INDIANA UNIVERSITY SOUTHEAST
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Planning Guidelines for the IU Southeast Campus

July - 2015

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Letter of Promulgation

Indiana University Southeast
Office of the Chancellor

Dear Emergency Partners and Stakeholders,

Indiana University Southeast continues to make the security and safety of all of faculty, students, staff, and visitor's one of its highest priorities.   As such, the very real and devastating impacts of emergencies and disasters must prompt all of us to work together to ensure we can be prepared to meet extraordinary challenges when called upon to respond to crisis situations.

To that end, we have developed this, the _Comprehensive Emergency Management Plan (CEMP)_, to be the guiding and foundational document for maintaining a viable emergency preparedness program for our campus. The CEMP is an all-hazards, functional-based document, addressing the greatest risks and threats to the campus and outlining the key resources and necessary actions to prevent, respond and recover from those threats.

The CEMP is multi-layered document consisting of the following:

- A **Basic Plan**, which orients partners and stakeholders to the IU Southeast emergency management program.

- **Annexes** which are developed to address specific hazards or provide greater detail for those actions needed to respond to and recover from emergency and disaster situations.

- Tactical appendices, procedures, and checklists used to perform specific tasks.

The IU Southeast Emergency Preparedness Committee, in cooperation with the IU Office of Emergency Management and Continuity (IUEMC), has developed the CEMP and will facilitate the ongoing revision and maintenance of this document. IUEMC will also take the necessary steps to ensure the CEMP is consistent with similar state, county, and municipal plans and is evaluated through discussion and operationally- based exercises on a regular basis.

Signature:_____

Dr. Ray Wallace
Chancellor, Indiana University Southeast

This document is effective on this date: **July 15th, 2015**

Letter of Agreement

**EMERGENCY
MANAGEMENT
AND CONTINUITY**
INDIANA UNIVERSITY
Public Safety and Institutional Assurance

IU Southeast Comprehensive Emergency Management Plan

Dear Emergency Preparedness Partners and Stakeholders:

The IU Southeast Comprehensive Emergency Management Plan (CEMP) establishes the foundation and guidance for implementing the actions to prepare for, respond to, and recover from emergencies and disasters impacting the campus and the campus community. The CEMP will work under the assumption that significant incidents have the potential to overwhelm the ability for IU Southeast to perform daily operations and, in turn, may require the usage and activation of additional resources for life safety, property protection, and incident stabilization.

The CEMP is functionally-based and takes an all-hazards approach in its application of response and recovery actions, utilizing a wide range of personnel and resources to build and maintain a comprehensive approach to disaster operations.
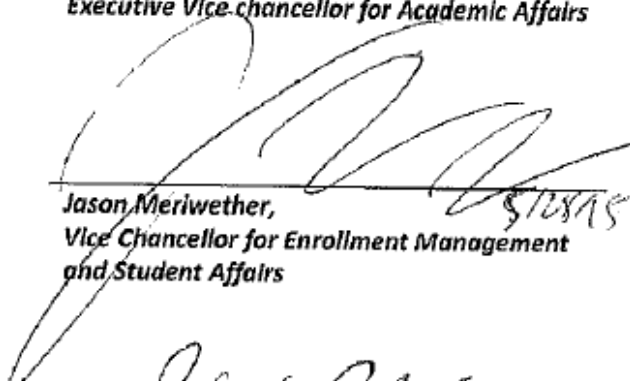
For purposes of establishing the CEMP, the following offices and departments agree to provide support during emergencies and disasters. Each will carry out their assigned responsibilities as outlined in this document. In addition, these offices and departments further agree to implement planning efforts and participate in emergency training and exercise activities as identified by the IU Office of Emergency Management and Continuity.

Uric Dufrene,
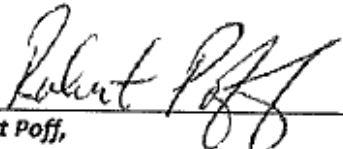Executive Vice chancellor for Academic Affairs

Dana Wavle,
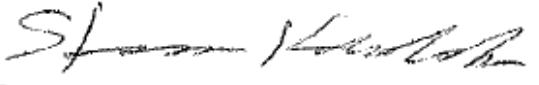Vice Chancellor for Administration & Finance

Jason Meriwether,
Vice Chancellor for Enrollment Management
and Student Affairs

Charles Edelen,
Chief of Police and Safety/University Police

Robert Poff,
Director of Physical Plant
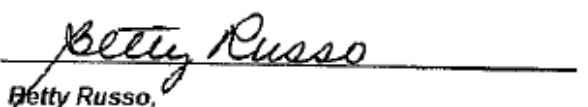
Steven Krolak,
Director of University Communications

Thomas Sawyer,
Chief Information Officer Information
Technology
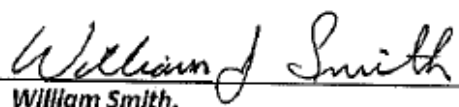
Nick Ray,
Executive Director of IT Support Services

Amanda Stonecipher,
Assistant Vice Chancellor for Retention &
Student Services

Betty Russo,
Vice Chancellor of Advancement

William Smith,
Regional Director of Emergency Management
and Continuity

Record of Changes

Change Number	Change Description	Date Change Identified	Initials of Authorized Personnel
001	CEMP update	2013	
002	CEMP update (combined EACCP) -	2015	WJS

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Record of Distribution

Date	Agency	Receiver	Method of Delivery or Document #
4/30/2013	Floyd County Emergency Management	Terry Herthel, Director	Electronic
4/30/2013	Indiana Department of Homeland Security	Doug Cooke, District 9 Coordinator	Electronic
5/1/2013	Clark County Emergency Management	Les Kavanaugh, Director	Electronic
5/1/2013	Clark County Emergency Management / New Chapel Fire/EMS	Brian Jones, Asst. Chief	Electronic
	New Albany Fire Department		
	New Albany Police Department		
	Floyd County Sheriff		

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Table of Contents

VII.   CEMP Annexes

I. INTRODUCTION

A. Purpose

The purpose of the IU Southeast (IUS) Comprehensive Emergency Management Plan (CEMP) is to set the overall priorities for the management and coordination of emergencies and disasters occurring on the IU Southeast campus, regardless of size, complexity or whether hazards are natural, human-caused, or technological. The purpose of the plan is to outline processes and procedures that aid in the protection of the employees, students, staff, and visitors to the IUS campus from serious injury, property loss, and/or loss of life.

B. Mission

The overarching mission for emergency management is to collaborate with partners internal and external to the University to develop and maintain a comprehensive, system-wide, all-hazards emergency preparedness program which enables the University to prevent, mitigate, prepare for, respond to, provide continuity during, and provide recovery from any incident, and builds resilience throughout all processes.

C. Scope

The CEMP shall address all hazards which may impact the campus as identified in such documents as the IU Southeast Campus Hazard Identification and Risk Assessment, Floyd County Hazard Mitigation Plan, and other applicable threat and vulnerability studies completed on all of the IU campuses.

Taking an all-hazards approach to emergencies and disasters ensures effective coordination can take place, maximizing the usage of personnel and resources as well as providing for the timely and accurate flow of incident information.

The CEMP outlines IU Southeast's ability to prepare for, respond to, and recover from crisis situations and provides for:

- A general framework for the effective use by the campus, private sector stakeholders, and other volunteer resources.

- An outline of the responsibilities and associated tasks for response partners prior to, during, and after an event or incident.

- A summary of the priorities for prevention/mitigation, preparedness, response and recovery actions.

- Provide guidance and resources on emergency communications to campus and external constituencies.

D. Situation

The following is a general overview of the IU Southeast campus and the potential hazards and threats it may face.

1. IU Southeast is located in the City of New Albany, Indiana, approximately seven miles northwest of downtown Louisville, Kentucky. The campus offers over 50 majors and programs in six schools, including the Purdue School of Technology. It has a student population of nearly 7,000 and a faculty and staff population of over 700.

2. IU Southeast is the second largest IU regional campus by population, acreage, and square footage. The campus encompasses 177 acres with a total 19 buildings. Campus facilities consist of more than 190,000 square feet of academic, administrative, auxiliary, and residential space. See **Figure 1** on page 3.

Campus Map - Figure 1

Academic Halls:

HB Hausfeldt Building
CC Children's Center
AK Activities Building(Gym)
LF Life Sciences Building
PS Physical Sciences Building
CV Crestview Hall
LL Library Building

HH Hillside Hall
MP McCullough Plaza
US University Center South
UC University Center North
KV Knobview Hall
OG Paul W. Ogle Cultural
    & Community Center

SV Service Building

Residence Halls:

GL Grove Lodge
OL Orchard Lodge
FL Forest Lodge
ML Meadow Lodge
WL Woodland Lodge

Sports Facilities:

WB Women's Baseball Field
MB Men's Baseball Field
TC Tennis Courts

Parking:

1 Evergreen West Parking Lot
2 Evergreen East Parking Lot
3 Woodside Parking Lot
4 Central Parking Lot
5 Dogwood Lot (Visitor Parking Meters)
6 Hickory Lot (Visitor Parking Meters)
7 Hawthorne Parking Lot
8 Sycamore Parking Lot
9 Magnolia Parking Lot
10 Willow Parking Lot

INDIANA UNIVERSITY SOUTHEAST

IU Southeast also offers graduate programs at an off-campus location in neighboring Clark County:

      a. IU Southeast Graduate Center, located at Water Tower Square, 300 Missouri Avenue, Suite 400, Jeffersonville, Indiana (6 miles southeast of the main campus). This facility is owned and managed by Cornerstone Group, LLC.

3. Approximately 400 students live in five residence halls on campus. These housing facilities, called Lodges, are located on the western and northwestern portions of the main campus.

4. IU Southeast faces a threat of emergencies and disasters on a regular basis. The scope of these hazards has been defined by various federal, state, local, and university sources. As such, **Table 1** identifies the following natural, technological, and human-caused hazards as the primary hazards where targeted programs of prevention/mitigation, preparedness, response, and recovery will be undertaken.

Campus Hazards – Table 1

Natural	Technological	Human
• Disease Outbreak • Drought • Earthquake • Extreme Temperatures • Flash Flood • Flood • Influenza Pandemic • Severe Thunderstorm • Tornado • Winter Storm / Blizzard	• Aircraft Accident (SDF) • Explosion • Hazardous Materials Incident • Information Systems Outage • Public Utility Failure • Radio System Failure • Structural Collapse • Structural Fire • Train Derailment	• Active Shooter • Arson • Bombing / Bomb Threat • Chemical / Biological Incident • Civil Disturbance • Criminal Activity • Cyber Attack • Hostage Situation • Radiological Incident

5. IU Southeast has developed a hazard analysis depicting these hazards, which have the potential to impact the campus to begin developing strategies and contingencies for addressing each threat as effectively as possible.

E. Planning Assumptions

As an emergency or disaster unfolds, those with the responsibility to operate in potentially hazardous environments may not have all of the necessary information and detail they need to function effectively. Yet, life-saving and life-sustaining activities must be performed. In the absence of solid, viable facts pertaining to an incident, operational planning assumptions are made to start the initial work needed for response and recovery. These planning assumptions may be adjusted or altered as information becomes available to ensure the safety of the response personnel and those who may be impacted by the crisis situation. For purposes of this Plan, the following operational assumptions have been made:

1. Transportation services and resources may be severely impacted and may cause issues for the movement or evacuation of students, faculty, and staff. (ESF-1)

2. Failures in emergency communications for first responders as well as general telecommunications capabilities may hinder disaster information flow. (ESF-2)

3. Critical infrastructure such as roadways, bridges, large structures, and utility services may be impacted for extended periods of time, prompting the need for alternate sources of transportation and basic human-service needs. (ESF-3)

4. The number of available fire service personnel may be limited due to the potential magnitude and scope of a disaster or emergency situation. (ESF-4)

5. Command, control, and operational priorities will be critical in the initial phases of disaster response and will have to be established and maintained as soon as possible. (EOC Focus)

6. Mass care needs may overwhelm the campus' capability to provide basic essential services and human needs, prompting the request for aid from private, non-profit, local, state, and federal sources. (ESF-8)

7. Resource prioritization and mutual aid may be critical factors in providing service and support to the needs of the campus following an emergency and disaster. (ESF-5 & 7)

8. Medical services and resources may be strained based upon the severity and impact of an emergency or disaster. The capability to provide emergency medical services, the triage of patients, mass fatality, mass care, mental health, and other essential health care are all functions which could be impacted. (ESF-6)

9. The availability of search and rescue personnel to conduct recovery and rescue operations may be limited, with the prioritization of those assets to areas or locations where there may be greater or more significant impacts. (ESF-9)

10. An emergency or disaster may severely impact the ability of the campus to respond to large-scale hazardous material releases, prompting such actions as facility closures, mass evacuations, mass decontamination, mass casualty response, or mass fatality management. (ESF-10)

11. Electrical power, fuel sources, and other forms of energy may be severely impacted prompting campus facilities to implement alternate power supplies such as the use of generators or the activation of the reserve fuel supplies and mutual aid with private and public sector partners. (ESF-12)

12. Safety and security activities, typically performed by law enforcement personnel, may be severely limited, requiring the usage of outside resources to maintain order. (ESF-13)

13. Portions of the campus may not be able to be used for specific timeframes, prompting the activation and usage of departmental business continuity plans. (ESF-16 & 17 & 18)

14. Damage assessment and impact analysis for the campus may be needed to obtain an accurate picture of the extent of damage to facilities, structures, and critical services.

15. Providing accurate and timely information to the public and the media concerning incidents which happen on the IU Southeast campus is essential and resources and personnel will be activated to ensure as quickly as possible to get information and messaging out to those who need it. (ESF-15:PIO, JIC, JIS)

F. CEMP Organization

The CEMP is comprised of the following elements (See **Figure 2** on page 7):

1. Basic Plan – Outlines the overall purpose, scope, concept of operations, and duties and responsibilities of those agencies and departments identified as roles before, during, and after emergency situations.

2. Emergency Support Function (ESF) Annexes – Defines the functional structure and key actions common in the preparation for, response to, and recovery from all incidents which may impact the campus community. This organizational structure closely aligns itself to the structure adopted and implemented by the US Department of Homeland Security in the National Response Framework, as well as the State of Indiana's Comprehensive Emergency Management Plan and subsequent county and local jurisdictional comprehensive plans.

3. Annex types: (Formatting) there are multiple types of annexes. They are categorically broken down into three categories.

   a. Operational Planning Support Annexes – Outlines those documents used to address specific activities which go beyond the tasks or activities found in the ESF Annexes. These annexes may include but are not limited to such operations as damage assessment, debris management, business continuity, etc.

   b. Hazard Specific Annexes – Operational documents targeted on specific hazards which may impact campus communities. These annexes may include but are not limited to such hazards as earthquake, communicable disease (Pan Flu), radiological response, etc.

   c. Reference Annex – Outlines supplemental information which supports the overall CEMP and its various annexes. This may include such items as federal, state, local and university policies; information on best practices; maps; graphics; etc.

ORGANIZATION OF THE IU SOUTHEAST
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
Figure 2
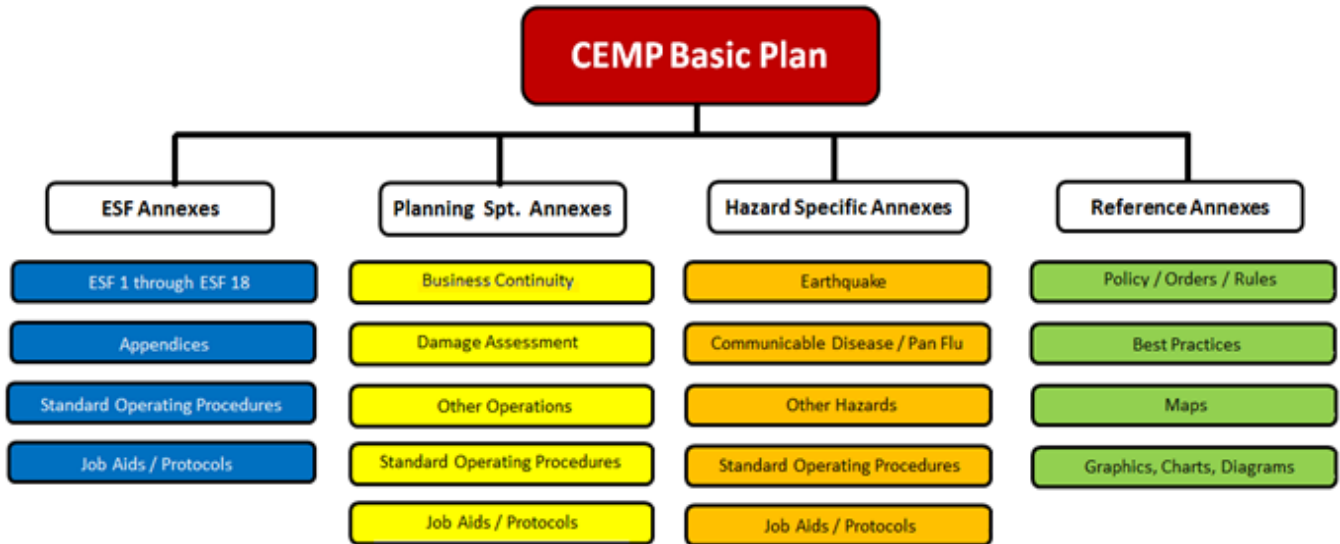
G. Emergency Response Priorities

The focus of response operations may differ depending on the nature of the emergency and may change during the lifespan of the incident. The basic order of response priorities is as follows:

1. **Life Safety**: Prevention, mitigation, and response to hazards which threaten the immediate health and safety of the campus community.

2. **Incident Stabilization**: Containment of negative impacts on campus and resumption of normal business, academic, and research activity.

3. **Protection of Property**: Maintenance, protection, and restoration of key facilities, public utility systems, and essential services.

H. Limitations

IU Southeast will endeavor to make every reasonable effort to respond in the event of an emergency or disaster; however, resources and systems used to respond may be overwhelmed. The responsibilities and actions outlined in the campus CEMP will be fulfilled only if the situation, information exchange, and resources are available.

There is no guarantee implied or expressed by the CEMP that a perfect response to an emergency or disaster is possible.

## II.	CONCEPT OF OPERATIONS

A.	General

IU Southeast, through the adoption and implementation of this CEMP, has the ability to address a wide range of hazards, from relatively minor incidents to large-scale crisis situations, from catastrophic natural disasters to active shooters jeopardizing the safety of students, faculty, and staff.

Some of these hazards may occur with identifiable signs or adequate warning, providing critical time to campus communities to prepare or for emergency personnel to warn the public to take the necessary actions to prevent or lessen the impact of the incident on people, property, and the environment. There are other hazards, however, which occur with little or no warning, requiring an immediate activation of the CEMP to ensure there is an effective and coordinated mobilization of resources and personnel.

This section describes the operational systems used to implement the IU Emergency Management and Continuity program before, during, and after disaster and crisis incidents.

It should be noted the CEMP for the IU Southeast campus is one of the primary elements of the University Comprehensive Emergency Management Framework (CEMF), which consists of the various CEMPs developed by the other IU campuses around the state. The CEMF is the primary document by which this CEMP was developed.

B.	Incident Command System

The Incident Command System (ICS) is a standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure which 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.

Campus Incident Command System is established at three levels. (Figure 3)
- The Policy Group which is comprised of the Chancellor, Vice Chancellors, and selected key leadership (based upon incident type);
- The Incident Management Team (IMT), which is comprised of key campus functional leaders, operates the Emergency Operations Center (EOC);
- The Incident Command Post (ICP) is the on-scene tactical level leadership at the location of the incident.

C. IU Southeast Policy Group

The Policy Group is responsible for strategic and long-term oversight of the campus response to an incident or crisis.

1. Main Functions/Objectives
   - Determine initial and ongoing scope, conditions, and impact of an emergency.
   - Establish goals and priorities for campus response.
   - Ensure the Incident Management Team and Incident Command Post have the necessary support.

2. Staffing (base line)
   - Chancellor
   - Executive Vice Chancellor for Academic Affairs
   - Vice Chancellor for Administration and Finance
   - Vice Chancellor for Enrollment Management and Student Affairs
   - Director of Marketing & Communications
   - *Chief of Police
   - *Director of Physical Plant

   Presence in the Policy Group will be based upon the event/incident at hand

D. IU Southeast Incident Management Team

For purposes of emergency management and response on the IU Southeast campus, ICS will be used to coordinate and direct the activities needed to save lives, protect property, and stabilize incidents. As such, IU Southeast shall have an organized Incident Management Team (IMT) to be activated for use in crisis situations.

1. Main Functions/Objectives of IMT – to establish and staff the Emergency Operations Center, provide direction and coordination of a campus response/recovery actions to an emergency or incident to minimize the negative and traumatizing effects of such a situation. The main functions and objectives of a campus IMT are:

   - To provide command and control by directing, ordering, and/or managing resources and personnel.
   - To organize emergency operations by coordinating the response of assets and personnel through the usage and application of an Incident Action Plan.
   - To conduct incident planning through the collection, evaluation, documentation, and use of information about the development of the incident.
   - To coordinate logistics for a campus response by providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of an incident.
   - To provide for a single capability for tracking financial and analytical aspects of an incident and other administrative tasks not covered by other ICS functions.

2. IMT Composition and Structure - The composition of the IU Southeast campus IMT consists of:

   a. IMT Staffing:
      - Personnel identified as Campus Incident Management Team shall be formally designated and receive an official delegation of authority to act on behalf of the Chancellor during emergency operations.
      - The Incident Management Team will include depth of personnel that includes if someone is gone from campus or involved in the incident.
      - Additional staffing of the campus EOC, may be supported by non-IU organizations: local FD, PD, Red Cross, County EMA, etc.
      - Personnel will include representatives from the following areas (all units may not apply to all incidents):

ESF to Campus Departments - Table 2

ESF		Department
1	Transportation	Athletics / Physical Plant
2	Communication	IT Support Services (technology/equipment)
3	Public Works	Physical Plant / Univ. Architect's Office
4	Fire Fighting/EMS	
5	Management	Admin. Affairs / IUEMC
6	Mass Care	Residence Life and Housing
7	Resource Support	IUEMC/Accounting Services
8	Public Health	UHS / UPD / Personal Counseling / Disability Svcs.
9	Search & Rescue	
10	Hazmat	EHS / County Fire
11	Food, Agr. Nat. Res.	
12	Energy	Physical Plant
13	Public Safety	Campus, County, City, State PD
14	Long Term Recovery	Physical Plant
15	External Comm.	Campus / University Communications (messaging)
16	Academic Continuity	Academic Affairs /Registrar
17	Student Continuity	Enrollment Management & Student Affairs
18	Staff Continuity	Human Resources

   b. Sections
      - <u>Operations</u> – Emergency Services Branch (Firefighting, Health & Medical Services, Search and Rescue, Hazardous Materials, Mass Care, and Safety & Security); Infrastructure Support Branch (Transportation, Public).
      - <u>Planning</u> – Documentation, Situation, Resource, and EOC Support.
      - <u>Logistics</u> – Communications, Facilities, and Donations/Volunteer Management.
      - <u>Finance and Administration</u> – Recovery (Claims & Reimbursements), Purchasing, and Grants/Contracts.
      - <u>Communication</u> – Coordinates messaging and monitor social media
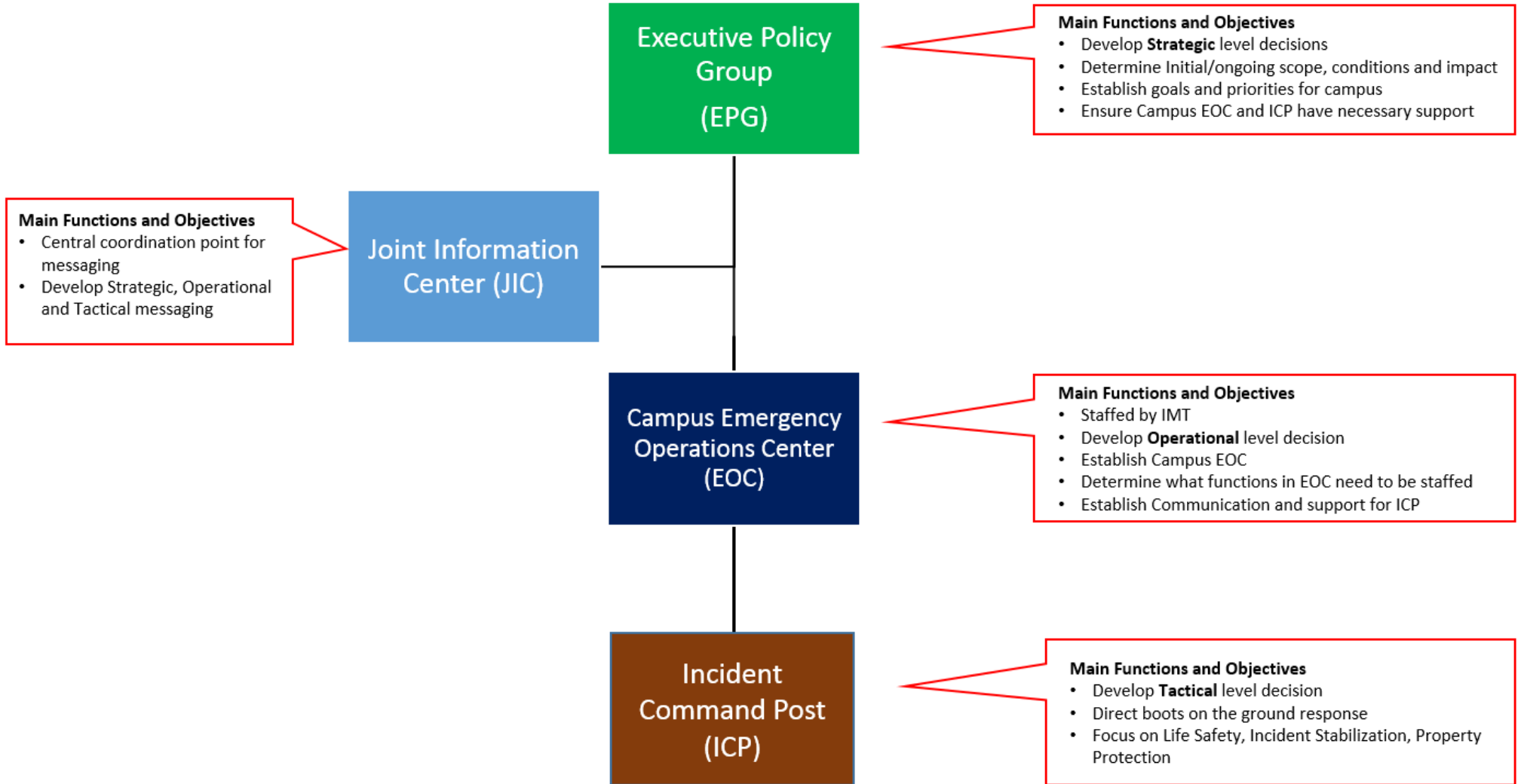
E. Delegation of Authority - Incident Commanders (IC), within the campus EOC, will be formally designated by the Chancellor of each campus. The Incident Commander for specific emergencies may change and will be determined based on the nature of the incident. Command Staff personnel will support the IC and manage response operations within their specific area of responsibility.

F. IMT Deployment of Mutual Aid and External Resources - The operational needs of each incident will dictate the specific personnel to staff the campus EOC. In some cases, outside resources may be required to provide a means to stabilize and coordinate efforts. These external resources may come from other IU campuses, local emergency management agencies, private sector partners, or from state or federal levels. In these instances, the need for a Unified Command will be determined to ensure the adjudication of resources and effective usage of personnel. The IU Southeast campus IMT is provided in **Figure 4** on page 15.

G. Campus Support Positions
    1. Campus Supervisors responsibilities are to:
        - Review, with all current and new employees, those parts of the campus Emergency Action & Crisis Preparedness Plan that employees must know to protect themselves in the event of an emergency.
        - Provide employees with a Staff and Faculty Emergency Procedures Handbook for quick reference during an emergency on campus (published by IU Southeast University Police).
        - Train employees how and where to evacuate to areas of safety using evacuation route maps posted in each building. Employees should know at least two evacuation routes, reference your specific building Emergency Action Plan, maps.
        - Inform employees of primary and secondary assembly/meeting places to account for their safety.
        - Discuss with and train employees on how to assist others, including employees with specific or identifiable needs. Maintain a confidential Disability Evacuation Assistance List. Assign specific tasks as needed.
        - In the event of a building emergency or evacuation, account for departmental employees and report any missing, trapped, or injured occupants to emergency personnel.

    2. Building Floor Wardens
        - Obtain recommended training: First Aid/CPR, Floor Warden training, Fire extinguisher training, and additional training as necessary.
        - Be familiar with evacuation route maps with:
            o   Emergency and accessible exits
            o   Location of fire extinguishers
            o   Fire alarm pull station locations
            o   Tornado shelters
            o   Areas first searched (for persons with disabilities)
        - When the alarm activates, quickly check rooms on their floor as they exit the building. Advise anyone of the need to evacuate.
        - Aid persons who need assistance including persons with disabilities.

- Once out, account for building employees from departments and/or floors.
- Advise the EOC, University Police and/or emergency personnel of anyone injured or remaining in the building.
- Keep occupants from reentering the building until advised by the EOC, University Police or emergency personnel that reentry is allowed.
- Contact you for floor warden for specific evacuation team list.

3. All Employees responsibilities are to:
   - Review the IU Southeast CEMP and acquire an understanding of their department and building response procedures.
   - Learn posted evacuation routes and assigned assembly/meeting places for your department.
   - Participate in assigned training.
   - Prevent fires by:
     - o Following the Tobacco-Free Campus policy. Smoking is not allowed in Indiana University buildings or on campus grounds with the exception of parked vehicles.
     - o Not putting hot objects, such as cigarette butts, in trash cans.
     - o Reporting the following to University Police at (812) 941-2400:
       - ▪ Frayed or worn electrical circuits;
       - ▪ Unattended electrical appliances;
       - ▪ Flammable solvents, such as gasoline, paint thinner, or degreaser, in amounts greater than maintenance quantities;
       - ▪ Impaired fire controls: blocked doors, hallways, and stairways;
       - ▪ Oil-soaked rags.
     - o Practice good housekeeping in campus departments by:
       - ▪ Discarding waste materials in their proper places
       - ▪ Keeping work areas neat and orderly
       - ▪ Keeping aisles and exits clear
     - o Keeping all fire/smoke doors closed and unobstructed from their intended function of retarding the spread of fire and smoke;
     - o Posting the emergency telephone number (812) 941-2400 on all campus phones.
   - Avoid the use of electric or kerosene space heaters. (*see IU Policy FIN-INS-18 Space Heaters*)
   - Assist students and visitors if an emergency occurs on campus.
   - Aid persons who need assistance, including persons with disabilities.
   - Communicate any pertinent information to authorities during an emergency including the need for assistance in the event of an evacuation.

IU SOUTHEAST
CAMPUS INCIDENT COMMAND STRUCTURE
INITIAL RESPONSE
Figure 3

Executive Policy Group (EPG)

Main Functions and Objectives
- Develop **Strategic** level decisions
- Determine Initial/ongoing scope, conditions and impact
- Establish goals and priorities for campus
- Ensure Campus EOC and ICP have necessary support

Main Functions and Objectives
- Central coordination point for messaging
- Develop Strategic, Operational and Tactical messaging

Joint Information Center (JIC)

Campus Emergency Operations Center (EOC)

Main Functions and Objectives
- Staffed by IMT
- Develop **Operational** level decision
- Establish Campus EOC
- Determine what functions in EOC need to be staffed
- Establish Communication and support for ICP

Incident Command Post (ICP)

Main Functions and Objectives
- Develop **Tactical** level decision
- Direct boots on the ground response
- Focus on Life Safety, Incident Stabilization, Property Protection

14

IU SOUTHEAST
CAMPUS EMERGENCY OPERATIONS CENTER
Figure 4
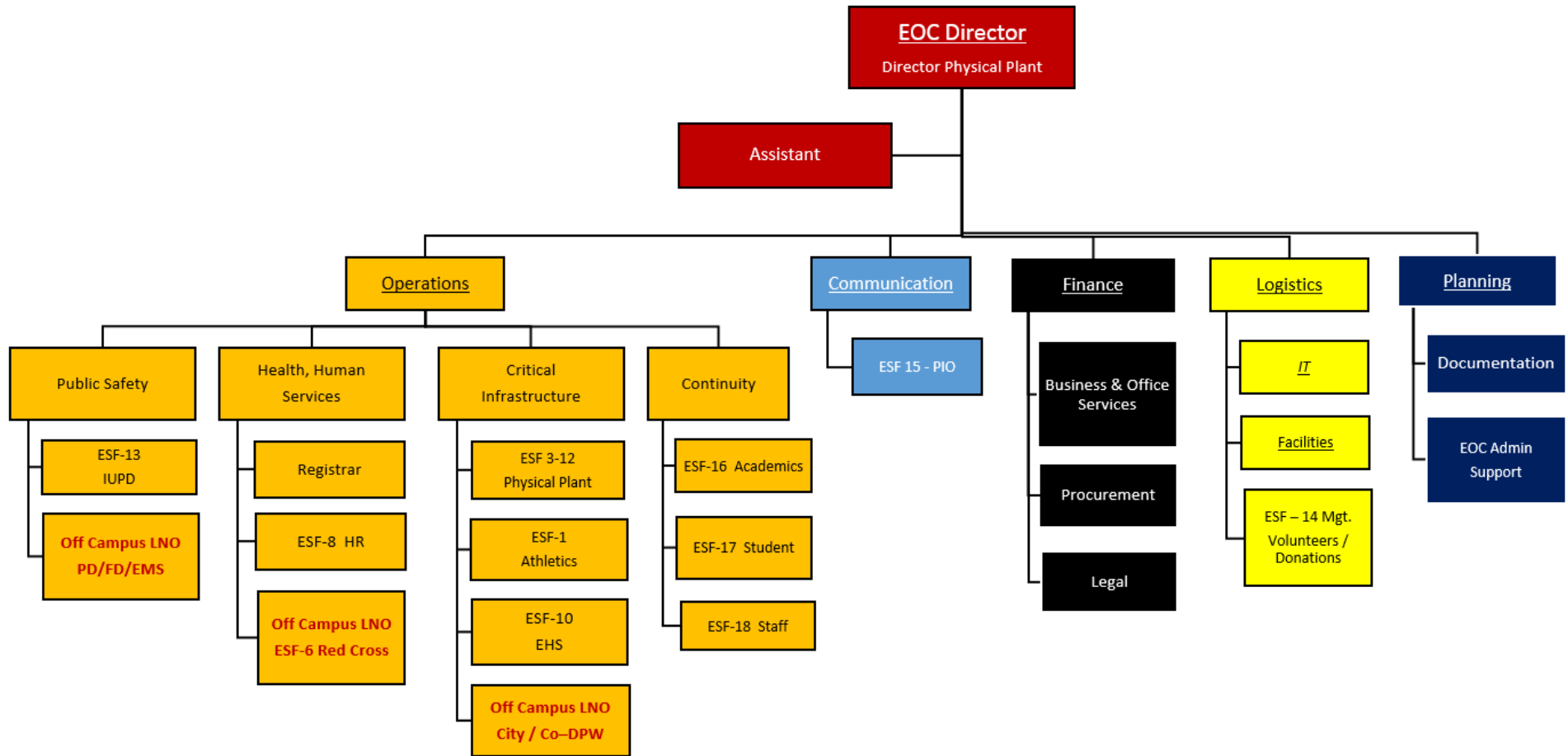
Incidents may expand or become more complex, requiring the deployment of personnel assigned to specific Emergency Support Functions (ESF). Personnel and resources needed to fill ESF positions marked in RED will be provided by local emergency response agencies, vendor managed services, or the IU All-Hazards Incident Management Team at the request of Campus Incident Command. ESF personnel and resources would then be assigned to one of three functional branches; Emergency Services, Infrastructure Support, or Continuity of Operations.

The Regional Director of Emergency Management may assume Incident Command for large, extended, or complex incidents with the approval of the Chancellor and in consultation with the AVP for Public Safety and Institutional Assurance, University Director of Emergency Management, and University Superintendent of Public Safety.

INDIANA UNIVERSITY
EMERGENCY ORGANIZATIONAL LAYOUT
Figure 5

University Policy Group

- Executive VP University Regional Affairs
- Chief of Staff, Office of the President
- Vice-President, Capitol Planning & Facilities
- Associate VP, Public Safety & Institutional Assurance
- Associate VP, University Communication
- Assistant Secretary, Board of Trustees

Joint Information System (JIS)

- Associate VP, University Communication

Campus JIC

Campus EPG

Campus EOC

Campus ICP

H. Expanding Incidents - Should response operations require the expansion of Incident Command to include additional personnel and resources, an Operations Section would be established. The initial Incident Commander may transition to the Operations Section Chief position to manage on-scene response activities. A new Incident Commander would then be designated to oversee the entire response operation. The Operations Section Chief and personnel assigned to the Operations Section may be located in the EOC, at support facilities, or at the incident scene.

I. Complex Incidents and Extended Response Operations - For extended operations and complex incidents, additional planning, resource, and administrative support would be required. To manage support activities for Campus Incident Command, the IU All-Hazards Incident Management Team may deploy with Planning, Logistics, and Finance/Administration Section resources. Personnel assigned to the Planning, Logistics, and Finance/Administration Sections may be located in the EOC or at support facilities. Personnel in these sections are generally not located at the incident scene.

J. IMT Training and Skills - The individuals comprising a campus IMT shall participate in a comprehensive training, exercise, and evaluation program based upon standards established by federal and state policy.

1. Training – Training includes standards courses on multi-agency incident command and management, organizational structure, and operational procedures; discipline-specific incident management courses, and courses on the integration and use of supporting technologies. Successful course completion certificates will be forwarded to IUEMC Regional Director, for tracking.

> Policy Group – ICS 100-200-700-800
> Key leaders – Media Training
>
> IMT Members – ICS 100-200-700-800
> Police Chief – 300-402,
> PIO – AHIMT – PIO Position Specific

2. Exercises/Drills – Personnel assigned to the IMT will be afforded the opportunity to participate in variety of discussion- or operationally-based exercises and drills involving multiple disciplines, jurisdictions, and sectors (public and private). These exercises will be conducted to ensure the IMTs can function as cohesive teams before, during, and after emergency and disaster situations.

3. Qualification and Skills – Individuals comprising a campus IMT will likely be assigned based upon their position and level of responsibility within the campus leadership structure and their ability to perform specific routine functions and tasks. Personnel must be willing to take on the responsibility of potential emergency operations and will be given the appropriate tools, training, and resources to perform these functions as needed on their campus and as required by federal, state, local, or university policy.

K. National Incident Management System

The National Incident Management System (NIMS) provides a unified approach to incident command, standard command and management structures, and an emphasis on preparedness, mutual aid and resource management.   NIMS establishes ICS as the organizational structure to be implemented as the organizational structure to be implemented to effectively and efficiently command and manage domestic incident, regardless of cause, size, or complexity.

For purposes of the emergency management and continuity for IU Southeast and for the University as a whole, NIMS has been adopted as the standard for incident management through Emergency Management Policy.

L. Emergency Operation Centers
1. Multiagency Coordination – Multiagency coordination is a process which allows all levels of government and all disciplines to work together more efficiently and effectively. Multiagency coordination occurs across the different disciplines involved in incident management, across jurisdictional lines, or across levels of government. It occurs on a regular basis whenever personnel from different agencies interact in such activities as prevention/mitigation, preparedness, response, and recovery.

2. Campus Emergency Operation Center (EOC) – Often, cooperating agencies/jurisdictions develop a Multiagency Coordination System (MACS) or Multiagency Coordination Center (MACC) to facilitate how they will work and function during times of crisis. For purposes of the CEMP, the IU Southeast campus has designated a;

    - Primary EOC: at University Center North, UC-127
    - Alternate EOC #1:   at the Library Building Room 230
    - Alternate EOC #2:   at the Sanders Trading Lab, Hillside Hall 102
    - Tertiary EOC: Graduate Center, 300 Missouri Ave, Suite 400, Jeffersonville IN

    All locations have the capabilities to be used as central facilities where multiagency coordination can take place.

3. Primary considerations made when activating the EOC;

    - Availability of trained personnel to fill key positions in the campus EOC.
    - The hazards and/or incidents occurring and its impact on the campus.
    - The limitation of space, specific equipment needed to support operations, impacts to facility systems, and other relevant issues.
    - The technical capabilities, financial resources, legal/institutional processes, and involvement and support from senior campus leadership.
    - The IU Southeast campus IMT is structured to allow for easy integration into the overall staffing and functioning of the campus EOC to address and facilitate the issues above.

4. <u>EOC Activation Policy</u> – The campus EOC is activated under the following conditions:
   - In preparation for potential or actual emergency conditions.
   - When field response personnel, on and off campus, require support.
   - At the direction of senior leadership at the campus level.

5. <u>Emergency Activation Levels</u> – For purposes of the CEMP, five levels of activation have been established to determine the need for staffing and the potential need to request other resources and internal/external support. An established protocol will be developed which will outline the appropriate steps for notification and operation based on chart depicted in **Table 3,** on page 20.

6. <u>Initial EOC Activation Guidance</u> – During an incident, those personnel notified to staff the campus EOC will mobilize to the designated EOC location, whether the primary facility or the alternate EOC site.

Table 3

Campus Emergency Activation Levels			
Level #	Level	Description	Example
V	Daily Operations	Personnel available to staff EOC at a moment's notice. Monitoring of potential hazards is an ongoing effort.	Normal Business Hours

*An actual or potential for an **Incident of University Significance** will drive the need for an increase in the activation / staffing levels*

IV	Emergency Standby / Special Event	Conditions which have developed have heightened potential hazards to a given campus community. These hazards have not yet caused and may never cause and actual emergency, but the risk is such that detailed monitoring of the situation will occur while the conditions exist. **- Key Campus personnel coordinating - Policy Group <u>may</u> be engaged** **- Increased monitoring of situation**	Tornado Watch / Special Event
III	Active Emergency Conditions	An emergency incident which does not seriously affect the overall functional capability of the campus or its resources. While some damage and/or interruption may occur, the conditions are localized and a partial or full activation of an impacted campus EOC may be called for. *- Section Chiefs - Limited ESF Staffing* *- JIC <u>may</u> be setup - <u>May</u> have County/State presence*	Flooding, Small Chemical Spill
II	Significant Emergency Conditions	Any emergency which causes significant damages and/or disrupts the overall operations of the affected facility and/or the campus for an extended period of time. A partial or full activation of the impacted campus EOC may be required as well as the partial activation of campus and local EOCs. *- Section Chiefs - Limited ESF Staffing* *- JIC <u>will</u> be setup - May have County/State presence* *- **Policy Group <u>may</u> be activated***	Large Tornado or other significant weather event
I	Full Emergency Operations	Existing disaster conditions which have seriously impaired or halted campus operations. Multiple injuries and/or significant property damage may be sustained. Coordination of University resources is critical in limiting further losses and returning the campus to normal operations. Full EOC operations are needed to liaise with internal and external agencies and to coordinate a variety of resources for both response and recovery activities. *- Section Chiefs - <u>Full</u> ESF Staffing* *- JIC will be setup - <u>Will</u> have County/State presence* *- Policy Group <u>is</u> activated*	Large Earthquake

M. Disaster Emergency Declaration

An Emergency Declaration for a campus may occur prior to or immediately following a major campus emergency or disaster incident. A major emergency or disaster is an occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural phenomenon or human act.

A declaration of a campus state of emergency should be made by the Chancellor or their designee, in consultation with the IU Executive Policy Group (see January 2013 guidelines), campus Policy Group, on-scene Incident Command Staff (if established), Regional Director of Emergency Management and Continuity, and/or local public safety officials. These sources can provide the campus with assistance in obtaining support and services to successfully mitigate the human and financial impacts of disasters and emergencies.

When an emergency has been declared on a campus, the EOC will be activated and staffed according to the CEMP. Only those staff members who have been assigned EOC functional duties will be allowed to have access to the EOC or within other specific areas of the campus following an incident.

When declaration of a campus emergency is made, the Incident Management Team, acting under the authority of the Chancellor, will be authorized to direct emergency response activities which may include, but are not limited to:

- Limiting access to campus facilities and/or restricting movement on campus.
- Directing staff and faculty who do not report to them during normal operations.
- Requesting and deploying campus, local, state, and university resources.
- Approving the purchase of response-related equipment, material, and vendor managed services.
- Approving the release of public information related to immediate life safety information.

N. Emergency Support Functions / Functional Branches

Emergency Support Functions (ESFs) are groupings of University departments along with local, state, federal, and volunteer agencies which are needed to save lives, protect property and the environment, restore essential services and infrastructure, and help campuses return to a level of normalcy, following emergencies and disasters.

ESFs will be activated on an as-needed basis only and will be grouped within Functional Branches or will operate within Command and General Staff positions (See **Figure 2** on page 7). The type and number of ESFs activated will depend on the nature of the incident. Personnel from other IU campuses as well as local and state agencies may be brought in to fill these positions.

The organization of the ESFs used by the University closely aligns itself to the structure adopted and implemented by the US Department of Homeland Security in the National Response Framework, as well as the State of Indiana's Comprehensive Emergency Management Plan and subsequent county and local jurisdictional comprehensive plans.

Table 4: The outline below provides a description of each Emergency Support Function.

ESF	Focus / Scope
ESF #1 – Transportation	• Transportation Safety • Parking Services • Restoration / recovery of transportation infrastructure • Movement Restrictions • Damage and impact assessments on transportation capabilities
ESF #2 – Communications	• Coordination with telecommunications and information technology asset holders • Restoration and repair of telecommunications infrastructure • Protection, restoration, and sustainment of cyber/IT resources
ESF #3 – Public Works & Engineering	• Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting
ESF #4 – Firefighting	• Coordination of fire protection measures • Maintenance of fire suppression equipment • Support and coordination with external firefighting operations
ESF #5 – Emergency Management	• Coordination of incident management and response efforts • Issuance of mission assignments • Coordination with Executive Policy Group personnel • Incident Action Planning • Coordination with Administrative and Finance Management personnel
ESF #6 – Mass Care and Human Services	• Mass sheltering • Mass feeding operations • Emergency assistance • Access and functional needs
ESF #7 – Resource Support	• Logistics Planning • Implementation of Mutual Aid / Memorandums of Understanding • Emergency Procurement • Identifying / Maintaining resource lists and development of gap analyses
ESF #8 – Public Health and Medical Services	• Coordination with hospitals, clinics, etc. • Responding to public health emergencies • Mental health services • Mass casualty/Mass Fatality management/support
ESF #9 – Search and Rescue	• Coordination and support of structural and/or wide-area search operations on campus • Local knowledge related to the physical layout of campus grounds and facilities • Coordination with law enforcement, fire service, and EMS personnel • Coordination with ESF 17 and ESF 7 for volunteer management

ESF	Focus / Scope
ESF #10 – Hazardous Materials	• Takes actions to prevent, minimize or mitigate release of hazardous materials. • Monitor, record and all hazardous materials on campus, their appropriate storage and disposal. • Subject matter expert for campus, to off campus response elements.
ESF #11 – Agriculture, Natural Resources, and Research Continuity	• Protection of agricultural resources • Prevention of impact to natural resources & University activities • Food safety and security • Protection of continuity for research animals/services/facilities • Inventory of resources, capabilities, and existing services
ESF #12 – Energy	• Assessment, maintenance, and restoration of energy infrastructure • Coordination with energy utilities and service providers • ID of alternate sources of energy (fuels, generators, etc.)
ESF #13 – Public Safety and Security	• Coordination and implementation of security for facilities • Security planning and technical assistance for threat ID • Enforcement of community laws and regulations • Support and coordination for access control, traffic management, and crowd control
ESF #14 – Recovery and Business Continuity	• Support & coordination of recovery Ops to impacted areas • Activation of individual Business Continuity Plans • Support and activation of alternate business operation facilities • Support for recovery of primary sites and restoration of primary services
ESF #15 – External Communications and Public Information	• Coordination of emergency and crisis communication activities • Supporting the development of target public/media messaging • Outreach and communication on potential risk/hazards impacting communities • Establishment/Activation of a Joint Information System
ESF #16 – Academic Continuity	• Coordination and support for the activation of Academic Continuity Plans • Support and activation of alternate academic facilities • Support for the recovery of primary academic sites and academic services
ESF #17 – Student Continuity	• Coordination of support services for impacted students • Coordination with Public Info on guidance for protective actions • Integration with Emergency Management for volunteer services
ESF #18 – Staff Continuity	• Activation of individual Business Continuity Plans • Support in the prioritization of personnel and services required to continue services • Coordination of support services for impacted staff • Support and activation of alternate facilities • Support for recovery of primary sites and restoration of services

Within the CEMP for the IU Southeast campus, each of the ESFs shall have a designated Primary Coordinating Agency and subsequent Support Agencies.

1. <u>Primary Coordinating Department</u> – A Primary Coordinating Department is an organization responsibility for managing and directing the activities of a given ESF to ensure capabilities and functional demands can be performed and maintained before, during, and after an emergency or crisis situation. This organization is not in charge of the overall ESF. Rather, it has the responsibility to coordinate and collaborate among and between the other ESF agencies to ensure missions and tasks are completed.

2. <u>Support Agencies</u> – Support agencies are those organizations and departments which have the capabilities, materials, and responsibilities required to perform specific tasks or activities associated with an identified ESF. As a support agency, organizations must understand their potential role as it applies to the ESF organizational structure and be willing to fulfill their obligation. In addition, it is likely a support agency might perform the functions of primary agency, depending upon the limitation of resources or the magnitude/impact of a specific hazard or event.

O. Public Information and Media Coordination

During an incident or a major planned event, providing coordinated and timely information to the media and the public will be critically important. In emergency situations, it has the real potential to save lives and protect property, and in non-crisis situations, has the potential to show the willingness of the University to provide credible and accurate information.

IU Southeast shall develop their own public information capability based upon the IU Critical Incident Communications Plan/ Crisis Communications Plan (CICP). This capability will have the following elements for effective operations:

<u>Designated Public Information Officer (PIO)</u> – A PIO is an individual responsible for communicating with the public, media, and/or coordinating with other agencies, as necessary, with incident related information requirements. A PIO is responsible for developing and releasing information about an incident to the news media, incident personnel, and other appropriate agencies and organizations. The leadership of IU Southeast campus shall designate a Lead PIO among various departments or organizations with communications or external affairs responsibilities. This Lead PIO will have the necessary training, education, and experience to coordinate overall crisis communications efforts and will assist in the development, maintenance, and testing of campus PIO capabilities.

<u>Joint Information Center (JIC)</u> – A JIC is a mechanism used to organize, integrate, and coordinate information across multiple jurisdictions and disciplines. It includes the plans, protocols, procedures, facilities, and resources used to provide information to:

- General public
- Impacted Students/Faculty/Staff
- Affected communities
- Senior/Executive leadership
- Media

- Public/Private partners and stakeholders
- Mutual aid partners
- Volunteer groups
- Other groups needing information

P. Campus Building Preparedness

Each building on campus will be covered by this CEMP. A building **Emergency Response Plan** will be developed and maintained with personnel and alternates assigned to specific duties on all shifts. The building plan may also contain information required by the IU Office of Risk Management.

Each building and classroom will post updated evacuation maps, as part of the ***Emergency Evacuation Plan,*** the posted maps will show:

- Floor Plans – Specific to each building/floor
- Evacuation Routes – Maps of evacuation routes will be displayed in hallways and departments. Each map will show the way to an exit, depending on where people are located in the building. University Police shall verify that the signs are in place, up-to-date, and revised in the event of building alterations. University Police should be contacted at (812) 941-2400 if signs are missing, vandalized, or outdated.
- Emergency Assembly/Meeting Places – Primary and secondary assembly/meeting areas established to account for individuals.

University Police will keep copies on file of the ***Emergency Evacuation*** floor plans and an up-to-date listing of floor wardens and assembly areas for future reference.

In addition, ***Emergency Phone Contacts*** will be maintained and updated quarterly by the Office of Administrative Affairs for the following:

- **Policy Group and Other Key Personnel**
- **External Responders & Utilities Contacts**
- **IU Southeast Deans & Directors**
- **IU Critical Incident Communications Team**
- **Media Contacts**
- **Floor Wardens List**

Research Animals: As part of this Plan, an *Emergency Evacuation Plan for Research Animals* (EEPRA) has been developed and approved by the IU Southeast Animal Care and Usage Committee and will be maintained by the dean for Research in the Office of Academic Affairs.

Q. Business Continuity

One of the most critical functions for IU Southeast is to maintain, whenever and wherever possible, the degree of with which the campus community can return to normal operations following and emergency or disaster. This may prove to be difficult, based upon the type of incident and the degree of impact it has on to all or part of IU Southeast. For this reason, has ensured all business, staff, and academic units develop, maintain, and test a Business Continuity Plan (BCP).

A BCP is a document targeted for a specific department, agency, or organization which identifies:

- Critical business functions
- Primary or essential personnel
- Essential services, information, and other data resources
- Alternate facilities/contingencies for continuing and vital business functions

IU Emergency Management and Continuity maintains a database of completed continuity plans and has organized key standards and training for the IU Southeast campus business units to maintain their BCPs.

R. Emergency Management Phases

Emergency management is achieved through four distinct phases: Prevention/Mitigation, Preparedness, Response, and Recovery. These phases follow closely national, state, and local trends in disaster planning and align key actions, functions and resources to specific results before, during, and after emergency situations.

1. <u>Prevention/Mitigation</u> – This phase can be defined as those actions taken to lessen the impact of a disaster in order to prevent the long-term risk to human life and property.

   Mitigation efforts for the IU Southeast campus began with the development of a Hazard Analysis, which focused on the potential hazards likely to occur on or near the campus based upon past incidents and the efforts needed to alleviate or reduce these hazards. This Hazard Analysis also considered the consequences or impacts of an incident in terms of potential casualties, disruption of critical services, and costs associated with recovery and restoration.

   Common tasks for this phase of emergency management may include but are not limited to:

   - Establishing programs to educate and involve the public in mitigation programs
   - Identifying potential protection, prevention, and mitigation strategies for high-risk targets
   - Establishing policies, protocols, or orders to effectively restrict or regulate students, faculty, and staff to keep and comply with mitigation efforts

2. <u>Preparedness</u> – This phase can be defined as the range of deliberate tasks and activities taken to build, sustain, and improve operational capabilities to respond to and recovery from emergencies and disasters.

   IU Southeast's preparedness activities encompass a comprehensive program of emergency planning, training, and exercise as well as resource identification and acquisition. Preparedness activities require an ongoing, coordinated effort to ensure all stakeholders and partners of the emergency management program are involved and thoroughly engaged.

   Common tasks for this phase of emergency management may include but are not limited to:

   - Delegating authorities and responsibilities for all emergency functions
   - Assigning, designating, and/or procuring personnel, facilities, equipment, and other resources to support emergency actions
   - Training essential personnel to their specific levels of responsible as it pertains to emergency response and recovery operations
   - Establishing a system to evaluate, test, and exercise training received, skills obtain, equipment utilized and emergency plans developed to ensure their viability prior to activation in crisis situations

- Maintaining the operability of facilities and equipment
- Establishing a resource management system which include processes for inventory control, deployment, and recovery

3. <u>Response</u> – This phase can be defined as those actions to save lives, protect property and the environment, and meeting basic human needs following a disaster. Response also includes the execution of emergency plans and tactical procedures to support the initial portion of the recovery phase.

    Common tasks for this phase of emergency management may include but are not limited to:

    - Employing resources in order to save lives, protect property and the environment, and to preserve the social and economic aspects of a given community
    - Establishing and maintain situational awareness and a common operating picture as it pertain to a given incident
    - Coordinating effective response actions for all essential functions and demobilize as required, all personnel and resource when they have mission goals

4. <u>Recovery</u> – This phase can be defined as those actions programs implemented to restore infrastructure, essential human services, and basic program operations to pre-disaster state. For IU Southeast, the recovery phase begins as soon as response resources are activated. Recovery efforts are dependent upon the complexity of an incident and its overall impact on a given area. For this reason, recovery may take on two distinct levels:

    - Short-term Recovery – The immediate actions taken which may overlap with those of response. These actions may include meeting essential human needs, restoring utility services, and re-establishing transportation routes.

    - Long-term Recovery – Those actions which may require extensive external resource and a significant commitment of time through strategic and fiscal planning. Depending upon the severity of the incident, it may include a complete re-development of a community and reduction or elimination of services and functions which were in place prior to an emergency or disaster. This phase will tie directly with the efforts need in Prevention/Mitigation to ensure adequate measures in the future might be taken to lessen or prevent the impact of disasters in the future.

S. Administration and Finance

This section offers information on administrative and financial management activities relevant to emergency actions taken by the campus to save lives and protect property. Any and all financial operations will be conducted in accordance with established policy and protocol.

Emergency funding to support disaster purchases and equipment procurement will be worked through the Executive Policy Group on each campus. If the expenses outweigh the ability of a campus to commit financial resources, the campus may need to make the necessary emergency declaration to begin the process to obtain resources from other campuses or other external sources.

Making an emergency declaration does not guarantee a campus will receive immediate emergency support, but does start the process for local jurisdictions and the State of Indiana to begin seeking federal disaster assistance to cover eligible costs and expenditures.

As part of this process, IU Southeast will develop a means to log and record all expenditures to provide a clear and reasonable accountability for potential reimbursements as a result of the emergency or disaster situation. Keeping these records facilitates overall financial operations and supports claims and the monetary thresholds set by the State of Indiana and the Federal Emergency Management Agency (FEMA).

A common emergency management practice is to have the resources, materials, and operational contingencies to keep a jurisdiction and its support agencies and departments sustained for up to 72 hours after an incident occurs. While this practice will be an operational goal for IUEMC and its stakeholders, individual accountability and personal preparedness will be critical in successful, sustained operations without the aid of external resources and support.

III.   PLAN DEVELOPMENT, MAINTENANCE, AND REVISION

A. General

The maintenance of the CEMP requires revision and updates which reflect the evolving needs of emergency management and preparedness efforts on the IU Southeast campus. The primary means by which changes or revisions are integrated into the CEMP is through lessons learned identified in After Action Reports (AARs) and Improvement Plans developed following exercises and real-world disaster situations.

This continual maintenance and review of the CEMP will be accomplished through the IU Southeast Campus Emergency Planning Committee (CEPC). The CEPC represents the key operational agencies and departments with responsibilities in disaster preparedness and response.

For IU Southeast, the CEPC will meet on the following schedule;
　　　　Even months – the entire CEPC,
　　　　Odd months - CEPC Leadership (Campus Police chief, VC Admin, PIO)

to discusses all relevant emergency management activities, projects, and issues which may exist on campus in hopes of resolving or reaching a conclusion to them prior to actual or real world emergencies occurring on campus.

B. Responsibility

The IU Southeast CEPC, in cooperation with IUEMC, is responsible for the maintenance of the CEMP either as a whole or via subcommittee. However, primary and support agencies for each of the ESFs identified in the CEMP are responsible for ensuring the tasks outlined in various planning annexes and appendices are accurate and reflect their overall ability to manage, support, and deploy resources to perform life-saving activities. Changes may also come via After Action Reports created from incidents/events that occur on campus or based upon system organizational/policy changes.

C. Frequency

The CEMP will be reviewed every three (3) years. From these reviews, and in conjunction an exercise schedule and real world incidents, revisions and changes will be made to the planning documents.

D. Testing, Evaluation and Corrective Action

Where possible, IUEMC will utilize the Homeland Security Exercise and Evaluation Program (HSEEP) to plan for, coordinate, and manage the necessary exercise activities to validate and enhance the emergency preparedness planning and disaster response capabilities throughout the IU Southeast campus. HSEEP is a standardized exercise methodology for federal, state, and local emergency management organizations, utilizing a system of pre-identified, core competencies called the Target Capabilities List (TCL) to identify gaps and shortfalls before, during, and after a disaster situation.

1. Testing – IUEMC will assist in the coordination of training and exercise programs for the various campuses, which will be designed to increase the overall level of preparedness as well as ensure the viability of the CEMP.

2. Evaluation and Assessment – Validation of the campus CEMP is accomplished through periodic evaluation and assessments using exercises and real-world responses, but also, nationally recognized emergency management standards such as the National Fire Protection (NFPA) 1600 – Standard on Disaster/Emergency Management and Business Continuity Programs and the Emergency Management Standard by the Emergency Management Accreditation Program. Both of these standards provide a structured and coordinated means to effectively evaluate emergency management organizations and their programs through criteria which have been tested, developed, and utilized by professionals all over the world.

3. Corrective Action/Improvement Plan – Corrective actions are those recommended improvement discovered after an exercise, or following an emergency incident, which identify where deficiencies exist, and if revised in the body of an emergency plan or program, could enhance overall response capabilities. Most often, corrective actions are documented within an after action report following exercises, planned event, or disaster incidents and are used to develop an improvement plan. This improvement plan will identify the responsible parties for making the necessary correctives actions and assigns specific timeframes to those actions to ensure successful completion.

IV. AUTHORITIES AND REFERENCE SOURCE DOCUMENTS

A. <u>Authorities</u>

    1. Federal

        a. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 United States Code (USC) 5121 et seq. November 23, 1988

        b. Homeland Security Act of 2002, November 25, 2002

        c. Public Health Security and Bioterrorism Preparedness and Response Act, June 12, 2002

        d. Post-Katrina Emergency Management Reform Act of 2006

        e. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

        f. Homeland Security Presidential Directive 5 – Development of the National Incident Management System (NIMS)

        g. Homeland Security President Directive 7 – Creation of the Critical Infrastructure Protection program

        h. Presidential Policy Directive (PPD) 8 – Outlining and establishing priorities for National Preparedness

        i. Homeland Security Presidential Directive 20 – Development of the National Continuity Policy

        j. Homeland Security Presidential Directive 20: Annex A – Establishing policy for Continuity Planning

        k. Homeland Security Presidential Directive 21 – Public Health and Medical Preparedness – Establishes a national strategy for a wide range of public health emergencies.

2. State

   a. Indiana Code 10-14-3. Emergency Management and Disaster Law

   b. Indiana Code 10-14-5. State Emergency Management Assistance Compact

   c. Indiana Code 16-19-3. Authority established for the Indiana State Department of Health

   d. Executive Order 05-15 – Establishing and Clarifying the Duties of State Agencies for All Matters Relating to Emergency Management

3. University Policy

   a. Indiana University Strategic Plan
   b. Indiana University Comprehensive Emergency Management Framework (CEMF)
   c. Indiana University Critical Incident Communications Plan (CICP)

B. Reference Source Documents

1. National Response Framework (NRF), US Department of Homeland Security – Federal Emergency Management Agency – January 2013

2. National Incident Management System (NIMS), US Department of Homeland Security – Federal Emergency Management Agency – December 2008

3. Target Capabilities List: A companion to the National Preparedness Guidelines, US Department of Homeland Security – Federal Emergency Management Agency – September 2007

4. Comprehensive Preparedness Guide 101 Developing and Maintaining Emergency Operations Plans, US Department of Homeland Security – Federal Emergency Management Agency – Version 2.0 - November 2010

5. Comprehensive Preparedness Guide 301 Emergency Management Planning Guide for Special Needs Populations, US Department of Homeland Security – Federal Emergency Management Agency – November 2010

6. Comprehensive Preparedness Guide 502 Considerations for Fusion Center and Emergency Operations Center Coordination, US Department of Homeland Security – Federal Emergency Management Agency – May 2010

7. Family Educational Rights and Privacy Act (FERPA) and the Disclosure of Student Information Related to Emergencies and Disaster, Family Policy and Compliance Office, US Department of Education – June 2010

8. State of Indiana Strategy for Homeland Security, Indiana Department of Homeland Security – February 2012

9. State of Indiana Hazard Mitigation Plan, Indiana Department of Homeland Security – 2012 Edition

10. State of Indiana Comprehensive Emergency Management Plan (CEMP), Indiana Department of Homeland Security – December 2009

11. State of Indiana Guide for the Development of a Comprehensive Emergency Management Plan: A Preparedness Guide for Emergency Management Agencies, Indiana Department of Homeland Security, May 2009

12. A Leader's Guide to Emergencies and Disasters: A Preparedness Guide for Local Government Senior Elected Officials, Indiana Department of Homeland Security – October 2008

13. State of Indiana, Statewide Hazard/Threat Identification and Risk Assessment, Indiana Department of Homeland Security – 2010-2015

14. State of Indiana Pandemic Influenza Operations Plan, Indiana State Department of Health – June 2009

15. State of Indiana Catastrophic Earthquake Plan, Indiana Department of Homeland Security – January 2009

16. Floyd County Comprehensive Emergency Management Plan – February 2006

17. Floyd County Multi-Hazard Mitigation Plan – July 2007

V. ACRONYMS AND GLOSSARY OF TERMS

A. Acronyms

BCP – Business Continuity Plan

CEMF – Comprehensive Emergency Management Framework

CEMP – Comprehensive Emergency Management Plan

CEPC – Campus Emergency Preparedness Committee

CERT – Community Emergency Response Team

CICP – Critical Incident Communication Plan

CISM – Critical Incident Stress Management

CPG – Comprehensive Preparedness Guide

EMAP – Emergency Management Accreditation Program

EOC – Emergency Operations Center

EPC – Emergency Preparedness Committee

ESF – Emergency Support Function

FEMA – Federal Emergency Management Agency

GIS – Geographic Information System

HAZMAT – Hazardous Material

HSEEP – Homeland Security Exercise and Evaluation Program

HSPD – Homeland Security Presidential Directive

IAP – Incident Action Plan

ICP – Incident Command Post

ICS – Incident Command System

IDHS – Indiana Department of Homeland Security

IMT – Incident Management Team

ISDH – Indiana State Department of Health

IT – Information Technology

IU – Indiana University

IUEMC – Indiana University Emergency Management and Continuity

JIC – Joint Information Center

JIS – Joint Information System

MACC – Multiagency Coordination Center

MACS – Multiagency Coordination System

NFPA – National Fire Protection Agency

NIMS – National Incident Management System

NRF – National Response Framework

OPLAN – Operational Plan

PIO – Public Information Officer

PPD – Presidential Policy Directive

SAR – Search and Rescue

SBCT – Student Behavioral Consultation Team

TCL – Target Capabilities List

USC – United State Code

USDHS – United States Department of Homeland Security

B. **Glossary of Terms**

Assumptions (Emergency Planning)

General statements made for emergency planning purposes which in absence of solid, viable facts pertaining to an incident start the initial work needed for response and recovery. Planning assumptions may be adjusted or altered as information becomes available to ensure the safety of the response personnel and those who may be impacted by the crisis situation.

Authority

A right or obligation to act on behalf of a department, agency or jurisdiction. Commonly, a statute, law, rule or directive made by a senior elected or appointed official of a jurisdiction or organization which gives responsibility to a person or entity to manage and coordinate activities.

Business Continuity Plan

A document targeted for a specific department, agency or organization identifying their critical business functions; primary or essential personnel; essential services, information and other data resources; and alternate facilities or contingencies for continuing and restoring vital business functions.

Comprehensive Emergency Management Framework

A guiding and foundational document developed to build and maintain a viable emergency preparedness program for Indiana University. This Framework is an all-hazards, functional-based document, addressing the greatest risks and threats to the university and outlining the key resources and necessary action to prevent/mitigate, prepare for, respond to, and recovery from emergencies and disasters.

Comprehensive Emergency Management Plan

An emergency planning document developed for jurisdictions, which focused on an all-hazards approach in the management of and coordination of life-saving activities before, during, and after and emergency or disaster. Similar to an Emergency Operations Plan (EOP), a CEMP has many of the same functions, characteristics, and attributes, but differs in that it considers the four phases of emergency management, whereas, an EOP focuses on response activities.

Damage Assessment

The process used to appraise or determine the number of injuries or deaths, damage to public and private property, and status of key facilities and services (e.g. hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks) resulting from manmade or natural disasters.

Disaster

> An occurrence of a natural catastrophe, technological or human-caused incident which has resulted in severe property damage, deaths, and/or multiple injuries. A disaster is a situation exceeding the response capability of a local jurisdiction and may necessitate the need and subsequent request for resources from external sources such as state and federal governments or from mutual aid partners.

Emergency

> Any occasion or instance which warrants action to save lives and to protect property, public health, and safety.

Emergency Operations Center

> The pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency. The EOC coordinates information and resources to support domestic incident management activities.

Emergency Support Functions

> Groupings of agencies, departments and organizations into an organizational structure to provide the support, resources, capabilities, program implementation, and services which most likely needed to save lives, protect property and the environment, restore essential services and infrastructure, and help communities return to a level or normalcy, following emergencies and disasters.

Hazard

> A potentially damaging physical event, phenomenon or human activity which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Incident Command System

> A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure which reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Incident Management Team

> A team of individuals comprised of subject matter exercise and personnel trained to specific levels of the Incident Command System, who are charged with providing direct support to emergency management and response personnel to successful coordinate tactical operations.

Joint Information Center

> A physical location where public information or external affairs professionals from organizations involved in incident management activities can co-locate to perform emergency information, crisis communications, and public affairs functions.

Joint Information System

> A mechanism used to organize, integrate, and coordinate information across multiple jurisdictions and disciplines. It includes the plans, protocols, procedures, facilities, and resources used to provide information to the general public, affected communities, senior/executive leadership, public/private partners and stakeholders, media, mutual aid partners, volunteer groups, and other groups needing information.

Multiagency Coordination System

> A system which provides the architecture to support the coordination for incident prioritization, critical resource allocation, communications systems integration, and incident information. Multiagency coordination systems include facilities, equipment, personnel, procedures, and communications.

Multiagency Coordination Center

> A place or physical location where representatives from multiple agencies and facilities gather to coordinate information, regional resource needs, and response efforts on a regional level and to relay state supported resources and information. Common examples of a multiagency coordination center include incident command posts, unified command, emergency operation centers, joint operation center, or other locations where multiple groups and organizations will focus on resource prioritization and shared response missions and tasks.

National Incident Management System (NIMS)

> A coordination and management construct which provides for a systematic, proactive approach which guides government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, 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 or property and harm to the environment.

VI. **ADDITIONAL INFORMATION**

    A. Indiana University

        1. Public Safety and Institutional Assurance

            a. http://protect.iu.edu/

        2. Emergency Management and Continuity

            a. http://protect.iu.edu/emergency

    B. State of Indiana

        1. Indiana Department of Homeland Security

            a. http://www.in.gov/dhs/

        2. Indiana Department of Education

            a. http://www.doe.in.gov/student-services/safety/school-emergency-preparedness

    C. U.S. Department of Homeland Security

        1. Federal Emergency Management Agency (FEMA)

            a. http://www.fema.gov/

        2. CPG 101: Developing and Maintaining Emergency Operations Plans

            a. http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf

        3. National Incident Management System (NIMS)

            a. http://www.fema.gov/emergency/nims/

        4. Incident Command System (ICS)

            a. http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm

    D. International Association of Emergency Managers (IAEM)

        1. Principles of Emergency Management

            a. http://www.iaem.com/EMPrinciples/index.htm

        2. Universities and Colleges Caucus

            a. http://www.iaem.com/committees/College/index.htm