



Kent State University Tuscarawas Emergency Management Plan

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Part One

Introduction To Emergency Management **At Kent State University Tuscarawas**

I. Introduction

Each campus of Kent State University has developed a separate and distinct *Campus Emergency Management Plan (Campus Plan)* that reflects the uniqueness of each while conforming to the essential common elements set forth in the *University Policy on Emergency Management*. The plans form the collective institutional strategy to prepare the University's eight-campus system to respond effectively and efficiently during and after a major emergency.

A companion document, the *Campus Emergency Guide*, provides the individual strategy, through specific information and suggestions, for students, faculty, staff and others to assist them in preparing for and surviving emergencies. Together, they provide an important means to protect the University's single most important asset during times of serious crisis, its people.

II. The Goal of the Plan

The Goal of the Campus Emergency Management Plan is to maximize human safety and survival, minimize danger, preserve and protect property and critical infrastructure, provide for responsible communications with the University Community and the public during and after an emergency, and restore normal activities.

III. The Purpose of the Plan

The purpose of the *Campus Plan* is to provide a template for the University, on the campus level, to adapt quickly and redirect its immediate efforts under emergency conditions. Ultimately, the purpose of the plan is to protect people and return the University to the orderly pursuit of its mission.

IV. "Emergency" Defined

An Emergency is any event or condition that presents an imminent risk of death, serious injury or illness to persons, suspension or significant disruption of university operations, significant physical or environmental damage, or significantly threatens the University's financial well being.

Rather than establishing rigid parameters for qualifying an event as an emergency, this definition is intended to emphasize the actual and potential catastrophic effect, the imminent threat and seriousness inherent to emergencies. Other events may produce crises or harmful effects but an emergency is distinguished by the severity of the threat and its effects as well as the on-going threat posed to the University Community.

V. University Policy on Emergency Management

It is the policy of the University to prepare for and effectively respond to emergencies and other conditions that present a serious threat to the university community. This is accomplished by the following elements included in each Campus Emergency Management Plan:

- The emergency management authority of the University President
- A common Goal and Purpose
- The *Department Emergency Operations Plan*
- The Emergency Response Team
- The coordinating role of the Department of Public Safety
- Use of available university-wide processes to mitigate potential threats posed by individuals
- Collaboration with local emergency partners
- Adoption of the National Incident Management System
- Effective emergency communications and notification

VI. The Campus Emergency Management Plan

The *Campus Plan* applies the essential elements set forth in the University Policy on Emergency Management, individualizes them and adds to them emergency management provisions relevant to each respective campus. The primary focus of the *Campus Plan* is on the responsibilities, processes and activities necessary for the University, as an institution, to manage an emergency and its effects.

The *Campus Plans* at the seven Regional Campuses differ from the *Kent Campus Plan* in the scope of their emergency management responsibilities, the size of their staff and the availability of other university support resources readily at hand in times of crisis.

However, Regional Campuses have many opportunities to engage the process through successful preparedness and training, collaboration with local resources and intervention in problems and conditions before they evolve into emergencies.

In addition to the uniqueness of each plan, each contains provisions for the use of university processes available throughout the eight-campus system for the mitigation of potential threats from individuals. These processes include Judicial Affairs, the University Care Team and the Human Resources Review Committee for conduct and behavioral referrals. Preserving the consistency across the eight-campus system is necessary for a university-wide standard for effective emergency management.

VII. The Department Emergency Operations Plan

Purpose

The *Department Plan* is the internal, department-level plan that prescribes the changes in the functional responsibilities and operations of a department during an emergency. Each department and unit of the University is expected to develop, maintain and periodically update a *Department Plan*. The purpose of this plan is to give clarification and guidance, with some degree of

predictability, to department employees and to coordinate activities in times of crisis. This plan should minimally include:

- The succession of authority which identifies positions in charge in absence of the chair or director
- The transition from normal to emergency operation for those departments reasonably expected to remain operational during an emergency
- An emergency contact list of essential employees
- The process for protecting informational, educational or physical assets
- The protection and continuity of critical research
- The identification of individual roles and responsibilities relating to an emergency

While some academic and support departments may curtail or suspend operations during an emergency, others are may be required to continue their operations and adapt accordingly. Therefore, some Department Plans may be quite abbreviated while others are extensive and quite detailed.

Essential Department Emergency Operation Plans

Certain Kent Campus departments have been specifically identified as having direct roles and responsibilities that are essential during an emergency. At an operational level, they provide for safety, health and housing needs, protect the critical infrastructure of the campus, facilitate communication and deliver other essential services. These departments are:

- Department of Public Safety
- Facilities Planning and Operations
- University Health Services
- Department of Residence Services
- University News and Information
- Information Services
- University Dining Services

Copies of these essential *Department Plans* are submitted annually to, and maintained by, Police Services for use in the Emergency Operations Center located at the Stockdale Building. Police Services annually distributes updated copies to each member of the Emergency Response Team.

Due to the sensitive nature of *Department Emergency Operation Plans* and the impact they plans have on safety and security, they may be considered confidential and will be distributed to parties deemed appropriate by the department head.

The Department of Public Safety provides assistance to departments to ensure that their emergency plans meet the objectives the *Kent Campus Plan*.

Part Two

The Conceptual Elements of The Plan

VIII. Authority and Responsibility

Presidential Authority and the Declaration of a State of Emergency

The University President has the responsibility and the authority for the direction and control of the emergency management function Kent State University to include the promulgation of the *Campus Plans*. This authority is granted by the Board of Trustees to the President by pursuant to sections 3341.04 and 3345.21 of the Ohio Revised Code and through University Policy 3342-5-14 (B), (1), University Policy Regarding Emergency Management Plan.

In addition, the Board of Trustees and the President have been given the authority to declare a State of Emergency pursuant to the Ohio Revised Code, Section 3345.26. Although such a declaration is not necessary for the activation of the Campus Plans, it prescribes certain extraordinary powers conferred upon the President during emergencies. These include:

- Limiting access to university property and facilities
- Imposition of a curfew, and
- Restriction of the right to assembly by five or more persons.

The President of the United States, the Governor of the State of Ohio and the Portage County Commissioners have the authority to declare a State of Emergency which, when exercised, is applicable to the University.

Implementation of the Campus Plan

The President authorizes the Regional Campus Deans to maintain and implement a Campus Plan for each of their respective campuses.

The University President authorizes the Director of Public Safety to maintain and implement the Campus Plan and to coordinate and integrate all other emergency plans and planning activities for the Kent Campus.

IX. The Four Phases of Emergency Management

The Four Phases of Emergency Management illustrate that the functions and responsibilities associated with emergency management are on-going and extend beyond the actual response to an emergency. Successful and effective emergency management begins before an emergency occurs, prevents it if possible and continues after emergency. The Four Phases are:

- Preparation
- Mitigation
- Response
- Recovery

The Preparedness Phase involves the activities undertaken to provide the University with the operational capability to effectively respond to an emergency before it occurs.

The Mitigation Phase involves activities that may either prevent an emergency from occurring or reduce the campus' vulnerability in ways that minimize the adverse effects of an emergency

The Response Phase involves recognition that an emergency is either imminent or occurring and the immediate action taken to save lives and protect property.

The Recovery Phase involves activities taken to restore the campus to normalcy after actual emergency conditions have ended. This Phase may be short-term with the prompt restoration of critical services, support systems, research and classroom activity. Other conditions may require long-term activities designed to recover costs and fully restore infrastructure systems to pre-emergency conditions.

Personal Responsibility during an Emergency

A transitional period exists between the onset of an emergency and the full mobilization of safety forces and other life-saving support personnel and equipment. Depending upon the type and scope of emergency, this period may extend to hours or days. It is further recognized that a full mobilization does not guarantee personal safety. With these facts in mind, all persons are encouraged to exercise good judgment and to take the necessary precautions that maximize their safety and prospects for survival. Familiarization with the Guide is the first step to ensuring one's own personal safety. It is also the shared responsibility of all persons to assist with the mitigation of problems and dangerous situations so that proper intervention can occur before they evolve into emergencies. Toward this end, persons who observe or believe such conditions may exist should notify the appropriate university official(s) so that potential emergencies may be averted.

Part Three

Preparation for an Emergency

X. The Emergency Response Team

Purpose

The Emergency Response Team (ERT) is a group of university officials with responsibilities involving the Preparation and Response Phases of emergency management on the Kent Campus. The ERT is a key factor in formulating and leading the campus response to an emergency.

ERT Composition

The following university officials comprise the Kent State Tuscarawas ERT:

- Dean
- Assistant Dean
- Director of Enrollment Management Services
- Director Administrative and Business Services

- Director Network Services
- Nursing Director
- Public Relations Coordinator
- Superintendent Building and Grounds
- Student Body President

ERT Planning Activities

The ERT, in conjunction with the Department of Public Safety, coordinates the emergency planning activities for Kent State Tuscarawas.

Planning activities include:

- Meet quarterly to discuss issues and facilitate planning
- Ensure that essential training and education is conducted
- Ensure that the *Kent State Tuscarawas Plan*, the *Guide* and the essential *Department Plans* are submitted and reviewed annually
- Make recommendations to the Department of Public Safety for changes to the *Kent State Tuscarawas Plan* and *the Guide*.
- Develop and maintain effective relationships with safety, health and emergency management partners external to the Campus
- Facilitate and promote the use of referral to university resources such as the Care Team, the Human Resources Review Committee and the Office of Judicial Affairs to mitigate potential interpersonal violence
- Promote public awareness among students, faculty and staff

XI. Emergency Notification and Communications

The University notifies students, faculty, staff and the public concerning all major emergencies, as well as other conditions that present a potential threat to public. This notification is communicated through various media and is made as soon as sufficient reliable information becomes available.

The purpose of notification is twofold. The first is to apprise persons of threatening conditions so that they may make informed decisions concerning their safety and the safety of others. The second is to communicate specific instructions, or suggestions, to assist them in responding to the threat. It is recognized that in order to avoid any unnecessary delay, initial information concerning the threat may be incomplete or at times erroneous. The University strives to ensure that emergency notification is made responsibly and accurately, however, notification will not be delayed on this account.

XII. The National Incident Management System (NIMS)

Overview

The National Incident Based Management System (NIMS) is a comprehensive, nationwide approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide template to enable all government, private-sector and non-governmental organizations to work together during an emergency, as well as other large incidents and events. Because of the necessity to operate seamlessly with

external emergency response and management partners, the *Kent State Tuscarawas Plan* adopts the NIMS system for emergency management. University police officers and dispatchers are trained, exercised and certified by the Federal Emergency Management Agency (FEMA) in use of NIMS. The Emergency Response Team members receive awareness level NIMS training and can function comfortably in the NIMS environment.

Five Fundamental Concepts of NIMS

NIMS National Incident Management System in its entirety is rather complicated and provides considerable detail, necessarily so, in prescribing the structures, processes and responsibilities necessary for effective emergency management. Police Services uses this system for large operations and those which involve various types (fire, hazardous materials, emergency medical, etc.) of first responders. Conducting emergency operations within the NIMS structure requires university police officers to have a working knowledge of the concepts and applications of this system. For other involved campus officials to effectively function in an emergency environment, knowledge of the Five Fundamental Concepts of NIMS is all that is necessary.

The concepts are:

- The Incident Command System
- The Incident Action Plan
- The Incident Command Post
- The Emergency Operations Center
- The Department Operations Center

XIII. Collaboration and Cooperation with Emergency Management Partners

First Responders

At the onset of an emergency, first responders (police, firefighters, and emergency medical technicians) are likely to be the first “emergency managers” on the scene. Their immediate objectives are to protect life and assess the nature and scope of the threat posed by the emergency. Their initial response represents the beginning of a continuing flow of people, equipment and supplies necessary to protect persons and property from the harmful effects of the emergency. This flow or mobilization continues until the challenges presented by the emergency are met and remain until the emergency has ended.

The Kent Campus has access to emergency resources countywide, statewide and beyond. This access comes with the responsibility to plan, coordinate and collaborate in the spirit of cooperation with the larger emergency management community. Doing so facilitates the response, reduces confusion and conflict and ultimately saves lives.

The Tuscarawas County Homeland Security and Emergency Management Agency

It requires building and maintaining relationships within this larger community but most especially with The Tuscarawas County Homeland Security and Emergency Management Agency. This agency serves as the single point of contact through which most emergency and support resources are summoned and coordinated.

Other Emergency Management Partners

In addition the Emergency Management Agency, a host of other emergency management and support organizations are available to render assistance in times of emergency. These include:

- Various police agencies at the local, state and federal level
- Local area fire departments
- The Red Cross
- The Tuscarawas County Health Department
- Union and Twin Cities Hospitals
- Personal and Family Counseling Professional Services
- Other support and service agencies

Part Four

Mitigation of Potential Emergencies

The Mitigation Phase of emergency management is on-going and may occur before, during or after an emergency occurs. The purpose of mitigation is to prevent potential emergencies from occurring, reduce the probability of their occurrence and to lessen the harmful effects of emergencies if they do occur. All persons share in the responsibility for mitigation by reporting hazardous conditions, potentially dangerous persons and other conditions which, if left unchecked, may develop into emergencies.

XIV. Infrastructure Threats and Business Continuity

Facilities Planning and Operations

Facilities Planning and Operations is responsible for the maintenance of campus buildings and environment, as well as the critical utilities necessary for business continuity on the campus. Maintenance employees, as part of their routine duties, report potentially dangerous conditions of the campus infrastructure and ensure that prompt corrective action is taken to remove those conditions. Plans for the maintenance of facilities and the restoration of critical utilities during a major emergency are included in the *Facilities and Planning Department Plan*.

Information Services

Information Services is responsible for providing and maintaining administrative systems; computer software, hardware, and network connections; and classroom technical support critical to business continuity on the campus. Plans for system protection and maintenance during a major emergency are included in the *Information Services Department Plan*.

XV. Interpersonal Violence Threats

Violence can have a devastating and lasting effect on the University. Often, violent acts are preceded by threats and other indicators which, if acted upon, can prevent them from occurring. When such indicators are observed, potential violence can be prevented by referring the matter to the appropriate university office so that potential violence may be prevented. Below are some campus resources available for such referrals.

Police Services

An incident or situation in which a person displays actual or potentially violent behavior should be immediately reported to the police. Doing so ensures the prompt intervention by officers trained and equipped to deal with potentially violent persons. When there is doubt regarding the actual potential for violence, it is both prudent and necessary to call the police.

The Office of Judicial Affairs

The Office of Judicial Affairs has a dual role in the mitigation of potential emergencies. The primary role is to provide due process for students alleged to have violated the *Code of Student Conduct*. Among these are students who have committed violent acts and students who have engaged in behavior that presents a risk to the University Community. The secondary role is to provide due process to nonstudents who are denied access to university property and facilities and are, thus, *persona non grata*. Non-students who have engaged in behavior considered disruptive or potentially threatening are referred to the Office of Judicial Affairs for this purpose.

A student who engages in violent or disruptive behavior violates the Student Code of Conduct, or violates the state law should be referred to the Office of Judicial Affairs. Through due process, a student engaged in potentially harmful behavior receives a fair hearing and adjudication by an impartial hearing officer. A student found responsible for the alleged behavior can receive a sanction from probation to dismissal from the University. Often, sanctions include provisions requiring psychological, substance abuse and anger management counseling. This office has a proven history of contributing significantly to the safety of the University in the spirit of due process and in a manner supportive of the University Mission.

As a public institution, Kent State University has the authority to regulate the use of its property and facilities and may deny access to individuals who engage in threatening or disruptive behavior. Such a denial constitutes the imposition of *persona non grata* status on a person subjecting the person to arrest if found on university property. A student or non-student may be placed on *persona non grata* status during an interim period pending the outcome of a hearing by the Office of Judicial Affairs. This interim status may also be imposed by the President, the Vice President for Enrollment Management and Student Affairs, the Dean of a Regional Campus or a university police officer. A Judicial Affairs hearing officer may impose this status for an extended period of time as a sanction resulting from a due process hearing.

Faculty, staff and students may refer students to this office.

The University Care Team

The University Care Team is a group of university officials who gather weekly to share information, discuss incidents and events, and provide expertise and the unique perspectives of their respective professions and disciplines to solve behavioral problems. Team members share common responsibilities for dealing directly with crises and behavioral problems of students.

The University Care Team is multidisciplinary and cross divisional and regularly engages in consultative discussion and strategy on various matters including students who display behavior

that is bizarre, significantly disruptive or potentially threatening to themselves or others. This collective review and the resulting collaborative response assure that students who pose an actual or potential threat are identified and dealt with promptly.

University faculty and administrators experiencing similar behaviors by students are encouraged to discuss the matter with the Team. Though not a decision making body, the Team can present valuable options for action.

The Human Resources Review Team

The Human Resources Review Team is a team of human resource representatives which meets monthly to discuss employee-related issues. Included are situations involving employee conflict and discipline, as well as situations which may escalate into potential workplace violence. Appropriate strategies are identified and guidance is given to managers and supervisors to resolve employee-related issues.

Part Five **RESPONSE TO AN EMERGENCY**

XVI. Reporting an Emergency

When an emergency occurs or is imminent, Police Services must be contacted as soon as possible and without unnecessary delay. This single point of contact facilitates all types of emergency response for all types of emergencies. Conforming to normal reporting relationships, chains-of-command or other matters must not delay reporting the emergency as doing so may result in irreparable harm. Dialing 911 is the preferred method of reporting an emergency.

A person reporting an emergency can anticipate being asked for details about the incident they may or may not have, as well as personal identification information such as full name, address, etc. Also, the caller may be asked to hold for a brief period while the dispatcher advises officers of the situation, dispatches them to the scene and updates them with information as the caller provides it.

Based upon available information, Police Services initiates an appropriate emergency response. For incidents of sufficient magnitude or severity, Police Services activates the Kent Campus Emergency Response Procedure at the Direction of the Director of Public Safety.

XVI. The Kent State Tuscarawas Emergency Response Procedure

Activating the Emergency Response Procedure

Merely qualifying an event as an “emergency” does not provide sufficient cause to activate the emergency response procedure. Other factors are considered before a decision of whether or not to activate the response procedure is made. A serious automobile accident or a person in cardiac arrest would certainly qualify as emergencies but not require activation. Similarly, a

technological emergency may require employing only a particular element of the plan, such as emergency notification.

The Dean decides whether or not to activate the emergency response procedure. Once initiated, the Dean briefs the University President and the Senior Vice President for Administration on the activation and the circumstances giving rise to it.

Assembling the Emergency Response Team

The ERT members form the core group of campus employees immediately assembled and collectively charged with managing the initial campus response to the emergency. Unless otherwise engaged in emergency operations, members report to the Emergency Operations Center upon learning of the response procedure activation.

The ERT assesses the emergency and determines the immediate staffing needs of the Emergency Operations Center.

Implementation of Department Level Plans

Department Plans are implemented at the direction of the director or chair. Information from direct observation, campus advisories, mass e-mail and other sources are used in this decision. The nature and scope of an emergency and its effects on the campus population, or portion thereof, will help in determining the departments needed for support functions during an emergency.

Emergency Notification

Public notification of emergencies and other conditions which present an ongoing threat to the university community is made through one or more of the following media:

- Outdoor sirens and speakers
- Indoor alert systems
- Text messaging
- Mass e-mail
- University Web site
- Print and broadcast Media

In order to expedite the decision-making process and ensure timely notification, Police Services initiates emergency notification. As the central repository for emergency information from federal, state, local and university sources, Police Services can receive, assess and initiate notification from its 24-hour professionally staffed communication center. Police Services facilitates notification through the activation of tornado sirens, alert monitors and text messaging. University Communications and Marketing, in collaboration with Police Services, facilitates emergency notification through mass e-mail, the university Web site, text messaging and the dissemination of information to the print and broadcast media.

In the early stages of an emergency, available information is often incomplete, conflicting and not indicative of the full nature and scope of the situation. Under these circumstances, premature dissemination of information may increase the risk to persons or inadvertently place them in harm's way possibly resulting in serious injury or death. Conversely, delaying the dissemination

of information from the public may produce the same harmful or lethal results. Balancing promptness with accuracy requires sound judgment and decisiveness, as well as access to detailed information as it becomes available. Toward this end, Police Services and University Communications and Marketing will promptly notify and update the public with information deemed accurate as it becomes available. Decisions regarding the content and timeliness of notifications are made solely in the interest of protecting life and safety and will not be unreasonably delayed nor influenced by other considerations.

Campus Security Act (“Clery Act”) Notification

Title 20, Chapter 28, Section 1092(F) of the United States Code requires universities and colleges to make timely notification to students and employees concerning violent crime which presents an ongoing threat to the university community. In addition to the emergency notification media identified above, additional media may be used for Campus Security Act Notification. These may include the posting of informational fliers, posting of composite sketches (wanted posters), a news media press conference, as well as other means deemed appropriate.

XVIII. The Incident Command System

The Incident Command and Unified Command

The Incident Command System (ICS) is a standard, on-scene and all-hazard emergency management system adopted by Kent State University. It represents organizational “best practices” and has become the standard for incident response. Under ICS, there is only one Incident Commander who is the person in charge of the incident. This person must possess sufficient experience and knowledge to manage the incident. The nature of the emergency determines the position responsible for incident command. Most emergencies affecting life safety require that the police or fire chief assume command. However, some types of emergencies require another position to assume this responsibility.

An emergency affecting a large geographical area or one requiring a multi-disciplinary response may require the alternative method of Unified Command. In this case, each discipline (i.e. Fire, Police, Medical, etc.) has one person in-charge of executing the Incident Action Plan as it relates to that person’s respective discipline.

The ICS consists of five functional components. The management of every emergency, incident or event includes these components:

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

The Incident Action Plan

Every emergency must have an oral or written Incident Action Plan (IAP). The purpose of the IAP is to provide a coherent means to identify and communicate the overall incident objectives and priorities to key supervisors. Essential elements of the IAP are:

- A statement of objectives appropriate to the overall incident

- A description of the ICS structure and persons responsible for each component
- A statement of strategies and tactics to be employed
- The identification of supporting resources needed

The Incident Command Post

The Incident Command Post (ICP) is the location from which the Incident Commander or Section Chiefs under Unified Command oversees all incident operations. The ICP may or may not be located on the campus depending upon the scope of the emergency. Only those individuals with direct authority and responsibility for managing the response to the emergency operate from the ICP.

The Emergency Operations Center

The Emergency Operations Center (EOC) is the location from which the coordination of information and resources to support incident activities take place. The Stockdale Building serves as the on-campus location of the EOC. Functions conducted at the EOC include:

- Coordination
- Communications
- Resource dispatching and tracking
- Information collection, analysis and dissemination

When an emergency extends beyond the campus and involves other communities, the EOC is likely to be located off-campus and staffed by university, as well as non-university persons.

XIX. Campus Evacuation

Purpose

In rare and extreme circumstances, an emergency may require the evacuation of the Kent State Tuscarawas Campus. The purpose of evacuation is to remove all persons not engaged in life-safety duties as quickly as possible from an impending threat at the campus to protect lives. This is accomplished by directing vehicular and pedestrian traffic to predesignated egress routes according to their physical location on campus and proximity to the routes. *Evacuation* is distinguished from closure of the campus in that it requires prompt implementation with little or no advance notice.

Cooperation and Mutual Assistance

Evacuation places an extraordinary demand on limited police resources under emergency conditions and requires extraordinary sacrifice, patience and cooperation on the part of the students, faculty, staff and visitors being evacuated. Individuals may need to assist others not able to care for themselves, personal property may need to be left behind, personal vehicles may be inaccessible, individuals and groups may become separated, and persons may be required to egress by routes not of their choosing. Persons evacuating by vehicle are encouraged to provide transportation to as many others as possible. Above all, persons will be called upon to remain calm under tumultuous conditions and to cooperate with and follow directions given by police and others assisting with traffic control.

Any emergency requiring the evacuation of the Kent State Tuscarawas campus would invariably involve the Tuscarawas County Homeland Security and Emergency Management Agency. This agency serves as the point of contact, through the EOC, for all supplemental mass transportation needs of the campus.

Kent State Tuscarawas Evacuation Plan

In the event of the need to evacuate the campus, the Tuscarawas Campus will coordinate evacuation routes with the Tuscarawas County Emergency Management Agency. Evacuation directions will be provided to the campus community at the time of any evacuation by the campus ERT staff.

Primary Evacuation Routes

An emergency of the magnitude and seriousness requiring the evacuation of Kent State Tuscarawas will likely and similarly affect surrounding communities. When the emergency is confined to the local community, evacuation to neighboring communities and routes leaving the immediate area are used. When an emergency is regional or larger scale, evacuation routes direct traffic to interstate highways for mass evacuation and relocation. A person evacuated from the campus may have few options regarding the direction of travel.

In the event of the need to evacuate, the campus evacuation routes will be determined by the Tuscarawas County Emergency Management Agency in collaboration with the Ohio State Highway Patrol and provided to the campus community by the campus ERT staff.

XX. Building Evacuation

Purpose

The purpose of evacuating a building is to remove persons from dangerous and life-threatening conditions presented by a fire, an explosion, a suspected explosive device, a hazardous material release, air contamination or other similar emergency. Usually, such conditions and the need to evacuate are readily apparent and occupants are expected to leave the building immediately. Activating the building fire alarm is the most expedient and safest method to facilitate the evacuation (whether or not the emergency involves fire).

In some situations, such as bomb threats, the presence of life-threatening conditions may be unknown or non-existent. In these cases, the responsibility for assessing available information and the decision of whether or not to evacuate rests with the police. When time and circumstances permit, this decision will be made after consultation with other university officials present.

Building Evacuation Procedure

At the sound of a fire alarm or other notification to evacuate, all persons are required to leave the building immediately. Unless conditions prevent it, the best evacuation route is the nearest stairway leading to the nearest exit. Elevators should not be used as they become inoperable during a loss of electrical power and can increase the risk of smoke inhalation during a fire. Firefighters routinely check stairways for persons needing assistance.

Actions will be taken to ensure persons remain at least 200 feet from the building to be clear of any danger and to avoid impeding the movement of emergency responders and equipment. This distance may be increased by police or firefighters according to the circumstances of the emergency. Persons should not return to the building unless specific approval to do so has been given by police or firefighters.

Persons with disabilities are responsible for requesting assistance. In a classroom, the instructor should assist disabled persons in the classroom to evacuate. If this is not possible, the instructor should help the persons move to the nearest enclosed stairway and remain there with them while another advises emergency responders of their location.

XXI. Ending Emergency Operations

When the threat presented by the emergency has ended, emergency operations cease. The ERT meets for a debriefing to assess the response to the emergency and decide which support operations, if any, should continue. Upon the recommendation of the ERT to end the Response Phase, the Director of Public Safety informs the University President of the recommendation and the cessation of Emergency Operations. The focus of the campus turns at this point to the recovery phase.

Part Six **Recovering from an Emergency**

XXII. “Recovery Phase” Defined

Once the threat presented by the emergency has ended, the recovery phase begins. The full recovery from an emergency may be accomplished in a relatively short period of time or it may extend for month or years. Full recovery from some emergencies may never be possible. Recognizing these possibilities, the *Campus Plan* defines the recovery phase as follows:

The Recovery Phase is the period of time following an emergency required to restore the Campus to normal operations. This Phase commences immediately following the cessation of emergency operations and extends until all academic and support operations are restored to a functional level.

Restoring the operations to a functional level means that departments can once again deliver the services according to their respective mandates. Although conditions may not be ideal and personal choices may be limited at the point of restoration, the recovery phase ends once the business of the campus resumes.

XXIII. The Emergency Recovery Team

Upon the cessation of emergency response operations, the Vice President for Administration appoints an Emergency Recovery Team. The composition of the team is determined by the Vice President in order to facilitate the restoration of campus operations. The Emergency Recovery

Team is charged with conducting a damage assessment, the development of a recovery plan and the implementation of that plan.

XXIV. Conclusion of the Recovery Phase

Upon completion of the recovery phase, the Emergency Recovery Team advises the University President that the emergency management function has ended and that the normal operations of the campus have been restored.

GLOSSARY

Campus Emergency Guide (Emergency Guide)

The Emergency Guide is a quick reference guide that provides basic guidelines and survival strategies for major emergencies. It is a companion document to the Campus Emergency Management Plan.

Campus Emergency Management Plan (Campus Plan)

The *Campus Plan* is the campus-level plan for responding effectively and efficiently before, during and after a major emergency. Each of the eight campuses has a separate *Campus Plan*.

Campus Security Act

This federal law, codified at 20 USC 1092 (f), requires colleges and universities to disclose certain timely and annual information about campus crime and security policies including crimes which pose an ongoing threat to students and employees.

Department Emergency Operations Plan (Department Plan)

The *Department Plan* is the internal department-level plan that prescribes the functional responsibilities and operations of a university department during an emergency.

Department Operations Center (DOC)

If the Emergency Operations Center is located off-campus, the DOC becomes the location from which the coordination of information and resources to support university operational activities takes place.

Emergency

An emergency is any event or condition that presents an imminent risk of death, serious injury or illness to persons, suspension or interruption of university operations, significant physical or environmental damage, or significantly threatens the University's financial well being.

Emergency Operations Center (EOC)

The EOC is the location from which the coordination of information and resources to support incident activities and to provide for the continuity of critical university operations takes place.

Emergency Recovery Team

The Emergency Recovery Team is a group of university officials responsible for restoring normal campus operations after an emergency. The team is assembled during an emergency and

charged with conducting a damage assessment, developing a recovery plan and implementation of that plan.

Emergency Response Team (ERT)

The ERT is a group of campus officials with responsibilities involving the preparation and response phases of emergency management. The ERT is a key factor in formulating and leading the campus response to an emergency.

Federal Emergency Management Agency (FEMA)

FEMA is a federal agency under the U.S. Department of Homeland Security with the mission to reduce the loss of life and property and protect the Nation from all hazards, including natural disasters, acts of terrorism and other man-made disasters.

First Responders

First responders are police, firefighters, hazardous material teams, paramedics and emergency medical technicians responsible for the initial response to an emergency.

Four Phases of Emergency Management

These are the on-going emergency management functions that extend beyond the actual response to an emergency, including preparedness, mitigation, response and recovery.

Hazardous Materials Incident (HAZMAT)

HAZMAT is an incident involving the release of or public exposure to explosives, flammable and combustible substances, poisons and radioactive materials.

Incident Action Plan (IAP)

The IAP is a written or oral plan that provides overall objectives and priorities to key supervisory personnel during an emergency.

Incident Command Post (ICP)

The ICP is the location from which the person in charge during an emergency oversees all emergency response operations.

Incident Command System (ICS)

ICS is a component of NIMS that incorporates standardized, on-scene, and all-hazard emergency management functions including command, operations, planning, logistics and finance/administration. ICS represents organizational “best practices” and is the standards for incident response.

Mitigation Phase

The Mitigation Phase is the second phase of emergency management that involves activities undertaken to prevent or reduce the adverse effects of an emergency.

National Incident Management System (NIMS)

NIMS is a comprehensive, nationwide system of incident management applicable to all jurisdictional levels of government and across functional disciplines.

Persona Non Grata (PNG)

A student or non-student who has been found to exhibit behavior deemed detrimental to the university and is no longer permitted to frequent or be present in any or specified university locations.

Preparation Phase

The Preparation Phase is the first phase of emergency management that involves activities undertaken to provide the operational capability to effectively respond to an emergency.

Portage County Homeland Security and Emergency Management Agency

This local emergency management agency is tasked with planning, training, and assisting local jurisdictions before, during, and after an emergency. This agency serves as the single point of contact for additional resources during an emergency.

Recovery Phase

The Recovery Phase is the fourth and final phase of emergency management that involves activities undertaken to restore normalcy after actual emergency conditions have ended.

Response Phase

The Response Phase is the third phase of emergency management that involves immediate action taken to save lives and protect property during an emergency.