response activities may include:

- Notifying University Police through 911.
- Notifying members of the CMT and EOPG.
- Activating an Incident Command Post at or near the scene.
- Activating portions of the EOC.
- Employing Mutual Aid to assist with the incident/event.

Type-3 incidents/events that may require partial activation of the EOC include:

- A mass casualty incident on campus.
- Major fire or hazardous materials spill of Extremely Hazardous Substances.
- Large scale disruption/dissent, including riots or bomb threats.
- Extended power outage (greater than 2 hours).
- Large spectator event with national interest and participation anticipated to exceed 5000 people at/within a single location.
- Contagious disease outbreak.
- Campus-wide domestic water contamination.
- Tornado Emergency issued for Putnam County. An exceedingly rare tornado warning issued when there is a severe threat to human life and catastrophic damage from an imminent or ongoing tornado. This tornado warning is reserved for situations when a reliable source confirms a tornado, or there is clear radar evidence of the existence of a damaging tornado, such as the observation of debris.

EOC Fully Activated (Type-2 and Type-1 Incident/Event Level)

A fully activated EOC suggests that a major to disastrous incident/event has or will affect the University and or local area. Resource requirements needed to ensure the safety of personnel, stabilize the incident, and/or protect the environment are beyond the capability of TTU, City of Cookeville, local, and State agencies. This activation/posturing is rare and is normally used only in extreme situations.

Extreme Type-3 and Type-2 incidents/events may also provoke this level of activation. Events associated with this activation level may emerge as a single incident, but have the potential to quickly evolve into a multi-faceted campus crisis.

If the incident occurs without warning, the Incident Commander must notify the EOC Coordinating Officer immediately. The EOC Coordinator will make appropriate notifications to the Crisis Management Team (CMT) and the Emergency Operations Planning Group (EOPG). The EOC Coordinating Officer will initiate EOC activation procedures when:

- Multiple TTU department and external agency response is probable.
- Media attention from local and national agencies will be high.
- Imminent events on campus or in the general community may develop into a major University crisis or a full disaster.
- The campus will be closed to non-essential personnel.
- Evacuation of students from the campus may occur.

Response activities may include:

- Notifications to all relevant University officials.
- Full activation of the EOC.
- Activation of multiple scene Incident Command Post/s.
- Unified EOC organizational structure.

Incidents/events that may require a fully activated EOC include:

- Tornado Emergency directly affecting the TTU campuses.
- Acts of terrorism causing mass casualties and severe property damage.
- A large spectator event with national interest and participation anticipated to exceed 10,000 people at/within a single location.

TTU Incident Command Roles and Responsibilities

The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications into a common organizational structure. The ICS can be used to organize both short-term and long-term field-level operations for a broad spectrum of emergencies and pre-planned events.

Within the Incident Command System, response stage activities are the responsibility of the Incident Commander. To support these initiatives, the Emergency Operations Center (EOC) shall staff accordingly to provide logistical and managerial coordination, while simultaneously evaluating and developing business continuity strategies. In relatively small-scale incidents/events, the EOC may only consist of the EOC Coordinating Officer and a few key members needed to manage the incident. On large-scale incidents/events, the EOC may be fully staffed, and all members of the Crisis Management Team (CMT) and the Emergency Operations Planning Group (EOPG) may be engaged.

The remainder of this chapter focuses on the roles and responsibilities associated with structures and members of the Incident Command System, the Emergency Operations Center, and TTU Departments responsible for incident response. It includes information on Protective Action Responses available to Incident Commanders and TTU's means of notifying students, faculty, staff, and visitors in an emergency.

Incident Commander

There is one Incident Commander (IC) for an incident. When multiple agencies (with jurisdiction and substantial committed resources) are involved in managing the incident, a Unified Command structure will be established. Command will function from a designated and clearly identifiable Incident Command Post (ICP). The characteristics of the incident will define which individual assumes the duties of Incident Commander. Depending on the nature of the emergency, the following individuals might assume the role of the Incident Commander:

- Chief of Police
- Police Supervisor (Lt.)
- Cookeville/Putnam County Fire Rescue Personnel

- Cookeville Hazmat Personnel
- Environmental Health and Safety Personnel
- Research Compliance Personnel
- Facilities/Power Plant Personnel
- Information Technology Personnel

Depending upon the complexity of the incident/event, the Incident Commander may elect to designate key organizational members to serve as his/her Command and general staff. Should the Incident Commander elect not to staff any of the Command and general staff positions, then he/she assumes the responsibility for ensuring that those functions are carried out.

For Type-5 (the lowest level of incident/event) and Type-4 (low-to-moderate incident/event level) incidents/events, which require the development of an Incident Action Plan, it is likely that only ICS Command and General Staff positions (Figure 2) are staffed. Should a major or catastrophic incident occur, it is likely that nearly all functions within the ICS organizational chart will be staffed.

Should a transfer of command be required, a briefing will be conducted between the oncoming and outgoing Incident Commander/s. Information regarding the resources employed/requested, actions taken, organizational structure, and a rough map/sketch of incident site should be conveyed.

The following standing priorities exist for the Incident Commander at the scene of the incident:

- First priority – Life Saving/Safety*
- Second priority – Incident Stabilization
- Third priority – Property Preservation

** Depending on the dynamics of the incident, incident stabilization may run concurrently with lifesaving operations, provided the Incident Commander is relatively certain that responder life safety will not be compromised.*

Incident Commander Responsibilities include but are not limited to:

- Ensuring the safety of all individuals at the scene of the incident/event.
- Managing the response initiative.
- Providing direction to the response teams.
- Communicating with TTU stakeholders through established communication channels.
- Communicating to the public through the PIO (University Communications and Marketing).

In most situations, responding agencies at the scene will employ and adhere to their approved independent standard operating procedures and policies. Conflicts between

responder and TTU policies will be referred to TTU's President and General Counsel for resolution. However, under no circumstances should this create a delay in saving lives and stabilizing the situation.

Incident Command Organization, Unity of Command, and Chain of Command

The Incident Command System (ICS) provides a hierarchical structure, which provides for Unity of Command and an identifiable Chain of Command. Unity of Command suggests that each individual engaged in operations within ICS is accountable to only one designated supervisor. Chain of Command provides for an orderly line of authority within the ranks of the organization (Figure 2).

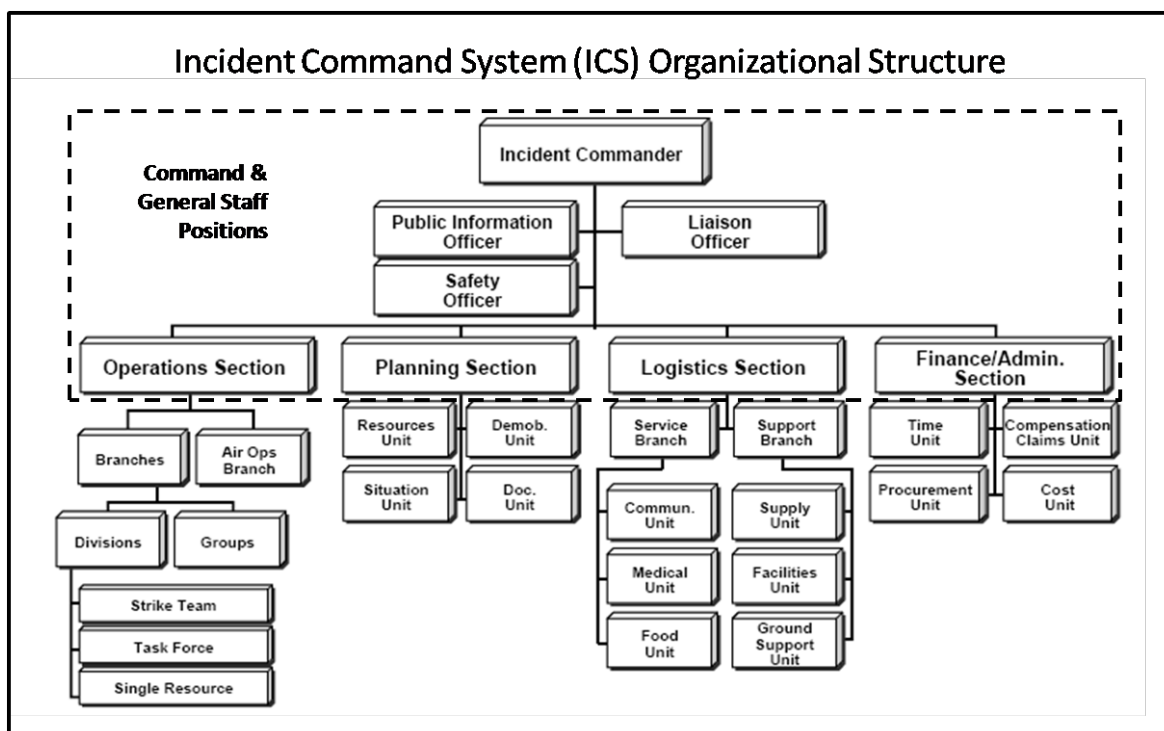


Figure 2-Complete ICS Organization at field-based scenes. Command and General Staff positions highlighted.

At the scene or in close proximity to the incident/event, an Incident Command Post (ICP) will be activated to which the Incident Commander will provide overall direction and management of the situation until resolved. The ICP may be any vehicle, facility, or location that the Incident Commander designates, which provides the necessary functionality needed to manage the situation.

Staffing of *field-based* Incident Command positions will be based upon the kind and type of incident or event. In some cases, staffing of these positions may only be TTU department representatives. In other scenarios, positions may be staffed by external

agency participants, or a combination of both. Figure-3 represents a possible field-based TTU staffing configuration.

TTU Field Based Incident Command Post Staffing Assignments
Figure 3-Possible field-based TTU department staffing assignments.

Position	Responsibilities	TTU Staffing Possibilities
Safety Officer	Monitor and assess safety hazards and provide recommended protective measures for responder safety	Coordinator, Environmental Health and Safety
Public Information Officer	Coordination and/or interface with the media and the public regarding the situation	Director, University Communications and Marketing
Liaison Officer	Coordinate with internal and external cooperating/participating agencies	Chief of Staff
Operations Section Chief	Develop strategies and tactics based on the Incident Commander/s objectives to efficiently apply resources to mitigate hazards	UP Chief or designee; Power Plant Manager or designee; Chief Information Officer; Director of Environmental Health and Safety
Planning Section Chief	Develop Incident Action Plans; maintain/provide situational awareness; document the event for legal/historical purposes; track resources assigned to the incident	Assistant Vice President for Facilities and Business Services; Power Plant Manager
Logistics Section Chief	Provide logistical support such as ordering, maintaining and accounting for resources and supplies; coordinate food services; coordinate transportation; and track resources assigned to incident documentation	Vice President for Planning and Finance; Director Purchasing Office; Power Plant Manager
Finance and Administration Section Chief	Negotiate and monitor contracts; timekeeping cost analysis, compensation for injury or damage to property; manage receipts for FEMA reimbursements, when major damage is incurred	Director Purchasing Office, or designee; Assistant Director Human resources, or designee; Coordinator, Environmental Health and Safety

Organization and Responsibilities

In emergencies, procedures sometimes must be changed at an instant's notice. Key responsible and qualified personnel have been selected and given the authority to make necessary modifications as required. In most cases, these key officials conduct these tasks and responsibilities on a day-to-day basis. The major difference is that under potential or actual emergency conditions, all resources and personnel will be applied to the management of the situation under the direction of the EOC.

In the event that the President or his designated representative is not available, the next senior ranking official will assume the responsibility for operation and management of the EOP.

President

1. The President is responsible for the overall operation and management of the Emergency Operations Plan.
2. Only the President, his designated representative, or the next available senior ranking official can activate the EOC.
3. When the EOC is activated, the President will move to the EOC and manage all University activities with the assistance of the EOC team members and necessary support personnel.

Chief of Staff (Liason Officer)

1. Coordinating and providing support and resources to TTU campuses (if required).
2. Authorizing requests and coordinating Mutual Aid assistance as necessary.
3. Coordinating and communicating with local, State, and Federal EOCs, when they are activated.
4. Coordinating and communicating with Multiagency Coordination Centers (MACS) when they are activated.

Provost and Vice President for Academic Affairs

1. Be prepared to assume the duties of the President in his/her absence.
2. Provide assistance in the implementation of the EOP when activated. Establish liaison with faculty members and coordinate assignments in accordance with the EOP and needs of the.
3. Decide if academic and other programs on campus should be suspended or canceled temporarily.
4. Coordinate the relocation of classes if necessary and communicate those changes to appropriate personnel.

Vice President for Planning and Finance

1. The Vice President for Planning and Finance will be the primary point of contact for the EOC Coordinating Officer.
2. When the EOC is activated, the Vice President will:
 - a. Provide assistance in activation of the Emergency Operations Plan and ensure that key personnel are notified.
 - b. Ensure that the appropriate building managers have been contacted and advised of current events.
 - c. Acquisition of resources from outside the Institution.
3. Work with the VP for Student Affairs to provide alternate housing for student and food services.
4. Facilitate and track emergency related external expenditures.
5. Assist appropriate personnel in making risk assessments.
6. Coordinate the preparation of the University's damage assessment report.

Vice President for Student Affairs

1. Coordinate all activities related to housing and other matters regarding student safety and well-being.

2. Coordinate the use of Health Service personnel with the Supervisor of Health Services.
3. Coordinate and plan for displacement housing with the Director of Residential Life.

Associate Vice President for Facilities and Business Services

1. Provide necessary logistical support for the emergency, or the impending emergency area, including buildings, equipment, and required services.
2. Provide necessary vehicles and operators required to support the impending or actual emergency. First priority will be given to University vehicles and equipment. In the event of a large-scale evacuation, coordinate with the local Emergency Management Agency for additional vehicles.
3. Ensure that the primary and alternative EOCs have adequate batteries and generators to provide electrical power in case of a power outage.
4. Inspect buildings for signs of structural damage and, if present, recommend the building be evacuated and secured.
5. Provide qualified personnel to ensure the sanitation of shelter areas and the personal hygiene needs of shelter occupants.
6. Overseeing response and recovery operations, and evaluating their effectiveness relative to business continuity.
7. Authorizing requests and coordinating Mutual Aid assistance as necessary.

Coordinator, Environmental Health and Safety (EOC Coordinator)

1. Serves as the EOC Coordinating Officer for securing the safety of individuals and property.
2. Ensure the EOP is current. Ensure all emergency equipment and supplies identified in the EOP are available and operational.
3. Maintain close liaison with the local Emergency Management Agency and state and local fire officials to maintain a continuing state of preparedness, which will facilitate all emergency efforts between the University and all support elements.
4. Coordinating and communicating as necessary with the Provost and Vice President for Academic Affairs, Liaison Officer, Critical Management Team, and other TTU groups regarding EOC operations.
5. Ensure the primary and alternative EOC's have adequate supplies and equipment.

Director of University Police

The Director of University Police will generally be one of the first to have knowledge of any emergency or potential emergency. The Director will be responsible for advising and updating the President, or his designated representative, of potential problems and/or progress accordingly.

When emergencies occur that affects the entire University, activation of the EOP should be anticipated. Upon approval of the President or his designated representative, the Director of University Police will initiate the recall of key EOC personnel and activate the early warning system. In all emergencies University Police will:

1. Take immediate local action to reduce the threat of potential injury or loss of life.
2. Inform the Vice President for Planning and Finance of the local emergency or threat.
3. Initiate local evacuation when required.
4. Provide equipment and personnel for on-scene management and evacuation.
5. Survey the emergency area and surrounding areas to determine the extent of potential or actual damage, assess support requirements and determine if further action is required, i.e., expanding the boundaries of the emergency area of evacuation of personnel.
6. Maintain order and ensure access and egress routes remain clear for emergency equipment.

Associate Vice President for Human Resources

The Associate Vice President for Human Resource Services will coordinate services for affected faculty and staff to include:

1. Referral for inquires covered by worker's compensation.
2. Counseling services and Employee Assistance Program (EAP) referrals.
3. Assistance to employees in obtaining necessary help to financially recover from disaster's affect.
4. The emergency preparedness plan for Payroll can be found in Appendix D.
5. The emergency preparedness plan for Purchasing can be found in Appendix E.
6. Manage volunteers.

Volunteers will be directed to Human Resources, Derryberry Hall 146, or in the event that Human Resources is inaccessible, to another predesignated location for registration and assignment. As part of the registration process, all volunteers will be required to provide proof of identification. Human Resources will maintain a volunteer log that includes name, address, contact information, assignment, and assignment supervisor. In addition, Human Resources will provide all volunteers an appropriate identification badge that volunteers will be required to display during the emergency response. All volunteers are required to register daily and return identification badges at the end of their assigned shift.

Additionally, the AVP HR will assure payroll, leave, and recordkeeping contingencies are available. The AVP HR will also be responsible for maintaining records of hours volunteered for federal matching funds from FEMA and will oversee adjusting employee schedules as needed.

Associate Vice President of Communications and Marketing

The Communications and Marketing representative will be responsible for the preparation and release of all public announcements and for assuring the maintenance of a journal of all EOC activities. All releases will be coordinated with the President.

NOTE: All inquiries by the media during an emergency shall be referred to the Communications and Marketing Office.

Director of Health Services

The Director of Health Services will coordinate the in-house medical support effort. Staff medical personnel, nursing students, and faculty of the College of Nursing will assist in the triage and medical care of injuries/casualties within the scope of their training. The Supervisor will coordinate with other local medical support organizations. Procedures for medical personnel on campus are as follows:

1. Health Services is the initial health service point. All personnel are to report to the Health Services department for instructions from the Supervisor of Health Services.
2. The secondary shelter for Health Services is Memorial Gym at 810 Quadrangle.

Director of Residential Life

1. Assist in the coordination of activities related to housing and other matters with the Vice President for Student Services.
2. Provides temporary shelter for evacuees and storage areas for proper removal from the emergency area.
3. Maintain current written plans for providing transportation services for emergency evacuation of the residence halls.
4. Ensure that residents are aware of all life safety measures and appropriate evacuation plans for their building. The emergency housing plan can be found in Appendix G.

Director of Child Development Lab (CDL)

The Tennessee Department of Human Services has established Child Care Emergency Preparedness guidelines to be followed during emergencies involving Child Care/Study Centers. In order to comply with these guidelines, a separate emergency preparedness document has been prepared for the TTU Child Development Lab. The emergency preparedness plan for the TTU Child Development Lab can be found in Appendix C.

In the case of emergencies which force the evacuation of the Child Development Lab, all children and staff will relocate to the alternative site in the STEM center located at 155 W. 7th Street, Cookeville, TN 38505 (Pick up off Armstrong) (931-372-6572). When evacuation occurs, each child and his or her emergency notification information are taken to the designated location. Parents will be notified to pick-up their children as soon as possible.

Radiation Safety Officer

In the event of an incident involving radioactive materials, the Radiation Safety Officer will provide technical assistance to the EOC in the management and control of activities related to the incident.

Residence Hall Director (RHD)

Work with Office of Residential Life and University Police in establishing control of the area and reporting status of students. Provide temporary shelter for evacuees and storage areas for property removed from the disaster area.

Director of Auxiliaries

Maintain current written plans for providing emergency food services during and after a disaster for the following:

- Resident students
- Shelter evacuees
- Special needs evacuees
- Shelter workers
- Voluntary operation workers
- EOC staff and Crisis Management Team
- Emergency response personnel

Counseling Services

The TTU Counseling Center is available to provide immediate crisis intervention for victims and disaster personnel following a disaster.

The Counseling Center is prepared to provide brief crisis intervention to individuals as soon as practical after the emergency. Providing crisis intervention services to individuals after traumatic experiences serves to relieve their symptoms of distress, enabling them to cope more effectively with the problems, and prevent the occurrence of more disabling psychological problems.

- Triage Center - The Counseling Center has staff that can provide “psychological “first aid” to victims near the site of the disaster. This would allow the opportunity for victims to relate their experiences and concerns and to provide emotional support to individual disturbed by the situation.
- Critical Incident Stress Debriefings- is available for TTU staff members that may have been psychologically impacted by a crisis situation. CISD is a psycho-educational process combined with practical information to normalize the individual’s reaction to a critical incident and facilitate recovery.
- Community Referrals – The Counseling Center will keep a list of community mental health resources for those individuals that might require long term counseling from their crisis experience. This list will also contain mental health organizations that may assist during the immediate crisis situation.

Other Support Organizations

Internal and external support may be requested for specific situations. Approval for their use and the request for services will be authorized by the President.

ICS Organizational Structure, Type 5 & Type 4 Incidents/Events

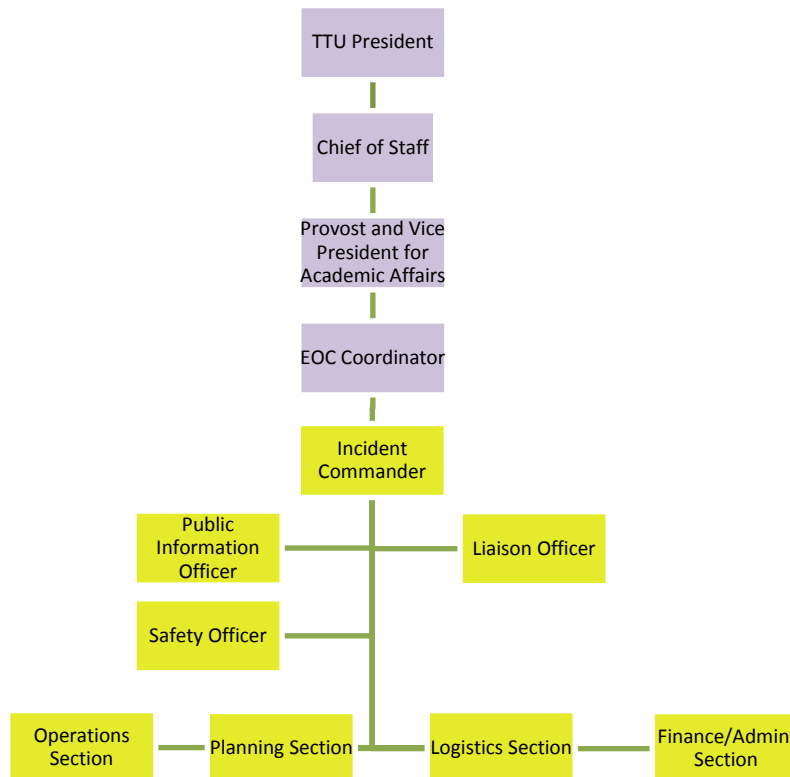


Figure 4-Example of a Small to Moderate TTU Incident Command Configuration, EOC Not Activated

If the incident is complex, requiring assistance from multiple TTU departments, jurisdictions and agencies, it is likely that the EOC will be activated (staffing of the EOC is incident specific).

Activation of the EOC suggests that a single or multiple incident command configurations are set up for different types of operations. Their independent resource needs will therefore differ. Close coordination of all available resources, strategic planning, and fiscal management is best achieved through a centralized entity. A possible command configuration to support a very large significant to catastrophic

incident is depicted in Figure 5. In this configuration, emergency function assignments parallel non-emergent campus business functional areas of responsibilities. This helps ensure TTU Mission Essential Functions (MEF) are addressed. Field-based Branches, Groups, Divisions, Strike Teams, Task Forces, and Single Resource requirements and configurations are incident specific.

The TTU department or division that is engaged in current operational period activities shall lead the Operations Coordination Section. As operations shift, so too will the Operations Coordination Section Chief. For instance, if the concentration of operation centers on law enforcement activity, then University Police shall lead Operations. If the focus of operations shifts to infrastructure restoration, then it is likely that Facilities Services will lead Operations. In instances where there is no distinguishable division/department responsible for current operations, the EOC Coordinating Officer shall oversee Operations.

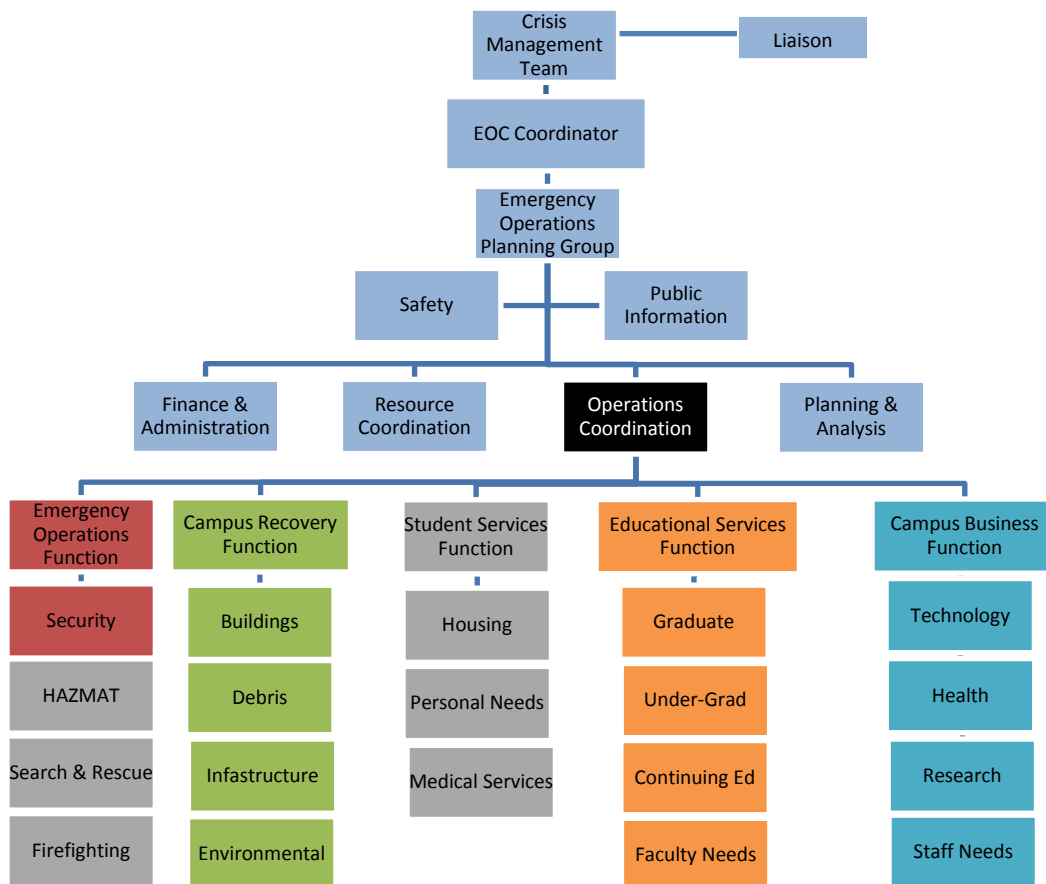


Figure 5-Example of a merged ICS/ESF Organizational Chart to support significant to catastrophic incidents.

Emergency Operations Center

The Emergency Operations Center (EOC) is designed and staffed to support Incident Commanders engaged in field-based operations, with resource fulfillment and agency cooperation and participation. Additionally, the EOC provides overarching strategic guidance to ensure public and private interests are met. Membership and staffing of EOC sections are limited to the following functional groups:

- Crisis Management Team.
 - Emergency Operation Planning Group on request.
- Internal department representatives supporting operations.
- External agency representatives supporting operations.
- Other interested parties cleared by the EOC Coordinating Officer.

Life safety and stabilization of the incident shall be the primary priorities of the EOC. Once determined that personnel are safe and the incident is stable, members of the EOC shall begin evaluating and developing strategies to maintain/resume the educational and business processes of the institution.

Staffing of specific sections within the EOC by the membership and other vested parties shall be based upon incident/event specific dynamics, availability, and participation of internal and external departments and agencies. Possible EOC staffing responsibilities and organizational configurations are shown in Figure 6.

TTU EOC Staffing Responsibilities

Group	Functional Area of Responsibility
Crisis Management Team	Provides overall guidance of the University response to an incident or event. Provides the overarching priorities to the TTU EOC and Incident Commanders. Provides support and resources to facilitate coordination and management of the incident by EOC and Incident Commander/s.
EOC Coordinating Officer	Coordinates the management of the Incident. Serves as the conduit between the EOC and Crisis Management Team through the Liaison Officer. Coordinates the efforts of the EOC team sections and resolves conflicts where appropriate.
Liaison Officer	Coordinates with internal and external cooperating/participating agencies. During Type-S/4 Incidents/Events provides connectivity between the CMT and EOC. Larger Incidents/Events may require multiple Liaison officers involved in coordination with assisting and cooperating agencies to ensure that their needs are met, and providing connectivity between CMT and EOC.
Public Information	Develops public information materials related the incident. Coordinates the release and distribution of media products to the public and media outlets upon approval of the EOC Coordinating Officer or designee. Maintains continual connectivity with field-based Incident Commanders and accomplishes media support tasks on behalf of IC.
Safety	Continually evaluates the operational environment and planned mitigation tactics to ensure safe working environment for the responders. Provides safety guidance to all personnel.
Finance and Administration	Clerical, log keeping, fiscal, and records keeping functions to ensure compliance with TTU policies, applicable laws and regulations. Monitors incident costs and budgetary constraints.
Planning & Analysis	Analyzes community-wide intelligence and information; prepares long-term plans. Provides situational awareness and status updates to the CMT. Develops future operational period and contingency plans.
Operations Coordination	Maintains continued connectivity with Incident Command and accomplishes support tasks on behalf of IC.
Resources Coordination	Procures and acquires resources to fulfill the logistical needs of the Operations Coordination Section.

During periods of EOC activation, many functions typically conducted by Incident Command may shift to the EOC. This lessens the administrative burden on the Incident Commander affording him/her greater opportunity to mitigate the hazard. Additionally, in large-scale incidents or events, it is conceivable that multiple agencies will be participating, generating significant resource requests. The EOC serves as the central entity for collecting, vetting, and consolidating field-based requests, thus minimizing redundancy and keeping costs low.

Figure 6-Possible EOC staffing responsibilities.

Public Communications

TTU Emergency Warning and Notification Systems

TTU has several means of notifying students, faculty, staff, and visitors in an emergency:

- text alert
- fire alarm systems
- digital signage (Main campus only)
- University website homepage
- broadcast e-mail to University faculty, students and staff
- appropriate social media outlets
- WTTU, the campus radio station, and The Oracle online
- ttuemergency.blogspot.com (may be used as a primary communications tool if University infrastructure is damaged and campus technology is unavailable)
- Outdoor sirens (Main campus only)
- Broadcast intercom systems in select buildings (Main campus only)
- Local radio and television stations

In the event that an emergency occurs, the University Police will be responsible for sending text alert messages. In the event that the University Police are not able to initiate a text alert message, authorized users in Environmental Health and Safety or Office of Communications and Marketing may broadcast messages.

Directions will be given on what actions to take from these various means of communication. When the situation is resolved, the “all clear” will also be announced.

Internal Leadership Notification

Timely and proper notification to key responders and University leadership is critical during emergencies. Once an Incident Commander arrives on scene and can ensure the safety of individuals, notification of the incident to key members of the TTU Administration is paramount.

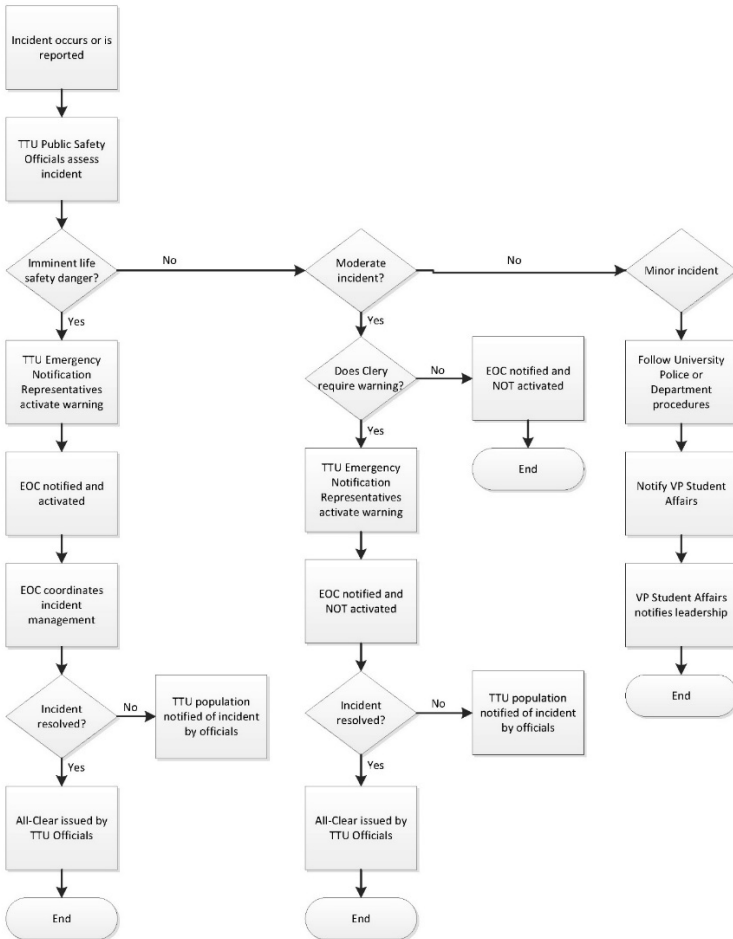
Typically, notification for Type-5 low-level incidents will follow University Police or departmental established procedures. Larger events (Type 1, 2, 3, and 4) may require notification of certain members or all members of the Emergency Operations Committee. The Vice President for Business and Planning or the EOC Coordinating Officer will normally conduct this. In all cases, where the Incident Commander perceives that the situation may potentially/actually involve media of any capacity, the Office of Communications and Marketing shall be notified.

Public Communication

It is the primary responsibility of the Office of Communications and Marketing (OCM) to coordinate, engage, and provide information to the public and media on behalf of TTU. Every attempt should be made to engage OCM as soon as possible.

Further information regarding TTU communication and warning strategy is contained in the TTU Emergency Communications Plan. This document is not available for public viewing.

Emergency Warning and Notification Flowchart



Notes:

1. Emergency notifications shall be issued for all incidents which pose an immediate or imminent threat to public safety.
2. Timely notifications (not warnings) shall be conducted to inform the TTU population of incident information
3. Incident resolved refers to the state of incident management in which the risk to public safety or assets is manageable, and normal campus functions can begin to be restored. It does not suggest incident management activities are concluded.
4. An “All-Clear” message shall be communicated to the TTU population whenever a warning was initiated, or the campus was evacuated.

Figure 7-Emergency Warning and Notification Flowchart

TTU Departmental Responsibilities

Environmental Health and Safety

Environmental Health and Safety (EHS) provides leadership for all-hazard emergency operations plans and policies. Furthermore, this department facilitates the development of public safety programs and training including emergency awareness/preparedness education campaigns. This department is the primary staff liaison to the Continuity of Operations Plan, the EOC Coordinating Officer, and as the central coordinating entity and liaison among TTU entities for asset protection with federal, state, and local governmental and non-governmental agencies. Environmental Health and Safety will accomplish some of these tasks by:

- Providing hazard awareness and management training/education to faculty and staff.
- Coordinating public awareness campaigns focused on those hazards that are most likely to significantly affect TTU personnel.
- Continually analyzing threats/risks.
- Reviewing and modifying plans and procedures.
- Participating in collaborative environments and councils that promote TTU safety.
- Coordinating and participating with local, State, and Federal governmental and non-governmental agencies and committee.
- Maintain current written plans for responding to emergencies such as chemical spills, water damage to laboratories, and building fires.

Facilities and Business Services

The Associate Vice President for Facilities and Business Services shall develop and maintain policies and procedures that support hazard vulnerability analysis and damage assessment processes of TTU assets. Facilities and Business Services shall coordinate and conduct post disaster damage assessment activities of all TTU campus buildings, in cooperation EHS and University Police.

The Power Plant Manager shall maintain current written plans of action that will identify steps to be taken before, during and after a disaster. The plan should include:

- Increased purchasing limits for personnel responsible for purchasing materials for emergencies.
- A plan for providing personnel to respond to the disaster.
- Processes for identifying and assessing damages and estimated costs.
- Advise TTU representatives of insurance claim requirements, reimbursement requirements, and report property damage information/claims to appropriate State and Federal offices.

Human Resources

The Associate Vice President of Human Resources will develop and maintain policies and procedures that support personnel resource requirements necessary to support emergency response and recovery operations.

University Payroll shall develop strategies to ensure that TTU faculty and staff are paid in a timely and efficient fashion in the event that a disaster disrupts and/or compromises standard processes.

Information Technology

The Vice President for Information Technology shall maintain current written plans that will provide procedures for ensuring continuity and restoration/repair of telephone and information services. Information Technology is responsible for installation and maintenance of the telephone and data communication system for the Incident Command and/or EOC and for providing for the transfer of the police dispatch operation to the EOC when required.

Purchasing

The Purchasing Department shall serve as the sole entity to engage in contractual purchasing agreements that support preparedness, response, recovery, and mitigation operations. Additional information is contained in the Purchasing Emergency Plan.

Resident Life

The Director of Resident Life shall maintain current written plans for the protection of the resident students. All residents will receive instructions outlining actions to be taken prior to, during, and after emergencies.

Communications and Marketing (CM)

The Associate Vice President of Communications and Marketing and designees shall coordinate, engage, and provide emergency information to the public and media on behalf of TTU. Designated personnel within CM will disseminate emergency warnings when prompted by designated authorized TTU personnel or TTU Leadership. When the EOC is activated, the Associate Vice President of Communications and Marketing and designees shall utilize local, State, and Federal Joint Information Systems to provide emergency information to the public.

University Police

The University Police Chief shall maintain current written plans of action for providing general security to the campus during emergencies. It is essential that this plan address the following:

- Internal and external radio communications
- Necessary personnel and equipment to handle the emergency situation
- Communication of special alerts to the University community
- Communication with local, State, and Federal Law Enforcement agencies
- Communication with local fire departments

Chapter 4 – Recovery

After a major disaster, when the immediate threat to life, property and the environment subsides, the rebuilding and restoration of the University will begin through various recovery activities.

Recovery activities involve the restoration of services to the University community and rebuilding of the affected area(s). Recovery activities may be both short term and long term, ranging from restoration of essential utilities to mitigation measures designed to prevent future occurrences of a given threat facing the University. TTU's long-term recovery strategies are addressed in the TTU Recovery and Post-Disaster Redevelopment Plan (to be developed). Short-term business continuity is addressed in the departmental TTU Continuity of Operations Plan (COOP).

Record Keeping

Tennessee Tech University is insured against property and casualty losses through the State of Tennessee Division of Risk Management. Accurate records of replacement costs must be submitted to EHS in order to file a claim for compensation.

In the event of a Federally-declared disaster, TTU may be eligible to recover losses through established and defined state and/or federal processes. Categories of eligible work include but are not limited to:

- Emergency work
 - Debris removal
 - Emergency protective and preparedness measures taken before the incident occurs
 - Labor costs

- Permanent work
 - Road systems
 - Buildings
 - Grounds, trees, etc.
 - Water system
 - University infrastructure (electrical, boilers, chillers, data, etc.)

All losses and expenses should be properly and thoroughly documented to ensure optimal reimbursement opportunity. EHS will provide direction for compiling and submitting the appropriate documentation of loss and recovery:

- Timesheets and payroll records
- Vehicle logs
- Equipment use logs
- Purchase orders
- Invoices

- Payment warrant copies

Responsibility for damage assessment will normally reside with the TTU Facilities and Project Management, Environmental Health & Safety and, if applicable, the Office of Information Technology. When an Incident Command and/or EOC have been established, the following may occur:

- Damage assessment activities may be coordinated/facilitated from the EOC

Utility Restoration

TTU works closely with local, regional, and national utility infrastructure providers to ensure essential services are available. Unfortunately, incidents and disasters can immediately and significantly affect those providers in meeting TTU needs. While safeguards and backup systems are in place to sustain minimal functionality in a disaster setting, it is conceivable that utility restoration may take as much as weeks to restore in a large and complex regional incident.

As electrical services are restored, significant surges from plugged-in equipment may cause additional damage and further delay full recovery of utilities. Restoring utilities may include:

- Coordination with City of Cookeville, TVA, UCEMC, DeKalb Utility District, Old Gainesboro Grade Utility District, Verizon, and other providers.
- Liaison with outside agencies and contractors through the appropriate sections of the EOC.

Reconstruction

Following a major flood, fire, tornado, or man-made incident, partial or total reconstruction of facilities and infrastructure may be required. No one shall engage in any agreement of any kind to begin reconstruction without the written permission of TTU Associates, Vice President of Facilities and Business Services, Vice President for Planning and Finance, or EHS.

Re-Entry of Evacuees

Should hazards threaten the population of TTU, forcing an evacuation, RAVE and the University website will serve as vital information links between TTU and evacuees. When the event is so severe that most of the Cookeville area is forced to evacuate, evacuation will be closely coordinated with regional governments.

Putnam County maintains "Post Disaster Re-Entry Plans". These plans describe the necessary procedures that should be followed to ensure safe and timely reoccupation to the impacted area. Time permitting, this critical information will be conveyed to faculty, staff, administration and students prior to a major evacuation order. Should an

immediate evacuation preclude the successful dissemination of such information, it shall be placed on the TTU website, and communicated through media outlets.

Should the campus sustain significant damage, portable signage, bulletin boards, and other semi-mobile communications devices/mechanisms will convey to the returning population any changes to the campus topography, safe areas, and restricted areas. University Communications and Marketing, Student Affairs, Facilities, and Environmental Health and Safety, and Human Resources will work collaboratively to ensure faculty, students, and staff have the information needed to provide for their safe return.

Reopening the University

- Facilities and Business Services, and Environmental Health and Safety will inspect buildings as deemed necessary prior to reopening the University.
- Upon notification, when safe conditions exist, Building Coordinators and Deans should return to their assigned buildings, prepare a damage survey, and submit a damage report to the Incident Commander or EOC when activated.
- Facilities and Business Services will be responsible for managing/coordinating post emergency debris removal and provide maximum support with resources available.
- Environmental Health and Safety personnel, and other designated representatives from the EOC will coordinate, as appropriate, with the representatives of FEMA, State, and local authorities.
- Classes and other normal operations will resume upon order of the President or his/her designee.
- Human Resources will coordinate any employee timekeeping issues related to policy.

Hazard Annex A

Tornado Preparedness and Response Plan

Hazard Annex A- Tornado Preparedness and Response Plan

A tornado is "a violently rotating column of air, pendant from a cumuliform cloud or underneath a cumuliform cloud, and often (but not always) visible as a funnel cloud.

EF-Scale Number	3-Second Gust Speed (mph)	Damage Descriptions Based on the Typical Construction of One- and Two-Family Residences
EF0	65-85	Beginning of visible damage; loss of roof covering material, gutters, and/or awning; loss of vinyl or metal siding.
EF1	86-110	Broken glass in doors and windows; uplift of roof deck and loss of significant roof covering material; collapse of chimney; garage doors collapse inward; failure of porch or carport.
EF2	111-135	Entire house shifts off foundation; large sections of roof structure removed; most walls remain standing, however top floor exterior walls collapse.
EF3	136-165	Most interior walls of top story collapsed; most walls collapsed in bottom floor, except small interior rooms.
EF4	166-200	Total destruction of entire building.
EF5	>200	

Tornado Watch

Tornado watch conditions are issued by the National Weather Service (NWS) when conditions are right for a tornado to develop and that the sky should be watched. Tornadoes usually follow severe thunderstorms, so be alert to changing weather conditions. The EOPG will communicate to the CMT any specific actions that are required to be taken which are outside of normal protocols.

Tornado Warning

A tornado warning issued by the NWS indicates a tornado has been sighted or that radar indicates one has developed or could develop within minutes. Warnings will give the location of the tornado and the area immediately affected by the warning. When a warning is issued, move quickly to shelter.

Tornado Emergency

A tornado emergency means that significant, widespread damage with a high likelihood of numerous fatalities is expected to continue with a strong and violent tornado. A tornado emergency is not a new warning product, but a new, visible and high impact call-to-action.

In consultation with the Vice President for Planning and Finance, or designee,

The EOC Coordinating Officer will:

- Monitor and disseminate weather advisories.
- Coordinate preparedness measures as appropriate.
- Recommend activation of the EOC to Level II or Level I.
- Coordinate shelter and staging activities with Putnam County Emergency Operations Center and University Police.
- Ensure emergency communication networks are provided at TTU shelter sites.
- Ensure Directors and Building Supervisors assigned in this plan are notified.
- Direct and/or coordinate any other protective measures deemed appropriate to safeguard life and minimize property damage.

The TTU Chief of Police will ensure that University police officers are available to:

- Maintain roving patrols as long as possible with particular attention to high security areas on campus.
- Check campus areas for objects subject to damage or representing potential hazards.
- Assure that contact has been made with all local law enforcement agencies to coordinate procedures for emergency assistance when necessary.
- Monitor weather advisories.

The Associate Vice President for Facilities will:

- Provide emergency power (as applicable) to the Emergency Operations Center, Special Needs Shelter if used and other pre-determined areas.
- Ensure appropriate standby personnel for emergency work in all areas of Facilities.
- Secure all Facilities materials and equipment that are exposed to potential damage. Assist colleges and departments with similar efforts.
- Secure refuse containers and other objects, on campus grounds, that could become potential hazards.
- Make every effort to provide campus utilities and respond to the need for emergency repairs as they occur.
- Operate the Facilities Services Complex (FSC) located at 220 W. 10th Street. The FSC will be the central control point for Facilities work assignments and will respond to requests for assistance from Environmental Health and Safety/EOC and other University departments.
- If the Primary FSC location is damaged, the Associate Vice President for Facilities will designate a secondary location.
- Following the emergency, provide interim repairs to facilities, boarding of damaged doors and windows to reduce subsequent damage, and erecting barricades to provide protection from hazards.
- Assist with the transportation of food to shelters, facilities housing volunteers, ICS Personnel, etc.

The Vice President for Planning and Finance will:

- Continually evaluate expenditures and their relative impact on budgetary constraints.
- Develop strategies to fund emergency operations
- Conduct periodic audits against purchases that were made to support preparedness, response, recovery, and mitigation operations.

Auxiliary Services will:

- Coordinate with the contracted food services provider and the Director of Residential Life and provide emergency food service for resident students, employees, and emergency workers who have not been evacuated.
- Facilitate the provision of food for shelters that have been opened, if the University becomes a shelter site.
- Maintain contact with the EOC.
- Coordinate the transportation of residents to shelters with staff and vehicles in the event of residence hall evacuation.

The Director of Residential Life will:

- Implement the housing emergency plan if needed.
- Maintain contact with the EOC.
- In the case where the University is closed, the Director of Residential Life, in coordination with TTU Emergency Operations Center, may direct an evacuation of all on-campus housing including residence halls, apartments, and off-campus housing. Resident students and staff who do not have alternate locations for relocation will be sent to a shelter operated within Putnam County.

The Associate Vice President for Human Resources will:

- Provide information on rules and policies, which impact the workforce during a declared emergency.

Hazard Annex B

Incident Action Plans for Threats to the University Community

Hazard Annex B- Incident Action Plans for Threats to the University Community

In the event of a threat or the presence of any material that could cause harm to members of the University community, the University Police will respond. Threats against the University community could include but are not limited to the following:

Fire and Explosion

In the event of a major fire or explosion on campus, the University Police will respond. The University Police will also ensure notification of appropriate personnel, departments, and agencies. The following activities will be performed:

- University Police personnel shall respond to the scene and initiate evacuation and rescue operations.
- Cookeville Fire Department (CFD) (as well as appropriate TTU personnel such as Environmental Health and Safety) shall be requested to respond by the University Police. Upon their arrival at the fire scene, CFD shall assume command of the firefighting operations and University personnel shall perform support functions as needed.
- In the event of an explosion or detection of a bomb, the University Police shall contact Tennessee Highway Patrol Bomb Squad Technicians. Upon their arrival, they will assume command of the operation and University personnel shall perform support functions as needed.
- Injured personnel shall be treated at the scene and/or transported to appropriate medical facilities by ambulance.
- During a major fire, the University Police shall implement perimeter controls. An Incident Command Post should be established.
- Environmental Health and Safety personnel will contact the Chief of Staff and other appropriate TTU personnel, and may activate a portion or all of the EOC.
- University Communications and Marketing shall be contacted. A media briefing area shall be established away from the scene of the occurrence.
- Facilities, if appropriate, will turn off all electrical and gas service to the affected location upon the order of the Cookeville Fire Department.
- If necessary, Environmental Health and Safety will contact the State Fire Marshal's office.

Hazardous Material Spill

In the event of a major/severe hazardous material spill or release, or the spill or release of extremely hazardous substances, the University Police Department and Environmental Health and Safety should be informed immediately.

- In the event of a spill or release, the following personnel or designee shall be contacted by the University Police Communications Center:
 - Environmental Health and Safety

- Chief of the University Police
 - Appropriate building supervisor(s)
- The on-scene University Police supervisor in consultation with representatives of Environmental Health and Safety shall make a determination concerning the seriousness of the spill or release and potential need to evacuate/shelter-in-place in the area of the incident. If necessary, the supervisor shall facilitate the use of roadblocks until the arrival of Cookeville Fire Department personnel.
 - If deemed necessary the University Police, through the Communications Center, shall contact the Cookeville Fire Department.
 - Upon arrival, personnel of the Cookeville Fire Department shall assume command of the scene and make all operational decisions concerning further evacuation/shelter-in-place actions and steps to be taken to contain the leak or spill. University personnel shall perform support functions as directed.
 - The University Police Shift Supervisor may also request, through the police communications center, assistance from the Cookeville Fire Department HAZMAT unit.
 - If deemed necessary Environmental Health and Safety will notify members of the CMT. Depending on the kind and amount of hazardous material released or spilled, Environmental Health and Safety will issue guidance to shelter-in-place or evacuate.
 - Based on the severity of the hazardous substance, Environmental Health and Safety, University Police designee, or TTU Communications and Marketing personnel will issue emergency notifications through the appropriate system for the incident.

Mass Protests/Demonstrations

When the police or any other University official becomes aware of any condition that may result in protests or demonstrations, the University Police will be contacted immediately. University Police will immediately alert Environmental Health and Safety. The following guidelines are provided to establish a thorough and immediate response.

- Environmental Health and Safety will contact the President and Vice President for Planning and Finance and any other person that may have a key role in responding to the potential incident.
- University Police will take steps to monitor the situation in order to determine the issues, the numbers of protestors involved, and the leadership of the group.
- University Police and appropriate Vice President/s or their designee/s will attempt to establish contact with the leadership of the protesting group to identify their concerns and determine if the concerns can be negotiated without recourse to a mass protest or demonstration. If student protestors are believed to be present, the Vice President for Student Affairs will be contacted. If this is not possible, the

group shall be informed of the lawful limits of the demonstration and how they can function within the law as well as comply with University rules and policies.

- University Police will continue to monitor the protest/demonstration to ensure that all activities are peaceful and in compliance with the law and University rules and policies.
- University Police are responsible for alerting local law enforcement agencies that may be called on for support and for providing information such as the nature of the protest, numbers of protestors, and other information that would be helpful in order to properly respond if needed.
- If it appears that it will be necessary to remove protestors from a building or other area of campus, University Police will consult with the appropriate Vice President/s and any other official deemed necessary in making this determination. If student protestors are believed to be present, the Vice President for Student Affairs as needed.
- Prior to forcibly removing any person from a building or other area, the group will be notified (if possible) by the appropriate Vice President that by their actions they are intentionally disrupting and interfering with the lawful administration and functions of the University. Pursuant to TCA 39-17-305 (Disorderly Conduct) the group will be ordered to cease and desist immediately, removing themselves from the area, and that if they fail to do so they may be arrested for intentionally disrupting and interfering with the lawful administration and functions of the University. If student protestors are believed to be present, the Vice President of Student Affairs will make the announcement.
- If the group fails to follow the instructions to cease and desist, a representative of the University Police Department shall address the group ordering them to leave the building (or other property) immediately. Failure to do so may result in arrest for trespass pursuant to TCA 39-14-405 Criminal Trespass) or TCA 39-14-406 (Aggravated Criminal Trespass).
- If mass arrests become necessary the arrest process, processing and transportation will be coordinated with area law enforcement for assistance.

Hazard Annex C

Emergency Notification Procedures

Hazard Annex C- Emergency Notification Procedures

University Police will notify the following departments/agencies should they receive or be notified of a threat:

- Facilities Services*
- Environmental Health and Safety*
- Communications & Marketing*
- Cookeville FBI Field Office*
- Cookeville Police Department*
- Cookeville Fire Rescue*
- Putnam County Sheriff's Office*

*Notification of these entities by University Police is incident driven. In some situations, the University Police or Environmental Health and Safety may initiate these actions.

Upon notification, and depending on the nature of the threat, the Incident Commander may direct the following entities to be contacted:

- Putnam County Health Department
- Putnam County Emergency Management Agency
- Putnam County E-911 Communications
- Putnam County Sherriff's Department
- DeKalb County Emergency Management Agency
- National Response Center
- Cookeville Water Department
- Cookeville Sanitary Sewer Department
- TTU Health Services
- Cookeville Regional Medical Center
- Cookeville Electric Department

In addition, the following actions may be taken:

- If there is an incident that involves water disruption, Facilities Services may shut down the water supply, and post "Do Not Use Water" notices throughout campus buildings.
- University Police may use their vehicles equipped with a public address system to notify students, faculty, and staff.
- TTU Communications and Marketing, Environmental Health and Safety, and/or University Police may initialize Rave Mobile Text Messaging, Siren System, mass E-mail notification, and other mass communication notification methods such as flat panel monitors, to notify all students, faculty, and staff, of emergency procedures as deemed appropriate.

Hazard Annex D

Winter Storm

Hazard Annex D- Winter Storm

Severe winter storms bring heavy snow, ice, strong winds, and freezing rains. Winter storms can delay or prevent employees and students from reaching the University, leading to a temporary disruption of administrative functions and classes until roads and parking areas can be cleared. Heavy snow and ice can also cause structural damage and/or power outages.

During the winter storm season, all personnel should monitor local forecasts to determine any impact the weather may have on their schedule. The following terms are used to describe the predicted weather.

A **Winter Storm Watch** indicates that severe winter weather may affect the local area.

A **Winter Storm Warning** indicates that severe weather conditions are imminent.

A **Blizzard Warning** means that large amounts of falling or blowing snow and sustained winds of at least 35 MPH are expected for several hours.

A **Traveler's Advisory** indicates that severe winter conditions may make driving difficult or dangerous.

Personnel who must remain outdoors for considerable lengths of time are advised to:

- Dress warmly. Wear loose-fitting, layered, light-weight clothing. Layers can be removed to prevent perspiration and chill. Outer garments should be tightly woven and water repellant. Mittens are warmer than gloves because fingers generate warmth when they touch each other.
- Stretch before you go out. If you go out to shovel snow, do a few stretching exercises to warm up your body. Also take frequent breaks.
- Cover your mouth. Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.
- Avoid overexertion. Cold weather puts an added strain on the heart. Be aware of symptoms of dehydration.
- Keep dry. Change wet clothing frequently to prevent loss of body heat. Wet clothing loses all of its insulation value and transmits heat rapidly.
- Be aware of frostbite and hypothermia. Frostbite and hypothermia are defined as:

Frostbite is a severe reaction to cold exposure that can permanently damage its victims. A loss of feeling and a white or pale appearance in fingers, toes, nose or ear lobes are symptoms of frostbite.

Hypothermia is a condition brought on when the body temperature drops below 55 degrees Fahrenheit. Symptoms of hypothermia include uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness, and exhaustion.

- If frostbite or hypothermia is suspected, begin warming the person slowly and seek immediate medical assistance. Warm the person's trunk first. Use your own body heat to help. Arms and legs should be warmed last because stimulation of the limbs can drive cold blood to the heart and lead to heart failure. Put the person in dry clothing and completely wrap them with a blanket.
- Never give a frostbite or hypothermia victim something with caffeine or alcohol in it. Caffeine, a stimulant, can cause the heart to beat faster and hasten the effects that the cold has on the body. Alcohol, a depressant, can slow the heart and also hasten the ill effects of cold body temperatures.

Winter Storm Emergency Response

When a severe winter storm occurs on campus during normal school hours, the President decides whether the campus will close or whether personnel should leave work early. Personnel are notified through supervisory channels, University email, TTU website, RAVE text alerts, social media (Facebook and Twitter), and/or other appropriate means. If a class is in session when the storm hits, do not dismiss class. Wait for further instructions as to when it is safe to venture out of the safety of the buildings. When notified it is safe to leave campus, please do so without delay.

Students, faculty, and staff who question whether the University will be open after a major overnight storm should check their University email, TTU website, social media, and RAVE text alerts for updates regarding the University status. Regional media outlets will also distribute information about closings/delayed opening: Cookeville radio stations, WCTE, Cookeville's channel 7, and Nashville, Knoxville, and Chattanooga radio and TV stations.

Hazard Annex E
Transportation Emergencies

Hazard Annex E- Transportation Emergencies

Plane, train, and tanker truck accidents generally are not limited to the immediate area of the incident. The secondary threat of explosion and release of toxic vapors and fumes should be anticipated and an evacuation of the affected area should be conducted with special emphasis to the area downwind from the disaster.

A train derailment involving an explosion or release of toxic gas may require immediate evacuation of the University. In this case, the immediate potential for harm will require exit from the University by foot or automobile in a direction opposite the danger source. On campus congregation points would not be used, if they are in the danger zone. It can reasonably be anticipated that there would not be sufficient time to mobilize buses and transport people off the campus.

Generally, if there is a toxic spill and/or release of toxic gas, the safest plan of action would be to immediately move away from the area at right angles to the prevailing wind and seek an area of higher elevation.

Hazard Annex F

Specific Emergency Procedures for Students, Faculty, Staff and Visitors

Hazard Annex F- Emergency Procedures for Students, Faculty, Staff and Visitors

Bomb Threat

Anyone who receives a bomb threat should follow these procedures in the order shown:

- Do not touch any suspicious object or potential bomb.
- If you receive a threat by telephone, remain calm and attempt to obtain as much information as possible from the caller.
- Record the conversation, if possible.
- Call campus police at 911, give your name, location, and telephone number. Inform the police of the situation reporting the exact words of the threat, including information you may have as to the location of the threat, time of the threat, and time you received the call.
- Do not evacuate the building and do not activate the alarm, but wait for further instructions. University Police personnel and other authorities will be responsible for evacuation of buildings or of the campus if necessary.
- If you spot something out of the ordinary that appears suspicious, report it to campus police at 911. Under no circumstances should you touch, tamper with, or move suspicious objects or confront persons acting suspiciously.
- Immediately cease the use of all wireless transmission equipment (cellular phones, desktop computers, laptop computers, 2-way radios).
- If the building is evacuated, move away from the building as instructed by emergency personnel. Keep streets, fire lanes, and walkways clear for emergency vehicles and crews.
- Do not return to the building until told to do so by TTU officials.
- In some cases, it may be necessary for law enforcement personnel to enlist personnel from the affected building to assist in the identification of suspicious packages.

Chemical, Biological, or Radiation Spill

Observe the following procedures in the event of a chemical, biological, or radiation spill:

- Immediately report any spill or release of hazardous chemical, biological, or radioactive material to campus police at 911 from a campus phone or dialing (931) 372-3234 from a cell phone, and to Environmental Health Safety (EHS) at (931) 372-3227.
- When reporting, be as specific as possible about the nature of the material involved, the quantity, and the exact location of the spill. University officials will notify the appropriate specialized authorities needed at the incident site.
- Move away from the spill and help keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes, and smoke.
- If a chemical, biological, or radiological spill/release poses an immediate danger to building occupants, the building should be evacuated by activating the fire alarm pull station and notifying other individuals in the vicinity to evacuate.
- The key person on site should seal off the affected room/area and vacate at once to prevent further contamination until the arrival of University Police, Cookeville Fire Department, EHS, and other responders. Every attempt should be made to minimize the spread of contaminants and expanding the size of the scene.
- Assist persons with disabilities in exiting the building. Elevators should not be used in case of fire.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Those who may be contaminated by the spill should avoid contact with others, remain in the vicinity, and give their names to the University Police upon their arrival.
- Remain clear of all emergency response personnel and equipment unless otherwise instructed.
- Do not return to the building unless instructed by an authorized University official.

Evacuation and Sheltering-In-Place

Based on the on-scene assessment and characteristics of the emergency (magnitude, intensity, time until onset and duration), the Incident Commander may:

- Determine if shelter-in-place is appropriate and issue an activation order.
- Issue a planned evacuation order.
- Designate specific zones where the occupancy and use of buildings and the entry and exit of vehicles and persons may be prohibited or regulated.

The decision to evacuate is a difficult one and should be based upon an analysis and determination that an imminent danger exists to individuals. A mandatory evacuation will generally be ordered for individuals in an area with a chemical spill unless evacuation places individuals in contact with the chemical.

When the emergency does not require evacuation, or if time and circumstance render evacuation impractical, individuals residing in or near a hazardous area may be directed to take protective action. This action may include taking shelter in designated locations within the hazard area.

Information on protective action responses will be communicated to students, faculty, staff, and visitors using the most appropriate and expeditious means available.

Infectious Disease Outbreak

Infectious diseases pose a threat to the University community as they do to communities worldwide. If there is an outbreak of infectious disease that threatens the campus of Tennessee Technological University, University officials will collaborate with local, state, and national officials in determining the best course of action regarding operations at the University. Information related to any widespread infectious disease outbreak will be available on the [University's website](#) at and at the [Health Services website](#).

For more information:

The University encourages concerned faculty, staff, students and families to check the [University's website](#) for updates. If you have specific questions or concerns about your personal health, please consult Student Health Services or your family physician. As other similar issues arise, information specific to each issue will be posted. In addition, the Center for Disease Control has extensive information on these and other health threats on their [website](#).

Hazard Annex G
Pandemic Influenza Plan

Hazard Annex G - TTU Pandemic Plan

A pandemic is defined as a rare, global disease outbreak that will affect an undetermined number of individuals. A pandemic occurs when a new virus emerges for which people have little or no immunity, and for which no vaccine is available. The disease spreads easily person-to-person, causes serious illness or fatality, and can sweep across the country and around the world in a limited amount of time. A pandemic could be bird flu, swine flu, mumps, etc. A virus-specific vaccine may not be available until 4-6 months after the pandemic has been identified. Historically, flu pandemics have occurred approximately every 20 to 30 years.

A pandemic consists of three conditions –

1. The emergence of a new strain;
2. The ability of that strain to infect humans and cause serious illness;
3. The ability to spread easily among humans.

I. SITUATION

If a pandemic is declared in the US, specifically in Tennessee, this plan will be implemented and will be in effect until the risk has diminished.

II. ASSUMPTIONS

During a pandemic, it is safe to assume that:

1. The University will be affected because of the movement of various individuals within, as well as outside, the US.
2. An unknown number of students may remain on campus for various reasons.
3. The University will not be able to depend on local health resources because of needs of these areas related to local residents.
4. State resources may be limited depending on the severity of the event.

III. CONCEPT OF OPERATIONS

A. General

1. Given these assumptions, the Pandemic Plan will be implemented at the first sign of the pandemic virus being confirmed in the US and will be followed unless circumstances indicate the plan requires revisions.

B. Phases of management

1. Develop a plan in advance to follow in the event of a pandemic.
2. Raise awareness of the campus regarding the possibility of a pandemic affecting the campus.
3. Provide information about the necessity of following proper hygiene and being prepared to be on your own for an extended period of time. This can be done by various means:
 - text alert
 - fire alarm systems
 - digital signage
 - University website homepage
 - broadcast e-mail to University faculty, students and staff
 - appropriate social media outlets
 - WTTU, the campus radio station, and The Oracle online
 - ttuemergency.blogspot.com (may be used as a primary communications tool if University infrastructure is damaged and campus technology is unavailable)
 - Outdoor sirens
 - Broadcast intercom systems in select buildings
 - Local radio and television stations
4. Faculty, staff, and students can help prepare for a pandemic by acquiring information and taking steps to avoid the virus or take preventive measures that may lessen the impact.
5. Stay informed on the status of the virus in relation to the US.
6. The University will respond by implementing this plan when a confirmed case is reported in the US.
7. The plan will be followed as long as steps indicated are in the best interest of the faculty, staff, and students. The plan may be adjusted to best serve those affected.
8. The University will contact local and state health officials to determine the level of assistance, if any, which can be provided.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Organization

- a. The Emergency Operations Center (EOC) will be headed by the President during a potential, or actual, emergency pandemic situation. The EOC will serve as the single point for monitoring and coordinating all response activities during the emergency.

Personnel will be informed of the chosen location at the time of their notification. Other locations may have to be selected depending upon the situation.

- b. The Emergency Operations Center will open for an undefined period of time.
- c. The CMT will be the group responsible for the plan and will report to the President. The President or designee may form a Pandemic Task Force consisting of selected members of the CMT as contained in the EOP to better facilitate the response and reaction to the pandemic.
- d. Task Assignments
 - I. Tasks will be assigned by the CMT Leader of each designated area.
- e. Administration
 - I. The President or designee will be the person to which all reports will be submitted regarding campus status.
 - II. Team members will report to the CMT Leader which, in turn, will report to the President.

V. DIRECTION AND CONTROL

1. General

- a. The CMT Leader will provide direction for the responders and will be responsible for providing control of the day-to-day operations (including team leader assignments).
- b. The President, or designee, will be the person in control of the incident in relation to information and reports that are available to the campus and media. No reports will be released without the permission of the President or designee. Authorized reports will be released through the Office of Communications and Marketing.

VI. ADMINISTRATION AND LOGISTICS

1. Communications

- a. Various communication methods will be used to communicate the status of the University to faculty, staff, students, and various news agencies. These methods may include:
 - Text alert
 - Fire alarm systems
 - Digital signage
 - University website homepage
 - Social media
 - Broadcast e-mail to University faculty, students and staff
 - Appropriate social media outlets
 - WTTU, the campus radio station, and The Oracle online

- ttuemergency.blogspot.com (may be used as a primary communications tool if University infrastructure is damaged and campus technology is unavailable)
 - Outdoor sirens
 - Broadcast intercom systems
 - Local radio and television stations
- b. Operations will be assigned as necessary in the EOC to the person responsible for addressing the needs at any particular time.
2. Planning
- a. The appropriate people will monitor the situation on a daily basis and formulate plans accordingly.
 - b. All plans will be discussed with the CMT and appropriate personnel before implementation.
 - c. The CMT will meet daily to discuss the current situation and formulate plans for that day.

VII. PLAN

1. Areas affected are in no particular priority in the plan. Each area is expected to address their needs and report to the CMT Leader.
2. Each area will try to follow the plan; however, circumstances may require a different approach and response. If this occurs, the area will report the change in plans to the Incident Commander and will be noted when the incident is over.
3. The three stages/levels of a pandemic that require University action are listed below. All steps in preceding stages plus steps in the next stage will be taken if the situation elevates from one stage to a higher stage.

Stages/Levels of a Pandemic

Stage 1	Confirmed cases of person-to-person transmission of a pandemic in the US – potential duration of six to eight weeks – per www.pandemicflu.gov
Stage 2	Suspected case(s) on TTU campus or suspected/confirmed case(s) in the Cookeville area – potential duration of six to eight weeks – per www.pandemicflu.gov
Stage 3	Confirmed case(s) on TTU campus [only essential personnel required to report to campus] – potential duration of six to eight weeks – per www.pandemicflu.gov

Seasonal Flu (Stage 1)	Mild/Moderate Pandemic Flu (Stage 2)	Severe Pandemic Flu (Stage 3)
<p><u>The VIRUS</u></p> <p>Caused by influenza viruses that are closely related to viruses that have previously circulated; most people will have some immunity to it.</p> <p>Symptoms include fever, cough, runny noses, and muscle pain.</p> <p>Complications such as pneumonia are most common in the very young and very old and may result in death.</p> <p>Vaccine is produced each season to protect people from the three influenza strains predicted to be most likely to cause illness.</p> <p><u>IMPACT ON THE COMMUNITY</u></p> <p>Seasonal flu kills about 36,000 Americans each year and hospitalizes more than 200,000 children and adults.</p>	<p><u>THE VIRUS</u></p> <p>Caused by a new influenza virus that has not previously circulated among people and that can be easily spread.</p> <p>Because most people will have no immunity to the new virus. It will likely cause illness in high numbers of people and more severe illness and deaths than seasonal influenza.</p> <p>Symptoms are similar to seasonal flu, but may be more severe and have more frequent serious complications.</p> <p>Healthy adults may be at increased risk for serious complications.</p> <p><u>IMPACT ON THE COMMUNITY</u></p> <p>May cause a moderate impact on society (e.g., some short-term school closings, encouragement of people who are sick to stay home).</p>	<p><u>THE VIRUS</u></p> <p>A severe strain causes more severe illness, results in greater loss of life, and has a greater impact on society.</p> <p>During the peak of a severe pandemic, workplace absenteeism could reach up to 40% due to people being ill themselves or caring for family members.</p> <p><u>IMPACT ON THE COMMUNITY</u></p> <p>Schools and day care/child care facilities may be closed.</p> <p>Public and social gatherings will be discouraged.</p> <p>The patterns of daily life could be changed for some time with basic services and access to Supplies possibly disrupted.</p>

Campus Plan of Action for Continuity of Operations- (five areas of concern)

Crisis Management Team (CMT)- The University President or his/her designee 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 other area coordinators, in determining the appropriate response.

President's Office

Stage 1	Stage 2	Stage 3
<p>Assemble CMT.</p> <p>Based on U.S. State Department recommendations, University recommends campus community not to travel to affected countries.</p> <p>Review content of internal and external public information bulletins and announcements. Work with Communications and Marketing to select appropriate University spokesperson (s) for media reporting.</p> <p>Consider restricting movement on and off campus for activities/ athletic events.</p> <p>The President or designee may elect to appoint a Pandemic Task Force instead of having the full Crisis Management Team manage the crisis.</p>	<p>Evaluate information on institutional effects of the incident and set response priorities as appropriate.</p> <p>Advise Crisis Management Team on response options.</p> <p>Consider activating Emergency Operations Center.</p>	<p>Activate Emergency Operations Center</p> <p>Consider authorizing temporary suspension of classes or closure.</p> <p>Provide oversight for student, staff, & faculty family notifications if appropriate.</p>

Communications and Marketing

Stage 1	Stage 2	Stage 3
<p>Develop web site- tied to FB, Twitter, blog- with basic info, including:</p> <p>Precaution/prevention Measures/tips</p> <p>What to do if you get sick?</p> <p>-Contact/visit health services</p> <p>-Notify roommate or residential life coordinator</p> <p>-Notify Dean of Students for classes and personal support</p> <p>-Quarantine self or go home</p> <p>What campus will do?</p> <p>-Policy on student illness/missing class</p> <p>-When classes will be cancelled (what if faculty member is ill?)</p> <p>-When/if campus events- sports, etc. may be cancelled</p>	<p><u>Notification:</u></p> <p>Use crisis plan notification list to ensure that the chain of command is aware- CMT, health agencies, etc.</p> <p>Give EOC assessment of the emergency from a communication perspective and discuss next steps. <i>Be first, be right, and be credible.</i></p> <p>Activate web and social media sites if not already active.</p> <p><u>Coordination:</u></p> <p>EOC- Identify spokesperson.</p> <p>EOC- Identify and notify “essential” personnel list for Stage 3</p> <p>Initiate alert notification and put communication staff on alert.</p> <p>Identify key messages for communication to each audience:</p>	<p>Continue with Stage 2 Communications</p> <p>On campus- web/social media/email/flyers</p> <p>Media- press releases pointing to web site with ANY new updates – number affected, campus plans for continuing operations, etc.</p> <p>Public- answering calls and emails and referring to web</p> <p>Partners/Stakeholders- phone calls and emails to donors and government leaders</p> <p>Make all staff available to field phone calls</p>

Communications and Marketing- Continued

Stage 1	Stage 2	Stage 3
<p><u>Communications methods</u></p> <ul style="list-style-type: none"> -Campus email first -Web site -Rave Alert -FB, Twitter and blog -Flyers/letters to students and families -Media- press releases, press conferences, interviews, etc. -Phone hotline -Beginning of semester- send campus-wide email to call attention to web site. Link from home page. -Mention plans in Fall Faculty Forum and Convocation -Tech Times-begin providing planning briefs 	<p>Students- what to do when sick, where to go for help, diagnosing, go home or stay in room, what to do about grades</p> <p>Faculty/staff- how to report, when to stay home</p> <p>Parents- when to keep students home, when to come to campus, how it will affect payment and scholarships, etc.</p> <p>Media: Press releases and press conferences as needed</p> <p>Be first: Provide a statement about emergency and our response.</p> <p>Be right: Start monitoring media for misinformation that must be corrected.</p> <p>Be credible: Tell the media when and where to get updates from your agency. (Web & social media)</p>	

Communications and Marketing- Continued

Stage 1	Stage 2	Stage 3
<p>CMT- define which roles and personnel are considered “essential” in case of Stage 3.</p>	<p>Give facts. Don’t speculate. Ensure partners are saying the same thing. Be sure ALL information goes through designated Health Dept. representative.</p> <p><u>The public:</u></p> <p>Trigger web & social media sites for those who want info directly from campus. Identify persons responsible for maintaining or updating.</p> <p>Use initial media statement as first message to the public.</p> <p>Ensure that statement expresses empathy and acknowledges public concern about the uncertainty and risks to the greater community.</p> <p>If press conference or media interviews are needed, provide pre-cleared facts available and refer the public to web/social media sites as appropriate.</p>	

Communications and Marketing- Continued

Stage 1	Stage 2	Stage 3
	<p>Remind public/media of campus plan in place to mitigate the crisis.</p> <p>Start public monitoring to catch trends or rumors now.</p> <p><u>Partners/Stakeholders:</u></p> <p>Use prearranged notification systems RAVE, email.</p> <p>EOC- Make important first phone calls, based on plan, to partners and key stakeholders about our plan/response.</p> <p>Email faculty/staff with info about web/social media site and ask for support.</p> <p><u>Student Affairs:</u> Compose and send information to parents.</p>	

JJ Oakley Campus Health Service and Community Health Precautions and Actions

Stage 1	Stage 2	Stage 3
<p>Assemble the CMT in the EOC</p> <p>Communicate with the Upper Cumberland Regional Health Office (UCRHO) regarding surveillance/planning</p> <p>Educate campus population regarding status of disease spread, self-protection and University response (web-site, e-mail)</p> <p>Standard precautions in place (OSHA) airborne, blood/body fluids, contact</p> <p>Identify supply sources for respiratory protection equipment, medications including Tamiflu, antibiotics, gloves, gowns, and I.V. fluids</p> <p>Maintain a stock supply of necessary equipment and medicines based on projected estimates of occurrence</p>	<p>Update UCRHO, Student Affairs, Communications and Marketing</p> <p>Advise the CMT to activate Emergency Operation Center</p> <p>Notify the Director of Residential Life of potential contacts that may require isolation.</p> <p>Isolate and monitor suspected cases.</p> <p>Designate the conference room as a well-patient waiting room</p> <p>Identify contacts of suspected cases</p> <p>With patient consent communicate with parents of suspected cases and explain procedures</p> <p>Initiate prophylaxis of contacts based on strength of patient presentation</p> <p>Establish phone triage lines for Student Health Services personnel</p>	<p>In addition to Stage 2-</p> <p>Recommend temporary closure of building (s) and suspension of student and academic activities to EOC Coordinator</p>

JJ Oakley Campus Health Service and Community Health Precautions and Actions-Continued

Stage 1	Stage 2	Stage 3
<p>Training for the use of respiratory protective equipment for essential personnel</p> <p>In-service training for the flu ex: teleconference via CDC/UCRHO.</p> <p>Isolate exam rooms with suspected cases</p> <p>Follow CDC protocol for patient testing (symptoms- sore throat, fever, cough, body aches, headaches, chills, and fatigue)</p> <p>Monitor healthcare workers for symptoms.</p>	<p>Training for the use of respiratory protective equipment for essential</p> <p>Essential personnel receive respirators from Student Health Services</p>	

International Student Affairs (ISA)

Stage 1	Stage 2	Stage 3
<p>Maintain a list of current international students, faculty, researchers and staff (approximately 500 international students and faculty researchers and 50 staff)</p> <p>Keep the international community and CMT updated of ongoing developments and advisories, including but not limited to issues relating to travel and medical.</p> <p>Obtain funding to purchase gloves, N-95 masks, hand sanitizer, Lysol spray, or other approved disinfectant, water and non-perishable foods (i.e. granola bars) for staff working in office during crisis.</p>	<p>Assist students with arrangements for food, water, medicine, and transportation needs. Such as travel to Nashville International Airport.</p> <p>Assist students with documents necessary for international travel.</p> <p>Assist students with communicating with family members in home country.</p> <p>Assist Residential Life and Student Health Services with making on-campus arrangements for sick students.</p> <p>Assist students who cannot travel to their home country with seeking off-campus housing arrangements with friends and family members residing in Cookeville or in other regions of the U.S.</p>	<p>ISA staff volunteers to assist as needed to implement University-wide pandemic plan.</p> <p>Staff can continue to run and operate the office from off site as all computers of all 3 key staff members, Director, Secretary, and Study Abroad Coordinator can remote desk top to continue operations and communications.</p>

International Student Affairs (Continue)

Stage 1	Stage 2	Stage 3
<p>Monitor the international community traveling to and from infected areas. The Study Abroad coordinator acts as a central distribution point for key offices associated with Pandemic/ Emergency Management and Student Affairs for out of the country travel.</p> <p>(President/VP's/Dean of Students/Academic Deans/ISA/Study Abroad/Institutes). The Study Abroad coordinator will maintain a list of nations affected by the pandemic. The Study Abroad coordinator will prepare a list of those individuals currently traveling overseas updated monthly so that University officials can quickly determine who is engaged in official University travel. The Study Abroad coordinator will prepare an "Emergency Contact" document for everyone engaged in international University travel. This document will contain emergency contact information of all University employees and students. The Study Abroad office will maintain its own emergency files of students studying overseas.</p>		

Information Technology Services

Stage 1	Stage 2	Stage 3
<p>Prepare current listings of all faculty, staff, and students, with email addresses.</p> <p>Assemble computers for possible installation in any designated Emergency Operations Center.</p> <p>Install any software needed to address critical functions (Banner, iLearn, etc.)</p>	<p>Install computers in designated Emergency Operations Center.</p> <p>Monitor computer needs of users in EOC and respond.</p>	<p>Monitor the needs for computers and access to files.</p> <p>Have personnel available to provide support in the Clement Hall Data Center.</p>

Hazard Annex H
Earthquakes

Hazard Annex H- Earthquakes

Scope

This annex provides additional actions that personnel should consider to assist with mitigation, preparedness, response, and recovery actions in the event of an earthquake.

Nothing in this annex shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by this Plan.

Situation

An earthquake is a shaking or trembling of the earth's crust, caused by the breaking and shifting of rock beneath the surface or underground volcanic forces. While scientists are able to measure the amount of energy that is building beneath the earth's surface, they are not able to predict exactly when an earthquake will occur. Therefore, earthquakes are unpredictable and can strike without warning. They can range in intensity from slight tremors to great shocks and can last from a few seconds to as long as five minutes. Earthquakes can either occur by themselves or in a series over a period of several days, or even months. However, they are almost always accompanied by aftershocks, which can be equally as damaging as the quakes that they follow. On June 19, 2007, a magnitude 3.3 earthquake occurred approximately 27 miles away from the city center of Cookeville.

There is a correlation between landslides and natural disasters such as earthquakes and flooding. Landslides most often occur in the mountainous regions of the eastern Tennessee. Landslides are not a significant problem in Putnam County.

Assumptions

- Earthquakes may occur in areas where faults have not yet been identified and could result in damage to property and injuries to people. Typical damage could be buildings destroyed, infrastructure disrupted, and landslides on steep slopes.
- A major earthquake would create extraordinary requirements for Emergency Medical Services (EMS).
- Injuries serious enough to require hospitalization are estimated to be about four times greater than fatalities.
- Businesses and industries may not be prepared for adequate response to an earthquake. Businesses that rely on computer-based systems are particularly vulnerable.
- In the event rubble and debris resulting from an earthquake prevent access to the affected area for a prolonged time, helicopters may be necessary to bring rescue teams in and remove casualties from the area.
- Food supply lines could break down.

- The first few hours following an earthquake are critical in saving the lives of people trapped in collapsed buildings. Therefore, the use of local resources during the initial response period will be essential until state and federal support is available.
- It may be several hours before personnel and equipment can be mobilized and initial teams deployed to affected areas. Therefore, state and local resources will be relied upon heavily in the period immediately following the earthquake.
- Earthquakes and aftershocks may trigger one or more secondary events such as landslides, release of hazardous materials, dam failure or flooding, and transportation disturbances.

Mitigation Actions

Assess hazards.
<ul style="list-style-type: none"> • Fasten shelves securely to walls.
<ul style="list-style-type: none"> • Place large or heavy objects on lower shelves.
<ul style="list-style-type: none"> • Store breakable items such as glass in low, closed cabinets with latches.
<ul style="list-style-type: none"> • Brace overhead light fixtures.
<ul style="list-style-type: none"> • Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
<ul style="list-style-type: none"> • Secure a water heater by strapping it to the wall studs and bolting it to the floor.
<ul style="list-style-type: none"> • Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
<ul style="list-style-type: none"> • Store flammable products securely in closed cabinets with latches and when possible on the bottom or lowest shelves.
<ul style="list-style-type: none"> • Store fuel in secure locations that are not easily damaged from falling debris.
Identify safe places indoors and outdoors:
<ul style="list-style-type: none"> • Under sturdy furniture such as a heavy desk or table. • Against an inside wall. • Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over. • In the open, away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.

Preparedness Actions

Earthquakes occur without notice; the best preparedness actions are to educate personnel, students, and visitors on what to do in the event of an earthquake.

Response Actions

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

Notify EMS if any injuries have been sustained.

If indoors, complete the following:

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out, or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If outdoors, complete the following:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle, complete the following:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

<ul style="list-style-type: none"> Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.
If trapped under debris, complete the following:
<ul style="list-style-type: none"> Do not light a match or lighter.
<ul style="list-style-type: none"> Do not move about or kick up dust.
<ul style="list-style-type: none"> Cover your mouth with a handkerchief or clothing.
<ul style="list-style-type: none"> Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Recovery Actions

Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
Listen to a battery-operated radio or television. Listen for the latest emergency information.
Use the telephone only for emergency calls.
Open cabinets cautiously. Beware of objects that can fall off shelves.
Stay away from damaged areas unless police, fire, or relief organizations have specifically requested your assistance. Return only when authorities say it is safe.
Help injured or trapped persons. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
Inspect utilities.
<ul style="list-style-type: none"> Check for gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Call Facilities & Business Services from another building/location to turn off the gas, or if they are unavailable, turn it off at the outside main valve if trained. If you turn off the gas for any reason, consult Facilities & Business Services before it is turned back on.
<ul style="list-style-type: none"> Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, call Facilities & Business Services to turn off the electricity, or if unavailable, turn it off at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, wait for Facilities & Business Services.
<ul style="list-style-type: none"> Check for sewage and water line damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.
Conduct rapid damage assessment of facilities and equipment.

Hazard Annex I
Flooding

Hazard Annex I- Flooding

Of all natural disasters, flooding causes the most damage annually in Tennessee. Some floods develop slowly – allowing time to prepare and evacuate. Others (e.g., flash floods) can develop quickly, even within a few minutes. Flooding/flash flooding can have a serious impact on human and animal health and safety, cause crop damage, and move hazardous materials across pastures. Following a flood, there can be a danger of infectious diseases and water may be contaminated.

Most precipitation in Tennessee occurs between December and late March, the period during which the majority of the flooding can be expected to occur. From 1963 through 1993, flooding had resulted in 16 Presidential-declared disasters across the state, and expenditures in excess of \$30 million. In January 2002, a three-day flooding event across Middle Tennessee resulted two persons were killed in Cookeville.

Flooding occurs several times a year in Putnam County, most of which is of the minor flash flooding. There are three minor dams in Putnam County, but none pose any statistically significant risk.

Assumptions

- Flooding can happen during any month of the year.
- Flooding can occur very rapidly depending on a number of variables.
- Flooding can hinder transportation.
- Evacuations may be necessary.
- Some areas are more prone to flooding.
- Response may incorporate multiple response agencies.
- TTU personnel may not expect to receive aid initially from local and state responses.
- TTU has equipment for use during response actions.

Mitigation Actions

Determine the risk of flooding.
Identify potential hazards. <ul style="list-style-type: none">• Know how to turn off electrical power, gas, and water supplies.
<ul style="list-style-type: none">• Secure structurally unstable materials (e.g. lumber, logs, equipment, fuel tanks).
Prepare buildings (in areas that are considered a high flood risk). <ul style="list-style-type: none">• Build with or install flood resistant material to areas with a greater chance of flooding.
<ul style="list-style-type: none">• Raise electrical components above the projected flood elevation.

Make a list of inventory.
<ul style="list-style-type: none"> • Inventory machinery and equipment (Make and Model).
<ul style="list-style-type: none"> • Inventory hazardous substances.
Identify areas of higher ground to relocate valuable or hazardous materials.
Secure all important documents in a flood proof safe or in areas that are not reachable by flood.
Review floodplain maps.

Preparedness Actions

Provide personnel and student training on flood response.
Monitor local weather forecasts. <ul style="list-style-type: none"> • Listen to the radio, television, internet, and Emergency Alert System (EAS) messages for situation developments and evacuation instructions.
If an evacuation order is given, identify evacuation routes and evacuate immediately.
Develop a work plan based off of current forecasts.
Ensure all electrical devices are safe from rising floodwaters.

Response Actions

Maintain accountability of personnel, students, and visitors.
Turn off all utilities at the main power switch and close the main gas valve of buildings on site.
Open building doors and windows at least 2 inches to equalize pressure and help prevent building from shifting.
If possible, move motors and portable electric equipment to a dry location.
Move equipment to higher ground if there is time.

Recovery Actions

Only return to campus after officials have declared the area safe.
Assess the situation. <ul style="list-style-type: none"> • Assess the impact and areas of damage to the different properties on campus. • Identify dangerous materials, downed power lines, damaged gas lines, damaged water lines, damaged sewage lines, and other hazards. • If a natural gas or propane leak is found, leave the area immediately, and contact the natural gas or propane provider.
Report any hazardous materials spills immediately.
Keep power off until an electrician has inspected the building for safety.
Account for all equipment. <ul style="list-style-type: none"> • Check for damage.

<ul style="list-style-type: none">• Photograph all damage of equipment and facilities for insurance purposes.
Clean up safely.
<ul style="list-style-type: none">• Wear Protective Clothing.
<ul style="list-style-type: none">• Do not use contaminated water for consumption or brushing teeth.
Prevent and treat injuries.
<ul style="list-style-type: none">• Exposure to flood waters in cold weather can lead to hypothermia.
Take precautions to minimize insect exposures.
Prevent illness.
<ul style="list-style-type: none">• Wash hands frequently.
<ul style="list-style-type: none">• Use clean, boiled, or disinfected water.

Appendix A- Emergency Operations Center Checklist

**Appendix A- TTU Emergency Operations Center
PRIORITY OPERATIONS/ACTIONS CHECKLIST:**

(President, Crisis Management Team, or a designated representative)

- Activate the EOC.
- Alert key staff of EOC activation and location of EOC.
- Designate an on-scene commander.
- Set EOC shifts for 24-hour coverage.
- Start activity logs.
- Brief EOC staff on the situation.
- Give orders for warning the public.
- Mobilize emergency services in accordance with emergency services actions checklists for the specific hazard.
- Alert appropriate agencies.
- Notify the Putnam County EOC or EMA:
 - The type of emergency.
 - The time the emergency occurred or threatens to occur.
 - Actions already taken.
 - The areas and number of people involved.
 - The estimate of the loss of life, injuries, and extent of damage.
 - The type and amount of assistance required.
- Initiate a system for assigning and using volunteers.
- Have the EOC staff review appropriate checklists.
- Seek additional information on threatened or actual emergency situation.
- Determine critical problem areas.
- Anticipate unusual side effects: electric power disruption, ruptured gas or petrochemical lines, ruptured water or sewer mains, accidental hazardous materials release, rumors.
- Determine a general strategy using the incident priorities: Life Safety; Incident management.

Stabilization; Property Conservation.

- Mobilize additional local resources to the extent required.
- Ascertain whether additional assistance is needed.
- Make specific requests for mutual, state, or military aid in accordance with established procedures.
- Issue a declaration of emergency if necessary.
- Obtain periodic situation reports as the situation develops.
- Establish a central point of contact for information requests concerning victims, dangerous locations, identification passes, traffic movement, and other assistance.

PRIORITY PUBLIC INFORMATION ACTION CHECKLIST:

(President, Crisis Management Team, or a designated representative)

- Provide essential information to the public emphasizing the immediate actions being taken by the University administration to save lives.
- Authenticate all sources of information being received.
- Verify specific information with the appropriate emergency service concerned.
- Coordinate information with the Incident Commander before release.
- Issue instructions and advice to the public on what they should or should not do.
- Issue additional information and instructions as the situation develops.
- Prepare information and materials needed to handle individual requests for information.

EOC ACTIVATION CHECKLIST

(EOC Staff)

- Notify first shift.
- Activate telephones.
- Conduct radio checks.
- Establish EOC security.
- Conduct situation briefing for staff.
- Review operating procedures.
- Initiate functional and hazard specific checklists.
- Notify Putnam County EOC or EMA.
- Coordinate with the media.
- Staff ICS functions as required.
- Assign tasks as required.

Appendix B

Procedures for Managing Employee Payroll and Leave

Appendix B- Procedures for Managing Employee Payroll and Leave

Purpose

In the event a University emergency closing is declared, or a State emergency that affects operations of TTU Human Resources occurs these procedures provide general guidance regarding how the payroll process and employee leave will be handled.

Decision Making Team

The Associate Vice President for Human Resources, Manager of Payroll and Benefits, Assistant Director of Human Resources or their designees will determine measures to ensure production of a payroll in the event of an emergency closing affecting Banner (INB), direct deposit and check distribution.

Pay and Leave Process

Producing TTU Payroll

If during a payroll processing period, it appears that the University will be closed, one of the following actions should occur:

- Advance notice of closing given

Current end-of-the-month pay period and/or 10th of-the-month pay period will be loaded as soon as feasible and University departments will be asked to submit all required paperwork by the deadline established for the specific situation. If necessary, due to time limitations, all faculty, administrators, administrative professionals and clerical and support employees will be paid their standard number of hours based on their FTE.

Based on these time and leave entries, Payroll will be processed in order to deliver the electronic direct deposit file to TTU's Payroll bank account prior to the closing.

- No notice of closing given

If timing does not permit the above activities, faculty, administrators, administrative professionals and clerical and support employees will be paid in accordance with their regular monthly salary based on their appointed FTE. Temporary employees, including students, will be paid the same number of "regular" hours as the previous pay period. This process will be administered by Human Resources and will not require or allow changes by departments.

Based on the above assumptions, direct deposit files and pay checks will be created based on standard hours for all employees.

As long as telecommunications and computer systems are operational, this work may be performed from remote sites.

- If all systems are down without a firm estimate of restoration, the Payroll department will work in conjunction with the Business Office to have the prior pay period's direct deposit file reprocessed by TTU's Payroll bank vendor.
- If a payroll file cannot be produced, a delay in employees' receipt of pay will be announced through various sources as determined by Human Resources (HR) and University Communications & Marketing.

Time and Leave Entry and Adjustments

Adjustments necessary to make corrections for underpayment, overpayment, leave taken and compensatory/overtime accrual can be made once the University reopens for regular business. These adjustments are to be submitted by departments responsible in accordance with Pay and Leave policies.

Attendance and leave rules will be applied based upon the event's circumstances.

The CMT and Human Resources will monitor situations that may have an element of predictability. It is possible, time permitting, that University departments would be required to submit the required paperwork prior to the normal deadline.

If needed, HR/Payroll help sessions will be held by HR to assist departments in recovering from assumptions applied to produce a payroll during an emergency closing.

Payroll

In cases of emergency one of the below scenarios will be followed:

- University closed and computer systems are running: Payroll changes would be required by the payroll change deadline(s) or within 24 hours of the University's reopening (whichever is later).
- University closed and computer systems are not running: Payroll changes would be suspended until University is reopened and 48 hours after systems are up and running.
- If operational systems will be down for an extended period, Payroll changes will be entered as soon as feasible upon system restoration and reopening. A reasonable return time will be established for adjustments and corrections.

Pay Check Distribution

Due to safety concerns during a TTU campus emergency closing, employees other than those required by their supervisor to assist with the emergency should not come to work. Because direct deposit (EFT) is mandatory, most employees will have payroll deposit posted in their designated accounts. For employees (faculty, staff and temporary) who are new to the University, it is possible that direct deposit may not yet be established within Banner INB; therefore, a pay check would be produced. However, if the emergency closing falls on a payday, employees or authorized representatives may pick up checks on the first business day of reopening. Checks will be distributed from Human Resources, Derryberry Hall; Room 146 unless it is deemed an unsafe area, then the TTU Emergency Operations Center will designate a location and notify departments where distribution will take place.

Employee Notification

Human Resources will notify TTU Communications & Marketing regarding information about pay check distribution should the emergency closing fall on a payday. The general guidance is that pay will be distributed the first business day the University reopens.

If possible, information will be posted on the TTU web site, social media, and public service announcements made via radio and television.

Appendix C
Purchasing Emergency Plan

Appendix C- Purchasing Emergency Plan

Purchasing

Purchasing is responsible for the acquisition of commodities and services. Purchases are processed through the SciQuest Eagle Buy requisition system through which purchasing agents review and approve purchase orders. University Purchase Orders are processed through the University's Financial Records System, Banner. Purchases of goods and/or services in excess of the competitive solicitation threshold of \$10,000 must be bid or single sourced. Facilities personnel will be responsible for receipt and distribution of emergency supplies.

Service Contracts

Purchasing maintains blanket commodity and service contracts to accommodate University needs that have been identified by end-users. These contracts enable campus personnel to contact a vendor directly and arrange for delivery of goods and services, which are invoiced referencing the University purchase order number. Contracts can be developed for various emergency services or goods upon request of the EHS Office. State of Tennessee statewide contracts are also available for use by the University, as a state entity.

Purchase Orders

If the University's Eagle Buy Requisition System is not functioning the Purchasing Director and Assistant Director will prepare paper purchase orders. Paper Purchase Orders will be issued to vendors who require a hard copy PO during the emergency or if a University procurement card is not acceptable or usable.

PCard

The University has five (5) PCards that are dedicated for use in the event of a declared emergency. These cards are kept in multiple secure locations by EHS, Facilities and Purchasing personnel. These cards have a purchasing limit of \$200,000 each and are not subject to the merchant code restrictions of other University PCards. The cards are prior approved, but the account has been suspended to protect against fraudulent use. The process to activate these PCards is by e-mail or phone call to US Bank and takes only a few minutes.

Location

Purchasing duties may be performed from remote locations in the event of an emergency. Access to Internet and/or phone services is essential to perform most purchasing functions.

Electronic Backup

The Eagle Buy system is a hosted system, and is subject to the data recovery processes of SciQuest. The University's Banner system is hosted by local servers at TTU, with back up and redundancy provided by Middle Tennessee State University.

Appendix D- Key University Resources List (Facilities)

Appendix D- Key University Resources List (Facilities)

The following University resources are available for disaster response:

60ft Aerial lift

Scissor Lift (at Hyder-Burks Arena and Athletics) (3)

Backhoe

Front end loader

Wood chipper

Portable welding machine with generator

Sewer jetting machine

Rubber track skid steer loader

Forklift (2)

Air compressor

Tractor (2)

Trailers (3)

Dump truck (2)

Garbage truck (2)

Pick-up truck (12)

Van (21)

Car (3)

15 Passenger vans (2)

Appendix E
Residential Life Emergency Housing Plan

Appendix E- Residential Life Emergency Housing Plan

Fire Procedures

Fire Drill

1. General

Fire drills will be scheduled to acquaint residents and staff with the proper procedure for safely evacuating residence halls in the event of a fire. Residents will exit the building via the nearest safe exit and go to the following locations:

BROWNING/EVINS	PARKING LOT AREA	705/715 Stadium Dr.
COOPER/DUNN	PARKING LOT AREA	105/115 West 7 th St.
ELLINGTON/WARF	PARKING LOT AREA	120/130 West 8 th St.
MADDUX/MCCORD	PARKING LOT AREA	710/720 North Peachtree Ave
NH NORTH	PARKING LOT AREA	1 Golden Eagle Circle
NH SOUTH	PARKING LOT AREA	905 North Dixie Ave
JOBE/MURPHY	PARKING LOT AREA	25/35 Golden Eagle Circle
MSCOOPER/PINKERTON	PARKING LOT AREA	1005/1015 North Dixie Ave
CRAWFORD	PARKING LOT AREA	710 Quadrangle
TECH VILLAGE APTS.	PARKING LOT AREA	in front of their apartment

- a. Staff will have current building rosters available at each area office.
- b. Staff will identify students with disabilities in advance; this will be noted with the hall rosters. Staff also should assist these individuals in making alternate arrangements with other residents in the event of emergencies.
- c. In the case of an actual fire and/or an extended evacuation time, residents of Crawford Hall and Capital Quad will be directed to Memorial Gym (810 Quadrangle) and residents of Pinkerton Quad will be directed to the Roaden University Center (1000 N. Dixie Ave). Tech Village will be directed to the Community Center.

2. Requirement

- a. Initial fire drills are to be scheduled within the first 10 days of each semester and within five days for each summer session.
- b. Fire drills will also be done for each summer camp staying 4 nights or longer.
- c. Additional drills are conducted in the halls and Tech Village 4 times a year:
 - i. at the beginning of each term.
 - ii. at least one after dark.

3. Pre-Drill

- a. All staff will be trained on appropriate protocol for fire procedures as listed in the staff manual.
- b. Hall/Apartment staff will discuss the fire drill procedures for evaluating the hall with all residents at all 1st floor/hall meetings.
- c. Hall Director (HD) will coordinate fire drills with their Coordinator and the University Police.
- d. Hall staff will meet with all groups staying more than one day and explain fire procedures; if staying 4 or more nights the staff will have a fire drill.

4. Drill

- a. Staff should exit building, knocking on doors to alert students and assist in directing all students out the appropriate exit and parking lot.
- b. Anyone found in the room will be "written up" for "failure to follow emergency procedures."
- c. When the alarm sounds, the following items/areas will be checked by the staff.
- d. Duty Resident Assistant (RA) will pick up the hall/apartment roster, check list and staff radio from the office.
- e. RA's will direct the residents, as they are exiting, away from the hall to the parking lot.
- f. Staff, if feasible, will follow up on any students that need help exiting the hall. Name, room and phone number will be posted on the first page of the hall roster.
- g. HD will meet with all RAs at their central area to see who is here and to assign RAs to an exit door.
- h. RA's will keep students moving out of the hall in a calm and safe manner.
- i. RA's will keep the students away from the building.
- j. RA's will communicate with students about when they can return to the hall.
- k. Staff is reminded to assist in keeping residents clear of the hall and the flow of emergency traffic.

5. Post Drill

Staff is to meet at designated area with Hall Director (HD) to evaluate the drill/evacuation.

6. Fire or Pulled Alarm

Procedure: When the alarm sounds, the following items/areas will be checked by the staff:

- a. If University Police is not immediately available on scene, staff will contact University Police to be sure they were notified via automated system & the fire department notified.
- b. HD (or duty RA if HD is not home) checks the panel to see where the alarm is originating from and communicates this with the Fire Department and/or University Police.
- c. HD or Duty RA will pick up the hall roster, check list and staff radio from the office.
- d. RA's will direct the residents, as they are exiting, away from the hall to the parking lot.
- e. Staff, if feasible, will follow up on any students that need help exiting the hall. Name, room and phone number will be posted on the first page of the hall roster.
- f. HD (or duty RA if HD is not immediately available) will meet with all RA's at a central area to see who is present and to assign RAs to an exit door.
- g. RA's will help keep students moving out of the hall in a calm and safe manner.
- h. RA's will help keep the students away from the building.
- i. The all clear of the hall will be given by the fire department or University Police.
- j. The hall staff will communicate the all clear to students.

7. Fire Alarm Panel Beeping

- a. Check on status of alarm.
- b. Contact HD immediately.
- c. Refer to actual fire/unscheduled sounding of fire alarm procedures.
- d. Immediately contact EHS at 372-3524 and submit work order if there is a malfunction of alarm.

Tornado Procedures

1. General

At the beginning of each semester the RAs will meet with their residents and discuss the tornado procedures and where the residents need to go. While it is not mandatory that students go to the safe area during a tornado alert, it is strongly encouraged. Students will be encouraged to sign up for [RAVE text alert](#). Staff will also notify summer camps of tornado procedures.

Tornado drills will be scheduled for each hall and Tech Village at the beginning of each semester and summer term.

- a. Students will be encouraged, if feasible, to bring the following items with them to the safe tornado area:
 - i. Get dressed, including shoes and a jacket,
 - ii. Cell phone,
 - iii. Books or other items to help occupy their time,
 - iv. Pillow/blanket.
- b. Staff will have an emergency box for each hall which will be available for emergency situations. Items to be included are:
 - i. Blanket,
 - ii. First aid supplies,
 - iii. Flashlight,
 - iv. Megaphone,
 - v. Bottled water.
- c. Staff will identify students with disabilities in advance; this will be noted with the hall rosters. Staff also should assist these individuals in making alternate arrangements with other residents in the event of emergencies.

2. Tornado Watch

In the event of a tornado watch, the Residential Life staff will be on alert but are not to alarm the residents.

- a. Assistant Director will contact their HD who will then contact their RAs to put the staff on alert.

3. Tornado Warning/ Tornado Emergency (do not go outside, classes are not in session during a warning). In the event of a tornado warning the Residential Life staff will:

- a. Respond to the automated tornado system which will be activated by University Police.
- b. The HD meets their RAs in their hall tornado safe area.
- c. HD and RA's should encourage all residents to go to the hall shelter area and stay until the "all clear" is given.
- d. Staff, if feasible, will follow up on any students that need help exiting the hall. Name, room and phone number will be posted on the first page of the hall roster.
- e. HD or duty RA will pick up the hall roster, check list, weather radio, emergency box, and staff radio and take it to the shelter area.
- f. HD confirms that all RA's are accounted for and assigns them to an appropriate area within the shelter areas where they will help keep the students informed and calm throughout the warning period.

- g. HD follows up with their Assistant Director confirming that staff and students are in the shelter area.

4. All Clear

The automated system will make the all clear announcement. Students should stay in their safe area until the all clear is given.

Tech Village Tornado Procedures

1. General

- a. All newly renovated apartments will have the campus alert system announcing emergency alerts, including tornado alerts.
- b. Residents are encouraged to sign up for [RAVE text alert](#).
- c. Residents are encouraged to pay attention to weather warnings and be on the alert if bad weather is in the area.
- d. Students living on the 2nd floor are encouraged work out a tornado plan with a friend on the 1st floor.
- e. Your bathroom is generally the best shelter location in your apartment.

2. Tornado Watch

- a. Be on alert for bad weather, pay attention to local warnings.
- b. Be prepared to go to your shelter area.
- c. Have your cell/smart phone and/or battery operated radio handy.

3. Tornado Warning/ Tornado Emergency

- a. Go to your safe area, if you live on the 2nd floor you may consider, if time allows, going to a friend's apartment on the 1st floor.
- b. Stay away from all windows.
- c. Gather in your bathrooms.
- d. Do not go outdoors – classes are not in session during a warning.

4. All clear

- a. Stay sheltered until the all clear is given.

PROCEDURE FOR CALLING RESIDENTIAL LIFE STAFF

WHOM TO CONTACT	REASON TO CONTACT
<p>Residence Halls 8 am – 7 pm Contact HD Duty Resident Assistant (RA)</p> <ul style="list-style-type: none"> • 7 pm – midnight contact hall office • Midnight – 8 am contact Duty RA <p>Tech Village Weekdays: 8 am – 4:30 pm contact TV Office Duty Resident Assistant</p> <ul style="list-style-type: none"> • Weekdays: 4:30 pm – 8 am Contact duty RA • Weekends: 4:30 pm Friday – 8 am Monday 	<ul style="list-style-type: none"> • Non-Emergency student complaint called into Dispatcher • Dispatcher and/or Officer needs assistance of Resident Assistant • Notification of emergency personnel in route to building • Notification of any Officer in building
<p>Hall Director (HD)</p> <ul style="list-style-type: none"> • 1st HD of the Appropriate Corresponding Hall/Area • 2nd Duty HD if Corresponding Hall HD not available 	<ul style="list-style-type: none"> • Dispatcher unable to reach and/or no response from Resident Assistant • Any period of time when Resident Assistants are not on duty 8 a.m.– 7p.m. (Sun-Sat) • Dispatcher and/or Officer needs assistance of Assistant Coordinator
<p>Assistant Director</p> <ul style="list-style-type: none"> • 1st Assistant Director of the Appropriate Corresponding Area • 2nd Assistant Director if Assistant Director is not available 	<ul style="list-style-type: none"> • Dispatcher unable to reach and/or no response from Assistant Coordinator • Dispatcher and/or Officer needs assistance of Coordinator
<p>Director</p>	<ul style="list-style-type: none"> • Emergency basis only

Appendix F
Glossary

Appendix F- Glossary

Activate (Emergency Management definition): To begin the process of mobilizing a response team, or to set in motion an emergency operations response or recovery plan, process, or procedure for an exercise or for an actual hazard incident. An activation may be **partial** (stipulating the components of the EOP to activate, or some indication of the level of commitment to be made by the notified entity) or **full** (stipulating activation of the notified entity's entire EOP).

All-hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Area Command (Unified Area Command): Area Command is an expansion of the incident command function primarily designed to manage a very large incident that has multiple incident management teams assigned. However, an Area Command can be established at any time that incidents are close enough that oversight direction is required among incident management teams to ensure conflicts do not arise.

Assumptions: Statements of conditions accepted as true and that have influence over the development of a system. In emergency management, assumptions provide context, requirements and situational realities that must be addressed in system planning and development, and/or system operations. When these assumptions are extended to specific operations, they may require re-validation for the specific incident. Assumptions are accepted by planners as being true in the absence of facts in order to provide a framework or set of conditions for variables so that planning can proceed.

Authority: The power or right to give orders and/or to make decisions. Authority may be delegated from one entity to another.

Casualty: Any human accessing health or medical services, including mental health services and medical forensics/mortuary care (for fatalities), as a result of a hazard impact.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Checklist: Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Concept of Operations: A document that explains how a system and its components function and interact via management principles through the successive stages of emergency response and recovery.

Contingency Planning: Developing plans to prevent, minimize, respond to and/or recover from an identified contingency. This is a component of preparedness planning during the preparedness phase of Emergency Management, and it is an important task of the Planning Section (ICS) during incident response and recovery.

Continuity Operations Planning: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Critical Infrastructure (CI/KR): Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Damage Assessment: An appraisal or determination of the effects of the disaster on human, physical, economic, and natural resources.

Disaster (Emergency Management application): A hazard impact causing adverse physical, social, psychological, economic or political effects that challenges the ability to rapidly and effectively respond. Despite a stepped-up capacity and capability (call-back procedures, mutual aid, etc.) and change from routine management methods to an incident command/management process, the outcome is lower than expected compared to a smaller scale or lower magnitude impact (See “emergency” for important contrast between the two terms).

Disaster, Major: Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of States, local

governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Extremely Hazardous Substance (EHS): Substances are those that are known to cause death, injury, or serious adverse effects to human health and the environment, in the event of a release. EHS, which reach or exceed the Threshold Planning Quantity (TPQ), are required to be reported to the state through the Local Emergency Planning Council (LEPC), under the Emergency Planning and Community Right-To-Know Act (EPCRA).

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management: (management-oriented definition): The science of managing complex systems and multidisciplinary personnel to address emergencies and disasters, across all hazards, and through the phases of mitigation, preparedness, response, and recovery.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, sub-state regional, and local governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

The physical size, staffing, and equipping of a local government EOC will depend on the size and complexity of the local government and the emergency operations it can expect to manage. A local agency's EOC facility should be capable of serving as the central point for:

- Coordination of all the jurisdiction's emergency operations.
- Information gathering and dissemination.
- Coordination with other governments and agencies relative to the operational area.

Emergency Operations Plan (EOP): An ongoing plan for responding to a wide variety of potential hazards (NRC). An all-hazards document that specifies actions to be taken in the event of an emergency or disaster; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities.

Exercise (Tabletop, Functional, Full-scale): A scenario-driven interaction that permits evaluation of the EOP and/or Recovery Plan, or elements thereof, through orally provided action descriptions and application of plan guidance.

- **Tabletop Exercises (TTX):** TTXs are intended to stimulate discussion of various issues regarding a hypothetical situation. They can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the *prevention* of, *response* to, or *recovery* from a defined incident. During a TTX, senior staff, elected or appointed officials, or other key personnel meet in an informal setting to discuss simulated situations. TTXs are typically aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and/or achieving a change in attitude.
- **Functional Exercise (FE):** An FE is a single or multi-agency activity designed to evaluate capabilities and multiple functions using a simulated response. An FE is typically used to: evaluate the management of Emergency Operations Centers (EOCs), command posts, and headquarters; and assess the adequacy of response plans and resources. Characteristics of an FE include simulated deployment of resources and personnel, rapid problem solving, and a highly stressful environment.
- **Full-scale Exercise (FSE):** An FSE is a multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. An FSE tests many components of one or more capabilities within emergency response and recovery, and is typically used to assess plans and procedures under crisis conditions, and assess coordinated response under crisis conditions.

Event (Planned Event): A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.). Contingency planning initiatives are typically incorporated into event plans should an emergency/incident arise.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and

Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Hazard: A potential or actual force, physical condition, or agent with the ability to cause human injury, illness and/or death, and significant damage to property, the environment, critical infrastructure, agriculture and business operations, and other types of harm or loss. A hazard is something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazardous Material (HAZMAT): Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination), and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.

Homeland Security Presidential Directive-5 (HSPD-5): A Presidential directive issued February 28, 2003 on the subject of "Management of Domestic Incidents." The purpose is to "enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. It is through this action that the National Incident Management System (NIMS) was created.

Incident: Incidents are defined within ICS as unplanned situations necessitating a response.

Incident Command Post (ICP): The field location where primary incident operation functions are managed. The ICP may be co-located with the Incident Base or other incident facilities. In most situations, the ICP will not be co-located with the EOC.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of

government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities-or the individual(s) involved-including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Joint Information Center: A Joint Information Center (JIC) is a central location that facilitates operation of the Joint Information System. The JIC is a location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions. JICs may be established at various levels of government or at incident sites, or can be components of Multiagency Coordination Systems. A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required.

Joint Information System: A Joint Information System (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector. A JIS includes the plans, protocols, procedures, and structures used to provide public information. Federal, State, tribal, territorial, regional, or local Public Information Officers and established Joint Information Centers (JICs) are critical supporting elements of the JIS.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource (CI/KR): Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mutual Aid: Voluntary aid and assistance through the provision of services and resources between like organizations, including but not limited to: fire, police, medical and health, communications, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation. (adapted from SEMS). Some authorities differentiate “mutual aid” from “cooperative assistance,” where the assisting resources are compensated for their response costs. Other authorities designate this as “compensated mutual aid.”

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources (NIMS).

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Safety Officer (SO): A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas, where assets assigned to operations are staged.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

“The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives” (FBI).

Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and U.S. territories without foreign direction and whose acts are directed at elements of the U.S. government or population”.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications. Incident Typing schemes refer to the complexity of the incident and the amount of resources that must be applied to manage the incident. A Type-1 incident is the most complex incident that normally requires the application of municipal, local, State, Federal, and in some situations, International resources. (e.g. Hurricane Katrina (2005), Haiti Earthquake (2010))

Unified Command:

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

This management structure brings together the Incident Managers of all major organizations involved in the incident, to coordinate an effective response while allowing each manager to carry out his/her own jurisdictional or discipline responsibilities. UC links the organizations responding to the incident at the leadership level, and it provides a forum for these entities to make consensus decisions. Under UC, the various jurisdictions and/or agencies and nongovernment responders may blend together throughout the organization to create an integrated response team. UC may be used whenever multiple jurisdictions or response agencies are involved in a response effort. UC may be established to overcome divisions from:

- Geographic boundaries;
- Government levels;
- Functional and/or statutory responsibilities; or
- Some combination of the above. (Adapted from the U.S. Coast Guard)

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

References

1. Comprehensive Preparedness Guide 101 Version 2.0
www.fema.gov
2. Homeland Security Exercise and Evaluation Program (HSEEP),
<https://www.llis.dhs.gov/hseep>
3. Florida Incident Field Operations Guide (FOG).
http://floridadisaster.org/internet_library.htm
4. NIMS Resource Center (NRC), FEMA,
<http://www.fema.gov/emergency/nims/Glossary.shtm>
5. University of South Florida Emergency Operations Plan
<http://www.usf.edu/pdfs/USF-Emergency-Operations-Plan.pdf>