



EMERGENCY MANAGEMENT PLAN

South Dakota State University
Brookings, South Dakota

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Providing for a safe and secure environment is a primary consideration at South Dakota State University. To ensure the welfare of its students, faculty, staff and visitors, South Dakota State University utilizes an Emergency Management Plan.

This plan is consistent with national emergency management practices and is based on the FEMA-defined phases of emergency management, mitigation, preparedness, response and recovery. Building on national best practices, the plan is tailored to incorporate university risks and response capabilities into national standards. The plan uses the all-hazards approach, meaning that regardless of the incident or threat to the university, the overarching emergency management principles do not change. What changes are the activities undertaken to address a specific incident.

The plan identifies responsible personnel and their authority to take appropriate action throughout the lifecycle of an incident, addresses internal and external communications and frames operations with local, regional and state first responders and organizations.

The plan is part of the university's comprehensive emergency management efforts that include and works in concert with the Continuity of Operations Plan and the Building Warden/ Emergency Building Plan programs.

The South Dakota Constitution in Article 14-3 and South Dakota Codified Law in Title 13 (chapters 49, 51 and 53) assign authority for public higher education to the South Dakota Board of Regents. In turn, the Board of Regents, in Section 1:6 of its policy manual, assigns the president the executive responsibilities for South Dakota State University. As president and with that authority, I have authorized the forthcoming Emergency Management Plan.

The safety of any community is a shared responsibility. This responsibility necessitates that every member of the South Dakota State University community understand their role in emergency preparedness. I encourage everyone to review the Emergency Management Plan in order to support colleagues, faculty, students, staff and visitors should an emergency arise.

Sincerely,

David L. Chicoine, Ph.D.
President



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Section I General Plan Information

1.1 Introduction

The Emergency Management Plan (plan) for South Dakota State University (SDSU) is modeled after:

- Comprehensive Preparedness Guide (CPG) 101 – Version 2.0 November 2010;
- NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs 2010 Edition; and
- Federal Emergency Management Association (FEMA) 443 – Building a Disaster Resistant University.

The Plan is accessible on the university emergency management website. (Placed upon final approval)

1.2 Authority

The plan meets or exceeds applicable legislation, policies, regulatory requirements and directives.

Federal

1. [National Incident Management System](#);
2. [National Response Framework](#);
3. [National Strategy for Homeland Security](#);
4. [Nuclear/Radiological Incident Annex of the National Response Plan](#);
5. [Comprehensive Preparedness Guide \(CPG\) 101 – Version 2.0, November 2010](#);
6. [Federal Emergency Management Association \(FEMA\) 443 – Building a Disaster Resistant University](#);
7. [NFPA 1600 - Standard on Disaster/Emergency Management and Business Continuity Programs](#);
8. [The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#); (July 1, 2010 revised); and
9. [American Disabilities Act \(ADA\) 1990 – Title II, Chapter 7 pertaining to Emergency Planning](#).

State of South Dakota

1. [South Dakota State Legislation - SDCL §1-50-1. State emergency response commission](#);
2. South Dakota Board of Regents Policy Guidelines; and
3. [State of South Dakota Emergency Management Handbook](#).

South Dakota Codified Law (SDCL);

- a. [SDCL § 34-48A; Emergency Management](#);
- b. [SDCL § 34-48A-3; Coordination with Federal Government – Cooperation with other agencies](#); and
- c. [SDCL § 34-48A-11; Preparation of comprehensive plan – coordination with Federal Plan](#).

Local

1. Interagency local Agreements & Contracts;
2. Interagency participation and training;
3. SDCL § 34-48A-36 to 34-48A-40; Brooking County Emergency Management;



4. The City of Brookings (Police and Fire); and
5. Brookings County Pandemic Plan.

1.2 Purpose

The Emergency Management Plan (plan) guides the coordinated planning and response to man-made and naturally occurring potential and active threat to SDSU. The plan does not replace procedures for law enforcement, safety, hazardous material response or other established operating procedures. It supplements existing procedures with an emergency management structure that provides a process to mitigate and prepare for, respond to and recover from an incident. This plan describes and designates roles and responsibilities for university personnel during emergency situations. It provides procedures intended to prevent loss before incidents, protect lives and property during incidents, and restore the university to normal operation after incidents and establishes guidelines and resources for communicating effectually with the campus community and public.

General university response protocols are available in the Emergency Action Guides for Staff and Students. This information is available as a flip chart and is also located in the appendix to this plan and on the [Emergency Management](#) website.

Plans for tactical responses, such as bomb threat and active shooter responses are kept and maintained by the University Police Department (UPD).

The plan is an all hazards plan and contains concepts, policies, and procedures that are applicable regardless of the cause or size of a real or potential incident. The plan is flexible, scalable and based on reasonable worst-case scenarios. It identifies critical emergency management principles, functions and roles and assigns them to responsible departments and individuals within the university.

An all-hazards plan means that regardless of the incident or threat to the university, the overarching emergency management principles do not change. What changes are the activities undertaken to mitigate, respond to and recover from an incident are specific to the incident. The responsibility for the management of an incident does not change. It remains the responsibility of the EMT under the guidance of its chair.

There does not have to be a direct threat to the community for the EMT to become involved. Twenty-thousand fans at a football game is not an inherent risk to the university. We can agree that 20,000 people at a football game does present some level of risk. Football games and other large-crowd events should be considered as a topic for discussion by the EMT to identify risks and implement mitigation activities and to assure proper response protocols are in place. (See [Large Event Best Practices](#) in appendix)

The plan and associated responsibilities are consistent with the [Incident Command System](#) (ICS), a management structure adopted throughout the U.S. and international communities. It also draws from Emergency Planning Guidance, the [National Incident Management System](#) (NIMS) and various U.S. Department of Homeland Security Presidential Decision Directives.



1.4 Emergency Management Phases

The plan is based upon the FEMA defined phases of emergency management, mitigation, preparedness, response and recovery.

Mitigation: Mitigation includes measures taken to reduce the potential for loss and limit or control the consequences, extent or severity of an incident that cannot be reasonably prevented.

Mitigation at SDSU occurs as part of comprehensive emergency management processes. Mitigation is intended to eliminate hazards, reduce the probability of hazards, or lessen the consequences of unavoidable hazards. Mitigation activities can be conducted pre and post event as well as during the event. Mitigation activities include:

- Identification of potential man-made and natural disasters that put the university at risk;
- Identification of normal activities that provide some level of risk to the university such as a large-venue event;
- Identification of at risk personnel, process and facilities and the potential for loss as a result of the identified risk; and
- Identify areas of responsibility for general and specific mitigation activities.

Additional mitigation information is available in the plan [Appendix](#).

Preparedness: Preparedness is focused on the development of plans and capabilities for effective emergency response.

Preparedness activities are conducted to develop the response capabilities needed in the event of an emergency or preplanned event that provides the potential for loss or harm to the university. Preparedness is everyone's responsibility. Colleges, departments and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Activities included in the emergency management program are:

- Identifying threats;
- Identifying existing resources and capabilities;
- Identify and procure necessary resources and capabilities;
- Providing emergency equipment and facilities;
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist the university during emergencies; and
- Conducting periodic drills and exercises to test emergency plans and training.

Response: Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include:

- Utilization of an all-hazards approach to proactive emergency response planning and preparation;



- Efficient use of NIMS and ICS processes;
- Utilization of the EMT/Emergency Operations Center (EOC) to support and guide the university response to an incident; and
- Effective emergency communications with the community.

Recovery: Recovery activities consist of activities that maintain or restore critical institutional functions activities that continue beyond the initial response period to maintain or restore critical community functions and manage reconstruction. Recovery operations are likely to overlap response activities.

Using continuity of operations planning, university personnel will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to maintain or restore vital services to the university community. Long-term recovery focuses on restoring the university to its normal state.

Detailed planning and execution is required for each plan phase. Phases often overlap as there is no clearly defined boundary where one phase ends and another begins. Successful emergency management coordinates activities in all four phases. The identification of essential university function in an emergency are importing in all phases of emergency planning. The prioritization of the essential emergency functions are predicated on the following list of activities that:

- Provide for the safety and welfare of university employees, students, and visitors;
- Maintain critical business, finance and infrastructure operations;
- Preserve critical research; and
- Maintain/restore the ability to provide academic instruction.

Demobilization: While not officially an emergency management phase demobilization is an important aspect of emergency management and occurs during all official phases. Demobilization refers to the return of personnel and equipment to normal service and begins when the resources are requested and entered into service and is concluded when all resources are returned or otherwise accounted for as an incident expense.

1.5 Emergencies/ levels of response and activation (See [Risk Analysis](#) in Appendix)

Level 1 Emergency: An emergency situation that is larger in scope and more severe than routine events. These situations may require the partial or full activation and staffing of the EOC and the notification of the president, designee and the provost.

Level 2 Emergency: A major emergency involving the occurrence or threat of significant casualties and/or widespread property damage that are or may exceed the capability of university resources. These will require activation and staffing of the EOC and the notification of the president/provost by the EMT chair or designee.



Level 3 Emergency: A catastrophic emergency involving the occurrence or threat of significant casualties, fatalities and/or widespread property damage that is beyond the capability of the university and local government to handle with its resources.

Scope	Level 1	Level 2	Level 3
University Activities	Most activities not Impacted.	Significant university activities experience localized shutdown	Very significant. University activities shut down for a period of time.
Staff and Students	Site-specific with localized impact. Injuries possible	Site-specific or general impact with possible disruption. Injuries are possible.	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern.
Media Coverage	None expected or limited local coverage	Potential exist for an external review of prevention/response and recovery efforts	Likely external review of prevention/response and recovery efforts
Notification	None required	EMT chair with likely notification of president/provost	EMT chair with notification of president/provost and state government leaders.
EMT/EOC activation	Not required	Likely full or partial activation	Full activation

1.6 Planning Assumptions

Emergency plans are based on best practices under reasonable worst-case conditions. Some of these conditions/assumptions are:

- Emergencies may occur day or night with or without warning;
- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, radio systems, cellular telephones and other information systems;
- Regional and local municipal or county emergency services may not be available to assist the university;
- Major roads, overpasses, bridges and local streets may be damaged;
- Campus buildings may be damaged;
- Damage may cause injuries and displacement of people;
- Normal suppliers may not be able to deliver materials;
- Contact with families and households of the university community may be interrupted;
- People may become stranded on-campus, because conditions may be unsafe off-campus;
- Emergency conditions that affect campus will likely affect the surrounding communities;



- The university may not receive outside assistance and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations on campus, through the EOC while emergency conditions exist; and
- Maintaining, restoring and effective usage of communications is a high priority of the EMT.

1.7 Plan Activation

The plan identifies the process for emergency planning and response activation, to include:

- EMT notification and activation;
- Emergency Operations Center (EOC) activation;
- President and provost notification; and
- Community notification.

1.8 Review and Maintenance

The EMT is responsible for the review and maintenance of the plan, including any appendices. The emergency management specialist has specific responsibility for maintaining the plan at the direction of the EMT. All substantive changes to the plan require the approval of the president. A list of non-substantive changes, including individual and department titles identified through the course of the year will be collected and made during the annual plan review.

Review

This plan and its appendices shall be reviewed annually by all appropriate university officials. The EMT establishes the schedule for plan review and assign review/revision responsibilities to appropriate team members.

Interim revisions will be made when one of the following occurs:

- A change in university site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan;
- A material change in response resources;
- An emergency occurs that requires a review;
- Internal assessments, third-party reviews or experience in drills or actual responses identify significant changes that should be made in the plan identify significant changes that should be made in the plan;
- New laws, regulations or internal policies are implemented that affect the contents or the implementation of the plan; and
- Other changes deemed significant.

Update/Maintenance

The plan is updated to address risks or potential risks faced, when a change is required by law or external governing body, or change in internal structure.



This plan and its appendices must be revised or updated with a formal change at least every five (5) years. Responsibility for revising or updating this plan is assigned to the emergency management specialist.

1.9 Record of Changes

The emergency management specialist is responsible for distributing all revised or updated planning documents to all departments, agencies and individuals tasked in those documents.

DATE OF CHANGE	CHANGE(S) ENTERED BY	DATE ENTERED	SUMMARY OF CHANGES
1-2012	Blue Rock Ent.		Plan rewrite.
2-2012	SDSU		Rewrite.
3-2012	SDSU		Rewrite.
10-2012	SDSU EM	10/15/2012	Changed emergency manager to emergency management specialist.
12-18-2012	SDSU EMS	12-18-2012	Sec 2 Change EHS to EH&S. Change UPD to SDSU PD. Add EMS to Clery Report Review Committee. Section 4 4.3 are to is. 4.4 serve to serves. 4.73 changed her to their. Sec 9 changed UPD to SDSU PD.
01-02-2013	SDSU EMS	1-2-13	Added description to section 9.1.
01-02-2012	SDSU EMS	1-2-13	Added 9.2 Building Emergency Plan description.
1-2-2012	SDSU EM	1-2-13	Rearranged section 1 (TOC).
1-2-2013	SDSU EM / President Suggestions	1-2-13	2.2.1 Removed AVP for Student Affairs. Changed title of Wes Tschetter. Added University Counsel & Chief Diversity Officer. Reorganized list per organization chart.
1-2-2013	SDSU EM / President Suggestions	1-2-13	2.2.3 Alphabetized list and added F&S and University Counsel. Removed "Office of."
1-7-2013	SDSU EM / President Suggestions	1-7-2013	2.2.4 Alphabetized list and combined IT reps.
1-7-2013	SDSU EM / President Suggestions	1-7-2013	Changed SDSU PD to UPD within entire document.
1-7-2013	SDSU EM / President suggestions	1-7-2013	2.2.5 Removed "Office" from IT and alphabetized list.
1-7-2013	SDSU EM / President suggestions	1-7-2013	2.2.6 Alphabetized list, corrected titles and added names to positions.



DATE OF CHANGE	CHANGE(S) ENTERED BY	DATE ENTERED	SUMMARY OF CHANGES
1-7-2013	SDSU EM / President suggestions	1-7-2013	2.2.7 Alphabetized list, changed SA to Students' Association, fixed department names.
1-7-2013	SDSU EM / President suggestions	1-7-2013	2.2.8 Added correct position titles and added a description of the BIT. Alphabetized list.
1-7-2013	SDSU EM / President suggestions	1-7-2013	2.2.9 Alphabetized list and removed "representative." Spelled out agricultural.
1-7-2013	SDSU EM / President suggestions	1-7-2013	2.2.12 Alphabetized list.
1-7-2013	SDSU EM / President suggestions	1-7-2013	Section 4, ESF 6, support agencies, changed state to South Dakota Board of Regents. County Lead Agency changed EMS abbreviation.
1-7-2013	SDSU EM / President suggestions	1-7-2013	Section 4, ESF 13, changed to UPD.
1-7-2013	SDSU EM / President suggestions	1-7-2013	6.5 added Performing Arts Center Emergency Message.
1-7-2013	SDSU EM	1-7-2013	Section 9, rearranged emergency phone numbers in Emergency Action Guides to list 605-688-5117 before off-campus to 911.
1-7-2012	SDSU EM	1-7-2013	Section 8, Updated campus map and legend to the most recent. From SDSU website.
5-16-2013	SDSU EM	5-16-2013	Section 2.2.3 removed working group from description.
5-16-2013	SDSU EM	5-16-2013	Section 2.2.3 Added names to members list. Also removed Alumni Association, Diversity, Foundation and Intercollegiate Athletics per Mike Adelaide.
5-17-13	SDSU EM	5-17-13	Section 2.2.12 changed titles and added names to the members per Sam Jennings (Dean of Students).



DATE OF CHANGE	CHANGE(S) ENTERED BY	DATE ENTERED	SUMMARY OF CHANGES
3-24-14	SDSU EM	3-24-14	Changed all sections from “Critical Incident Management Team” to “Emergency Management Team.”
4-14-14	SDSU EM	4-14-14	Updated Emergency Action Guide, Reporting Emergencies, Civil Disturbance.
01/20/2016	SDSU EMT	01/26/2016	Full review and edit of plan with substantial changes made.
02/05/2016	SDSU AVP for Safety and Security for the president.	02/05/2016	Section 2.4 Added VP for Student Affairs into the order of succession. Section 1.8 Plan maintenance. Section 2.2 EMT membership.

1.10 Plan Distribution

Listed below are the individuals with access to the plan. The emergency management specialist is responsible for distributing any revisions to those individuals in possession of the plan.

NAME	DEPARTMENT
EMT Members	Individual department
Shared drive (Password protected)	IT
Web for non-restricted portion of plan	Marketing and Communications
BOR Office	BOR



Plan Administration

2.1 Administration and Support

Supported at the highest level of the institution, the authority for emergency management activities of mitigation, preparedness, response and recovery are vested in the president, who is also responsible for approving all policies having an effect on this plan. When the plan is activated, it is done so under the authority of the university president.

Individuals, groups and departments have been identified or created and given specific duties and responsibilities listed in this document and work with other groups and individuals on campus to develop and implement emergency management processes for SDSU.

2.2 Emergency Management Team (EMT)

Reporting to the president, the vice president for technology and safety is the cabinet level executive responsible for emergency planning and the chair of the EMT.

The EMT members are university staff with specific duties and responsibilities. They work with others to develop and implement emergency management processes for SDSU. When responding to a threat, the EMT member's roles may change to members of the EOC.

The EMT is generally responsible for the four phases of emergency management, mitigation, preparedness, response and recovery for the university and for assuring there are sufficient emergency management process and procedures in place that are tested, evaluated and modified as needed.

The EMT chair, or designee is responsible for the overall management of the actual or potential incident. In doing so is responsible for providing information and recommendations to the president/provost. When responding to a real or potential threat, the EMT member's role's change to members of the EOC.

Emergency management touches nearly every facet of the community. EMT/EOC membership list is necessarily broad and is composed of the following positions on campus.

EMT Members

- Vice President for Technology and Safety - Chair
- Assistant Vice President for Technology
- Assistant Vice President for Safety and Security
- Emergency Management Specialist
- Vice President for Business and Finance
- Associate Vice President for Facilities and Services
- Vice President for Student Affairs
- Director of Residential Life and Housing



- Director of University Marketing and Communications
- Chief of Police
- Vice President for Research and Economic Development
- University Counsel
- Executive Assistant to the President

Team members and their backup have been identified. This information is provided in the EMT [name](#) list in the appendix to the plan.

The president and provost are not formal members of the team but may attend meeting, trainings or the EOC when the team is activated in response to an incident. During an incident team will provide situational updates and recommendations to the president and provost for their consideration.

2.3 Emergency Management Team Roles and Responsibilities

Vice President for Technology and Safety

As the executive level member responsible for emergency planning, response and recovery this position will direct and coordinate university activities related to emergency management. This position supervises the AVP for Technology and the AVP for Safety and Security and is responsible for determining the permanent and ad hoc members of the EMT. This position determines when and at what level to open the EOC and the overall coordination and support of incidents as well as the coordination of resource request and internal and external communications. When the incident does not, or no longer, requires a tactical response this position is the incident commander for the SDSU.

This position has the authority and ability to create and send emergency communications.

Assistant Vice President for Technology

This position is responsible for the university computer systems maintenance, testing, backup, restoration, and recovery. This AVP is secondary incident commander when the incident does not, or no longer, requires a tactical response. This position has the authority and ability to create and send emergency communications.

Assistant Vice President for Safety and Security

This position directly supervises the emergency management specialist, police chief and the director of Environmental Health and Safety. The position is also directly responsible for the organization and coordination of university emergency management and planning initiatives. This AVP is tertiary incident commander for the university when the incident does not, or no longer, requires a tactical response.

This position has the authority and ability to create and send emergency communications.



Emergency Management Specialist

Reporting to the AVP for Safety and Security, this position is responsible for the day-to-day activities of emergency planning and response. This position is responsible for maintaining the EOCs in a state of operational readiness, for the monitoring and display of situational awareness and for ensuring the EOC has the ability to create and deliver emergency communications. This position has the ability but not the authority to create and send emergency messages.

Vice President for Finance and Business

This position is responsible for financial and administrative operations related to planning for, responding to or recovering from an incident. This includes approving emergency purchases, expense tracking, maintaining payroll/payables capabilities and cost projections.

This position coordinates activities and responsibilities with the Office of Human Resources, Risk Management, Purchasing/Accounts Payable and management of the telephone contract for the university.

Associate Vice President for Facilities and Services

This position is responsible for preventative/protective measures, damage assessment, building inspection and utility provider liaison. This position is responsible for the coordination of restoration and repairs for campus grounds and facilities. This position is responsible for coordinating contracting and contract management, emergency procurements and documenting emergency purchase orders.

Vice President of Student Affairs

This position has a great range of responsibilities. These include, but not limited to, call center operations, counseling services, family reunification, medication distribution, student tracking, treatment and triage, and liaison with hospitals and the South Dakota Department of Health. As the manager of the food service contract, this position also has a role in providing food and water in an incident.

Director of Residential Life and Housing

This position is responsible for shelter in place, campus sheltering, student evacuation and the actions necessary in the support of these activities.

Director of University Marketing and Communications

This position is responsible for all internal and external communications, print, broadcast and social media monitoring, rumor control, scheduling news conferences and press releases, and is responsible for providing scripts and talking points for call center and social media contact points.



Chief of Police

The Police, Fire and EMS liaison is responsible for providing information from the Incident Command Post, if one exists, to the EOC. This liaison will work closely with first responders at the scene and will provide situational updates to the EOC. This position and others in the police supervisory chain of command have the ability and the authority to send emergency communications to the community.

Vice President for Research and Economic Development

This position serves as the liaison between faculty and members of the EMT/EOC. As such this may provide planning expertise and provide research and analysis support to the EMT.

University Counsel

This position provides legal guidance to the team.

At the discretion of the EMT chair, others may be added as ad hoc members. For examples:

Director of Procurement/Risk Management

This position assists with the procurement and tracking of supplies and equipment and acts as a liaison with the South Dakota Department of Risk Management.

Dependent on the type and duration of an incident additional personnel may be added to the EMT/EOC staff. These may include purchasing specialist or subject matter experts related to the incident. Additional support staff may be added to serve in a variety of roles to include scribes and runners.

2.4 Order of Succession

Pre-identifying orders of succession is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill his/her essential duties, successors have been identified to ensure there is no lapse in executive leadership. Authority shall return to the incumbent when they are able to resume essential duties. In the case of the university president, authority is regained when the president is capable of resuming essential duties or an interim or permanent replacement has been installed by the Board of Regents. The university orders of succession is:

Position	Successor#1	Successor#2
President	Provost	VP for Research
Provost	VP for Research	VP for Student Affairs
VP for Technology and Safety	AVP Technology	AVP Safety and Security



Successors have the same responsibilities and authority as the incumbent. The plan identifies primary and backup members for the EMT. These backups have the same responsibilities and authority as the person they replace.

It is the responsibility of those in the order of succession to notify the chair of any planned absences. Should a situation occur where the UPD is unable to contact the EMT chair, the order of succession should be followed immediately.

2.5 Emergency Management Team/ Emergency Operations Center

In an emergency, there are typically two types of responses. The first is the tactical response to the incident that requires action by first responders, fire, police and EMS. With the exception of the chief of police or designee, members of the EMT/EOC, regardless of their position with the university, do not dictate the tactical operations of first responders. First responders' actions are effectively the response to the incident.

Instead, EMT/EOC members are responsible for actions that can be described as response to the response. These include such actions as mitigation, communication, victim services, recovery and continuity of operations activities.

Since most response to the response actions are the responsibility of the EMT it is important to have an active, engaged and well-developed EMT with campus wide representation.

When an incident, or the potential for an incident occurs, EMT members may automatically become members of the EOC. It is important to understand that while the membership of the EMT and the EOC are the same, their operations are different. EMT discussions are often theoretical, which is appropriate for training and policy/procedure development. EOCs are established in response to an actual or threat of an actual event and operate in a more-focused manner dependent upon a specific pattern of fact.

When members of the EMT operate as members of the EOC, they are responsible for the general institutional response to the incident. General responses are those activities not under the direct control of first responders.

2.6 Risk Management Team (RMT)

The risk management team is mandated by the South Dakota Risk Management Agency for all state agencies. Its primary mission is to develop loss control and safety policies appropriate to the university and ensure that the policies are communicated to all employees and to ensure enforcement. The team reviews risk management, workers' compensation and other reports dealing with accidents and incidents occurring at the university. After reviewing such reports, the team suggests remediation efforts needed to ensure no further similar incidents will occur. The RMT is a joint administration-senate committee.



All appointments to the RMT are by position, comprised of a cross section of university departments. A list of positions follow. However, it should be noted that a designee can be appointed by the team member under appropriate conditions with approval of other current members of the team.

Responsibilities include:

- Review liability and workers’ compensation losses to identify trends and determine appropriate courses of action, including training or changes in facility maintenance;
- Inspect facilities periodically to ensure all employees comply with established practices and to identify and correct hazardous conditions;
- Determine safety related training needs;
- Assist in development of loss control and safety orientation programs for new employees;
- Review the agency’s policies and procedure manuals to ensure it remains current and that all documentation practices are in effect and complies with the state’s risk management policies and guidelines;
- Report work activities and accomplishments at least once per semester to the assistant vice president for safety and security for dissemination to the provost and the president’s administrative assistant; and
- Communicate and collaborate with the emergency management specialist.

RISK MANAGEMENT TEAM
Director, Environmental Health and Safety - Chair
Finance and Budget/Purchasing Agent - Risk Management Liaison
Human Resources – Workers’ Compensation Manager
Agricultural Experiment Station
Emergency Management Specialist
Engineering Extension
Facilities and Services
Professional Staff Advisory Council
Research Compliance
Student Health Services
University Housing
University Police
Members from academic departments may be appointed, as necessary, with approval of the team
AVP for Safety and Security

2.7 Continuity of Operations Team

The SDSU Continuity of Operations Team is responsible for the Continuity of Operations Plan (COOP). The COOP is designed to mitigate the effects of a man-made or natural disaster that may affect a single building or operation, a significant portion of the campus, the entire campus, or the region. EMT members are the primary members of the Continuity of Operations Team and are responsible for identifying staff within their span of control to address continuity planning in their area.



The COOP covers all university operations, departments and service areas, including contracted operations. It is designed to provide plans for the full range of potential emergencies from those that cause the temporary interruption of a single function to the shutdown of the entire campus requiring the suspension of all nonessential functions and the relocation of essential functions to an alternative site for an extended period of time.

The mission of the university is teaching, research and public service. The COOP is based on the principle that day-to-day operations of the university may be altered to maintain or protect the critical missions of the university, the preservation of health and life safety, the protection of property, the protection of research, maintain or restore the ability to teach and the return to normal or near-normal operations as quickly as is feasible.

The university has grown increasingly aware of the depth and breadth of potential emergencies and their ability to disrupt operations and jeopardize the safety of faculty, staff and students. As a result, emergency planning, including continuity planning, is a critical function. In addition, it is good business practice. The changing threat environment has shifted awareness to the need for COOP capabilities that enable the university to continue essential operations in the face of a broad spectrum of emergencies.

The all-hazards approach to continuity planning ensures that regardless of the event, essential functions will continue to operate and services will continue to be provided to the extent possible to faculty, staff and students. This approach includes preparing for both natural and man-made emergencies.

Pandemic Plan

The pandemic plan is an annex to the university COOP and designed to prepare for and respond to a localized viral outbreak through a pandemic.

2.8 Supplemental Plans, Process and Supporting Policies

Additional plans and policies that support emergency management can be found in the Appendix.



Section 3 Incident Command System

3.1 Incident Command System Overview

The National Incident Management System's (NIMS) and the Incident Command System (ICS) are event management tools used in any size or type of emergency to manage an incident. NIMS and ICS principles include use of common terminology, modular organization, integrated communications, action planning, manageable span-of-control and comprehensive resource management. The ICS can be used by both the on-scene incident commander and at the university EOC to manage the emergency. NIMS and ICS have considerable internal flexibility and can be expanded or contracted to meet operational needs of the incident.

The first responder at the scene of an incident is the incident commander responsible for the tactical operations of first responders. Administrators do not dictate first responder actions, but EMT members, when acting in an EOC, are responsible for the general university response to the incident.

3.2 Emergency Operations Center Activation

The vice president for technology and safety, or designee, is the EMT chair and is responsible for the activation of the EOC. When the EOC is activated, members of the EMT automatically become EOC participants. As such, they have prescribed responsibilities that are listed below, along with the corresponding FEMA Essential Support Functions (ESFs).

EMT/EOC members have specific duties that are listed in this document for which they are responsible. In an emergency, not all EMT/EOC personnel may be available. Because of this, members should be prepared to handle the assigned position responsibilities of other positions.

The EMT chair, or designee, shall determine the need for and level of EOC activation. This determination will dictate the staffing of the EOC.

Most incidents that occur on a routine basis do not require EMT/EOC activation and are handled with little or no disruption to university activities. These include activities such as routine medical responses, traffic accidents and small, isolated fires and temporary interruptions of electrical power affecting a small portion of the campus. Non-routine incidents fall into various emergency levels.

3.3 Emergency Levels

Level 1 Emergency: An emergency situation that is larger in scope and more severe than routine events. These situations may require the partial or full activation and staffing of the EOC and the notification of the president, designee and the provost.

Level 2 Emergency: A major emergency involving the occurrence or threat of significant casualties and/or widespread property damage that are or may exceed the capability of university resources.



These will require activation and staffing of the EOC and the notification of the president/provost by the EMT chair or designee.

Level 3 Emergency: A catastrophic emergency involving the occurrence or threat of significant casualties, fatalities, and/or widespread property damage that is beyond the capability of the university and local government to handle with its resources. These emergencies will require the activation and staffing of the EOC and the notification of the president/provost by the chair of the EMT or designee.

3.4 Multijurisdictional Coordination

When an incident requires a tactical response the on-site incident commander is responsible for the coordination of fire, police and EMS resources. Non-tactical resources are the responsibility of the EMT/EOC members who make internal request through appropriate channels. Requests for resources not available on campus are made to the State Emergency Operations Center “SEOC” when the Center is activated. When the SEOC is not activated request for resources are made to the South Dakota Board of Regents Office in Pierre.

In emergencies where no tactical response is required, the EMT chair is the university incident commander. Internal university resources will be requested by the EMT/EOC personnel through appropriate channels. Request for resources not available on campus will be made to the State Emergency Operations Center “SEOC” when the Center is activated. When the SEOC is not activated request for resources are made to the South Dakota Board of Regents Office in Pierre

3.5 Emergency Operations Center support staff

Dependent on the type and duration of an incident, additional personnel may be added to the EMT/EOC staff. These may include purchasing specialist or subject matter experts related to the incident. Additional support staff may be added to serve in a variety of roles to include scribes and runners.

3.6 Emergency Operations Center location

SDSU has identified room 110 in the Facilities and Services Building as the primary EOC for the university.

Room 104 in Morrill Hall can also be used as an EOC with the UPD’s conference room serving as a reserve EOC. It is the responsibility of the emergency management specialist to maintain all EOCs in a state of operation readiness.

Room 110 can be expanded and contracted as needed to effectively support the management of an emergency. For example, the directors of procurement, the SDSU Alumni Association and SDSU Foundation may be added as needed.



3.7 Direction, control and coordination

Under the direction of the EMT chair, or designee, the overall mitigation, preparation, response and recovery activities are the responsibility of the EMT. When an emergency occurs or is likely to occur, members of the EMT transition to EOC participants. Personnel have been assigned responsibilities that align with the State of South Dakota's Emergency Operations Plan (EOP) and National Response Framework (NRF) Emergency Support Functions (ESFs) for efficient resource distribution and coordination of response and recovery operations.

ESFs are written for national level considerations: the maintenance of interstates and secondary roadways; railways; power grids; and other national considerations. SDSU uses the national level support functions as a guide for the assignment of responsibilities at the university level and added ones that apply to the university. Listed below are the ESFs as defined by the State of South Dakota EOP.

3.8 Essential Support Function (ESF) Number, Name Description

ESF #1 TRANSPORTATION: Assists federal agencies, state and local governmental entities, and voluntary organizations requiring transportation capacity to perform response missions following a major disaster or emergency.

ESF #2 COMMUNICATIONS: Ensures the provision of federal telecommunications support to federal, state and local response efforts following a presidential declared major disaster, emergency, or extraordinary situation under the Federal Response Plan (FRP).

ESF #3 PUBLIC WORKS AND ENGINEERING: Provides technical advice and evaluation, engineering services, contracting for construction management and inspection, contracting for the emergency repair of water and wastewater treatment facilities, potable water and ice, emergency power and real estate support to assist the state(s) in meeting goals related to lifesaving and life-sustaining actions, damage mitigation and recovery activities following a major disaster or emergency.

ESF #4 FIREFIGHTING: Detects and suppresses wild land, rural and urban fires resulting from, or occurring coincidentally with, a major disaster or emergency requiring federal response assistance.

ESF #5 INFORMATION AND PLANNING: Collects, analyzes, processes and disseminates information about a potential or actual disaster or emergency to facilitate the overall activities of the federal government in providing assistance to one-or-more affected states.

ESF #6 MASS CARE, EMERGENCY ASSISTANCE, TEMPORARY HOUSING AND HUMAN SERVICES: Coordinates federal assistance in support of state and local efforts to meet the mass care needs of victims of a disaster.



ESF #7 LOGISTICS, RESOURCE SUPPORT: Provides logistical and resource support to other organizations through purchasing, contract, renting and leasing equipment and supplies in a potential or actual presidential declared major disaster or emergency.

ESF #8 PUBLIC HEALTH AND MEDICAL SERVICES: Provides coordinated federal assistance to supplement state and local resources in response to public health and medical care needs following a major disaster or emergency, or during a developing potential medical situation.

ESF #9 SEARCH AND RESCUE: Rapidly deploys components of the National Urban Search and Rescue (US&R) Response System to provide specialized lifesaving assistance to state and local authorities in the event of a major disaster or emergency. US&R operational activities include locating, extricating and providing on-site medical treatment to victims trapped in collapsed structures.

ESF #10 HAZARDOUS MATERIALS AND NATURAL RESOURCES: Provides federal support to state and local governments in response to an actual or potential discharge and/or release of hazardous materials following a major disaster or emergency.

ESF #11 AGRICULTURE AND NATURAL RESOURCES: Identifies, secures and arranges for the transportation of bulk food, water and ice to affected areas following a major disaster or emergency or other event requiring federal response.

ESF #12 ENERGY: Helps restore the nation's energy systems following a major disaster, emergency or other significant event requiring federal response assistance.

In addition to these 12 ESFs used in all states, SDSU added four ESFs. They are:

ESF #13 PUBLIC SAFETY AND SECURITY: Provides assistance to local, state, tribal, territorial, insular area and federal law enforcement organizations overwhelmed by the results of an actual or anticipated natural/man-made disaster or an act of terrorism.

ESF #14 LONG-TERM RECOVERY AND MITIGATION: Supporting and building recover capacities and community planning resources of local, state and tribal governments needed to effectively plan for, manage and implement disaster recovery activities in large, unique or catastrophic incidents.

ESF #15 EXTERNAL AFFAIRS: Provides accurate, coordinated, timely and accessible information to affected audience, including governments, media, the private sector and the local populace, including children, those with disabilities and others with access and functional needs, and individuals with limited English proficiency.

ESF # 16 PROTECTION OF RESEARCH: Support research through initiatives that mitigate the impact of an emergency and protect and restore research capabilities during and after an emergency. This includes the protection of research and non-research animals owned or controlled by the university.



Below are EMT/EOC positions listed for existing SDSU departments and offices with an emergency management function as part of the EMT. Each position has a list of general emergency management responsibilities with corresponding ESFs they support. A position may support more than one ESF while most ESFs will receive support from more than one department of office.

3.9 EMT/EOC Members Responsibilities (See Section 2.3 [EMT Members Roles and Responsibilities](#))

VP for Technology and Safety

Order of Succession

1. VP of Technology and Safety
2. AVP for Technology
3. AVP for Safety and Safety

This position has primary responsibility for the university's emergency preparation and response and supports the coordination of the following ESFs:

- ESF 1 Transportation;
- ESF 2 Communications;
- ESF 3 Public Works and Engineering;
- ESF 5 Information and Planning;
- ESF 6 Mass Care, Emergency Assistance, Temporary Housing and Human Services;
- ESF 7 Logistics, Resource Support;
- ESF 8 Public Health and Medical Services;
- ESF 10 Hazardous Materials and Natural Resources;
- ESF 12 Energy;
- ESF 14 Long-Term Recovery and Mitigation;
- ESF 15 External Affairs; and
- ESF 16 Protection of Research.

AVP for Technology

Order of Succession

1. AVP for Technology
2. Communications Network Analyst

This position supports the following ESFs:

- ESF 2 Communications;
- ESF 5 Information and Planning;
- ESF 14 Long-Term Recovery and Mitigation; and
- ESF 15 External Affairs.

AVP for Safety and Security

Order of Succession



1. AVP for Safety and Security

This position supports the following ESFs:

- ESF 2 Communications;
- ESF 5 Information and Planning;
- ESF 14 Long-Term Recovery and Mitigation; and
- ESF 15 External Affairs.

Emergency Management Specialist

Order of Succession

1. Emergency Management Specialist

This position supports the following ESFs:

- ESF 2 Communications;
- ESF 5 Information and Planning;
- ESF 8 Public Health and Medical Services;
- ESF 14 Long-Term Recovery and Mitigation; and
- ESF 15 External Affairs.

VP for Finance and Business

Order of Succession

1. VP for Finance
2. Director of Business and Auxiliary Services

This position supports the following ESFs:

- ESF 5 Information and Planning;
- ESF 7 Logistics, Resource Support;
- ESF 14 Long-Term Recovery and Mitigation; and
- ESF 15 External Affairs.

AVP for Facilities and Services

Order of Succession

1. AVP for Facilities and Services
2. Director of campus maintenance

This position supports the following ESFs:

- ESF 1 Transportation;
- ESF 3 Public Works and Engineering;
- ESF 5 Information and Planning;
- ESF 6 Mass care, Emergency Assistance, Temporary Housing and Human Services;
- ESF 7 Logistics, Resource Support;
- ESF 10 Hazardous Materials and Natural Resources;
- ESF 11 Agriculture and Natural Resources;



- ESF 12 Energy;
- ESF 14 Long-Term Recovery and Mitigation; and
- ESF 16 Protection of Research.

VP of Student Affairs

Order of Succession

1. VP of Student Affairs
2. AVP of Student Affairs
3. Dean of Students

This position supports the following ESFs:

- ESF 5 Information and Planning;
- ESF 6 Mass Care, Emergency Assistance, Temporary Housing and Human Services;
- ESF 7 Logistics, Resource Support;
- ESF 8 Public Health and Medical Services;
- ESF 11 Agriculture and Natural Resources;
- ESF 14 Long-Term Recovery and Mitigation; and
- ESF 15 External Affairs.

Director of Residential Life and Housing

Order of Succession

1. Director of Residential Life and Housing
2. Assistant Director of Residential Life and Housing

This position supports the following ESFs:

- ESF 5 Information and Planning;
- ESF 6 Mass Care, Emergency Assistance, Temporary Housing and Human Services;
- ESF 7 Logistics, Resource Support;
- ESF 8 Public Health and Medical Services;
- ESF 14 Long-Term Mitigation and Recovery; and
- ESF 15 External Affairs.

Director of University Marketing and Communications

Order of Succession

1. Director of University Marketing and Communications
2. Strategic Communications Manager
3. Senior News Editor and Media Relations Coordinator

This position supports the following ESFs:

- ESF 2 Communications;
- ESF 5 Information and Planning;
- ESF 14 Long-Term Mitigation and Recovery; and
- ESF 15 External Affairs.



Chief of Police

Order of Succession

1. Chief of Police
2. Deputy Chief of Police
3. Administrative Sergeant

This position supports the following ESFs:

- ESF 1 Transportation;
- ESF 2 Communications;
- ESF 4 Firefighting;
- ESF 5 Information and Planning;
- ESF 6 Mass Care, Emergency Assistance, Temporary Housing and Human Services;
- ESF 8 Public Health and Medical Services;
- ESF 9 Search and Rescue;
- ESF 10 Hazardous Materials and Natural Resources; and
- ESF 13 Public Safety and Security.

VP for Research and Economic Development

Order of Succession

1. VP for Research and Economic Development
2. AVP for Research Assurance and Sponsored Programs

This position supports the following ESFs:

- ESF 5 Information and Planning;
- ESF 8 Public Health and Medical Services;
- ESF 14 Long-Term Recovery and Mitigation; and
- ESF 16 Protection of Research.

University Counsel

This position supports the following ESFs:

- ESF 5 Information and Planning; and
- ESF 15 External Affairs.

Others may be added as ad hoc members. Examples include:

Director of Procurement/Risk Management

1. Derek Petersen
2. Vicki Soren

This position supports the following ESFs:

- ESF 7 Logistics, Resource Support; and
- ESP 14 Long-Term Recovery and Mitigation.



3.10 Emergency Contact Information

The EMT chair designates the emergency management specialist as the person responsible for maintaining the up to-date list of EMT members. An updated contact list is maintained in the [Appendix](#).

The accuracy of this information will be confirmed at least every six months and the current information will be distributed to the EMT members and to the UPD dispatchers.

EMT members are responsible for keeping this information accessible and to notify the emergency management specialist of any changes in their contact information.



Section 4 Emergency Operations Center (EOC)

4.1 Overview

The EMT and EOC processes are interlocking activities that allow for training on emergency management principles and activities, planning for known threats, and response and recovery from active incidents. These processes are valuable throughout the life cycle of an incident, from the planning for an anticipated event through recovery.

An EOC is as much about process as it is about a physical location. Effective management of an incident depends upon the policies, practices and processes that allow for comprehensive and collaborative problem-solving. A review of after action reports post-incident finds that problems related to the management of an incident are rarely the result of a lack of resources. The lack of effectiveness at the management level is often the issue.

In an incident where specific tactical operations are not required by first responders, the management of the incident takes place at the EMT/EOC level with the chair, or designee, the university incident commander.

In an incident requiring a tactical response, appropriate UPD staff will be the incident commander at the scene or will be the university's on-scene representative if the incident requires a unified command. When a unified command is used, the university's on-site incident commander will provide information to the EOC. This information assists the university in its general response to the incident and allows for an effective university response and guides mitigation and recovery activities. The chair or designee is responsible for the coordination of the university's non-tactical response to the incident.

The primary EOC is located in room 100 of the Facilities and Services Building. This facility has the ability to provide building-wide backup power generation.

Two alternative EOCs exist on campus. The first is in room 104 of Morrill Hall. The second is located in the UPD training room. The UPD facility has the ability to provide building wide backup power generation.

The primary and Morrill Hall EOCs provides meeting space for the team and adequate accommodations for media, individual and small group needs.

The emergency management specialist will ensure that Facilities and Services and Morrill Hall sites are maintained at a level of operation readiness. The UPD is responsible for the operational readiness of the EOC located in its facility. Operation readiness includes access to phones, computers, faxes, printers and supplies.



4.2 Emergency Operations Center (EOC) Activation

The EMT chair, or designee, will determine the need for a partial or full activation of the EMT and/or EOC. Activation of the EMT or EOC is dependent on the nature of an event. If the threat is known and there is an opportunity for planning, the chair may partially activate the EMT to initiate the planning process and add additional members as the planning progresses. The EMT planning process may transform into an EOC operation when the expected event is imminent. Spontaneous events that do not allow time for planning may result in the immediate activation and opening of the EOC.

The EMT chair, or designee, notifies EMT members of the activation and request their attendance at the EOC. The request will provide information of the time of the meeting and incident addressed. The emergency management specialist will ensure the EOC is prepared for activation.

It is likely that some EMT members will be unable reach the EOC immediately. Therefore, those in attendance will perform the role of others until they arrive or a suitable replacement is available.

At the EOC, the team determines the scope of a disaster, mitigation, response and recovery actions undertaken. If not done so earlier by the chair, he/she will determine if the provost/president should be informed and make the notification.

Upon activation all request for resources will be tracked to assure their efficient use to enhance the efficiency of the response, to track cost and to prepare for the eventual demobilization.

4.3 EOC Functions

Through coordination of the EMT chair, or designee, the EOC process is largely communicative, designed to receive, evaluate and act upon information from the on-scene command post, if one exists, from team members and other sources. This process allows for constant updates to provide current situational awareness that allows for the efficient use of internal and external resources.

EOC operations are collegial, drawing on the expertise of the team members in a manner that identifies and addresses operational concerns, where they are addressed through the incident's life cycle from preparation through full recovery.

Using the information at hand, team members will discuss the current situation, potential changes to the situation and anticipate activities to address real and potential changes to the incident. Mitigation, response and recovery activities will be discussed, determined and acted upon.

Dependent on the type and duration of an incident, additional staff may be added to the EMT/EOC. These may include a purchasing specialist or subject-matter experts related to the incident. Additional support staff may be added to serve in a variety of roles to include scribes and runners.



4.4 Resource Management

Team members identify resources needed for a specific mitigation, response or recovery activities in their area of responsibility. If needed resources are not readily available at the departmental level, a request for university support is made through the EOC process.

Resource requests are triaged and prioritized according to mitigation, response and recovery objectives. If approved resource requests cannot be met by the university, the EMT chair, or designee, will request the resources through the SEOC if the Center has been activated. If the Center has not been activated the request go through the South Dakota Board of Regents Office in Pierre.

A representative from Finance and Business Services approves funding for high-value resources. EOC support staff will assist in the documentation of purchasing and usage of purchased resources. Departments will track expenses to include personnel, inventoried resources consumed, and purchased equipment and supplies expended during the life cycle of the incident. Tracking expenses associated with the management of the incident will allow for possible recovery of expenses.

The emergency management specialist is responsible for documenting EMT/EOC activities. See Appendix for [documentation forms](#).

4.5 Communications

With the exception of an initial emergency notification, which may be provided by the UPD, all messages related to the incident will be developed as an EMT/EOC process. With input and approval from the team, University Marketing and Communications is responsible for crafting internal and external communications. Delivery methods of messages will depend on the nature of the incident and the message.

UMC is responsible for news releases, responses to media inquiries and monitoring broadcast, print and social media. They will inform the team of conflicting or incorrect information in the media and recommend how to respond to inaccurate information. See university policy 10:3 Community Notification of Potential, Imminent or Active Threat to the Community.

4.6 Prioritization of Objective

In an emergency, the university has the following priorities, in order, they are:

- Protection of life and health safety;
- Protection of critical infrastructure and facilities; and
- Protection of research, and the maintenance or restoration of the ability to provide instruction.

Mitigation, preparation, response and recovery activities will be prioritized according to university priorities.



4.7 Creating Objectives

Defining clear and measurable objectives are crucial activities in the response to an incident. Objectives define actions to be undertaken in a specified time frames. There may be several defined objectives in a specific operational period. Some objectives will be reached within an operation time frame while others may span several time frames. These objectives guide operational activities for a specific time period within the incident life cycle. EMT/EOC discussions will identify a range of activities and required resources. Objectives should be clear and well communicated. For example, if a flood is anticipated, a reasonable objective would be to elevate property and equipment off the floor in low-lying areas. Items of value that cannot be moved should be sandbagged or otherwise protected. Once an objective has been identified, it will be tracked so progress can be documented. Issues causing a delay in reaching an objective shall be noted and addressed. Completion of an objective should be documented and shared among the team as other objectives may be dependent upon completion of earlier objectives.

4.8 Staffing

When the EMT meets to prepare for a known event, the meeting might last a specified length of time. The team may be called back later to discuss actions items identified at the previous meeting. When an EOC is activated in anticipation of an event or for a spontaneous incident, the duration of the event may be unknown. Generally, the EOC will remain active through the life cycle of the event and may have several days of continuous activation. The nature of the event will determine the level of staffing. Some events may require full activation through the duration of the event while others warrant partial staffing.

Understanding the limits of a person's ability to function effectively and safely degrade over time, a systematic process, based upon a 12-hour operation periods, will be used to rotate staff through the EOC. When a protracted EOC activation is anticipated. EMT/EOC members have identified their alternates. At the end of the operational time period, both the primary and alternates will be involved in a briefing to ensure all EOC participants have the same information and objectives. A review of objectives for the current operational period will be conducted. Status of the objectives will be evaluated and discussed. Additional objects will be discussed and implemented for the next operation time period. All EOC participants will have an opportunity to discuss developments and/or concerns in their areas. The emergency management specialist will document briefing discussions.

EMT/EOC alternates have the same power and authority to take action and commit resources as the primary member they have replaced.

4.9 EOC Position Functions

EOC members have specific support requirements and responsibilities to activate, open and operate within the EOC. Position requirements and responsibilities are available in the [Appendix](#).



4.10 After Action Report

The emergency management specialist will draft an After Action Report (AAR) immediately after the closing of the EOC. The AAR will include an evaluation of EOC activation, communications, resource management, staffing and management of objectives. The AAR will identify strengths and weakness of the process and identify areas that need additional training, policy clarification, staffing and resources.

The vice president for technology and safety and the assistant vice president for safety and security will review the AAR. The document will then be provided to the EMT for discussion, clarification and identification of action steps to address identified concerns.



Section 5 Communications and Warnings

5.1 Community Notification

Provide information to the community is crucial to the management of an emergency. This requires a process that makes effective use of the university general and emergency communication tools. In an emergency, these tools are designed to provide critical information and instructions to the community in a manner that informs without causing panic. The university emergency communications procedures also provide the mechanism for internal communication between first responders and EMT members and the president and provost.

General communication tools include email, websites and university-controlled social media. Emergency communication tools, such as the Everbridge communications system, allow university students and staff to receive email, text and cellular and hardwired telephone notification of emergencies on campus. Staff and student can also download Alertus Desktop Notification, which allows messages to be sent directly to user's computer screens.

The university has designated three levels of emergencies to determine the communication tools used to inform and direct the community. These designated levels are potential, imminent and active threats.

5.2 Potential Threat

A potential threat is an incident where the conditions are favorable for the development of a threat to the university such as an event that happens off-campus that is likely to have an impact on the university at some point in the near future. Examples of a potential threat include a tornado watch, an approaching blizzard, a fire or hazardous material incident near campus. Communications regarding this type of emergency informs the community about the potential threat and the general precautionary steps to mitigate the effect of the threat.

Typically, information regarding a potential threat will be sent by the EMT chair or designee and will use university-controlled email, websites and social media.

5.3 Imminent Threat

An imminent threat is an event likely to pose a serious threat to the university with little or no advanced notice. Examples include a report of a gas leak on or near campus or the notification of a tornado warning indicating atmospheric conditions exist for the formation of tornadoes in our area.

Depending on lead time before the occurrence of an imminent threat, information may be provided by the EMT chair, or designee, or UPD. These types of incidents will result in the use of university email, websites, social media, Everbridge and Alertus Desktop notifications to inform the community. The communications associated with an imminent threat will provide specific information about the threat and general precautions and recommended actions.



5.4 Active Threat

An active threat is usually a spontaneous event that comes without warning, requiring immediate action to prevent the loss of life. Examples include a hazardous materials incident that poses an immediate threat to life, a tornado warning indicating a tornado has been reported in the area or an incident where a firearm or other weapon has been used to cause injury or displayed with intent to harm. For active threats, all elements of the emergency communication system are activated. This notification will provide direct instructions to the community to mitigate the effects of the incident.

The variety of threats we may encounter and the dynamic nature of all threats demonstrates the need to provide the above listed information as guidelines and not universal communications responses. For example, a tornado warning may be an imminent or active threat depending on the nature of the warning. Similarly, the documented report of a person with a weapon on or near campus may require community notification as an imminent, or active, threat to the university

In an active threat situation and in some imminent threat situations, the first notification of an emergency provided by UPD may be received by university senior administration and EMT members at the same time the communication is received by the university community. When this occurs, available EMT members should be prepared to respond to the primary or backup EOC location. The EMT chair or designee will identify and respond to the EOC to manage its operations.

The EMT chair, or designee, will determine the need for and level of EMT/EOC activation and will communicate that information to other EMT members. It is the responsibility of the EMT chair or designee to notify and maintain communications with the president and provost.

The university emergency communications protocol is consistent with the federal Clery Act legislation regarding timely warnings and emergency notifications. A timely warning will be provided to the university community when a Clery Act crime is reported that poses a serious or continuing threat to students and employees. An emergency notification will, without delay, be provided to alert the university community to a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees on campus. In addition to timely warnings and emergency notifications, the university—at its discretion—may provide information to the university community when an incident does not meet the threshold for a timely warning or an emergency notification. See university policy 10:3 Community notification [located](#) in the Appendix.

5.5 Internal Communications

The ability to effectively communicate internally during an incident is crucial to the management of an incident. Any EMT member, senior administrators or university community members may initiate communications regarding potential, imminent or active threats to the community. EMT or community members who become aware of an active threat are directed to call the UPD immediately. The EMT chair or designee is responsible for determining the need for and scope of EMT/EOC activation and notifying the president and provost of such activation.



If the incident does not require a specific response by first responders and therefore no incident command post or incident commander at a scene, the EMT chair or designee is the incident commander for the university and the EOC is the university's incident command post. If the incident requires an incident command post at or near the scene of the incident, the on-site incident commander will, as soon as practical, establish communications with the EOC. This person is the university incident commander.

It is the responsibility of the university emergency management specialist to ensure phone lines exist and are operational in the primary and backup EOCs. EMT/EOC members and support personnel will use cellphone, email, two-way radios, and runners if necessary to ensure effective internal communications. The emergency management specialist will work with University Marketing and Communications to ensure the ability to send messages to the SDSU community.

5.6 Public Information

With the exception of emergency notifications provided by the UPD, all messages to the community and the media—including media interviews—will be the responsibility of, coordinated and approved by the EMT.

University Marketing and Communications serves as the authorized public information officer (PIO) for the university. All public information must be coordinated and disseminated by the UMC staff with the approval of the EMT, in consultation with the president and provost.

University policy requires that only approved individuals speak on behalf of the university. These spokespersons are designated by the president, provost or designee. UMC is responsible for spokesperson coordination with the media.

UMC is responsible for establishing and staffing media staging, work and briefing areas. In the event that regular telecommunications on university property are not available, UMC will coordinate media relations at a designated location.

See Emergency Communications [Plan](#)



Section 6 Training, Education, Post Incident Review and Exercises

6.1 Training

Incident management is a set of established practices that are designed to prepare for, respond to and recovery from incidents that pose a threat to health and life safety, property and processes. Effective preparation, response and recovery are dependent upon a robust training and exercise of our abilities through a systematic training, testing and evaluation program.

Through the Office of Homeland Security and the Federal Emergency Management Agency, resources are provided for equipment, training and plan development that support emergency management practices at the national, regional, state, local and institutional levels.

The emergency management specialist is responsible for developing, conducting and documenting training for EMT members and others involved in emergency management.

6.2 Exercises

Exercises enable the university to test its emergency management policies and procedures to identify strengths and incorporate them within best practices to sustain and enhance existing capabilities. These exercises also provide an objective assessment of gaps and shortfalls within plans, policies and procedures to address areas for improvement before a real-world incident. Exercises help clarify roles and responsibilities among different entities, improve interagency coordination and communications, and identify needed resources and opportunities for improvement.

The National Exercise Program (NEP) serves as a principal exercise mechanism for examining the preparedness and measuring the readiness of the United States across the entire homeland security enterprise. The NEP accomplishes this goal by leveraging exercises occurring throughout the U.S. to comprise a progressive cycle of exercises over a two-year period that rigorously tests the nation's ability to perform specific missions and functions that prevent, protect against, respond to, recover from and mitigate all hazards.

The NEP uses the Homeland Security Exercise and Evaluation Program (HSEEP) methodology and related tools and resources provided by the National Exercise and Simulation Center (NESC).



A comprehensive exercise program contains exercise activities completed in a cyclical manner allowing for progressive preparedness by increasing size complexity and stress factor over time, while allowing for significant learning opportunities that complement, build upon and directly lead into one another effectively. The following exercise types demonstrate this progression. There are several types and levels of exercising. The following three are the most commonly used exercises:

6.3 Tabletop Exercises

An activity, in which appointed officials and key emergency management staff are gathered together informally, to train and familiarize personnel and agencies with roles and responsibilities within the emergency operation plan, using a series of simulated emergency situations or messages. A tabletop exercise should be conducted in a nonthreatening environment and under minimal stress for the participants.

6.4 Functional Exercises

Usually centered in the EOC, functional exercises are designed to test and evaluate the capability of a jurisdiction to respond to a simulated emergency. Through a detailed narrative and messages, a functional exercise is conducted in a “real-time” environment and causes participants to make decisions and take actions using several functions of the jurisdiction’s emergency operation plan.

6.5 Full-Scale Exercises

The full-scale exercise includes all the components of the functional exercise and adds the actual responding field units. It is intended to test and evaluate all or most functions listed in the emergency operation plan as realistically as possible.



6.6 Planning

Planning, preparing and maintaining an emergency plan is essential. The State Emergency Operations Plan establishes policy for state government agencies in their response to the threat of natural, technological or national security emergency/disaster situations. It documents the policies, concept of operations, organizational structures and specific responsibilities of state agencies in their response to provide for the safety and welfare of its citizens. It addresses the need for preparedness, response, recovery and mitigation activities to enhance the state's overall capability to cope with potential hazards.

6.7 After Action Reports

After Action Reports (AAR) are essential in providing documentation of the emergency, training, or exercise after its conclusion. The AAR's purpose is to:

- Document response activities;
- Identify problems/successes during emergency operations;
- Analyze effectiveness of the emergency operations plan;
- Detail an action plan for improvements; and
- Provide a historical record of the emergency, actions taken, resources used, human impacts and lessons learned.

Immediately following the cessation of emergency operations, the emergency management specialist will survey the EOC team members, the satellite operations centers and campus constituents to evaluate the effectiveness of the response. These results will identify strengths and weaknesses identified in the management of the incident or exercise. The emergency management specialist will work with the EMT to determine if the issue was the result of a gap in the plan or a training issue or both. Identified changes will be made, documented and implemented into the plan, the training and exercise program, or both.

The AAR will be completed using the HSEEP.



APPENDIX

A) EMT Members
B) Glossary of Terms
C) Acronyms
D) Risk and Vulnerability
E) Capability Assessment
F) Mitigation
G) Common Hazards
H) Building/Department Emergency Planning
I) Building Warden Program and Building Emergency Plan Template
J) Emergency Communications Plan (In development)
K) University Maps
L) Emergency Action Guides
M) Large Event Best Practices Document
N) ICS Forms
O) EOC Function Plans
Supporting Policy/Plans
P) Campus Notification and Timely Warning Policy
Q) Cancellation of Classes-Closing of Campus Plan
R) Continuity of Operations Plan (COOP)
S) Pandemic Plan



Appendix A

Emergency Management Team

Technology and Safety Division

Michael Adelaine (Chair)	Primary	VP for Technology and Safety
Ryan Knutson	Secondary	AVP Technology
Donald Challis	Tertiary	AVP Safety and Security

Research and Economic Development

Kevin Kephart	Primary	VP for Research and Economic Development
James Doolittle	Secondary	AVP Research Assurance and Sponsored Programs

Finance and Business

Wes Tschetter	Primary	VP Finance and Business/CFO
Derek Peterson	Secondary	Director, Business and Auxiliary Operations

Facilities and Services

Dean Kattelmann	Primary	AVP Facilities
James Weiss	Secondary	Director, Campus Maintenance

Student Affairs

Doug Wermedal	Primary	Interim Vice President
	Secondary	AVP
Sam Jennings II	Tertiary	Dean of Students

University Housing

Jeff Hale	Primary	Director
Chris Kaberline	Secondary	Associate Director

University Marketing and Communications

Michael Lockrem	Primary	Director
Mark Luebker	Secondary	Strategic Communications Manager
Matt Schmidt	Tertiary	Senior News Editor/Media Relations Coordinator

Office of the President

Tracy Greene	Primary	University Legal Counsel
Robert Otterson	Primary	Executive Assistant to the President

University Police Department

Timothy Heaton	Primary	Chief of Police
Michael Kilber	Secondary	Assistant Chief/Assistant Director

Emergency Management

Jayne Trygstad	Primary	Emergency Management Specialist
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Appendix B

Glossary of Terms

Alternate EOC: A site located away from the primary EOC where officials exercise direction and coordination in an emergency or disaster.

Catastrophic Disaster: An event or incident that produces severe and widespread damages of a magnitude that requires significant resources from outside the affected area to provide the necessary response.

Command Post: A designated location at a safe distance from the disaster or emergency site where the on-scene coordinator, responders and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with media, and handle communications.

Communications System: Includes the processes, procedures and systems for communicating timely and accurate information to the public during emergency situations.

Continuity of Operations Plan (COOP): A plan that defines responsibilities for maintaining office functions in the event of an emergency preventing work in the normal business environment and normal staff.

Critical Facilities: Facilities essential to emergency response, such as fire stations, police stations, hospitals and communications centers.

Disaster: Any imminent threat or actual occurrence of widespread or severe damage, injury or loss of life or property resulting from a natural or man-made cause that requires local, state and federal assistance to alleviate damage, loss, hardship or suffering.

Drill: A method or procedure that involves elements of a preparedness plan or the use of specific equipment.

Damage Assessment: An appraisal or determination of the number of injuries or deaths, damage to public or private property, status of critical facilities, services, communication networks, public works, utilities and transportation resulting from an emergency or disaster.

Decontamination: Reduction or removal of chemical, biological or radioactive material from a structure, area, object or person.

Direction and Control: Determining and understanding responsibilities to respond appropriately and expeditiously at a centralized center and/or on-scene location during emergency operations.

Emergency Operations Center (EOC): Physical location for the management of an emergency.



Emergency: A man-made or natural hazard that seriously threatens the loss of life and damage to property within a community or multijurisdictional area, and requires local and/or state response to save lives and protect property, public health and safety. The Board of Regents has further defined the term “emergency” as any natural, nuclear, man-made or war-related disaster, any health-related catastrophe or any phenomenon that disrupts Board of Regents’ facilities or operations.

Emergency Alert System (EAS): A digital voice/text technology communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communications Commission to provide public information before, during and after disasters. An emergency notification system established for the SDSU campus community provides emergency information through several modes of communication. Currently, the SDSU EAS contacts the campus community through cellphone (text and voice), landline phone and email.

Emergency First Aid: Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass-care facilities and at designated sites.

Emergency Management: An organized analysis, planning, direction and coordination of resources to mitigate, prepare, respond and assist with recovery from an emergency or disaster.

Emergency Management Plan (EMP): A document describing mitigation, preparedness, response and recovery actions necessary by local government and designated and supporting agencies or organizations in preparation of an anticipated emergency or disaster.

Emergency Public Information: Information released to the public by county, state and federal agencies concerning the emergency at hand and protective actions to be taken.

Emergency Support Function (ESF): A functional area of response activity established to facilitate the delivery of assistance required during the immediate public safety. ESFs represent those types of assistance that will most likely be needed because of the overwhelming impact an emergency has on resources and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designed to supplement local response efforts. The EOC leader is responsible for assigning the ESFs during an emergency.

Essential Personnel: Employees designated by the COOP as essential for work during an emergency or employees so designated by the university in a time of emergency.

Exercise: A simulated occurrence of a man-made or natural emergency or disaster involving planning, preparation, operations, practice and evaluation.

Evacuees: Persons moving from areas threatened or struck by an emergency or disaster.

Federal Disaster Assistance: Aid to disaster victims and state and local governments by the Federal Emergency Management Agency and other federal agencies.



Hazard: A dangerous situation or occurrence that may result in an emergency or disaster.

Hazard Assessment: A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

Hazards Identification/Analysis: A systematic study of all hazards that could significantly affect life and property within a jurisdiction. Hazard identification typically prioritizes hazards according to the threat they pose and provide insight into the history and probability of occurrences. An analysis includes the history, vulnerability and probability assessments related to the hazard.

Hazardous Material: Any substance or material in any quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified in this plan as chemical, biological, radiological or explosive. Hazardous materials include any of the following, often referred to as CBRNE:

Chemical: Toxic, corrosive or injurious substance because of inherent chemical properties and includes, but is not limited to, such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs and mineral fibers (asbestos).

Biological: Microorganisms or associated products which may cause disease in humans, animals or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like.

Radiological: Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.

Nuclear: Weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.

Explosive: Material capable of releasing energy with a blast effect in a split second upon activation; the released energy usually damages or destroys objects in close proximity to the blast.

Human Services: Provides victim-related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of new benefits claims, and assisting in collecting crime victim compensation for acts of terrorism.

Incident Action Plan: A written document completed by an organization during a disaster or emergency that details that organization's proposed activities for a 24-hour period.

Incident Annex: Section of the City of Brookings Emergency Management Plan that explains how the function will be carried out based upon a specific incident and that has been identified by a hazard analysis (e.g., tornado, flood, drought, terrorism, debris clearance and winter storm).

Incident Command Post (ICP): The field location at which the primary tactical level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.



Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, with responsibility for management of assigned resources, to effectively accomplish stated objectives at the scene of an incident. An ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. It defines the operating characteristics, management components and structure of emergency management organizations throughout the life cycle of an incident.

Inter-local Agreements: Arrangements between SDSU and governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. This is also commonly referred to as a mutual aid agreement.

Joint Information Center (JIC): A single facility from which multi-organizational emergency public information can be coordinated and disseminated.

Local Emergency Planning Committees (LEPC): Committees established in each local jurisdiction by the state emergency planning committee to conduct planning activities for hazardous materials emergencies, including development of a hazardous materials plan and dissemination of hazardous materials information to the local public.

Mass Care: Involves the coordination of nonmedical mass-care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.

Mitigation: Saves valuable resources and prevents suffering and hardship in future disasters by breaking the repetitive cycle of destruction and reconstruction through actions designed to reduce the long-term risk to human life and property from hazards. Mitigation involves three basic approaches: avoidance of spatially predicted natural hazards, human activity and the built environment (e.g., limited development in flood-prone areas). Spatially unpredictable hazards include activities that are not vulnerable to hazards (e.g., establishing building codes that require building or retrofitting resulting in less likely damage); and hazard-prone areas, such as urban settings, which involve development or activity to shield from a hazard (e.g., flood control structures) and limit activity and use of land.

Mutual-Aid Agreements and Memorandum(s) of Understanding: A formal (written) or informal understanding between jurisdictions or agencies that describes methods and types of assistance available between two-or-more entities during emergencies.

Multi-agency Coordination Systems: Defines the operating characteristics, management components and organizational structure of supporting entities.



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

National Warning System (NAWAS): A communications system that supports the nonmilitary actions taken by federal agencies, by the private sector and by individual citizens, to meet essential human needs; to support the military effort; to ensure continuity of federal authority at national and regional levels; and to ensure survival as a free and independent nation under all emergency conditions, including a national emergency caused by threatened or actual attack on the U.S.

Needs Assessment: An evaluation conducted by emergency management officials identifying, obtaining and providing necessary resources and services to the victims of a disaster or emergency.

Nonessential Personnel: Employees designated by the COOP as not being necessary for work during a particular emergency or employees so designated by the university in a time of emergency.

Non-instructional Staff: Administrative staff who are not assigned to classroom or instructional laboratory support activities and faculty members whose primary responsibilities are for research or service.

Paid Administrative Leave: Paid time off for which employees in permanent positions are not required to use leave in the event campus offices are officially closed. They are required to document administrative leave on their time or leave/time report.

Preliminary Damage Assessment (PDA): Under the public assistance program, it verifies that a disaster exceeds the response capabilities of the state and local governments, and ascertains if supplemental federal assistance is required. This assessment includes the identification of potential issues that could affect program delivery such as insurance, environmental or historic preservation concerns, and identification of potential hazard mitigation opportunities.

Preparedness: Maintaining emergency management capabilities in readiness, preventing capabilities from failing, and augmenting the jurisdiction's capability including training, developing, conducting and evaluating exercises, identifying and correcting deficiencies, and planning to safeguard personnel, equipment, facilities and resources from effects of a hazard.

Presidential Disaster Declaration: The Stafford Act (§401) requires that: "All requests for a declaration by the president that a major disaster exists shall be made by the governor of the affected



state.” The governor’s request is made through the regional FEMA/EPR office. State and federal officials conduct a preliminary damage assessment to estimate the extent of the disaster and its impact on individuals and public facilities. This information is included in the governor’s request to show that the disaster is of such severity and magnitude that an effective response is beyond the capabilities of the state and the local governments and that federal assistance is necessary. Normally, the PDA is completed before the submission of the governor’s request. However, when an obviously severe or catastrophic event occurs, the governor’s request may be submitted before the PDA. Nonetheless, the governor must still make the request. As part of the request, the governor must take appropriate action under state law and direct execution of the state’s emergency plan. The governor shall furnish information on the nature and amount of state and local resources that have been or will be committed to alleviating the results of the disaster, provide an estimate of the amount and severity of damage and the impact on the private and public sector, and provide an estimate of the type and amount of assistance needed under the Stafford Act. In addition, the governor will need to certify that, for the current disaster, state and local government obligations and expenditures (of which state commitments must be a significant proportion) will comply with all applicable cost-sharing requirements. Based on the governor’s request, the president may declare that a major disaster or emergency exists, thus activating an array of federal programs to assist in the response and recovery effort.

Primary Agency: The department or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of their having the most authorities, resources, capabilities or expertise relative to accomplishment of the specific ESF support. Primary agencies are responsible for overall planning and coordination of the delivery of ESF-related assistance.

Public Information: Dissemination of information in anticipation of an emergency or disaster and timely actions, updates and instructions regarding an actual occurrence.

Public Information Officer (PIO): A person responsible for preparing and coordinating the dissemination of emergency public information.

Recovery: Activities that usually begin within days after an incident and continue after the response activities are completed and include actions by disaster victims, enabling them to begin the process of rebuilding their homes; replacing property; resuming employment; restoring their businesses; permanently repairing, rebuilding or relocating public infrastructure; and mitigating future disaster losses.

Response: Activities to address the immediate and short-term effects of an emergency or disaster to save lives and/or protect property, stabilize emergency or disaster situations, and initiate actions to notify emergency management representatives of the crisis, evacuate and/or shelter the population, inform the public about the situation, assess the damage, and request additional assistance, as needed.

Risk: A measure of the probability that damage to life, property and/or the environment will occur if a hazard manifests itself. This measure includes the severity of anticipated consequences to people.



Shelter: A facility used to protect, house and supply the essential needs of individuals and families who have been forced from their homes by an emergency or disaster. A shelter may or may not be specifically constructed for such use, depending on the type of emergency and the specific programmatic requirements.

Special Needs Populations: Groups of people that may be more susceptible to the damage from an emergency or disaster than the general population (e.g., pre-existing health conditions, infants, and the elderly, or non-English speaking).

Staging Area: A preselected location removed from the emergency site, such as a large parking area where equipment can be collected, stored and distributed for use by emergency personnel. The staging area provides a base for resource transfer. Several staging areas may be designated, depending upon the scope and intensity of the emergency.

Stakeholder: The term stakeholder is used throughout the plan and refers to a person, group or organization that has a direct or indirect stake in the university or the plan because it can affect or be affected by the actions, objectives and plan.

Standard Operating Procedures (SOP): Checklists or guidance developed by each specific responding organization that detail responsible individuals by name and phone number, detail specific task assignments, and a step-by-step process of responsibilities relating to each ESF.

State Public Assistance Program: A presidential-declared disaster is the beginning of the public assistance program. A presidential disaster could be a result of any natural disaster, which includes floods, tornadoes, winter storms and wildfires. Once a disaster is declared, the South Dakota Public Assistance Program is initiated. FEMA grants money to the State of South Dakota to eligible public entities to repair and restore damaged public facilities within a federally declared disaster area. Such entities include state agencies, local governments, and certain private, nonprofit organizations. In return, the state manages this money and grants it to the eligible applicants. The state works directly with the applicants to ensure eligibility. Also, once eligible applicants are determined, the state ensures proper documentation is being kept to receive FEMA-granted money.

Support Agency: A department or agency designated to assist a primary agency with available resources, capabilities or expertise in support of response operations, under the coordination of the primary agency with designated ESF responsibility.

Terrorist Incident: A violent act or an act dangerous to human life in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population or any segment thereof in furtherance of political or social objectives.

Triage: Process of sorting casualties based on severity and survivability.

Unified Command: Jurisdictional command structure implemented when an incident response exceeds the capabilities of the immediate emergency response resources.



Vulnerability Assessment: Evaluation of elements in the community that are subject to damage should a hazard occur. It includes gathering information on the extent of the vulnerable zone, conditions that influence the zone, size and type of the population within the zone, private and public property that might be damaged, and the environment that might be affected.

Warning: Alerting government, agencies and organizations with ESF responsibilities, and the public regarding the threat of extraordinary danger (e.g., tornado warning, hurricane warning, severe storm warning) and that such occurrence has been sighted or observed specifying related effects that may occur due to this hazard.

Watch: Indications by the National Weather Service that, in a defined area, conditions are possible or favorable for the specific types of severe weather (e.g., flash flood watch, tropical storm watch).



Appendix C

Acronyms

ARC	American Red Cross
BIT	Behavioral Intervention Team
CFR	Code of Federal Regulations
EHS	Environmental Health and Safety
EMC	Emergency Management Coordinator
EMP	Emergency Management Plan
EMS	Emergency Medical Services
EMT	Emergency Management Team
EOC	Emergency Operations Center
EPI	Emergency Public Information
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FRERP	Federal Radiological Emergency Response Plan
Hazmat	Hazardous Material
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ICT	Incident Command Team
LEPC	Local Emergency Planning Committee
LLEA	Local Law Enforcement Agency
NIMS	National Incident Management System
NRC	National Response Center
NRT	National Response Team
NWS	National Weather Service
OSHA	Occupational Health and Safety Administration
OSIC	On-scene Incident Commander
PIO	Public Information Officer
QI	Qualified Individual
RRT	Regional Response Team (Federal)
SERC	State Emergency Response Commission
SOPs	Standard Operating Procedures
SOSC	State On-scene Coordinator
TSA	The Salvation Army
UPD	University Police Department



Appendix D

Risk and Vulnerability

Vulnerability Analysis Summary

Vulnerability assessments provide the process of identifying and prioritizing the hazards that directly impact or have the potential to impact the university.

In October 2012, vulnerability assessments were conducted on 15 SDSU buildings. During these assessments/evaluations, specific information was collected that provided the assessment team with an ability to utilize the vulnerability criteria contained within references such as: the National Fire Protection Act 1600: Standards on Disaster/Emergency Management and Business Continuity Programs, the American Society for Industrial Security (ASIS) and the Federal Emergency Management Association (FEMA) vulnerability assessment guidelines for each building.

Vulnerability is described as:

Any weakness that makes an asset vulnerable to damage.

Consequence Ratings:

5 = catastrophic: The facility is damaged/contaminated beyond habitable use. Most items/assets are lost, destroyed or damaged beyond repair/restoration. The number of visitors to other facilities in the organization may be reduced by up to 75 percent for a limited period of time.

4 = major: The facility is partially damaged/contaminated. Examples include partial structure breach resulting in weather/water, smoke, and impact or fire damage to some areas. Some items/assets in the facility are damaged beyond repair, but the facility remains mostly intact. The entire facility may be closed for a period more than two weeks and a portion of the facility may be closed for an extended period of time (more than one month). Some assets may need to be moved to remote locations to protect them from environmental damage. The number of visitors to the facility and others in the organization may be reduced by up to 50 percent for a limited period of time.

3 = serious: The facility is partially damaged/contaminated. Examples include partial structure breach resulting in weather/water, smoke, and impact or fire damage to some areas. Some items/assets in the facility are damaged beyond repair, but the facility remains mostly intact. The entire facility may be closed for a period less than two weeks. Some assets may need to be moved to remote locations to protect them from environmental damage. The number of visitors to the facility and others in the organization may be reduced by up to 50 percent for a limited period of time.

2 = medium: The facility is temporarily closed or unable to operate, but can continue without an interruption of more than one day. A limited number of assets may be damaged, but the majority of



the facility is not affected. The number of visitors to the facility and others in the organization may be reduced by up to 25 percent for a limited period of time.

1 = minor: The facility experiences no significant impact on operations (downtime is less than four hours) and there is no loss of major assets.

Likelihood Ratings:

5 = almost certain: The likelihood of an incident is almost certain.

4 = likely: The likelihood of an incident may occur.

3 = possible: The likelihood of an incident is possible.

2 = unlikely: The likelihood of an incident is unlikely.

1 = rare: The likelihood of an incident would be rare if at all

Risk Analysis

A combination of the impact of consequence rating and the likelihood rating can be used to evaluate the vulnerability risk to the facility from a given threat.

The following sample risk matrix depicted indicates this facility with a serious consequence rating and an unlikely likelihood rating leading to a moderate vulnerability rating.

Red cells indicate high vulnerability risks; yellow cells, moderate vulnerability risks; and green cells, low vulnerability risks.



Consequence Ratings:		RATING	SCORE	HAZARD / VULNERABILITY	Higher number is greatest Consequence or Likelihood Consequence "C" (1-5) Likelihood "L" (1-5) C x L = Risk Rating	Likelihood Ratings:		
1 = Minor		CRITICAL	25	[Red Box]		1 = Rare		
2 = Medium			24			2 = Unlikely		
3 = Serious			23			3 = Possible		
4 = Major			22			4 = Likely		
5 = Catastrophic			21			5 = Almost Certain		
		HIGH	20	[Pink Box]				
			19					
			18					
			17					
			16					
	INSERT NUMBER	SERIOUS	15	[Yellow Box]				
	3		14					
			13					
			12					
			11					
		MODERATE	10	[Blue Box]				
			9					
			8					
			7					
			6					
	OVERALL RATING	LOW	5	[Green Box]				
	6		4					
			3					
			2					
			1					
Suggested Solutions:								
						INSERT NUMBER		
						2		

Hazard Vulnerability Assessment Rating Summary

The following vulnerability assessment summary provides the foundation for all the elements of the comprehensive emergency management cycle, preparedness, response, mitigation and recovery. It is recommended that that document be reviewed when conducting mitigation activities.

Vulnerability is defined to be a combination of the attractiveness of a facility as a target and the level of deterrence and/or defense provided by the existing countermeasures. Target attractiveness is a measure of the asset or facility in the eyes of an aggressor and is influenced by the function and/or symbolic importance of the facility. Sample definitions for vulnerability ratings are as follows:

- **Critical:** This is a high-profile facility that provides a very attractive target for potential adversaries and the level of deterrence and/or defense provided by the existing countermeasures is inadequate.
- **High:** This is a high-profile regional facility or a moderate-profile national facility that provides an attractive target and/or the level of deterrence and/or defense provided by the existing countermeasures is inadequate.
- **Serious:** This is a high-profile facility or a moderate-profile regional facility that provides an attractive target and/or the level of deterrence and/or defense provided by the existing countermeasures is inadequate.
- **Moderate:** This is a moderate-profile facility (not well-known outside the local area or region) that provides a potential target and/or the level of deterrence and/or defense provided by the existing countermeasures is marginally adequate.



- Low: This is not a high-profile facility and provides a possible target and/or the level of deterrence and/or defense provided by the existing countermeasures is adequate.

The following were the hazard assessment completed in October 2012:

RATING	SCORE	BUILDING	Higher number is greatest Consequence or Likelihood Consequence "C" (1-5)
CRITICAL	25		
	24		
	23		
	22		
	21		
HIGH	20		
	19		
	18		
	17		
	16		
SERIOUS	15	Morrill Hall	
	14	UPD Building Tunnels Scobey Hall Waneta Hall - Residential Bldg. Biostress Lab Harding Hall	
	13		
	12		
	11		

RATING	SCORE	BUILDING
MODERATE	10	Avera Campanile Tower Pugsley Building Crothers Engineering Hall Lincoln Hall Animal Science Complex Plant Science Lab Briggs Library
	9	
	8	



	7	campus night assessment Football Stadium Agricultural Engineering Bldg. Yeager Hall West Hall Berg Agricultural Hall Wagner /Rotunda Bldg.
	6	
LOW	5	Depuy Military Hall Lohr Building Tompkins Alumni Center Animal Science Arena AIECC
	4	
	3	
	2	
	1	

Business Impact Analysis

Essential Personnel and Human Capital Management

Essential personnel must be prepared to sustain essential functions remotely or from a relocation site for a period of up to 30 days. If a relocation site is used, staff will receive an orientation briefing from site staff upon arrival at the site regarding administrative issues. Supplies and equipment needed to perform essential functions will be prepositioned but individuals are responsible for personal items.

The university relies on human capital resources and their flexibility to assist the EMT members and the rest of the university population in an emergency. University leadership will:

- Be fully informed and understand human capital tools, flexibilities and strategies;
- Regularly review and update personnel contact information and notification protocols to assure that information remains current;
- Ensure employees have a clear understanding of their role in an emergency; and
- Develop, review and update emergency guides as needed.

Alternate Facilities

The university recognizes that normal operations may be disrupted and that there may be a need to perform essential functions at alternate sites. The university's large footprint makes it less likely that an emergency will require the relocation of all operations. The EMT has identified alternate locations for the backup EOC.

Individual departments need to identify primary and secondary operating locations for their departments. In addition, depending on the emergency, through cooperative agreements and mutual



aid, departments should also have access to facilities outside the campus that could support the essential functions of the university and the health system.



Appendix E

Capability Assessment

NFPA 1600 acknowledges that the capability of resources is just as important as the availability of resources. Responders must be knowledgeable and have sufficient training to function as part of an emergency. Facilities must meet minimum regulatory requirements, such as ADA (American Disabilities Act) and be adequately sized and arranged to meet the mission objectives. Minimum resource requirements needed to maintain the continuity of critical functions should be addressed during the business impact analysis. To this end, the following have been identified:

Emergency Response	Personnel	Facilities	Systems and Equipment	Materials	Plans and Procedures
Resources needed for multiple events	<ul style="list-style-type: none"> • Incident management team • Media spokesperson 	<ul style="list-style-type: none"> • EOC • Alternate EOC • Incident Command Post • Evacuation sites 	<ul style="list-style-type: none"> • Alerting system • Communications capability • Identification of team members • Portable lighting • Emergency power supplies 	<ul style="list-style-type: none"> • Clipboards • Paper, pens, markers • White boards • Flip charts • Scene tape • Fuel supplies 	<ul style="list-style-type: none"> • Maps • Building floor plans • Utility system maps • Media relations plan • Contacts
Protective Actions (evacuations, sheltering, lockdown)	<ul style="list-style-type: none"> • Evacuation team • Shelter-in-place team 	<ul style="list-style-type: none"> • Means of egress • Areas of refuge • Evacuation assembly areas • Shelter-in-place areas 	<ul style="list-style-type: none"> • Emergency alert system • Evacuation systems for persons with disabilities 		<ul style="list-style-type: none"> • Evacuation plan • Shelter-in-place plan • Lockdown procedures • Evacuation diagrams • Rosters
Medical	<ul style="list-style-type: none"> • Medical professionals on-site • First Aid, CPR-certified personnel • Public emergency services 	<ul style="list-style-type: none"> • Clinic on-site • Temporary medical facility • Medical facility 	<ul style="list-style-type: none"> • First aid kits and supplies • Universal precaution kits (gloves, masks) • AEDs • Emergency showers • Emergency eye wash 		<ul style="list-style-type: none"> • Medical emergency plan • Material safety data sheets



<p>Fire Incidents</p>	<ul style="list-style-type: none"> • Persons trained to use fire extinguishers • Brookings Fire Department 	<ul style="list-style-type: none"> • EOC • Incident Command Post 	<ul style="list-style-type: none"> • Fire extinguishers • Standpipes and hoses • Fire alarm systems • Sprinkler systems • Smoke control systems • Protective clothing 	<ul style="list-style-type: none"> • Replacement of fire extinguishers 	<ul style="list-style-type: none"> • Fire response plan • Pre-Incident plan • Evacuation plan
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Emergency Response	Personnel	Facilities	Systems and Equipment	Materials	Plans and Procedures
<p>Hazardous Materials</p>	<ul style="list-style-type: none"> • Hazmat worker awareness • Public Hazmat Team response • Hazmat disposal contractor 	<ul style="list-style-type: none"> • Alternate work location for contaminated areas 	<ul style="list-style-type: none"> • Containment systems • Ventilation systems • Pollution control measures • Cleanup equipment • Air monitoring 	<ul style="list-style-type: none"> • Cleanup supplies 	<ul style="list-style-type: none"> • Hazmat response plan • Hazmat inventory • MSDS • Hazardous Materials Management Plan • Risk Management Plan • Spill prevention
<p>Rescue</p>	<ul style="list-style-type: none"> • Confined space rescue (tunnels, tanks) • Machine extraction • Search and rescue 		<ul style="list-style-type: none"> • Air quality monitoring • Air supply 	<ul style="list-style-type: none"> • Replace air cylinders 	<ul style="list-style-type: none"> • Maps of confined spaces



	<ul style="list-style-type: none"> • Brookings Fire Department 				
Security	<ul style="list-style-type: none"> • UPD • Brookings Police • Brookings County Sheriff's Office 	<ul style="list-style-type: none"> • Security Command Center • Surveillance monitoring 	<ul style="list-style-type: none"> • Visitor Screening capability needed • Intrusion detection systems • Panic alarms 	<ul style="list-style-type: none"> • Room searched tags 	<ul style="list-style-type: none"> • Bomb threat response plan • Floor plans • Defined search areas
Salvage and Cleanup	<ul style="list-style-type: none"> • Specialized cleanup and restoration contractors 	<ul style="list-style-type: none"> • Alternative work areas 	<ul style="list-style-type: none"> • Salvage and cleanup equipment 		



Appendix F

Mitigation Overview

NFPA 1600 requires the entity develop and implement a mitigation strategy that includes measures to be taken to limit or control the consequences, extent or severity of an incident that cannot reasonably be prevented. There are many methods typically used, however the most common are:

- Use of applicable building codes and construction standards.
 - Analysis of building collapse potential.
 - Evaluation of building attachments and their potential reaction to adverse conditions, e.g., snow loading, wind loads or forces, etc.
- Hazard avoidance through appropriate land-use methods.
 - Analysis of and alternative methods to divert floodwaters away from vulnerable assets.
 - Adequate lighting and visibility of areas that are determined vulnerable.
- Removal and elimination of the hazards.
 - Where possible mitigation efforts should include the removal of hazards such as the removal of a vacant building, vegetation, etc.
 - Removal of hazardous chemicals and replacing them with safer alternatives.
- Segregation of the hazards.
 - Segregation of the hazards begins with the site. A combination of distance and barriers that prevent pedestrian or vehicle traffic can be an effective combination.
 - Locate high-hazard operations into areas of buildings where higher levels of safety and protection have been incorporated.
 - Establishment of security zones around buildings to reduce potential public gathering areas.
 - Elimination of areas where persons or suspicious items could be concealed around or inside a building.
- Modifications of the basic characteristics of the hazard.
 - Some materials, such as flammable paints, arrive on the premises as hazardous materials and require special handling procedures. Until the paint has been applied, it remains a hazard. Using less hazardous paints reduces the hazards and potential exposures.
- Control of the rates of release of the hazard.
 - Hazard mitigation activities can include reduction in the quantity of hazardous materials on-site. Installing processes and controls that regulate the ordering and distribution of chemicals have already been implemented.
- Provisions for protective systems or equipment for physical risks.
 - There are numerous systems designed to protect people, buildings, systems and equipment from a variety of hazards. Fire represents one of the greatest hazards that can threaten the occupants of a building and the building itself. Fires arise from both natural and human factors. Most fires can be quickly controlled if detected early and if suppression systems activate quickly.



- Fire alarm systems serve to detect the presence of a fire during the early stages and alert the occupants and responders of a potentially unsafe condition. These system do nothing to contain or control the fire or smoke conditions.
- Fire sprinkler systems serve a dual purpose in the fact that they serve as detection of a fire in the early stages and also to initiate fire-suppression activities while alerting the occupants and responders of the potentially unsafe condition. In fires within sprinkler protected buildings, over 70 percent of the fires were contained, controlled or extinguished with the operation of four-or-fewer sprinkler heads, thereby reducing the threat to life while reducing property damage.
- Absent the installation of fire alarm or sprinkler systems, the occupants of buildings are dependent on remaining alerts in recognizing the indicators of a possible unsafe condition and alerting the other occupants of the buildings. In these cases, there must be very detailed emergency plans in place and all occupants should be familiar with their roles during an emergency.
- Establishment of hazard warning and communication.
 - Proactive actions, including evacuation of a building and sheltering-in-place, require building occupants to be promptly warned there is a hazard inside or outside the building. Occupants need to be further advised of the actions they are to take during certain emergencies.
 - Fire alarm systems typically are used to alert occupants of an unsafe condition and compel them to evacuate to safety. During some types of emergencies, this evacuation may not be the appropriate action for occupants. For this reason, some fire alarm systems are equipped with a voice override system where the occupants can be alerted by the alarm system and voice direction provided with specific instructions.
 - At the university, a building warden program has been put into place to assist occupants with evacuations from buildings and provide for accountability of the occupants during an emergency situation.
 - The university utilizes the Everbridge and Alertus Desktop Notification systems to alert community members of emergencies. Email information is automatically loaded into the Everbridge system for students and staff. To add additional information to their profile, students and staff must log in to Everbridge. For access to Alertus Desktop Notification, users must download the program from the Emergency Management website.
 - In addition to the SDSU website, other methods typically used by the university include social networking sites such as Facebook and Twitter.
- Redundancy of essential personnel, critical systems or equipment.
 - Many systems are critical to the continuity of university functions. These include:
 - Utilities systems;
 - Electrical power distribution;
 - Natural gas;
 - Fuel oil;
 - Water;
 - Sewage;
 - Transportation; and



- Telecommunications.
 - Redundancy in these systems, such as dual feeds for electricity entering a building where power is critical, may be the easiest solution.
 - Emergency generators and uninterruptable power supplies are also options, but these systems must be tested, maintained and operable at all times.
 - Where vital records become vulnerable, there must be redundancy in the backup of these records so that any loss can minimize the impacts.
 - Personnel with specific knowledge or skills involving critical operations or systems must share the knowledge and develop a plan that someone in their absence can follow to conduct the operations seamlessly.

Sample Hazard Mitigation Checklist (NFPA 1600 example)

HAZARD MITIGATION CHECKLIST	
Facility:	Location:
Prepared by:	Date:
Contact Info:	
Use this checklist to identify measures that can be taken to prevent, deter and/or mitigate potential hazards.	
PART 1 – Site Planning and Landscape Design	
• Implement Crime Prevention through Environmental Design (CPTED).	
• Minimize concealment opportunities in landscape, furniture, vegetation, trash receptacles, etc.	
• Design grounds and parking facilities for natural surveillance by concentrating pedestrian activity, limiting entrances and exits, and eliminating concealment opportunities.	
• Separate vehicle and pedestrian traffic.	
• Implement vehicle and pedestrian access control and inspection at perimeter (ensure the ability to regulate flow of people and vehicles at one time).	
• Design site circulation to minimize vehicle speeds and eliminate direct approach to structures.	
• Incorporate vehicle barriers such as walls, fences, trenches, ponds/basins, plantings, trees, sculptures and fountains into site plan.	
• Ensure adequate site lighting.	
• Design signage for simplicity and clarity.	
• Locate critical offices away from uncontrolled public areas.	
• Separate delivery processing facilities from other buildings.	
• Maintain clear unobstructed access for emergency responders.	
• Eliminate potential site access through utility tunnels, corridors, manholes, etc.	
PART 2 – Architectural and Interior Space Planning	
• Combine staff and visitor entrances.	
• Incorporate visitor and employee screening areas.	
• Minimize device concealment opportunities such as trash containers, etc.	



• Prohibit public access to sensitive areas.
• Locate critical assets away from public areas.
• Separate high- and low-risk activities.
• Harden building utility service connections and controls.
• Locate delivery of mail and packages to specific areas remote of sensitive areas.
• Establish areas of refuge.
• Ensure areas of egress pathways are hardened and discharge into safe areas.
• Restrict roof access.
• Protect fire alarm, sprinkler control valves and panels from access and damage.
• Provide for surveillance of public areas.
• Ensure that fire-rated or smoke-barrier doors are not propped in the open position.
PART 3 – Blast-resistant Structural Design
• Create a blast-resistant exterior envelope.
• Separate parking and vehicle access areas from buildings where structure cannot be altered.
• Ensure openings are protected from the introduction of potential hazards.
• Ensure mailrooms are secured and blast-resistant or separated from other areas.

HAZARD MITIGATION CHECKLIST

PART 4 – Mechanical

• Locate utility and ventilation systems away from entrances, vehicle circulation and parking.
• Protect utility lifelines such as valves, controls, etc.
• Locate air intakes remotely from access or protect them from introduction of foreign materials.
• Provide and maintain positive pressure stairwell ventilation.
• Provide redundant ventilation and utility systems for critical areas.
• Provide a secure alternate drinking water supply.

PART 5 – Electrical

• Locate utility systems and lifelines away from entrances, vehicle circulation and parking.
• Implement separate power distribution system for critical areas.
• Secure connections and controls from access and tampering.
• Install adequate site lighting.
• Maintain exit sign illumination, emergency light illumination and backup power supplies for critical systems such as the fire alarms and emergency lighting.
• Ensure that critical systems distribution services are not all gathered into the same conduits, panels, or risers.

PART 6 – Fire Protection

• Ensure compliance with codes for the systems installed in the buildings.
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<ul style="list-style-type: none">• Locate critical fire protection systems where they are usable and accessible to responders, i.e., hydrants, access roads, etc.
<ul style="list-style-type: none">• Locate critical document-storage areas and processes and evaluate fire detection and suppression systems to ensure they are adequate.
<ul style="list-style-type: none">• Conduct regular evaluations of the buildings for maintenance of life safety- and fire safety-related components.
<ul style="list-style-type: none">• Determine areas of refuge, evacuation points and shelter-in-place locations where occupants can be ensured safety.
<ul style="list-style-type: none">• Conduct regular evacuation drills.
<ul style="list-style-type: none">• Regularly evaluate fire protection equipment readiness/adequacy.
PART 7 – Security
<ul style="list-style-type: none">• Develop and maintain backup EOC location.
<ul style="list-style-type: none">• Secure electrical closets, utility rooms, janitorial rooms, mechanical rooms, storage areas, and telephone and telecommunication areas.
<ul style="list-style-type: none">• Implement or maintain video surveillance of critical areas.
<ul style="list-style-type: none">• Install public and employee screening areas to critical areas or events.
PART 8 – Parking
<ul style="list-style-type: none">• Minimize parking on streets adjacent to buildings.
<ul style="list-style-type: none">• Control all on-site parking with ID checks, parking stickers, security personnel or access systems.
<ul style="list-style-type: none">• Separate employee, student and visitor parking areas.
<ul style="list-style-type: none">• Ensure natural surveillance by concentrating pedestrian activity, limiting entrances/exits and eliminating concealment opportunities.



Appendix G

Common Hazard Categories

Human-Caused Emergencies

These are examples of emergencies created by humans, either intentionally or by accident.

Civil Unrest

This section should address the hazard-specific methods the jurisdiction uses to prepare for and respond to civil unrest emergencies/disasters. The section should also identify and describe the jurisdiction's specific concerns, capabilities, training, agencies and resources that will be used to mitigate against, prepare for, respond to and recover from civil unrest emergencies (e.g., riots, school shootings).

Terrorism

This section should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies and resources that will be used to prevent, protect against, prepare for, respond to and recover from terrorist acts. The attacks covered should include, but not be limited to, attacks involving weapons of mass destruction, such as CBRNE emergencies. Note: Some state emergency management agencies or homeland security offices have developed specific guidance for this planning element. Specific planning criteria are established in that guidance and it must be reviewed in order to develop the terrorism plan.

Natural Emergencies

Biological emergencies

This section should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies and resources that will be used to mitigate against, prepare for, respond to and recover from epidemic diseases and biological emergencies (e.g., West Nile virus, foot-and-mouth disease, smallpox). It should also include a hazard analysis summary that discusses where/how biological emergencies are likely to impact the community.

Droughts

This section should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies and resources that will be used to mitigate against, prepare for, respond to and recover from droughts (e.g., water conservation, public water outages, and wildfire issues). It should also include a hazard analysis summary that discusses where/how droughts are likely to impact the jurisdiction.

Earthquakes

This section should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies and resources that will be used to mitigate against, prepare for, respond to and recover from earthquakes. It should also include a hazard analysis summary that discusses where/how earthquakes are likely to impact the jurisdiction.



Flood/Dam Failures

This section should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies and resources that will be used to mitigate against, prepare for, respond to and recover from flood/dam emergencies/disasters (e.g., flash floods, inundation floods, floods resulting from dam failures or ice jams). It should also include a hazard summary that discusses where (e.g., 100-year and common floodplains) and how floods are likely to impact the jurisdiction.

Hurricanes/Severe Storms

This section should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies and resources that will be used to mitigate against, prepare for, respond to and recover from hurricanes/severe storms. It should also include a hazard analysis summary that discusses where/how hurricanes/severe storms are likely to impact the jurisdiction.

Tornadoes

This section should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies and resources that will be used to mitigate against, prepare for, respond to and recover from tornadoes. It should also include a hazard analysis summary that discusses where/how tornadoes are likely to impact the jurisdiction (e.g., historical/seasonal trends, damage levels F1 through F5).

Winter Storms

This section should identify and describe the jurisdiction's specific concerns, capabilities, training, agencies and resources that will be used to mitigate against, prepare for, respond to and recover from winter storms (e.g., blizzards, ice jams and ice storms). It should also include a hazard analysis summary that discusses where/how winter storms are likely to impact the jurisdiction.

Technological Hazards

These emergencies involve materials created by man and that pose a unique hazard to the general public and environment. The jurisdiction needs to consider emergencies that are caused by accident (e.g., mechanical failure, human mistake), result from an emergency caused by another hazard (e.g., flood, storm), or are caused intentionally.

Hazardous Materials

This section should address the hazard-specific procedures and methods used to prepare for and respond to releases that involve Hazmat that is manufactured, stored or used at fixed facilities or in transport (if not addressed in a functional appendices, such as ESF 10). This section may include materials that exhibit incendiary or explosive properties when released. Note: Some states have laws that require each Local Emergency Planning Committee (LEPC) to develop a chemical emergency preparedness and response plan on this topic. Some states have laws requiring the local emergency management agency to incorporate the LEPC's plan into the emergency management agency's planning and preparedness activities. Specific planning criteria established by a State Emergency Response Commission must be reviewed and addressed in order to develop the LEPC plan.

Lethal Chemical Agents and Munitions



This section should identify and describe the jurisdiction’s specific concerns, capabilities, training, agencies and resources used to militate against, prepare for, respond to and recover from lethal chemical agent and munitions emergencies (e.g., sarin, mustard and VX). It should include a hazard analysis summary that discusses where/how chemical agent emergencies are likely to impact the community.

Radiological Emergencies

This section of the plan should address the hazard-specific methods to prepare for and respond to releases that involve radiological materials that are at licensed facilities or in transport.

Types of Emergencies

This list contains some of the potential emergencies that could occur off-site or at the university which are addressed in emergency management planning, and is not all-inclusive.

EMERGENCIES			
TYPE OF EMERGENCY	VULNERABILITY	RISK	MITIGATION
High winds and Tornado	<ul style="list-style-type: none"> • This can impact all of campus as well as the City of Brookings and Brookings County. • Loss of life has not been experienced from either hazard, however potential for injury from flying debris is a concern. • Property and environmental damage may be significant. • Loss of power is common. 	<ul style="list-style-type: none"> • Probability of occurrence for tornadoes is low. • Potential for high wind damage is significant. • Loss of utilities, debris removal and fire may result from these hazards. • Simultaneous conditions include sudden onset of moisture, damaging hail, injuries and fire from downed power lines. 	<ul style="list-style-type: none"> • Active communications with Brookings County weather spotter program. • Effective community alerting system. • Effective evacuation and sheltering program.
Flood	<ul style="list-style-type: none"> • Residence, cropland, roads and railways in the Sioux River, Deer Creek and Six-mile Creek floodplains. • Population, property, and environmental exposure is minimal due to occurrences of this hazard on a historical basis. 	<ul style="list-style-type: none"> • Probability of occurrence is low. • Consequences of this hazard are threat to life safety, blocked transportation routes, loss of utilities, evacuation, and debris removal. • Erosion is a consideration due to topography involved. 	<ul style="list-style-type: none"> • Adherence to the National Flood Insurance Program and building codes. • Continued awareness and education. • Effective community alerting system.



			<ul style="list-style-type: none"> • Effective sheltering and evacuation program.
Winter Storm	<ul style="list-style-type: none"> • This can impact all of the SDSU campus, City of Brookings and Brookings County. • Property that sustains the most damage includes transportation routes, utilities and livestock. • Environmental exposure is self-explanatory centered on area of impact. 	<ul style="list-style-type: none"> • Probability is high during the period of Nov. 1 to March 1. • Consequences include delays in emergency response and potential for loss of utilities. • Contingent emergencies could include isolation, resulting in shortages of food and medical supplies. 	<ul style="list-style-type: none"> • Coordinated snow policies exist throughout the campus, City and County for all primary and secondary routes. • Increase education and awareness as it relates to winter hazards. • Effective community alerting system.
TYPE OF EMERGENCY	VULNERABILITY	RISK	MITIGATION
Drought	<ul style="list-style-type: none"> • All agricultural areas on the campus. • All cropland not under irrigation may receive damage. • Drought conditions expose the environment to disease, fire and infestation. • Severity is directly proportionate to length of exposure. 	<ul style="list-style-type: none"> • Cyclical depending on weather patterns. The normal for Brookings County is once every 10 years. • Consequences to campus may include associated health complications. • Probability of simultaneous emergency/ disaster is high due to recognized potential for fire in this area. • The severity potential can be increased due to a continued lack of moisture throughout the year. 	<ul style="list-style-type: none"> • Water restrictions plans. • Water collection plans. • Water recycling plans.



<p>Fire</p>	<ul style="list-style-type: none"> • All occupied and unoccupied structures. • Population at risk included the occupants of any building at any given time. • Property at risk would include all structures and adjacent property at any given nature. 	<ul style="list-style-type: none"> • Probability of occurrence is likely. • Consequences to persons, property and the environment can be catastrophic due to the monetary and materialistic factoring involved. • Probability of simultaneous emergency is highly likely due to the building concentration. • Continual growth on the campus contributes to increased risk. 	<ul style="list-style-type: none"> • Fire prevention training. • Strict adherence to fire and building codes. • Development of process to reduce alarms. • Effective community alerting.
<p>Hazardous Materials Incident (Hazmat)</p>	<ul style="list-style-type: none"> • A Hazmat incident can occur at any given location on the SDSU campus, in the City of Brookings or in Brookings County. • Population, property and the environment are all vulnerable. <p>The use of chemicals within the buildings on the campus adds to the vulnerability.</p>	<ul style="list-style-type: none"> • Probability for a minor spill is high. • Major incident probabilities are low. • The human and environmental risks associated with Hazmat. • Spills depend on the severity and the product. • Associated risks are fire. • Explosive potential and educational disruptions are probable. <p>Unusual conditions are topography, demography, wind direction and place of occurrence.</p>	<ul style="list-style-type: none"> • The campus has an aggressive reporting system where inventory information is maintained by EHS department at SDSU. • Public awareness and education through the campus is essential. <p>Effective community alerting.</p>
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>Mass Casualty Incident</p>	<ul style="list-style-type: none"> • Any major incident involving an entire building. • Any special event, athletic event, recreation area or any area where large groups of people gather on campus. 	<ul style="list-style-type: none"> • Mass casualty incidents are low. <p>Because of the nature of a mass casualty incident, resources may be insufficient to meet the needs of the incident.</p>	<ul style="list-style-type: none"> • Continuing training and testing of all emergency response. • Development of multi-jurisdictional planning and



	<ul style="list-style-type: none"> All residents are at risk (seasonal or otherwise). Property damage and environmental exposure is linked to the type of incident. 		<p>response capabilities exist in the county. Effective community alerting.</p>
	•	•	•
Civil Disturbance / Terrorism	<ul style="list-style-type: none"> The City of Brookings and Brookings County have had riots during Hobo Day. Population, property and the environment are targets of opportunity. SDSU hosts several large events each year. 	<ul style="list-style-type: none"> Probability of occurrence is limited. Conditions are enhanced for civil disturbance whenever large gatherings occur. 	<ul style="list-style-type: none"> Proactive law enforcement. Development of multijurisdictional planning and response capabilities.
Aviation Accident	<ul style="list-style-type: none"> The location of the airport. Flights paths for planes landing and/or taking off from the airport involve flying over some portions of the campus. <p>In the event of a crash, all persons, property, and the environment would be exposed.</p>	<ul style="list-style-type: none"> Probability of an occurrence is minimal; however, resulting damage from an actual occurrence could lead to catastrophic proportions. The airport has both propeller and jet aircraft use of both private and, at times, commercial aircraft. 	<ul style="list-style-type: none"> Contingency planning with the fire department, hospital, city and county, and airport facilities continue to evaluate risks. Effective response protocols. Effective community alerting.
	•	•	•
Medical Emergencies	<ul style="list-style-type: none"> Communicable disease. Exposure and/or Outbreak. Injury. Death or homicide. Food poisoning. 	<ul style="list-style-type: none"> The potential of these incidents are moderate. Because of the nature of the incidents they typically only involve a SMALL portion of the campus. <p>Resources may be insufficient to meet the needs of the incident in the initial hours.</p>	<ul style="list-style-type: none"> Continuing training and testing of all emergency response personnel. Development of multijurisdictional communication, planning and response capabilities exist. Effective community alerting.



	•	•	•
Explosion	<ul style="list-style-type: none"> • Gas line leak/break. • Explosive device. • Explosive chemical release. 	<ul style="list-style-type: none"> • Probability for a minor explosion is high. • Major incident probabilities are moderate. • The human and environmental risks associated with an explosion depend on the product and amount involved. <p>Associated risks are fire, injuries and educational disruptions.</p>	<ul style="list-style-type: none"> • First responder training. • Effective community alerting.
Biological Hazards	<ul style="list-style-type: none"> • Infectious diseases, such as pandemic influenza, XDR (extensively drug resistant tuberculosis), Staphylococcus aureus (Staph), and meningitis; • Contaminated food outbreak, including salmonella, botulism and E. coli. • Toxic materials present in campus laboratories, such as chemical, radioactive or other potentially harmful substances. 	<ul style="list-style-type: none"> • Potential of these incidents is minimal. • Widespread exposure or contamination of a large amount of students could cause a mass-casualty event. 	<ul style="list-style-type: none"> • Area wide contingency planning/training • Pandemic plan • Immunization requirement. • Continuity of operations plan (COOP). • Effective community alerting.
Violence	<ul style="list-style-type: none"> • Threats of violence at colleges and universities involve: <ul style="list-style-type: none"> ○ Weapons on campus and school shootings; ○ Fights; ○ Criminal or gang 	<ul style="list-style-type: none"> • The potential of these incidents are moderate. • Because of the nature of the incidents, they typically only involve a portion of the campus. 	<ul style="list-style-type: none"> • Behavioral Intervention Team. • Effective law enforcement response. • Workplace violence prevention program. • Active shooter training.



	violence; and ○ Bomb threats.		• Effective community alerting.



Appendix H

Building/Department Emergency Planning

The building emergency plan address specific response actions related to campus buildings during an emergency. The basic plan will incorporate three basic response measures:

- Building evacuation and assemble areas;
- Shelter-in-place; and
- Medical emergencies.

Note: A plan template is available in the plan appendix

Certain buildings/departments, because of their hazardous contents, operations or special occupancy issues may warrant more elaborate plans to prepare for different types of crises that extend beyond the three basic response measures listed above. Examples include the Avera Health and Science Center, University Farms, the Animal Disease Research and Diagnostic Laboratory and assembly occupancy buildings (e.g., Performing Arts Center, Dana J. Dykhouse Stadium, etc.).

Each department head is responsible for developing and maintaining building emergency plans that apply to his/her respective organization and/or building(s).



Appendix I

Building Warden Guide and Building Emergency Plan Template

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Notification of an emergency
Evacuation
Area of refuge
Shelter-in-place
Fire alarm/fire suppression
Summary

[Appendix](#)

- A) Acronyms and Definitions
- B) Resource List
- C) Fire Extinguisher Training
- D) Fire Drill Checklist
- E) Quarterly Facility Checklist
- F) AED Policy
- G) Record of Changes
- H) Building Plan Template



Introduction

Emergency management is a continually evolving process. At South Dakota State University (SDSU), the Emergency Management Team (EMT) is the university committee responsible for development, implementation and coordination of emergency planning, response and recovery activities. The list of team members is available on the university's emergency management [website](#). Among other emergency management activities, the EMT is responsible for development and management of the university's Continuity of Operations Plan (COOP), the Building Emergency Plan (plan) and Building Warden Program (program). The university's emergency management specialist is responsible for coordinating the plan and the program.

The building emergency plans created by the program are crucial parts of emergency planning and response. Plans provide general information and documents specific to building emergency procedures such as building evacuations, sheltering-in-place and the roles and responsibilities of building wardens, administrators and other building occupants.

Wardens are university employees who volunteered or were selected and are responsible for developing the plan for their facility, coordinating building occupant training and, to the extent the activities can be conducted safely, serve in a response capacity during an incident.

All buildings have a warden and a plan. In some cases, especially in large buildings, there may be deputy, area or floor wardens. To assist wardens in plan development, a standardized template was developed. This template and its companion, the Building Warden Guide, provide campus-wide consistency to the planning process, allow occupants of the building to become familiar with the steps taken to assure their safety should an incident occur, identify primary and secondary warden(s), and provide guidance on the proper response to an emergency and additional information and support.

This template is designed to encourage continuous proactive prevention and response activities to reduce the potential for and the impact of an incident. The template contains building-specific information and protocols and requires the input of wardens, building administrators and building occupants.

While the product of this effort is the plan, an ancillary benefit of completing a building plan is the process itself, as it educates building occupants of the procedures in place on campus and within their facility that enhance their safety.

Upon completion, the plan is reviewed by the building administrator(s) and sent to the university emergency management specialist for final review and approval. The warden and the emergency management specialist annually review the plan.



Responsibilities

Building Administrator(s): Deans/directors/department heads are responsible for:

- Identify and assign warden(s);
- Provide warden(s) adequate release time for program support;
- Provide necessary equipment and supplies;
- Provide nonmaterial support; and
- Review and approve plan before submission for review by the emergency management specialist.

Building warden(s) planning responsibilities:

- Complete building plan;
- Coordinate activities identified in the plan;
- Distribute plan to building occupants;
- Complete an annual review of and update the plan;
- Assure the plan is available during an incident;
- Work with the department head/director to identify an adequate number of area wardens for the buildings in which they are responsible;
- Provide training to the area wardens;
- May provide training to the building occupants in the areas of fire and life safety, evacuations, and how to react during an emergency;
- Conduct or assist in evaluating the readiness of buildings and life safety systems; and
- May also be present during any life safety inspections, installations, maintenance or repair of devices in a building or workplace.

To the extent wardens are available and activities can be conducted safely, their responsibilities during an emergency include:

- Assist in evacuation;
- Report to Emergency Assembly Area (EAA) and account for evacuated personnel;
- Collect and provide essential information to emergency response personnel (e.g. location of incident, persons in building, special hazards, etc.);
- Report on the state of the evacuation to emergency responders;
- Record evacuation details; and
- Complete an after action report.

Area wardens planning responsibilities include:

- Participate in planning and response activities;
- Be familiar with the use of safety equipment located in the building;
- Be familiar with any special needs of the occupants within their area of responsibility;
- Facilitate the education/practicing of the emergency evacuation procedures with the occupants; and



- May also be present during any life safety inspections, installations, maintenance or repair of devices in a building or workplace.

Area warden responsibilities during an emergency, to the extent these activities can be done safely, include:

- Inform people when they need to evacuate in the event of an emergency;
- Coordinate general safety and assist with evacuations within their assigned building; and
- Verify that everyone in assigned area is out of the building and report missing occupants to the warden or emergency responders.

Wardens are provided with all the training necessary to complete this specialized function. The training consist of the following topics:

- General causes of emergencies and methods of prevention;
- Identification of potential risk—areas in the building or workplace where knowledge of processes which can be controlled;
- Methods of extinguishing fires;
- Evacuation of physically handicapped occupants; and
- Evacuation of victims.

Building occupants are responsible for:

- Participating in building emergency planning and response activities;
- Being familiar with the plan;
- Knowing the evacuation routes and EAA location(s);
- Participating in exercises/drills;
- Attending department training sessions; and
- Following the directions of first responders and building wardens.

The emergency management specialist is responsible for:

- Technical assistance;
- Distribution of backpacks;
- Plan review; and
- Coordination of training.
- Fire extinguisher use;
- Fire/tornado drills; and
- Hazard identification and mitigation.



Procedures

Notification of an emergency

The City of Brookings, Brookings County and the university use a variety of tools to communicate with their communities. Collectively, these comprise the area's emergency communications systems. The city and county exclusively use a countywide siren to inform the community of a tornado warning. The university emergency communications system includes Everbridge, Alertus Desktop Notification and university-controlled websites and social media.

Everbridge provides email notifications for all university students and employees. Staff and students may add additional emails, cellular and hardwired phone and text numbers to the system. Alertus Desktop Notification sends emergency information directly to the user's computer monitors and can be downloaded by students and staff. Information on Everbridge and Alertus Desktop Communication is available on the [Emergency Management](#) website.

The university's emergency communication system is used for tornado warnings. Through Everbridge, all community members receive an email and other user-selected methods, notifying them of the tornado warning that direct them to seek shelter. University community members who downloaded Alertus Desktop Notification receive the warning on their computer screens. The university announcement of a tornado warning is independent of a Brookings City/County siren. As a result, one may receive notification of a tornado warning before or without a siren notification.

In addition to tornado warning notification, Everbridge and Alertus Desktop Notification and university-controlled social media and Web sites are also used for an event that may or currently impact a large portion or all of the campus or community. These communications inform community members of the emergency and provide direct actions to mitigate the effects of the emergency. The university emergency communications policy 10:3 Community Notification of Potential, Imminent or Active threat the University is available at the university policy and procedure [website](#).

At the individual building level, the primary communication tool is the fire alarm system's horns and strobes. With the exception of a fire alarm system test, fire alarms are only used to activate a building evacuation. In rare instances, police or other first responders will inform occupants of the need to evacuate or shelter-in-place independent of any other form of communication.



Evacuation

University policy requires immediate evacuation when any fire alarm sounds within a building. All faculty, staff, students and any other individuals within the building must promptly evacuate the building using the nearest designated exit routes.

Evacuation Procedures

- Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors or hazardous materials.
- All building occupants shall follow instructions relevant to public safety issued by the building warden or fire and police personnel.
- After exiting building, occupants are to go directly to their designated Emergency Assembly Area (EAA) and follow guidance provided by the building warden (or designated safety representative) and emergency responders.
- No one may re-enter building until authorized to do so by fire or police officials.
- If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards, if left unattended. Evacuate as soon as possible.
- If immediately shutting down hazardous research would cause additional risks or hazards, notify the emergency personnel of location and hazards.
- When you evacuate, take keys, coat, medication, purse and any other critical personal items with you to the EAA.
- Close doors as rooms are vacated.
- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
- Note location of trapped and injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit.
- Use stairways only. Do not use elevators.
- Keep to the right side of corridors and stairwells as you exit.
- Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
- Remain in EAA until accountability is taken and instructions are given.
- Do not re-enter the building until authorized by fire or police department personnel give the “all-clear” instruction.



Area of Refuge

An **area of refuge** is a building location designed to hold occupants who are physically unable to evacuate during a fire or other emergency or when evacuation may not be safe or possible. Occupants can move to an area of refuge where they can be rescued by a first responder or capable volunteer. Some areas of refuge have systems that allow communications between the area of refuge and the fire panel. First responders check the panel to determine if the area of refuge indicator has been activated.

When physically unable to evacuate a facility, building occupants may visit an **undesignated area of refuge** that provides protection from the threat. It is important that occupants who seek refuge in a location not identified as an area of refuge immediately notify first responders of their location and situation. Evacuees aware of individuals who have sought refuge should help them evacuate the building, if possible. If they are unable to assist others, evacuees should notify first responders of the location of the individual(s).

Shelter-in-Place

Shelter-in-place means seeking immediate shelter inside a building and is appropriate for tornadoes, earthquake, and releases of hazardous materials in the outside air, civil disturbance and for the report of armed intruders on campus. When directed to shelter in place seek shelter that is appropriate to the emergency. Stay sheltered until you receive information the emergency has passed or that evacuation is possible.

When to shelter-in-place: You must **immediately** seek shelter when:

1. Hear the Brookings City/County sirens;
2. Directed by a message from the emergency communications system;
3. Directed by police or fire department personnel; or
4. See or are made aware of a threat indicating sheltering-in-place is necessary. When safe to do so, make sure the police are aware of the threat by dialing 111 from a campus phone or 911 from a cellular phone.

In some situations, the decision to evacuate a building or area may be a more advisable than sheltering-in-place. These situations are fact dependent and may require action with limited information. For example, if there is a report of a hazardous material spill, evacuation may be a better option than sheltering-in-place.

Incident	Appropriate Shelters	Additional Information
Tornado	Lower levels of building away from exterior doors and windows.	Monitor local news for most current information.
Hazardous Materials Incident	Remain in or move to unaffected areas and close windows and doors.	Wait for instructions from the university. Be prepared to evacuate



		current location should conditions change.
Active shooter/ armed intruder	Seek a safe location, preferable a room without windows that can be locked or secured by barriers.	Remain out of view and silent. Monitor emergency messages for most recent information and direction.

Individuals may be confused or physically unable to evacuate or shelter-in-place. As a result, occupants are encouraged to assist others if they can do so safely.

Portions of or all of the university emergency notification system may be used to provide an all-clear message. In some circumstances, a first responder will signify all clear by going room to room.

Fire Alarm/Fire Suppression Information
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The primary source of fire suppression at SDSU are building sprinklers, fire-rated doors, hand-held fire extinguishers and HVAC systems that shut off when a fire alarm occurs. Some areas on campus may have fire-suppression equipment designed for the specific needs of the facility.

Fire alarms can be activated in the following ways:

- Pull station activation;
- Smoke/heat detector activation; and
- Sprinkler system activation.

All fire alarms require an immediate evacuation of the facility. Do not use the elevator during a fire alarm. The building may not be re-entered until the alarm has been investigated and the fire alarm system reset. At that time, fire or police officials allow building re-entry.

When a fire alarm occurs, elevators return to the ground floor and fire doors throughout the facility close. In some cases, air handlers shut down. These services are restored once the building has been evacuated and the fire alarm reset.

Fire extinguishers are located throughout most facilities and are inspected monthly. SDSU uses class ABC extinguishers that are red in color. Generally, they are located on each floor of every building, mounted to the wall or inside cabinets in the common corridors.

Manual fire alarm pull stations are generally located throughout the facility with most buildings having a pull station near the front lobby near the fire panel.

When present in buildings, smoke/heat detectors are often located in common areas and corridors. Activation of smoke detectors in the elevator lobbies take the elevators out of service and return them to the ground floor. The doors open and the elevator car are deactivated until reset or controlled by firefighters. Smoke detectors may also shut down the HVAC equipment throughout the building to prevent the spread of fire and smoke within the building.



Summary

The program and plans are effective methods of preparing for and responding to an incident at the individual building level. The effectiveness of the program and plans are dependent on the active participations of the warden(s), building administrators and building occupants. This document is intended to provide general information to enhance the safety of the community and should be used as a resource in the development of the program and plan.

The plan template is designed to provide wardens a tool to provide building-specific information, such as the location of designated evacuation assembly areas, shelters and AED along with specific building hazards and considerations. Jayme Trygstad, the university's emergency management specialist, is available for assistance.



Appendix

Appendix A: Acronyms and Term Definitions

Acronyms

BW: Building Warden

BEP: Building Emergency Plan

EAA: Emergency/Evacuation Assembly Area

EPG: Emergency Procedures Guide

BFD: Brookings Fire Department

UPD: SDSU Police Department

EH&S: Environmental Health and Safety

Term Definitions

Automatic External Defibrillators (AED): An AED is a medical device designed to analyze sudden cardiac arrests and deliver an electronic shock to the heart if the computerized system deems it necessary. See AED policy in appendix

Building administrators: Vice presidents, deans, directors and/or department heads that have offices located in the building.

Building emergency plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building safety committee: A group composed of members of each department in the building generally chaired by the building warden or other employee, charged with coordinating building safety concerns.

Building specific considerations: Some buildings have building specific considerations that are unique to their building. While these do not identify an increased hazard, they may require different actions than would be necessary for other facilities. Examples may include research and childcare/preschool facilities on campus.

Building-specific hazard: Most buildings house hazardous materials at some level. These may include routine cleaning supplies, industrial solvents, fuels, oxidizers and research-related chemicals/radioactive materials. Identification, quantity and location of these materials, may be important to first responders.

Critical function: Any operation or process that is essential to the long-term viability of the department and/or the university.

Department safety manager: This coordinator is a university employee who assists department management in coordinating, implementing and documenting the department's safety program. This



includes ensuring that the department safety committee meets regularly, conducting periodic workplace inspections and becoming or remaining a participant in the Integrated Safety Program.

Emergency/Evacuation Assembly Area (EAA): A predesignated safe location(s) near a building where building occupants assemble and report to the roll taker(s) after evacuating their building. Location should be at least 150 feet away from the building.

Emergency management flip chart: A resources designed to provide information to the community on common threats and general responses to emergencies. Flip charts are available from the SDSU emergency management coordinator.

Emergency power: Where existing, building backup power automatically maintain/restore electrical power to the facility. Capacity ranges from support of all electrical function to temporary support of life-safety features such as emergency lighting.

Emergency responder(s): Person who provides assistance in an emergency (or potential emergency) situation in a building. These individuals are not building occupants and may be UPD, Brookings Fire Department, Brookings County Emergency Management, SDSU emergency management specialist, SDSU Facilities and Services, SDSU Environmental Health and Safety, etc.

Outdoor warning sirens: Brookings County Emergency Management/Brookings Dispatch controls activation of the siren system. Sirens are part of the warning notification system for any major shelter-in-place event such as tornado warning, or as deemed necessary by police personnel.

Panic alarms: Panic alarms, often referred to as duress alarms and are activated by an individual who is under duress. All panic alarm-activated information is sent to UPD.

Resources: Building wardens have been provided with a backpack for their use. The backpack contains a first aid kit, flashlight w/batteries, vest, work gloves, notepad w/pen, zip lock bag, and a whistle. It is the responsibility of the BW to work with the emergency management specialist to make sure the backpack's items are current and operational.

Building wardens provide or coordinate training opportunities for building occupants such as:

- Fire extinguisher training;
- Fire drills; and
- Emergency Management flip chart

Roll taker: A building occupant assigned to take roll at the EAA after a building evacuation, understanding that this is a difficult process at a public university.

Security alarms: Devices that determine when a security breach has occurred. They primarily detect motion, glass breakage or motion within a facility. When a breach has been detected, UPD is notified of the alarm.



Utilities controls: The location of a utility shutoff is important information for first responders. Building wardens should be prepared to provide this information to first responders. First responders, Facilities and Services staff and utility employees are the only people authorized to turn off utilities.



Appendix B: Resource List

SDSU Police Department (UPD): 605-688-5117 (24 hours a day/7 days a week)

Responsible for enforcing campus policies and regulations in order to uphold the safety and security of campus and can be found online: <http://sdstate.edu/safety/>

SDSU emergency management specialist: 605-688-4251 (M-F, 8 a.m.-5 p.m.)

The individual serves as the focal point for emergency preparedness questions and issues. Reference the following website for more information: <http://sdstate.edu/safety/>.

Environmental Health and Safety: 605-688-4264 (M-F, 8 a.m.-5 p.m.)

Information on various safety topics, including employee training, can be found online: <https://insidestate.sdstate.edu/ehs/default.aspx>.

Facilities and Services: 605-688-4136 (M-F, 8 a.m.-5 p.m.)

Department provides installation and repair of facility safety equipment. Maintenance services can be found online:

<https://insidestate.sdstate.edu/administration/facilitiesandservices/default.aspx>

Brookings Fire Department: 605-692-6323 (M-F, 8 a.m.-5 p.m.)

More information: <http://www.cityofbrookings.org/index.aspx?NID=231>

Information on training and services should be scheduled through Environmental Health & Safety at 605-688-4264.



APPENDIX C: Fire Extinguisher Training

Be familiar with your assigned area, the occupants, exit facilities and the fire equipment. Know the location and operating features of the fire alarm pull station and fire extinguishers.

UPON DISCOVERY OF A FIRE:

- CALL 111 from a campus phone or 688-5117 IMMEDIATELY TO REPORT ANY FIRE BEFORE ATTEMPTING TO EXTINGUISH THE FIRE.
- ACTIVATE THE FIRE ALARM SYSTEM IF THE FIRE IS IN THE BUILDING BEFORE ATTEMPTING TO EXTINGUISH ANY FIRE.

Upon discovery of a fire, evacuate the area and activate the nearest pull station which starts the building evacuation procedures. If you have been trained and feel confident of your safety you may attempt to extinguish or isolate a small fire using one fire extinguisher.

Do not attempt to contain a large fire. Be certain to have an escape route that is not obstructed by the fire. If you are unsure, do not attempt to deal with the fire. Remember to use the PASS System for operating the extinguisher:

- * Pull the pin.
- * Aim the fire extinguisher.
- * Squeeze the handle.
- * Sweep across the fire.





Appendix D: Fire Drill Checklist

Report by / Title		Date:	
Building:		Address:	
Start time:	Floor clear time:	Elapsed time:	All-clear time:
Floor evacuated to predefined location:		Y	N
Warden reported to assigned area Y N		Warden carried out all assigned duties Y N	
Comments:			
Comments:			
Did the evacuation proceed in a smooth and orderly manner? Y N			
Did building visitor participate in the drill? Y N			
Was an accountability report conducted after the drill? Y N			
Were all occupants accounted for? Y N			
Overall comments/ observations or corrective actions recommended? Y N			



Appendix E: Quarterly Facility Safety Checklist Date: _____

CHECKED	ITEM	CORRECTIONS NEEDED
	List of wardens updated.	
	Wardens appointed to cover all areas.	
	Wardens trained.	
	Check that all egress routes and emergency exits are clear and unobstructed.	
	Check that all fire equipment is in place and appears in good condition: <input type="checkbox"/> Fire extinguishers <input type="checkbox"/> Monthly Inspection Tags <input type="checkbox"/> Annual Inspection Tags <input type="checkbox"/> Fire blankets <input type="checkbox"/> Hose cabinets <input type="checkbox"/> Hydrants near the building	
	Check that all exits are acceptable. <input type="checkbox"/> Exit doors are not obstructed. <input type="checkbox"/> Exit doors are not blocked open. <input type="checkbox"/> Doors with self-closures close and latch from the full open position without being assisted. <input type="checkbox"/> EXIT signs are illuminated <input type="checkbox"/> When pushing the TEST button on EXIT signs, the lights continue to remain illuminated. <input type="checkbox"/> Emergency Lighting (frog eye type lights) operates when the TEST button is pushed	
	Walk the exterior and interior common areas of the building and look for excessive combustibles, chemicals or areas of concern for the safety of the occupants.	
	Look at the fire alarm panel and verify that the fire alarm system shows GREEN lights and that there are no YELLOW or RED lights.	
	In sprinkler-protected buildings, look at the sprinkler heads for any debris, paint on the sprinkler heads, obstructions within 18 inches of the heads, fire department connection on the building.	



Appendix F: AED Policy

Office/Contact: Office of Safety & Security

Source: SDCL 20-9-4.4 and 20-9-4.6

Link: http://legis.sd.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=20-9

SOUTH DAKOTA STATE UNIVERSITY Policy and Procedure Manual

SUBJECT: Automated External Defibrillator (AED) Policy

NUMBER: _____ (Assigned by Policy Manual Editor)

1. Purpose

The purpose of this policy and its procedures is to establish the standards for the purchase, installation, testing, training, inspection, maintenance, and non-medical use of automated external defibrillators at the University. This policy and its procedures do not apply to medical response use of automated external defibrillators.

2. Definitions

- a. Automatic External Defibrillator (“AED”): A medical device that is designed to analyze sudden cardiac arrests and deliver an electronic shock to the heart if the computerized system deems it necessary.
- b. AED Owner: The department or division where an AED(s) is located will be considered the local owner of the device(s).
- c. AED Program: A coordinated system of purchase, installation, testing, training, inspection, maintenance, and non-medical use of AEDs at the University.
- d. Departmental AED Program: An AED Program that is approved by the Department of Environmental Health and Safety (“EHS”) to meet University AED Program requirements.
- e. Good Samaritan Law: SDCL 20-9-4.4. “Civil immunity for emergency use or nonuse of AED. Any person, who in good faith obtains, uses, attempts to use, or chooses not to use an AED in providing emergency care or treatment, is immune from civil liability for any injury as a result of such emergency care or treatment or as a result of an act or failure to act in providing or arranging such medical treatment.”
- f. Sudden Cardiac Arrest: A life-threatening event when a person’s heart stops or fails to produce a pulse.

3. Policy



- a. The Department of Environmental Health and Safety (“EHS”) is the primary responsible office for the University AED Program. AED Owners are responsible for maintaining an EHS approved Departmental AED Program.
- b. All purchase, installation, testing, training, inspection, maintenance, and non-medical use of University AEDs will be performed in a standardized manner as coordinated through the AED Program.
- c. Individuals are not required to use or attempt to use an AED at the University. Those who choose to use an AED in a non-medical instance in an emergency do so on a voluntary basis and are not directed to do so by the University.

4. Procedures

- a. The Department requesting an AED is responsible for:
 - i. Prior to purchasing or acquiring an AED:
 1. Developing a Departmental AED Program and obtaining approval by EHS under the University AED Program;
 2. Obtaining AED and AED location approval from EHS;
 3. Contacting Facilities and Services to determine AED installation costs;
 4. Providing the University Purchasing Office the AED purchase request and the required EHS and appropriate unit supervisory approvals prior to purchasing or acquiring an AED.
 - ii. The development of a Departmental AED Program that will comply with the University AED Program and will also include:
 1. Identification of Departmental staff responsible for the Departmental AED Program, including also
 - a. The designation of at least one (1) individual trained on proper use of the AED(s) on site during normal business hours,
 - b. A Department individual who regularly checks to ensure that the AED is intact and is working order with no parts missing or the door on the unit has not been opened or damaged;
 2. Retention of the AED instructions, manuals, and part diagrams;
 3. Departmental AED inspection, training, maintenance and certificate records, and requirements;
 4. Requesting, scheduling, coordinating, and recording all AED training provided by EHS;
 5. AED installation through Facilities and Services;
 6. AED supply kit;



7. Regular inspection of the AED to ensure the AED is intact and operational with no parts missing and that the door on the unit has not been opened or damaged;
 8. Requirement to notify EHS of AED deficiencies, system abnormalities, or use of AED;
 9. Responsibility for all costs associated with the AED, including, but not limited to initial purchasing and installation, training, and purchasing and replacing batteries, pads or other materials as needed, including the cost of restoring the unit after use.
- b. EHS is responsible for the following AED support services:
- i. Development of a University AED Program that includes
 1. University AED standards and requirements;
 2. Approval of Departmental AED Programs and AED acquisitions as well as their locations;
 3. Recording AED(s) information to include; AED make, model and serial number;
 4. Adding and updating the location(s) of the AED(s) to the UPD master list of AED locations on campus;
 5. Maintain AED training records;
 6. Monitor updates to statutes and regulations concerning AEDs and inform the University Departments of updated requirements;
 7. Act as a liaison for AED Owners, UPD, and others for maintenance and compliance;
 8. Labelling the AED(s) to facilitate documentation of AED checks;
 9. Inspecting the AED(s) at a minimum of every six (6) months or as recommended by the manufacturer, including battery testing and any other testing or system software upgrading as mandated by the manufacturer;
 10. Record noted deficiencies or system abnormalities that are reported to EHS for corrective action;
 11. Ensure that used AED(s) are restocked and tested as per manufacturer recommendations. All costs of restocking of the unit will be charged back to the AED Owner.
 - c. Notification
 - i. When an individual in a Department uses an AED, the Department's designated responsible individual shall notify EHS of use within twenty-four (24) hours.
 - ii. When used in an emergency, staff of the UPD will notify EHS that a device has been used and requires maintenance. UPD will forward all reports of AED



use to EHS and the South Dakota Office of Risk Management within twenty-four (24) hours of the incident.

d. AED Removal

i. EHS will remove inoperable devices.

1. EHS will request Facilities and Services remove AED(s) upon written request or notice from the Department the AED requires maintenance, or upon EHS determination that the AED requires maintenance.
2. All cost associated with the removal of the AED(s) will be the responsibility of the Department that owns the AED(s).

e. Construction and Renovation

- i. In new construction and facility renovation the purchase and installation may be considered as part of the cost of the project.
- ii. The proposed AED is subject to all the requirements of this policy and its procedures.

f. Existing Devices

- i. With the exception of purchase and installation, all existing AEDs shall conform to this policy within thirty (30) days of its approval or be removed.

5. Responsible Administrator

The Assistant Vice President for Safety & Security, successor, or designee, is responsible for the annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.



Appendix G: Record of Changes

Change	By	Date



Appendix H; Building Plan Template
Building Plan Template
Building Specific Information

Building Name:		Address:	
Building Warden:		Address:	
BW address:		BW email:	
BW phone – primary		BW phone - secondary	
Alternate Warden		Alternate Warden	
AW address:		AW email	
AW phone – primary		AW phone - secondary	
Floor/Area	Floor/Area	Location/Office	Phone

Facility Manager (If Applicable)			
Name	Location	Email	Phone

Building Administrator(s)			
Name	Location	Email	Phone

Safety Manager(s) (If Applicable)			
Name	Location	Email	Phone

Building Safety Committee (If Applicable)			
Name:	Position	Phone	Room



Automatic External Defibrillator (AED)		
Location	Contact Person	Phone

Evacuation Assembly Area (EAA)	
Primary	
Secondary	

Shelter-in-Place			
Location	Type	Capacity	Phone

Fire Extinguisher Locations

Pull Station Locations

Panic Alarms			
Department	Location	Point of contact	Phone



Are written protocols on file with UPD?		Yes	No
Are response drills practiced quarterly with UPD?		Yes	NO
Security Alarms			
Department	Location	Point of Contact	Phone Number
Are written protocols on file with UPD?		Yes	No
Are protocols practiced with UPD quarterly?		Yes	No

Environmental Alarms			
Department	Location	Point of Contact	Phone Number
Does UPD receive these alarms?		Yes	No
Does UPD have a current response or contact list?		Yes	No

Areas of Refuge	
Location	Alarmed?

Building Specific Hazards

--

Building Specific Considerations

--

Critical Functions



--

Plan Approval	Approval	Date
Plan Developer (Warden)		
Building Administrator		
Emergency Management Specialist		

Annual Review		
Plan/ Developer/Emergency Management Specialist	/	
Plan/ Developer/Emergency Management Specialist	/	
Plan/ Developer/Emergency Management Specialist	/	



Appendix J

SDSU Emergency Communications Plan

Purpose: The purpose of the Emergency Communications Plan “Plan” is to outline the communications roles, responsibilities and protocols used by SDSU to prepare for, respond to and recovery from real or potential emergencies:

- Alert, warn and advise the campus community of emergencies;
- Maintain communications with campus and the broader community through media (social and traditional) to inform of protective actions taken and status of the emergency; and
- Communicate with the extended campus community and the general public and through various media to inform and to advise of the campus incident or emergency, along with updates on developments and recovery efforts.

This Plan is part of the SDSU Emergency Management Plan and is subject to SDSU Policy10:3 Campus Notification.

Scope:

- The audience for communications is SDSU faculty, staff, students, parents and other interested parties, and news/social media outlets.
- Alert the campus community of a potential, imminent or active threats or incident.
- Ensure SDSU has the ability to inform the campus community during an incident or emergency situation.

Primary Unit:

- SDSU Emergency Management Team (EMT)
- Emergency Communications Team (ECT)
 - Director of university marketing and communications (Chair);
 - Manager of strategic communications;
 - Senior news editor;
 - Media relations coordinator;
 - Senior editor/media relations coordinator;
 - Web and social media coordinator;
 - Senior web developers;
 - University Police Department (UPD) Chief;
 - Vice president for student affairs; and
 - successors.
 - Additional members may be added at the discretion of the ECT and/or EMT Chairs

Support Units:

- UPD
- Office of Information Technology
- Facilities and Services
- Student Life



- Office of Information Technology
- SDSU emergency management specialist
- South Dakota Department of Health
- City of Brookings Office of Emergency Management
- Other units or agencies may be added at the discretion of the EMT

Procedures

Authority to Notify

Consistent with SDSU Policy 10:3 and the SDSU Emergency Management Plan

- The EMT chair (or designated successor) makes the decision concerning community notification about an imminent or active threat or emergency situation.
- When an emergency notification is required (such as tornado or active incident on campus), UPD chief (or designated successor) is authorized to notify the campus immediately. The EMT chair will coordinate activation of EMT/EOC and the notification of EMT members.

Availability for Duty

- It is the responsibility of those in the order of succession to the EMT chair to notify the chair of any planned absences. Should a situation occur where UPD is unable to contact the EMT chair, the order of succession should be followed immediately.
- If an incident occurs without warning that requires notification by UPD communication with other EMT members, it is the responsibility of the EMT chair (or designated successor).

Emergency Contact Information

- As prescribed in the SDSU Emergency Management Plan the EMT Chair has designated the emergency management specialist as the person responsible for maintaining an updated list of the EMT members, local and statewide emergency numbers and numbers for the EOC.
- The accuracy of this information will be confirmed at least every six months and the current information will be distributed to the members of the EMT and to UPD dispatchers.
- It will be the responsibility of EMT members to keep the information with them so that it is accessible should it be needed and to notify the emergency management specialist of any changes in their contact information.

Public Notifications and Media Communications

- To ensure a unified and consistent message, communication with the university community will be managed by the ECT with the approval of the EMT chair.
- The director of University Marketing and Communications will serve as the ECT chair (the manager of strategic communications will serve as backup) and as the primary university spokesperson (the senior editor/media relations coordinator will serve as backup).
- The ECT chair, together with the EMT chair, may designate others to serve as spokespeople, as needed/appropriate.



Concept of Operations

Threat Alerts and Notifications: SDSU provide information to the community during an emergency understanding notification is crucial to the management of the incident.

SDSU maintains an emergency notification process and a communication system to provide critical information, in a timely manner, providing instructions to the community in a manner that does not cause widespread panic or alarm.

The university emergency communications system includes e-mail, Everbridge, Alertus Desktop Notification, university-controlled websites and social media. Everbridge is a South Dakota Board of Regents-managed communication software that provides automatic enrollment of student and employee email addresses. Participants may choose additional modes of communication through Everbridge by adding cellular and hardwired phone numbers along with additional email addresses and text numbers via the Everbridge portal. Staff and student email can also be delivered directly without direct interface with Everbridge. UPD staff, the emergency management specialist and select EMT members have access to the Everbridge system.

Alertus Desktop Notification allows for the direct delivery of emergency messages to the computers that have activated the Alertus program. UPD staff, the emergency management specialist and select EMT members have access to the Alertus system.

University-controlled websites and social media include MyState, InsideState and sdstate.edu homepages, Facebook and Twitter. University Marketing and Communications controls access to these communication modes.

To accomplish these notifications, the university has designated three levels of emergencies. The nature of each incident or emergency will determine the communication systems used.

1. **Active Threat** is the most serious designation. An active threat usually is a spontaneous event that comes without warning and requires immediate action to prevent the loss of life.

This level of threat requires an immediate response by the community. Communications associated with an active threat will provide information about the incident and specific directions community members should take to reduce their risk of harm.

Some examples include a hazardous materials incident that poses an immediate threat to life or an incident where a firearm or other weapon has been used to cause injury or displayed with intent to harm.

For most active threats, community notification will be made using all available tools in the emergency communication system. Optimally, all available methods will be activated simultaneously. This does not mean this will result in simultaneous delivery of the message across all media.



2. **Imminent Threat** is the intermediate designation. An imminent threat is an event likely to affect the university soon, but currently has not yet affected the university.

Communications associated with an imminent threat will provide specific information about the threat and specific preparations to make and/or precautions to take.

An example of an imminent threat would be a confirmed report of a person with a gun on campus, but whose intent has not been established. Another example would be a severe weather event that is expected to impact campus.

These types of incidents will result in the use of university email, the university website and social media to inform the community.

3. **Potential Emergency** is the lowest designation. This is a situation where conditions are favorable for an incident to occur, or an event that happens off-campus, but may have an impact on the university at some point in the near future.

Communications associated with this type of emergency will inform the community about the potential threat and the general precautionary steps to mitigate the effect of the threat. Examples of this are usually weather-related, such as tornado watches and other dangerous weather, or man-made incidents such as a chemical spills or a fire near campus.

The community typically will be informed of this type of emergency through the use of campus email.

The range of potential threats and the dynamic nature of all threats mean that the communications described above should be viewed as a guide for university communications and responses. They do not describe limits on potential communications, nor are they intended to be a comprehensive list of potential communications.

A specific threat may be upgraded (or downgraded) in response to changing circumstances, new information or any of a range of factors dictating such a change. The university community will receive the best information possible, as fast as possible, through appropriate channels and media in order to assure their safety and security in the case of any threat or emergency.

Notification Protocols: See SDSU Policy 10:3 Campus Notification

Order of Notification: In a case where there is an immediate need to notify the community of an emergency, the UPD chief (or designated successor) has the authority to send an emergency mass notification to the community without prior or additional authorization. These circumstances could include severe weather-related issues, an active shooter or other crime-related incidents and emergencies, including the evacuation of buildings. It is possible the first notification to administrators may be from the UPD-issued emergency notification.

In the case of an incident or emergency on campus where emergency notification is not required,



initial notification to the community is the responsibility of the EMT chair, who will notify the EMT members and activate the EMT/EOC as needed.

Emergency Notification: When the emergency communication system is activated, the EMT chair (or designated successor) will notify the ECT chair (or designated successor) to coordinate the posting of the message to the university website (www.sdstate.edu) and on SDSU social media sites.

When the Mass Notification System May Be Used:

Following are guidelines for use of different tools associated with mass notification.

- Weather – This includes closures, delays, early dismissal or emergencies of any kind due to inclement weather, including (but not limited to) tornadoes, snow/ice storms and other severe weather events).

Note: The EMT chair (or designated successor) will send an email notice anytime the Brookings area is under a tornado watch. City officials may sound a siren alarm if a watch is upgraded to a tornado warning (meaning a tornado has been sighted in the immediate area).

The email notice will state: The Brookings area is currently under a tornado watch. You should identify an appropriate shelter and prepare to move to the shelter should you hear the City of Brookings tornado siren, receive information from your building warden or additional information from the emergency communications system. Stay tuned to local radio and television stations for the most current weather information."

The university also will post severe weather information on the website and social media.

- Environmental Incident/Accident – This could be anything from gas leak or a fire to a hazardous material incident, explosion or chemical spill occurring on or near campus that requires closure of a building(s) on campus, evacuation or shelter-in-place or is a danger to members of the campus community.

Note: Depending on the nature of the incident—for example, an isolated threat—the EMT chair (or designated successor) may determine a mass notification notice is not warranted but will instead send an email notice to the campus community, followed by a posting on the university website and mobile site. In those cases, the ECT chair (or designated successor) will contact the ECT for posting the message on the website(s).

- Active Crime – This could be anything from an active shooter on campus to a police search for a suspicious individual or evacuation due to bomb threat.

Note: Depending on the nature of the incident, the UPD chief (or designee) and EMT chair (or designated successor) may determine a mass notification notice is not warranted but will instead send an email notice to the campus community, followed by a posting on the university's website and social media. In those cases, the EMT chair (or designated successor) will contact the ECT chair (or designated successor) ECT for posting.



Responsibilities

Chair of the Emergency Communications Team:

- Coordinate activities of the institution's ECT in support of the EOC;
- Establish a working arrangement between the local emergency management agency, the local emergency operations center, and local news media; and
- Develop and maintain an emergency communications program and plan.

Emergency Management Team

- Collect and verify information for use in communications.
- Approve emergency communications plan.
- Develop and approve messages for internal and external distribution.

Availability for EMT Duty, Absences and Succession:

- It is the responsibility of the EMT chair to notify UPD and other team members of planned absences from campus.
- Similarly, it is the responsibility of those in the order of succession to the EMT chair to notify the chair of any planned absences.
- Should a situation occur where UPD is unable to contact the EMT chair, the order of succession should be followed immediately.
- Once notified by UPD, communication with other members of the campus community will be the responsibility of the EMT chair or his/her successor.

EMT Chair Order of Succession
EMT Chair
AVP for Technology
AVP for Safety and Security

Note: In some cases, initial notification of a threat or emergency may come to the EMT chair from another department on campus. For example, notification of a foodborne illness might come from Wellness Center staff via the vice president for the Division of Student Affairs. Notification of a communications infrastructure failure might come from the assistant vice president for technology. Notification of building support failures might come from Facilities and Services.

Communications among EMT Members: Once the emergency management plan has been activated by the EMT chair (or designated successor), communication among the EMT members is conducted as an EMT/EOC function.

- EMT members will maintain access to the EMT contact list card.
- The emergency management specialist is responsible for assuring telephone, computer and contact list access at the EOC.



Responsibilities of Supporting Departments/Units

University Marketing and Communications

- Coordinate communications strategy with EMT chair.
- Provide a media spokesperson.
- Prepare communications support (talking points/messages) for primary university spokesperson, EMT chair and other community members as necessary.
- Provide website and social media support for news updates.
- Monitor and compile reports on media coverage: television, radio, print, social media, etc.

Information Technology Department

- Provide data network services and network access to the EMT and ECT members, as well as any media and/or other agencies/parties on campus as a result of the incident or emergency.
- Provide computer and other technology resources and support, as needed.
- Assure sufficient website capacity to handle increased traffic in the event of an incident or emergency.
- Coordinate implementation of and/or switching to an off-site and/or backup website, as needed.
- Negotiate emergency services with IT services carriers and other service providers, if needed.

University Police Department

- Provide emergency notification when required.
- Provide staff member at the EOC.
- Provide information as appropriate to the EOC.

Facilities and Services

- Support set up of media work and briefing area(s), if needed.

Student Services

- Support message developments.
- Support operation of call center, if needed.

Electronic/Print Media Contacts

- Support broadcast and print media dissemination of emergency information.

Media Communications Protocols

All SDSU media communications will be handled by the ECT. These responsibilities include:

- Designate a media center, as needed. The media center may be both the media briefing area and the media work room, or the two areas can be separated. The media center is located outside the established emergency perimeter. The media work area needs sufficient space, power and Internet access. The briefing area allows for live camera feeds and multiple microphones, if necessary.



- Events that allow for preplanning should include media needs consideration. Pre-identified locations should be determined that allow for the quick set up as media work and briefing areas.
- Identify which media and methods of communication to use. These might include websites, social media, external media, etc. The director of University Marketing and Communications will maintain a list of local media sources to be contacted in the event of an emergency, along with a list of codes required for posting emergency broadcast notices on area television and radio stations. In addition to having this information available at the EOC, it shall be maintained at an off-site location to ensure redundancy.
- Prepare and distribute all media statements and releases. ECT members will gather information and preparing all statements and press releases for distribution, upon approval of the EMT chair to media and for use on the university web- and social media sites. The timing of releases will depend on the nature of the emergency. Names of people affected by or involved in emergency situations will be withheld until their status has been officially confirmed and families notified.
- Responding to all media inquiries in priority order. The ECT will determine the priority.
- Monitor media coverage of the incident to the extent possible. This includes traditional media (television, radio and press), as well as social media. When practical, the ECT will be provided with sufficient televisions either through existing TVs in the building housing the ECT or by units brought in for the purpose by Facilities and Services. A member of the ECT will be designated to monitor media, deliver reports to the ECT chair (verbal and/or written) and work with the on-site university spokesperson to address and correct any erroneous information being broadcast by media
- Prepare statements and scripts for those answering phones or staffing call centers.

Media Communications

Public Information and Messaging: To ensure unified, consistent messaging, all communications with the external community and media will be managed by the ECT.

There will be a single spokesperson for the university, the director of University Marketing and Communications, who also serves as ECT chair (the senior news editor/media relations coordinator serves as backup). The ECT chair, together with the EMT chair, may designate others to be spokespersons as needed/appropriate. The director of University Marketing and Communications is the primary university spokesperson, while the manager of strategic communications will report to the EOC or media center, as needed.

Authority to Notify: Except in incidences requiring emergency notification by the UPD, all decisions concerning whether/when to notify the campus community about an impending or extant threat or emergency will be made by the EMT chair (or designated successor) in consultation with the designated incident commander, if one exists. The tools utilized may differ depending on the nature of the incident or emergency.



During incidents representing an immediate threat to the campus community, the UPD has the authority to release immediate notifications to the community without going through the ECT. Otherwise, no communication – whether by email, mass notification system, or any other means – is to be made without consultation with and the approval of the EMT chair.

Communication/Notification Tools: Depending on the imminence of the threat to the community, the communication/notification tools to be utilized may include (but are not limited to) the following:

- Mass Notification System: The University Emergency Communications System provides for simultaneous notification via voice mail, text message, Alertus Desktop Notification and email. With the exception of BOR-required email, all other components of the system are opt-in.

The system will only be used in the event of an emergency. Prewritten initial notification messages will be developed by the EMT Communications Committee. Subsequent messages will be tailored to the specifics of each situation. Students, faculty and staff are required to maintain current contact information in the system.

- Social Media (Twitter/Facebook): The director of University of Marketing and Communications or designee is responsible for assuring the university's sites at <https://www.facebook.com/SouthDakotaStateuniversity/?fref=ts>, <https://twitter.com/SDState>,

University-controlled websites will be updated appropriately.

The SDSU Facebook page will also serve as the backup site for official emergency information.

- Building Wardens in Academic/Administrative Buildings: All academic /administrative buildings on campus have a building warden. These individuals are trained to provide various directions in the event of an emergency. In a situation involving power and IT/phone system loss, building coordinators will be utilized as a backup communications network. Messages from the EMT will be delivered by hand, if necessary (and possible), for distribution to those occupying the buildings, along with instructions about closing windows and doors, shutting down computers, securing experiments, safe shelter, etc.
- Building Wardens in Residence Halls: Similarly, in residence halls, the existing system of Residence Life staff who live in the residences will be utilized as a means of creating redundancy in the communications network. Duty offices in each residence area are connected through a radio network. In the event of an incident where customary means of communication are unavailable, staff will receive messages via cellphone or text and distribute that information to their student staff members in person, if necessary. Updates will be provided for the residents by postings on a designated bulletin board in the lobby of each building.

Responsibilities of Emergency Communications Team:

- I. Preparations in advance of an incident or emergency:
 - Maintain a current list of phone/cell numbers for ECT members and other emergency officials at the university so they can be reached at all hours.
 - Maintain a current contact list for local and regional media outlets.
 - Maintain a current list of any media codes that allow posting of emergency messages to local



radio and television stations.

- Know the location of the EOCs and media center(s) and alternative sites.
- Work with Facilities and Services to assure the ability to open and operate media center(s).
- Prepare message templates/scripts for the mass notification system and website. Event-specific details will be inserted when needed.
- Assemble an emergency communications kit that contains all of the above items, and:
 - A campus directory (digital or hard copy);
 - A Brookings directory (digital or hard copy);
 - Legal pads, pens, pencils and other office supplies;
 - Maps of campus, the city and state (digital or hard copies);
 - Media credentials, parking permits and guidelines (digital or hard copies); and
 - SDSU news release template (digital).
- Coordinate with IT to create a plan for provision of laptop computers and/or other technology that may be required to prepare messages, write press releases and update SDSU website and social media sites from the EOC or an alternate location on- or off-campus, if needed.
- Meet periodically as a team and review the emergency communications plan.

II. In the event of an incident or emergency that requires activating the EMT/EOC:

- Gather the facts. If an incident or emergency occurs, the ECT will immediately begin gathering all facts available at the EMT/EOC.
- Relocate to Emergency Operations Center. The ECT chair shall immediately report to the EOC to determine the first course of action. Note: In some cases, the director of University Marketing and Communications (and ECT chair) will be serving as on-site primary university spokesperson. In those cases, the manager of strategic communications or other designee will serve as ECT lead in the EOC.
- Notify the community. With the exception of UPD-initiated emergency notifications, the ECT, in conjunction with EMT chair, is responsible for all internal and external communications.
- Activate the emergency hotline number. If the university has an emergency hotline number that can be updated to include a specific message or to take calls from concerned stakeholders, the EMT chair will direct the ECT chair to update the hotline number with the appropriate message.
- Designate a primary university spokesperson. The director of University Marketing and Communications or the senior news editor/media relations coordinator (or other designee) will serve as the primary university spokesperson to ensure a unified, consistent message to the public. The ECT chair, in consultation with the EMT chair, may identify other spokespersons as appropriate. Those individuals will be kept informed of the latest developments as pertain to the incident or emergency.
- Prepare follow-up statements, campus notices and news releases. In conjunction with the EMT chair, the communications team will:
 - Prepare scripts (if applicable) for phone operators;
 - Tailor advance-prepared statements/templates to reflect actual events; and
 - Prepare any needed background information for the media.



All statements and messages will adhere to the facts and avoid speculation.

- Develop messages. The ECT will develop clear, simple messages for stakeholders and the media. These messages will be delivered repeatedly and clearly and (ideally) by one voice—the primary university spokesperson. The messages should demonstrate concern about whatever is happening and for the people involved, and should explain what the university is doing to address the incident or emergency.
- Anticipate the tough questions. The ECT will prepare a list of questions that media or the public might ask.
- Manage the message. The primary university spokesperson should stick to the facts and to the main messages, thus controlling what information is disseminated regarding the incident or emergency.
- Manage the flow of information. The ECT will control the flow of information by continuing to update the media at appropriate intervals—hourly, daily or weekly, depending upon the nature of the emergency.
- Brief key personnel. Any university employees who regularly work with media or are likely to be contacted by media should be briefed on the incident or emergency and informed as to what details they can discuss. Other employees who answer phones should be informed of where/to whom they should direct calls from media. Typically, all media calls will be directed to the ECT chair and/or the primary university spokesperson.
- Keep track of media calls, requests. The primary university spokesperson should maintain a list of all media to whom he/she speaks. This will enable the university to look for news hits and later to evaluate how effectively the communications regarding the incident or emergency were handled.

III. During the first 60 minutes of an incident or emergency:

Key Activities: Prepare initial news release or statement(s); coordinate communications activities with third-party contacts.

- Get approval for all scripts for distribution.
- Confirm on-site press boundaries and guidelines with the EMT chair or on-site incident commander.
- Finalize any statements with EMT and university leadership.
- (Major Incident) Contact appropriate public information officers at any investigative, regulatory or enforcement agencies involved in responding to the incident or emergency.
- Activate, as appropriate, static websites.
- (Major disruption) Activate, as appropriate, backup websites (arrangements for these should be made in advance).
- Collect data based on past or similar incidents.
- Provide health and safety guidance to the public.
 - If the incident or emergency involves a health risk, university officials will work with internal and external public health officials to offer guidance to the public about symptoms and treatments and provide instructions regarding the necessity of contacting a physician or other emergency medical assistance.



- If the emergency involves a possible evacuation or shelter-in-place, instructions will be prepared and disseminated to inform the public about areas to be evacuated and timelines for the evacuations.
- The public will be instructed about where to go for more information: radio, TV, websites, etc.
- Distribute initial news release or statement to key audiences including internal, media and regulatory audiences.
- Activate staff communications network.
- Respond to media calls in "priority" order; keep running track of contacts.
- Prepare Q&A for distribution to media; crisis and management teams to help guide response.
- Continue to manage the message and flow of information to local press and social media sites.
- Identify communication issues that may need to be addressed at press briefings, via talking points for spokespeople or in news releases.
- Identify media briefing and work areas.

IV. During hours 2 to 4 of an incident or emergency:

Key Activities: Complete preparations for and conduct an initial media briefing; respond to media inquiries in priority order; coordinate with other information providers.

- Ensure that any voice mail messages refer callers to appropriate numbers and Web addresses.
- Initiate media monitoring, including websites, social media and blogs.
- Determine appropriate system for periodic information updates, including whether there exists a need for media briefings with university leadership – if so, who and how often?
- Prepare, get approval for, and distribute media advisories for briefings.
- Continue managing messaging and the flow of information.
- Assemble media kits for journalists attending media briefings, as needed.
- Assist preparation of primary university spokesperson for likely questions at any media briefings.
- Organize, introduce and moderate any media briefings.
- Respond to media calls in priority order.
- Maintain a list of media coverage and hits.
- Collect and maintain a chronological file of all media releases, advisories and statements.
- Ensure SDSU website and social media sites are updated when appropriate.

V. During hours 5 to 24 of an incident or emergency:

Key Activities: Remain up-to-date on situation; prepare additional news releases, as needed; arrange interviews, as needed; continue to assist media; schedule additional communications staff to relieve those on duty initially, as appropriate.

- Obtain periodic data updates from the EMT/EOC.
- Continue to manage messaging and the flow of information.
- Prepare additional news releases and statements, as needed.
- Review media monitoring reports and request corrections, as needed.
- Maintain contact with communications personnel from any other involved agencies or parties.
- Continue responding to media calls in priority order.
- Facilitate interviews between key media contacts and primary university spokesperson or other



university representatives, as warranted and appropriate.

- Provide expert spokespeople, as warranted and appropriate, to explain technical terms and subjects.
- Provide responses to relevant questions regarding past accidents, incidents or safety issues.

VI. In the aftermath of an incident or emergency:

Key Activities: Continue to update ongoing communications with media, staff and other involved agencies or parties; determine whether the incident or emergency has resulted in an adverse impact on the university; continue to monitor and analyze media coverage and any potential impact on SDSU's reputation; offer additional interviews and briefings only as developments warrant.

- Review media coverage. If necessary, revise communications strategy in conjunction with university leadership and EMT.
- Provide additional media updates via releases, statements, briefings or interviews, as necessary.
- Respond to any additional media calls in priority order.
- Monitor any briefings or other communications by any other involved agencies or parties.
- Continue to update and revise websites, as warranted.
- Coordinate scheduling of spokesperson for media interviews (TV, radio, print).
- Develop or revise key message and talking point templates for future use, as necessary.
- Develop post-incident talking points and materials, as needed.



Appendix K

Reserved for University Maps



Appendix L

Emergency Action Guides for Staff and Students

The following Emergency Action Guides are published on the university website and contain immediate actions that staff or students should take in the event they are in the midst of the specific emergency.

When reporting it is important to remember to stay on the line until the collects all the necessary information such as your location and other critical information that is important to determine the appropriate response.

To receive university provided emergency communications make sure you have signed up for all university communications tools. Information on these resources are available at the Emergency Management [website](#).

Reporting Emergencies
Immediately contact the UPD by calling: <ul style="list-style-type: none"> • On-campus 111 • 605-688-5117 • Off-campus to 911
Prevention/Mitigation: <ul style="list-style-type: none"> • Be aware of your surroundings at all times.
Preparedness/Protection: <ul style="list-style-type: none"> • Know how to contact police; • Have the phone numbers programmed into your cellular phone; • Become familiar with the location of emergency call box phones on campus; and • Download and use the Jackrabbits Guardian Smartphone app.

Important Phone Numbers	
Immediately contact UPD by calling:	
<ul style="list-style-type: none"> • On-campus 111 • 605-688-5117 • Off-campus to 911 	
UPD	605-688-5117
Brookings County Emergency Management	605-692-5212
Brookings County Sheriff	605-696-8300
Brookings Information	605-688-4151
Campus Information	0
City of Brookings Police	605-692-2113
Counseling and Human Development	605-688-4321
Counseling Services (Student Health and Counseling Services)	605-688-6146
Facility Maintenance (report a concern during work hours)	605-688-4136



Student Conduct	605-688-4738
Student Housing	605-688-5148
University Emergency Information	605-688-5117
University Health Services (medical appointment)	605-688-4157
Hazardous Materials Spill/Response	111 or 688-5117
Staff Directory: http://www.sdsu.edu/index/directory/	
Prevention/Mitigation:	
<ul style="list-style-type: none"> • Maintain this contact information where it is accessible. 	
Preparedness/Protection:	
<ul style="list-style-type: none"> • Know how to contact police. • Have the frequently used phone numbers programmed into your cellular phone. 	
Response:	
<ul style="list-style-type: none"> • In the event of an emergency, immediately contact police. • Protect yourself and others that may be around you if safe to do so. 	

Medical Emergencies	
Immediately contact UPD by calling:	
<ul style="list-style-type: none"> • On-campus 111 • 605-688-5117 • Off-campus to 911 	
Prevention/Mitigation:	
<ul style="list-style-type: none"> • Be aware of your surroundings. 	
Preparedness/Protection:	
<ul style="list-style-type: none"> • Know basic first aid. • Know how to contact police. 	
Response:	
<ul style="list-style-type: none"> • Give appropriate first aid until medical personnel arrive; • Have someone escort emergency personnel to the scene; • Normally it is not advisable to move the victim until help arrives but the circumstances of the specific emergency will dictate the proper course of action; • Do not attempt procedures or techniques beyond your abilities or training; and • In the most common case of a minor injury or illness, provide first aid care only to the extent of your training. 	
Bleeding:	
<ul style="list-style-type: none"> • Press directly onto the wound with a sterile gauze, sanitary napkin, clean handkerchief or bare hand; • Maintain steady pressure for 5 to 15 minutes; and • If bleeding is from an arm or leg, elevate that limb until emergency personnel arrive. 	
Choking:	
<ul style="list-style-type: none"> • Do nothing if the victim is moving air by coughing or gasping; and • If no air movement, apply four abdominal thrusts by grabbing the victim from behind with your hands over the "belly button" area; quickly squeeze in and up. 	

**Seizure:**

- Keep the victim warm and calm, with the legs slightly elevated, until emergency personnel arrive.

Shock:

- Keep the victim warm and calm, with legs slightly elevated until emergency personnel arrive.

Unconscious/Unresponsive:

- Check for breathing: If the victim is not breathing, initiate rescue breathing;
- Gently tilt the head back to open the airway;
- Watch the chest and listen for air from the mouth;
- If not breathing, pinch the nose and give 2 slow, full breaths;
- Breathe into the victim's mouth once every 5 seconds until emergency personnel arrive;
- Check for a pulse by gently pressing the side of the victim's throat. If no pulse is detected and if an Automated External Defibrillator (AED) is available, open the AED and apply; and
- If you don't know CPR, continue with rescue breathing.

Natural/Propane Gas Leaks

Natural gas or propane (LPG) can explode when exposed to a flame or sparks which may result in a rather dangerous situation on campus. It is important to report any suspected gas leaks immediately.

Prevention/Mitigation:

- Be aware of your surroundings at all times;
- Know what these gases smell like;
- Know where these gases may exist on campus; and
- Inspect supplies and valves/check for leaks on a regular basis.

Preparedness/Protection:

- Know how to contact police;
- Notify the fire department; and
- Protect areas that may be subject to damage or tampering.

Response:

- If the odor of gas is detected, CALL for help immediately;
- Alert others in the area to move away from the odor (uphill and upwind);
- Avoid placing yourself or others into danger;
- Avoid smoking or creating any ignition source for the gas;
- If the leak is near a building, contact someone in the building and advise them to EVACUATE IMMEDIATELY;
- Stop traffic on any roads that may be near or pass thru the gas; and
- Meet with and assist emergency response personnel if requested to do so.

EVACUATION: (Confirmed leak):

- Initiate an evacuation of the building or if outside, isolate the area;
- Move to a distance of no less than 500 feet from the leak area; and
- Do not re-enter the building or outside area until cleared by authorized personnel.



Active Shooter

Acts of terrorism, an active shooter, assaults, or other emergencies of workplace violence can occur on the university grounds or in close proximity with little or no warning. An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.

Clearly, responding to an active shooter is one of the most dynamic situations that anyone will ever face. Before police personnel arrive, how one responds to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one shooter involved in the same situation.

If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival. The following instructions are intended for emergencies that are of an emergent nature (i.e., imminent, or in progress).

Prevention/Mitigation:

- Be aware of your surroundings at all times;
- Know what the proper response actions would be for this type of emergency;
- Evaluate areas of vulnerability and take proactive measures to secure or protect those areas;
- Inspect site/building lighting to verify that its operating properly;
- Eliminate areas of concealment around or inside buildings; and
- Verify/test call boxes for proper operation.

Preparedness/Protection:

- Know how to contact police;
- Have knowledge of the procedures to take and what to expect;
- Report unusual activities or persons to police immediately; and
- See SDSU Violence Prevention [Program](#).

Response:

Secure the Immediate Area

Whether in a classroom, residence hall room, office or restroom:

- Lock or barricade the door, if able. Block the door using whatever is available, such as desks, tables, file cabinets, other furniture, etc.;
- After securing the door, stay behind solid objects away from the door as much as possible;
- If the assailant enters your room and leaves, lock or barricade the door behind them; and
- If safe to do so, allow others to seek refuge with you.

Protective Actions

Take appropriate steps to reduce your vulnerability:

- Close blinds;
- Block windows;
- Turn off radios and computer monitors;
- Silence cellphones;
- Place signs in interior doors and windows, but remember the assailant can see these as well;



- Place signs in exterior windows to identify your location and the location of injured persons;
- Keep people calm and quiet; and
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection, such as walls, desks, file cabinets, bookshelves, etc.

Unsecured Areas

- If you find yourself in an open area, immediately seek protection;
- Put something between you and the assailant;
- Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you; and
- If in doubt, find the safest area available and secure it the best way that you can.

Call for Help

- Call UPD at 688-5117 or 111 (from an on-campus phone);
- If off-campus, call 911;
- Be aware that the telephone system could very well be overwhelmed; and
- Be prepared to provide the dispatcher with as much information as possible, such as the following:
 - What is happening;
 - Where you are located, including building name and room number;
 - Number of people at your specific location;
 - Injuries, if any, including the number of injured and types of injuries;
 - Your name and other information as requested; and
 - Try to provide information in a calm, clear manner.

What to Report

- Try to note as much as possible about the assailant, including:
 - Specific location and direction of the assailant;
 - Number of assailants;
 - Gender, race and age of the assailant(s);
 - Language or commands used by the assailant;
 - Clothing color and style;
 - Physical features, e.g., height, weight, facial hair, glasses;
 - Type of weapons, e.g., handgun, rifle, shotgun, explosives;
 - Description of any backpack or bag;
 - Do you recognize the assailant? Do you know their name?; and
 - What exactly did you hear? (e.g., explosions, gunshots, etc.).

Active Shooter Inside Room

- If the active shooter enters your office or classroom, there are no set procedures that will guarantee your safety.
- The decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
- As hard as it will be, try to remain calm. In the end, it will aid you in decision making.
- If you have called the police but can't speak, leave the line open so the dispatcher can hear what is taking place. Often the location of a caller can be determined without speaking.



- If there is absolutely no opportunity of escape or concealment and the shooter is not actively firing on victims, it might be possible to negotiate with the shooter.
- If the shooter has fired on victims and you are faced with a life-or-death situation, only you can consider your next course of action.
- You may be faced with the decision to overpower the shooter with force by whatever means necessary.

Treat the Injured

- The dispatcher will notify law enforcement and other emergency service (EMS) agencies; fire and rescue. EMS will respond to the site, but will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secure.

Remember Basic First Aid

- For bleeding apply pressure and elevate. Many items can be used for this purpose, e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
- Reassure those in the area that help will arrive and try to stay quiet and calm.

Law Enforcement Response—What to Expect

Responding police officers are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible. The first officers on the scene will likely be from UPD. Depending on the situation, they may be joined by officers from different agencies and dressed in different uniforms. There may even be some officers in civilian clothes wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment. They may be armed with rifles, shotguns or handguns. Responding police will have their weapons drawn and ready for use. They will not know exactly who the shooter is and will probably point weapons at you. Remain calm and follow any directions they may give you. You may be asked questions, patted down and given orders to exit. Do as the officers tell you and do not be afraid of them. Remember:

Help Is On the Way

It is important for you to:

- Remain inside the secure area;
- Law enforcement will locate, contain and stop the assailant;
- The safest place for you to be is in a secure room; and
- The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.

Injured Persons

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.

- You may need to explain this to others to calm them.
- Once the threat is neutralized, officers will begin treatment and evacuation.

Evacuation

Responding officers will establish safe corridors for persons to evacuate.

- This may be time-consuming.



- Remain in secure areas until instructed otherwise.
- You may be instructed to keep your hands on your head.
- You may be searched.
- You may be escorted out of the building by law enforcement personnel, simply follow their directions.
- After evacuation you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.

Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Bomb Threat

A bomb threat could consist of any of the following:

- An actual threat that a bomb has been placed; or
- A suspicious package has been located.

Immediately upon receipt of a bomb threat, call UPD at **688-5117** or **111** (from an on-campus phone), or if residing off-campus, call **911**.

Prevention/Mitigation:

- Be aware of your surroundings at all times;
- Reduce or remove areas where bombs or suspicious packages could be placed; and
- Install cameras in vulnerable areas where items could be placed.

Preparedness/Protection:

- Know how to contact police;
- Teach individuals the importance in what should be considered suspicious; and
- Train those who answer phone on proper bomb threat procedures.

Response:

UPON RECEIPT OF A THREAT:

- Get a pen and paper for notes, if possible;
- Do not hang up;
- Attempt to keep the caller on the phone as long as possible;
- Remain calm. Be polite. Attempt to get information from the caller and assess the validity of the threat;
- Ask questions, such as:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?; and
 - Why did you place the bomb?
- Assess the caller's voice, accent, slang, and speaking style;
- Be attentive to background sounds and noise;
- Note unusual speech characteristics; and
- Describe the type of language used.

Written Bomb Threat Message



- Avoid handling the message and its container to preserve fingerprints or other clues to identify the writer.
- Place the message in another container and keep it for police investigation.

Biological Threat

Biological agents are bacteria, virus or toxins that can kill or incapacitate people livestock, and crops.

Delivery Methods

- Aerosols: biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in humans and animals.
- Animals: insects and animals such as fleas, mice, flies, mosquitoes and livestock spread some diseases.
- Food and water contamination: some pathogenic organisms and toxins may persist in food and water supplies. Most microbes are killed, and toxins deactivated, by cooking food and boiling water for 3 minutes.
- Person-to-person: a few infectious agents, such as smallpox, plague and the Lassa viruses, can spread through human contact.

Prevention/Mitigation:

- Be aware of your surroundings at all times;
- Take universal precautions to reduce or eliminate an exposure;
- Control the location where mail and packages arrive at the campus; and
- Know how to identify possible suspicious packages.

Preparedness/Protection:

- Know how to contact police;
- Train individuals on how to recognize a possible threat; and
- Train individuals on how to react to a possible threat.

Response:

Precautions for Known or Suspected Exposure

- Move away from the agent quickly;
- Remove and bag contaminated clothes and items;
- Wash with soap and water;
- Contact the police;
- Monitor local broadcast media for emergency information and instructions; and
- Seek medical attention if symptoms appear. Public health instructions may include avoiding others or quarantine.

Chemical Threat

Chemical agents are poisonous vapors, aerosols, liquids and solids that have a toxic effect on people, animals and plants. Some chemical agents are colorless and odorless and the harmful effects they produce can be immediate (a few seconds to a few minutes) or delayed (2 to 48 hours). Signs of a chemical threat include people having difficulty breathing, experiencing eye irritation, losing coordination, becoming nauseated or having a burning sensation in the nose,



throat and lungs. The presence of an unusually high number of dead birds or insects may indicate a chemical agent release.

Prevention/Mitigation:

- Be aware of your surroundings at all times;
- Take universal precautions to reduce or eliminate an exposure;
- Control the location where mail and packages arrive at the campus; and
- Know how to identify possible suspicious packages.

Preparedness/Protection:

- Know how to contact police;
- Train individuals on how to recognize a possible threat; and
- Train individuals on how to react to a possible threat.

Response:

During a Chemical Threat

- If possible, leave the affected area immediately in the direction upwind from the source;
- Do not leave the protection of the shelter to assist others outdoors; and
- If leaving safely is not possible, find indoor shelter immediately and shelter-in-place.
- **If instructed to evacuate:**
- Do so immediately;
- If available monitor local broadcasts for emergency information on:
 - Evacuation routes;
 - Temporary shelters; and
 - Procedures to follow.
- Follow the routes given by authorities. Shortcuts and other routes may not be safe;
- Carpool with others to minimize traffic congestions; and
- Assist those in need (children, elderly, disabled, persons without transportation) If indoors, shelter-in-place.

If Outside

- Stay upwind, upstream and uphill;
- Try to go at least one-half mile from the source;
- Avoid contacts with spilled liquids, airborne mists or condensed solid chemical deposits;
- Avoid inhaling gases, fumes, and smoke by covering your nose and mouth with cloth, if possible; and
- Avoid contact with exposed individuals until the hazardous material has been identified and interpersonal contact is determined safe.

If In a Motor Vehicle

- Stop and seek shelter indoors; and
- If leaving the vehicle safely is not possible, close the windows and vents and keep the air conditioner and the heater fans off.

Precautions for Exposure

Decontamination is necessary within minutes of exposure to minimize harmful health effects. A person experiencing the effects of exposure requires immediate professional medical attention. If professional assistance with decontamination is unavailable, self-decontamination is required. Self-decontamination guidelines are as follows:



- Use extreme caution when helping others who have been exposed to chemical agents;
- Remove all clothing and other items in contact with the body. Clothing that would normally over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put the contaminated clothing into a plastic bag and seal it;
- Remove eyeglasses or contact lenses and put glasses in a pan of household bleach to decontaminate them, then rinse and dry them;
- Flush the eyes with water;
- Gently wash the face and hair with soap and water then thoroughly rinse with water. Decontaminate other areas of the body that are likely to have been contaminated. Blot (do not swab or scrape) the skin with a cloth soaked in soapy water and rinse with water;
- Change into uncontaminated clothes. Clothing stored in drawers and closets are likely to be uncontaminated; and
- Proceed immediately to a medical facility for screening and professional treatment.

Civil Disturbance

A broad term that is typically used by law enforcement to describe one or more forms of disturbance caused by a group of people, often in the form of protests, illegal parades and sit-ins, as well as riots, sabotage and other types of crimes.

Most university demonstrations such as marches, meeting, pickets and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with the normal operations of the university;
- Prevention of access to offices, buildings or other university facilities; and
- Threat of physical harm to persons or damage to campus facilities.

If you suspect that a civil disturbance may occur, call the UPD at (605) 688-5117.

If you see a civil disturbance:

- Call **911** and give the operator the exact location and details about the disturbance;
- Avoid becoming involved or otherwise inciting the disturbance by your actions;
- Log off computers and secure all sensitive information if the disturbance is in your work area; and
- Stay away from any windows or glass doors between you and the disturbance.

Prevention/Mitigation:

- Be aware of your surroundings at all times;
- The university supports free and open discussion of all relevant issues;
- Current topics of local, national or international impact are appropriate for consideration in the classroom and other forums on campus; and
- Faculty members, student affairs staff and other individuals are encouraged to support educational activities that provide broad consideration of diverse views.

Preparedness/Protection:

- Know how to contact police;



- Have an understanding of the issues that may cause a disturbance or unrest;
- Issues frequently elicit strong emotions;
- All university students and staff are encouraged to stress the importance of reasoned and thoughtful consideration of differing viewpoints; and
- Personal attacks, acts of harassment and violence directed at individuals will not be tolerated by the university.

Response:

- Call UPD at 688-5117 or 111 (from an on-campus phone), or if residing off-campus, call 911
- To ensure your own safety, keep a safe distance from the disturbance so that law enforcement does not mistake you for those involved.
- Lock all doors and secure documents and equipment.

University Police:

- Are charged with the responsibility of providing for the physical safety of both protestors and other members of the university community, as a first priority;
- Safety of property and preservation of individual and university rights takes secondary precedence;
- The chief and police staff will take whatever steps are necessary to maintain the personal safety of everyone involved when a protest occurs;
- City police and other law enforcement agencies may be called on to assist in handling a protest on campus at the request of the UPD chief; and

Fire

Immediately contact UPD by calling:

- On-campus 111;
- 605-688-5117; and
- Off-campus to 911.

Fire is the most common and deadliest of emergencies. Understanding few basic facts about fires and taking some simple, yet effective, precautions is essential to preventing and surviving a fire emergency. Fire spreads quickly. Within two minutes a fire can become life threatening. Get out immediately. Fire produces many deadly effects in addition to flames. These include:

- Heat, smoke, poisonous gases, structure collapse, oxygen depletion and explosion.

Prevention / Mitigation:

- Be aware of your surroundings at all times.

Preparedness / Protection:

The following is a list of simple and effective precautions to prevent fires and, in the event of a fire, protect one's self, roommates, fellow employees and property:

- Never tamper with installed smoke alarms;
- Never leave cooking food unattended;
- Identify escape routes and practice using them during university fire drills;
- Avoid the accumulation of newspapers, magazines and other flammables;
- Never use gasoline, benzene, naphtha or similar flammable liquids indoors;
- Inspect extension cords for frayed or exposed wires and loose plugs;



- Make sure wiring does not run under rugs, over nails or across high-traffic areas; and
- Do not overload extension cords or outlets. Use UL-approved power strips with built-in circuit breakers.

Designated Meeting Place

- During a building fire, firefighters must determine as soon as possible whether or not all occupants have escaped. If not, they will attempt a rescue placing themselves at great risk of serious injury. Therefore, it is important to account for all individuals and for each person to report to a designated meeting area. If a meeting area has not been designated, meet outdoors on the upwind side of the building. The meeting place should be at a safe distance and clear of emergency responders, their vehicles, and equipment. If another location is designated, building evacuees should be notified at the scene.

Response:

During a Fire, If your clothing catches on fire: **STOP, DROP and ROLL**

- Stop running or walking; running makes the fire burn faster;
- Drop to the ground or floor; and
- Roll until the fire is extinguished.

To escape a fire:

- Crawl low under any smoke to exit. Heavy smoke and poisonous gases collect first along the ceiling;
- Check closed doors for heat before opening them;
- Use the back of the hand to feel the top of the door, the doorknob and the crack between the door and the doorframe before opening them. Never use the palm of the hand or fingers as they can be burn, impeding the ability to escape;
- If the door is cool, open it slowly and, if clear, leave through it by shutting the door behind; and
- Closing the door helps contain the fire and reduces the oxygen available to sustain it.

If the door is hot:

- Do not open it. Choose another door or escape through a window;
- Do not use the elevator;
- Once safely out stay out. Do not re-enter;
- If the building has a fire alarm system, **PULL** the red pull box located near the exit;
- Call UPD; and
- Go to the predetermined assembly/meeting place to determine accountability.

If escape is not possible:

- Hang a white or light-colored sheet out the window to alert firefighters of your presence.

Classroom Disruption

Immediately contact UPD by calling:

- On-campus 111;
- 605-688-5117; and



<ul style="list-style-type: none">• Off-campus to 911. <p>Remember, it is important to stay on the line until the dispatcher interviews the caller in a systematic way regarding the caller's location, and critical information to determine appropriate response.</p>
Prevention/Mitigation: <ul style="list-style-type: none">• Class order and discipline is the responsibility of the instructor. Classroom disruption is the excessive and unreasonable interference with classroom instruction.
Preparedness/Protection: <ul style="list-style-type: none">• Know how to contact police.
Response: <p>If a disruptive student is encountered, the instructor should:</p> <ul style="list-style-type: none">○ Remain calm;○ Don't ignore the behavior; and○ Tell the person to stop.○ If the behavior persists:<ul style="list-style-type: none">▪ Instruct the person to leave the classroom;▪ Inform the university leadership of the emergency; and▪ Meet with the student outside the class setting to set behavioral limits and assign consequences to future similar behavior.○ If the person refuses to leave or if behavior becomes threatening:<ul style="list-style-type: none">▪ Dismiss the class, leave and report the emergency to the university leadership. It is important to document the emergency; and▪ Consider referring the student to Student Judicial Affairs.

Flood
<p>Immediately contact UPD by calling:</p> <ul style="list-style-type: none">• On-campus 111;• 605-688-5117; and• Off-campus to 911.
Prevention/Mitigation: <p>The National Weather Service classifies floods as follows:</p> <p>Flood Watch</p> <ul style="list-style-type: none">• Flooding is possible; and• Monitor local broadcast media for emergency information. <p>Flash Flood Watch</p> <ul style="list-style-type: none">• Flash flooding is possible;• Be prepared to move to higher ground; and• Monitor local broadcast media for emergency information and instructions. <p>Flood Warning</p> <ul style="list-style-type: none">• Flooding is occurring or will soon occur;• If advised to evacuate, do so immediately; and• Monitor local broadcast media for emergency information and instructions. <p>Flash Flood Warning</p>



- A flash flood is occurring; and
- Seek higher ground on foot immediately.

Preparedness/Protection:

The power of moving water:

- 6 inches of water will reach the bottom of most passenger cars, causing loss of control and stalling;
- 1 foot of water will float many vehicles; and
- 2 feet of rushing water can carry away most vehicles including SUVs and pickup trucks.

Before a flood:

- If flooding is likely, and time permits, move essential items and furniture to the upper floors of your building; and
- Most importantly, move to a safe area before safe exits are cut off by flooding waters.

Response:

During a flood

- Monitor local broadcast media for emergency information and instructions;
- Monitor the Nation Oceanographic and Atmospheric Administration (NOAA weather radio or access the NOAA website);
- Stay on higher ground. Avoid areas subject to sudden flooding;
- Do not attempt to cross through an area of flowing water if it is above your knees;
- Do not drive into flooded areas; and
- If floodwaters rise around a vehicle, abandon it and move to higher ground to avoid being swept away with the vehicle.

Hazardous Materials Emergency

Immediately contact UPD by calling:

- On-campus 111;
- 605-688-5117; and
- Off-campus to 911.

Preparedness/Protection:

- Maintain Material Safety Data Sheets for ALL chemicals on campus;
- Properly store, secure and use chemicals; and
- Verify that all chemical containers are properly marked with the contents of the container.

Response:

During a hazardous materials emergency:

- If possible, leave the affected area immediately in the direction upwind from the source;
- If leaving safely is not possible, get indoors immediately and shelter-in-place. Do not leave the safety of shelter to assist others outdoors; and
- Follow the instructions given by university officials.

If Instructed to evacuate:

- Do so immediately;



- If available, university communications and local broadcast media for emergency information on:
 - Evacuation routes;
 - Temporary shelters; and
 - Procedures to follow.
- Follow the routes given by the university and other authorities. Shortcuts and other routes may not be safe;
- Carpool with others to minimize traffic congestion; and
- Assist those in need (children, elderly, disabled, persons without transportation).

If outside:

- Stay upwind, upstream and uphill;
- Try to go at least one-half mile from the source;
- Avoid contact with spilled liquids, airborne mists, or condensed solid chemical deposits;
- Avoid inhaling gases, fumes and smoke covering the nose and mouth with cloth if possible; and
- Avoid contact with exposed individuals until the hazardous material has been identified and interpersonal contact is determined safe.

If in a motor vehicle:

- Stop and seek shelter indoors; and
- If leaving the vehicle safely is not possible, close the windows and vents and keep the air conditioning and heater fan off.

If indoors, shelter-in-place:

- Close and lock all exterior doors and windows;
- Turn off air conditioners and ventilation systems;
- Seal off air conditioners;
- Seal the gap between the doors and the door frames with plastic sheeting and duct tape or a wet towel;
- Seal the gap between the windows and window frames similarly;
- If gas or vapors enter the building, take shallow breaths through a towel or cloth;
- Avoid eating or drinking potentially contaminated substances; and
- When the emergency conditions have ended, ventilate the shelter with fresh air.

If exposed to hazardous chemicals:

- Follow decontamination instructions from local authorities;
- Authorities may advise to shower thoroughly or to avoid contact with water and follow another procedure;
- If experiencing symptoms of exposure, seek immediate medical attention;
- Place contaminated clothing and shoes in tightly sealed containers avoiding contact with other items; and
- Advise others with whom personal contact was made of the exposure so that they can also take precautions or seek medical treatment.



Influenza Pandemic

Immediately contact UPD by Student Health Clinic:

- 605-688-4157

Prevention/Mitigation:

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population and the virus begins to cause serious illness and then spreads easily person-to-person worldwide. The federal government, states, communities and industry are taking steps to prepare for and respond to an influenza pandemic. If a pandemic occurs, it is likely to be a prolonged and widespread outbreak that could require temporary changes in many areas of society, such as schools, work, transportation and other public services. An informed and prepared public can take appropriate actions to decrease their risk during a pandemic.

Preparedness/Protection:

Planning and Response

Medical professional worldwide have been studying the infection patterns of the avian flu and are watchful for the human-to-human transmission. To be prepared for such an emergency, the U.S Department of Health and Human Services encourages individuals, businesses and communities to:

- Talk with local public health officials and health-care providers, who can supply information about the signs and symptoms of a specific disease outbreak and recommend prevention and control actions;
- Encourage sick employees/students to stay home and anticipate how to function with a significant portion of the workforce/school population absent due to illness or caring for ill family members;
- Practice good health habits, including eating a balanced diet, exercising daily and getting sufficient rest. In addition, take common-sense steps to stop the spread of germs including frequent hand-washing, covering coughs and sneezes and staying away from others as much as possible when you are sick; and
- Stay informed about pandemic influenza and be prepared to respond.

Response:

Health System Response

- Surge capacity in health-care facilities may become a concern and overload their capabilities; and
- Triage and stabilization, inpatient, and in-home hospital care capacities.

Isolation and Quarantine

- Isolation and Quarantine considerations may be necessary.

Special Needs Population Shelter may need to be considered

- Shelters for special needs populations.

Thunderstorms and Lightning

Immediately contact UPD by calling:

- On-campus 111;
- 605-688-5117; and
- Off-campus to 911.



All thunderstorms produce lightning and are dangerous. Other hazards associated with thunderstorms include tornadoes, strong winds, hail and flash flooding.

Facts About Thunderstorms

- They may occur singly, in clusters, or in lines;
- Some of the most severe occur when a single thunderstorm affects one location for an extended period of time;
- Thunderstorms typically produce heavy rain for a brief period of 30 minutes to an hour;
- Warm, humid conditions are highly favorable for thunderstorms development;
- Approximately 10 percent of thunderstorms are classified as “severe,” ones that produce hail at least 3/4-inch in diameter, has winds of 58 mph or higher, or produces a tornado.

Prevention/Mitigation:

- Be aware of your surroundings at all times.

Preparedness/Protection:

Facts About Lightning

- Lightning's unpredictability increases the risk to individuals and property;
- Lightning often strikes outside of heavy rain and may occur as far as 10 miles from any rainfall;
- “Heat lightning” is actually lightning from a thunderstorm too far away to be heard;
- Most deaths from lightning occur when people are caught outdoors in the summer months during the afternoon or evening; and
- The chances of a person being struck by lightning are estimated at 1 in 3,000. Lightning victims carry no electrical charge and should be helped immediately.

Severe Thunderstorm Watch

- A severe thunderstorm watch is issued when conditions are favorable for the development of severe thunderstorms. A severe thunderstorm is a thunderstorm that produces 3/4-inch hail or larger in diameter and/or winds equal or exceed 58 mph. Watches are usually issued for a duration of 4 to 8 hours, and are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review severe thunderstorm safety rules and be prepared to move a place of safety if threatening weather approaches.

Severe Thunderstorm Warning

A severe thunderstorm warning is issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail 3/4-inch or larger in diameter and/or winds equal or exceed 58 mph. People in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. Lightning frequency is not a criteria for issuing a severe thunderstorm warning. They are usually issued for a duration of one hour. They can be issued without a severe thunderstorm watch being already in effect.

Response:

During a thunderstorm:

- Get inside a home, building or hardtop vehicle. Although injuries may occur if a vehicle is struck, a person is much safer inside the vehicle than outside it;
- Avoid showering or bathing as metal bathroom plumbing and fixtures can conduct electricity causing shock or electrocution;



- Cordless and cellular phones are safe to use. On the other hand, use a corded phone only for emergencies;
- Unplug appliances and other electrical items such as computers, stereos, televisions and air conditioners. Power surges can cause serious damage; and
- Use a battery-operated radio for weather updates.

If outdoors:

- Avoid objects that can act as a lightning rod;
- Seek shelter in a low lying area such as a ravine or valley;
- Be alert to the possibility of flash floods;
- If on open water, get to shore and find shelter immediately;
- Remember that when hair stands on end (anywhere on the body) it is an indication that lightning is about to strike. When this happens, squat down while minimizing contact with the ground; and
- Do not lie flat on the ground.

Tornadoes

Prevention/Mitigation:

Tornadoes are nature's most violent storms. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with winds that can reach 300 mph. The path of a tornado can be over 1 mile wide and extend for over 50 miles. Before a tornado hits, the wind may die down and the air may become very still. Occasionally, tornadoes develop so rapidly that advance warning is not possible.

- Monitor university emergency management announcements
- Keep a battery-operated radio or television set nearby and listen for weather advisories;
- Tornado watches and warnings generally are broadcast by Brookings Radio stations (910 AM, 1430 AM, 93.7 FM, 102.3 FM, 107.1 FM), many regional radio stations and the Sioux Falls television stations; and
- In the case of a tornado warning, go to the designated marked shelter locations in each building.

Facts About Tornadoes

- They may strike quickly with little or no warning;
- Tornadoes typically develop near the trailing edge of a thunderstorm;
- They may appear transparent until dust and debris are picked up or clouds form inside the funnel; and
- Typical tornadoes move in the direction of southwest to northeast, but they have been known to move in any direction.

Preparedness/Protection:

High Wind Watch

- A high wind watch is issued when there is the potential of high wind speeds developing that may pose a hazard or is life-threatening.

High Wind Advisory

- A high wind advisory is issued when high wind speeds may pose a hazard.

High Wind Warning



- A high wind warning is issued when high wind speeds may pose a hazard or is life-threatening.

Tornado Watch

- The National Weather Service issues a tornado watch when conditions are favorable for the development of tornadoes in and close to the watch area. Watches are usually issued for a duration of 4 to 8 hours, and are normally issued well in advance of the actual occurrence of severe weather. When a tornado watch is issued, persons in the watch area should:
 - Monitor local commercial media for tornado emergency information, updates and instructions;
 - Look for approaching storm;
 - Look and listen for the following danger signs:
 - Dark, often greenish sky (large hail);
 - A large, dark, low-lying cloud; particularly if rotating; and
 - A loud, rumbling roar similar to a freight train.

If you see an approaching storm, or any of the danger signs, be prepared to take shelter immediately.

Tornado Warning

- The National Weather Service issues a tornado warning when a tornado is indicated by radar or sighted by spotters. People in the affected area should seek safe shelter immediately. Warnings can be issued without a tornado watch being already in effect. They are usually issued for a duration of around 30 minutes. The City of Brookings' sirens are activated when a tornado is sighted nearby. When a tornado warning is issued or the siren sound, persons should seek shelter immediately.

Response:

Procedures if on campus

If the warning occurs during the daytime hours, 7 a.m. to 6 p.m.:

- Employees and students in the open are to seek shelter in the nearest permanent building, going directly to the basement, if possible, or to central corridors away from windows and exterior doors;
- Employees and students in campus buildings are to move out of the exterior rooms and into central corridors or the basement, if possible; and
- Orderly movement is essential. Do not panic.

If the warning occurs after class hours or during the evening:

- Anyone in the open should seek shelter in the nearest building. Most of the main campus buildings are open until 10 p.m., Monday through Friday; and
- Persons in outside rooms should move away from windows into the corridor or to the basement, if possible.

Residence hall students:

- Residence hall directors will alert all students in the hall, unlock entrance doors and doors to the basement and turn on lights;
- Students are advised to move from their rooms into the central corridors or to basements;
- If possible, have a flashlight and portable radio tuned to a local radio station; and
- Do not call the UPD for information. Listen to the radio for announcements.



Residents of State Court:

- Residents of State Court are to go to the basement of Pierson Hall. Pierson Hall personnel will have entrance doors unlocked.

Residents of State Village:

- Residents of State Village are to go to the basement of Binnewies Hall. Binnewies Hall personnel will have the exterior doors unlocked.

Off-campus

If indoors:

- Go to a predesignated safe room, basement, storm cellar or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway);
- Stay away from the corners, windows, doors, and outside walls;
- Put as many walls (and levels above) as possible between you and the outside;
- Get under a sturdy table and cover your neck and head with your arms; and
- Do not open doors or windows.

If in a vehicle:

- Get out immediately and go to the lowest floor of a sturdy building. If there is no nearby building, still get out as remaining inside a vehicle during a tornado is extremely dangerous; and
- Outrunning a tornado is advisable if in a rural and uncongested location. However, never try to outrun a tornado from an urban or congested location.

If outside with no available shelter:

- Lie flat in a ditch or depression covering the head with hands and arms but beware of potential flooding;
- Do not get under a bridge or overpass as it is safer in a low, flat location; and
- Watch out for flying debris in the funnel. Any object as small as a piece of straw can become fatal when traveling at several hundred mph.

Suspicious Letters or Packages

Immediately contact UPD by calling:

- On-campus 111;
- 605-688-5117; and
- Off-campus to 911

Prevention/Mitigation:

Be aware of your surroundings at all times

Letters or packages sent through the mailing system can be used as a means of delivering bombs or harmful substances such as anthrax. Past experiences have shown this method of delivery to be effective in causing serious harm or death and an atmosphere of fear and terror.

Preparedness/Protection:

Know how to contact police

Letter or Package Threat by Mail

Characteristics of a suspicious letter or package are:

- Mailed from a foreign country;



- Excessive postage;
- Misspelled words;
- Addressed to title only;
- Wrong title with name;
- Rigid or bulky;
- Badly typed or hand-written;
- Restrictive markings;
- No return address;
- Strange odor;
- Lopsided/protruding item; and
- Stains on the wrapping.

Winter Storms

Immediately contact UPD by calling:

- On-campus 111;
- 605-688-5117; and
- Off-campus to 911.

Prevention/Mitigation:

- Be aware of your surroundings at all times

Winter storms are classified by the National Weather Service as:

Winter Weather Advisory

- A winter weather advisory is issued when a low pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that present a hazard, but does not meet warning criteria.

Winter Storm Watch

- A winter storm watch is issued when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance.

Preparedness/Protection:

Winter Storm Warning

- A winter storm warning indicates when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations.

Before a winter storm:

- Stay informed. Listen to the radio or television for latest weather information;
- If roads have been closed, do not attempt to travel; and
- Have a plan for an extended power outage. Winter storms have the potential to knock power lines to the ground and disrupt electric service for an extended period of time. It may be necessary to move into another facility/building to prevent injury.

Prepare Your Vehicle

An emergency situation on the road can arise at any time and you must be prepared. Following a tune-up, a full tank of gas and fresh antifreeze, your trunk should carry:

- A properly inflated spare tire, wheel wrench and a jack;
- A shovel;
- Jumper cables;
- Tow and tire chains;



- A bag of salt or cat litter; and
- Tool kit

Be prepared with a "survival kit" that should always remain in the car. Replenish after use.

Essential supplies include:

- Working flashlight and extra batteries;
- Reflective triangles and bright colored cloth;
- Compass;
- First-aid kit;
- Exterior windshield cleaner;
- Ice scraper and snow brush;
- Wooden stick matches in a waterproof container;
- Scissors and string/cord; and
- Non-perishable, high-energy foods like unsalted canned nuts, dried fruits and hard candy

In addition, if you are driving long distances under cold, snowy and icy conditions, you should also carry supplies to keep you warm, such as heavy woolen mittens, socks, a cap and blankets.

Response:

During a winter storm:

- Stay safe, warm, dry and calm;
- Do not drive unnecessarily. Of deaths related to ice and snow, 70 percent occur when people are stranded in cars or involved in accidents. If you must drive, bring necessary supplies;
- Dress warm enough to prevent frostbite and hypothermia; and
- Do not go outside if you don't have to.

If you are in a vehicle:

- In extreme cold or in heavy snow, stay with your car until you can be rescued. Do not leave your car unless you know exactly where you are, how far it is to possible help, and are certain you will improve your situation;
- Keep at least one window open slightly. Heavy snow and ice can seal a car shut. It also allows in fresh air to avoid carbon monoxide poisoning;
- Make sure the exhaust pipe is not blocked, which would cause dangerous fumes to back-up inside the car. Run the engine and heater for about 10 minutes every hour or so depending upon the amount of gas in the tank;
- Make yourself visible to rescuers. To attract attention, light two flares and place one at each end of the car a safe distance away. Hang a bright colored cloth from your antenna. Tie a bright cloth to you antenna or door to alert rescuers;
- Turn on your dome light, at night, when running the engine;
- Raise the hood indicating trouble after snow stops falling;
- Exercise from time to time by vigorously moving arms, legs, fingers and toes to keep blood circulating and to keep warm;
- To protect yourself from frostbite and hypothermia, use the woolen items and blankets to keep warm; and
- Eat a hard candy to keep your mouth moist.

During extremely serious blizzards, it may not be possible for students to attend classes and utilize the library and other facilities. Classes will be held or canceled based on local weather



conditions, even though there may be a blizzard raging elsewhere in the state or in adjoining states.

Regardless of administrative decisions made because of winter storms, it should be clearly understood that each individual is best able to judge his or her own circumstances and make appropriate decisions. The university does not encourage anyone to place themselves in a dangerous or life-threatening situation.

Building Evacuation Procedure

Prevention/Mitigation:

- Be aware of your surroundings at all times.

Preparedness/Protection:

- Know how to contact police.

Response: Evacuation Procedures

Building Evacuation

- If a fire alarm sounds or if asked to evacuate, leave the building immediately; and
- The purpose of evacuating a building is to remove the occupants from dangerous and potentially life-threatening conditions presented by:
 - A fire;
 - A suspected explosive device;
 - A hazardous material release;
 - Air contamination;
 - Active shooter; and
 - Other life-threatening situation.

When evacuating a building:

- Remain calm;
- Proceed to the nearest safe exit; and
- Do not use the elevators.

Assist disabled persons:

- If the person cannot be moved to the exit, ask the person to remain at that location, leave the building, and advise a firefighter or police officer of the person's location; and
- Once outside, stay at least 500 feet from the building unless otherwise directed by a public safety official. Do not return until directed by a public safety official.

Campus Evacuation

- An emergency requiring the evacuation of the university campus is likely to be part of a larger evacuation. It is important to follow evacuation instructions.

If evacuating in a vehicle, the primary egress routes for those leaving the campus in a vehicle are:

- Medary Avenue north to the Hwy 14 bypass or south to the City of Brookings;
- 11th Street East to 22nd Avenue and then north to the Hwy 14 bypass or south to the City of Brookings; or



- 8th Street west to Medary or east to 20th Avenue then south to 6th Street.

Sheltering-in-Place

Prevention/Mitigation:

To shelter-in-place in the event of severe weather is the act of sheltering in an area inside a building that offers occupants an elevated level of protection during a tornado or other severe weather related emergency.

- Evaluate the areas where one may shelter-in-place for hazards such as exterior walls, glass and items that may be easily moved during the emergency and that can cause harm to a person.
 - Areas where these hazards exist may not be adequate for sheltering; and
 - Select an area that does not have an exterior wall or glass like an inner room, corridor, etc.

Preparedness/Protection:

If chemicals are involved:

- A place of shelter is an area inside a building that offers occupants an elevated level of protection during an accident or intentional release of a chemical, biological or radiological agent. [Note: Many toxic chemicals have a vapor density greater than that of air and will seek lowest ground. In the case of a shelter in place due to a chemical spill, do NOT shelter below grade. Follow instructions provided by emergency personnel.]

Response:

If an emergency such as tornado, severe weather warning, outside hazardous materials leak, active shooter, etc. dictate the need to shelter-in-place because evacuation is NOT practical or safe:

- Select an area that will provide the most shelter and safety from the emergency;
- Contact police to alert them with your location and details about the emergency; and
- Do not leave the shelter-in-place area until emergency responders arrive to assist you.

Shelter-in-Place: Tornado (If inside a building):

- Go to the lowest level of the building, if possible;
- Stay away from windows;
- Go to an interior hallway; and
- Use arms to protect head and neck in a “drop and tuck” position.

If there is no time to get inside:

- Lie in a ditch or low-lying area or crouch near a strong building;
- Be aware of potential for flooding;
- Use arms to protect head and neck in a “drop and tuck” position; and
- Use jacket, cap, backpack or any similar items, if available, to protect face and eyes.



Appendix M

Large Event Best Practice

Attached to this document are best practices as identified by the National Center for Spectator Sports Safety and Security (NCS4) with assistance from the FBI, Homeland Security, the NCAA, public safety and athletic administrators, athletic conferences and bowl representatives.

The original document was more than 150 pages. By eliminating duplication and removing a large section that focused on incident response, we were able to reduce this to a more manageable document. The elimination of response protocols from this document makes it an easier to evaluate the practices and their applicability to SDSU and does not impact the best practices listed. Many of the response protocols currently exist. The best practices have been broken down into the following sections: Risk Assessment; Safety and Security; Policies; Command and Control; Shelter and Evacuation; Communication; and Design.

While this document is primarily focused on football stadiums, it also provides relevant guidelines for other athletic and nonathletic venues such as Frost Arena and the Performing Arts Center. We did change the grid in the following manner. The best practice column remains the same. Issue addressed has been changed to concern. We have replaced implementation with parties responsible for implementation and added implementation steps and implementation status to check progress.

The preamble provides information on the process. Please review. Not all best practices are appropriate listed in this document are appropriate for our environment.

Preamble

The environment and threats surrounding intercollegiate athletics change, and as a result, the campus intercollegiate athletic program, athletic conference, bowls, and NCAA safety and security plan(s) should be considered a living document that must change to meet challenges, take advantage of new resources, and avoid the development of patterns that could result in a security or safety risk. Continuous improvement should be the standard by which each university and college, athletic conference, bowl and NCAA security and safety plan is reviewed and refreshed.

In order to obtain the mission described above, the National Center for Spectator Sports Safety and Security at the University of Southern Mississippi hosted the first-ever National Intercollegiate Athletics Safety and Security Summit Jan. 28-30, 2014. Representatives from university and college athletic administrations, athletic conferences, bowls and public safety agencies addressed current safety and security issues facing intercollegiate athletics and identified solutions as well as proposed future best practices.

The foundation for this summit began in 2011, when the FBI, the Bureau of Justice Assistance and the U.S. Department of Homeland Security developed Promising Practices for Securing College and



University Spectator Events from Criminal Extremist Attacks. The research completed at the NCS4 provided both researched based and vetted standards to support the evolution of best practices for intercollegiate athletics.

A grant from the Department of Homeland Security and the Mississippi Emergency Management Agency in 2006 resulted in the development of a researched-based model for effective security management of university sport events, and the unpublished dissertation, *Standards for Effective Security Management of University Sport Venues* (Hall, S., 2006), established standards to assist university and college athletic departments, athletic conferences, bowls and the NCAA. The standards established—or best practices—provided consistency in security management among sport venues and events.

The discussions with security experts at the summit, the publishing of the *Promising Practices for Securing College and University Spectator Events from Criminal Extremist Attacks*, and the research conducted at the NCS4 provided the basis for the development and evolution of the second edition of *Intercollegiate Athletics Safety and Security Best Practices Guide*. Each university can adapt the best practices in developing sports facility and event security and safety arrangements.

The best practices are listed below, by category:

Risk Assessment
Establish a Risk Assessment/Crisis Management Team consisting of local/state/federal law enforcement (as appropriate), fire, EMS and emergency management, internal stakeholders, including operations, facilities, technology and communications equipment staff;
Identify threats to the university that will affect the event;
Conduct a risk/threat assessment for vulnerabilities of ALL events and collect intelligence. Also include a detailed fire safety risk assessment and a medical response risk assessment. Take an all-hazards approach;
Once risks and threats are identified and understood, develop a mitigation plan to address to the extent reasonable;
Develop a comprehensive profile, including detailed lists and locations, of critical assets with detailed maps/blueprints of each level. Showing routes of ingress and egress, location of communication equipment, parking areas, traffic flow and areas surrounding the stadium/venue; and
Conduct weekly event management meeting to review the previous event and identify event specific considerations such as a dignitary's presence, larger than usual crowds, promotions, weather, potential protests and similar occurrences.



Safety and Security: Law Enforcement/Security Operations

Provide appropriate staffing levels for all events based upon anticipated attendance numbers, the type of event, history, intelligence and recognized threats. It is recommended for event staff (inner gate attendants, ushers, security, and public safety) that you use a ratio of 1 staff for every 250 attendees;
Have a minimum of one fire unit and one EMS unit with at least two certified EMTs on-site for arena/stadiums of 5,000-plus;
Establish written mutual aid agreements with surrounding jurisdictions to provide game-day support and emergency response, or other method of designated support as local jurisdiction and host venue may deem appropriate;
Establish procedures for when to involve law enforcement;
Use and follow NIMS/ICS forms for planning and operations;
Roll call briefing for security/LE staff and distribution of post orders;
For all events and venues (regardless of size), prepare and employ post orders for all first and second level staff (full-time, part-time, contract) that are both printed and electronic (digital);
Post orders should include post description, role, responsibility, communication, emergency procedures and equipment for that post;
Post orders should be simple, such as in a bulleted format, on laminated cards for each staff member (full-time, part-time, contract);
Develop and use an event communications plan;
Develop policy and procedures and establish a location for detaining and questioning persons who have exhibited suspicious behavior and/or who have violated security policy/regulations/laws;
Establish criteria for ejections;
Cite and record offenders, advise them they will not be permitted to attend events for the remainder of the season or next season (if it is near the end of the current season);
Ensure accountability of all arrests, citations and ejections through identification, documentation and photograph (turn the intoxicated offender over to a responsible person);
Train gate and tailgating staff on recognizing intoxicated patrons;
Train non-law enforcement security staff in appropriate methods for handling these individuals until LE can arrive to take control;
If pat-downs are to be used, extensive training should be provided, including sensitivity training;
If hand-held/wand metal detectors are employed, ensure sufficient training and enough devices to reduce any entry backlogs;
If walk-thru metal detectors are employed, ensure sufficient training, must screen further all alerts;
Maintain at least minimum staffing at all open gates and not allow any un-ticketed, non-credentialed or unscreened individuals to enter at any time;
Include some form of personal screening: visual inspections, pat-downs, and/or metal detectors (hand-held wands/walk-thru). May be random or mandatory 100 percent screening. No exceptions;



Base personal screening processes upon threat/risk assessment (risk level you're willing to accept), current intelligence, past event history, indoor or outdoor event, situational awareness of the specific event and current world climate;
Develop procedures and training for whatever level of screening you adopt;
Train staff to be able to heighten personal screening/searches in case security conditions change;
If metal detectors are used, visually inspect whatever activates the detector;
If metal detectors are used, calibrate them before each use;
Inspect ALL possessions, items, and/or containers being brought into the venue;
Conduct a visual inspection, requiring attendees to open their possessions and, if necessary, empty the contents onto a table;
Develop a procedure to address abandoned items;
If resources are available, conduct bomb sweeps of facility, team buses, proximity parking lots, media compound, and food/concession deliveries;
If possible, have EOD/bomb technician along with render safe services and equipment on-site (for large scale events) in addition to bomb dogs;
Establish pregame sweeps, ideally a few hours before the event and keep controlled until gate opening;
Have gate staff turn away intoxicated individuals before entering and notify law enforcement to handle;
Have uniform police presence in the vicinity of games for screening backup;
Refuse entry into the venue to anyone who declines his/her person or possessions being screened/searched;
Use plainclothes officer(s) who are strategically placed throughout the venue to observe and report;
Surveillance and counter surveillance teams are appropriate in external locations as well as within a venue;
Assign a liaison with local FBI JTTF and state Fusion Center since it is the best way to be alerted to any intelligence concerning potential terrorist activity/threat to your event;
Conduct a facility inspection before the arena/stadium gates open for each event in order to remove all unauthorized materials, vehicles, and people to create secure MIDDLE and INNER perimeters;
Consolidate credential management under one central authority with athletic department and law enforcement oversight;
Issue credentials on a single event basis and have an expiration;
Designate credentials for specific area access;
Do not grant non-credentialed individuals access or give credentials to nonworking or unauthorized individuals;
Have a credential system that utilizes holograms, bar codes or photographs to identify the bearer, and that indicates by color code the stadium/arena areas to which the bearer has access;
Credential design should be simplistic and visually oriented with few colors and/or designations;
Widely display credential boards at all access points;



The design and color of credentials must be substantially different from those used in the prior season;
Issue photo credentials to all persons working the event, employees/staff, team and coaches, and approved media;
All requests for credentials from the media should be in writing;
Credentials should be worn at all times and clearly displayed (except players and coaches on the bench);
Conduct testing of access and credential system, and staff with patron appearing teams;
Conduct a background screening on all vendors, employees, contractors, students and volunteers before issuance of their credentials;
All ticketing and gate personnel should be knowledgeable about tickets and credentials;
Conduct annual structural and physical inspections (to include equipment) of all stadiums/arenas and document inspection results/finding along with any remedial action taken;
Provide portable raised platforms that can be assembled before game time which are a great way to gain a vantage point to view large areas. An alternative is to use existing or mobile IP camera platforms that can be moved, set up and raised/lowered as needed before, during and after an event;
Inspect all systems before every game, and assign security or monitoring devices to safeguard any vulnerable systems;
Require pre-approval and provide pre-notification of/to public safety of specialty events, fireworks, parachutist, and aerial shows/flyovers;
Complete and review the event After Action Review (AAR) for each event to evaluate safety and security practices from the previous event; and
Incorporate AAR recommendations into the event planning.
Fire Safety
Assign Fire/LE to enforce fire safety/fire violations;
Adhere to all fire code;
Have Fire/EMS in Unified Ops/Command Center, with units in vicinity of tailgate areas;
Develop plan to monitor and override the system (i.e., post a fireman at alarm panel and send a fireman to the alarm point);
Establish rules for grill/propane/generator use and specify charcoal disposal, if allowed;
Do not permit surface fires (no fire beds, rings, etc.) and no wood fires;
Provide fireproof receptacle for charcoal;
Establish rules for use of canopy's, tents, chairs, tables and games; and
Maintain open clear fire/emergency lanes throughout tailgate areas.
Health Safety
Ensure all food concessions are reasonably secure;



Inform food distributors (pre-delivery) that any box, package or container that is open or appears to be tampered with, will be refused;
All food and beverage deliveries should be recorded with: date, time, vehicle license number, company and driver name (view and record ID date from driver's license);
Notify law enforcement and food distributors (in that order) of actual or suspected tampering incidents;
Conduct background screening on all food service employees/volunteers;
Ensure all food service vendors and employees comply with all local health standards, regulations, laws and appropriate inspections are conducted;
Ensure food workers are informed and trained in recognizing food contamination and reporting procedures; and
Ensure that food handling and dispensing by food concessions/vendors is reasonably secure and conforms to health codes to prevent contamination.
Vehicular Traffic Management
All parking areas under campus oversight should be manned and controlled, or at a minimum patrolled. Closed parking areas that are not needed;
Remove all unauthorized or unidentified vehicles within the defined perimeters as part of the inspection process before opening the gates. Conduct a cursory screening of all vehicles entering a campus-controlled parking lot and conduct a random, more intrusive vehicle screening. Inspect parking lots daily. Unattended vehicles not removed within a reasonable time following the end of each game should be investigated immediately and removed as soon as possible;
Monitor parking areas to ensure public access for disabled patrons and that lanes and parking areas are left open for EMS and fire vehicles;
Adjacent or through roads should be blocked when necessary and special event/day traffic procedures should be instituted to allow for vehicle ingress/egress;
Prohibit vehicular use inside (INNER Perimeter) the facility during the event;
Mobile concrete barriers should be placed between the stadium/arena and all major roads surrounding the venue on game days and/or consider closing them. Reinforce areas that are vulnerable to forced vehicle entry with substantial barricades (e.g., bollards, retractable wedges, anti-ram fences, large trucks or buses, Jersey barriers, reinforced concrete decorative planters);
When possible, arrange to have marked police vehicles parked randomly outside critical facility assets;
Allow only authorized or credentialed vehicles to be parked within the MIDDLE or INNER perimeters, and then only after they have been screened upon entry. Check and inspect all broadcast/media vehicles;
All waste removal should be scheduled, but not during event when the facility is at high capacity, do not place dumpsters/trash receptacles under or adjacent to structural support. Anticipate sufficient dumpsters that will allow for pickup after the event. Trash receptacles should be regularly emptied with contents placed in dumpsters; and



All trucks and delivery vehicles seeking access to the INNER, MIDDLE or underground parking or unloading areas should be inspected visually and with undercarriage mirrors for hazardous materials, weapons and explosives. Depending on the configuration of the facilities, the contents of the vehicle should be inspected by the security staff before permitting any truck or delivery vehicle entry to the ramp leading to mezzanine, service tunnel or any area below the arena/stadium;

Pedestrian Traffic Management

Design wide, unobstructed ramps and walkways within the underbelly of the venue bowl. Wherever possible, ramps should be used in place of stairs;

Consider crowd management issues related to evacuation/sheltering upfront;

Exits should be spaced and sized to accommodate emergency exiting of the event;

Utilize color coded ticket/credential boards at entry points to assist patrons and staff, reducing confusion; and

Consider repositioning personnel or barriers effectively to discourage certain behaviors.

Utilities

All facilities should have emergency generators/backup batteries to power life safety, critical communications and evacuation lighting;

Test emergency backup systems before each event and in compliance with local codes;

Identify utility shut-off locations;

Operational staff should know how to shut off air circulation systems. If local fire codes allow, consider installing a central emergency shut off switch for the HVAC system;

Mailrooms and loading docks should not share a return air system or return pathway with other areas of the building;

Check air handling intake vents monthly;

Employ physical or electronic monitoring of HVAC (air intakes);

Maintain contact information for all utility providers;

If you anticipate potential issues at your venue, you should consider having utility company personnel on-site (i.e., adverse weather);

Utility company personnel should be on-site for the duration of the event when there are 15,000+ attendees; and

Have full-time facilities personnel on-site for all athletic events for all venues and they remain on-site until event ends for issues and repairs.

Team Security

Require identification of all visiting team personnel and officials;

Post an officer next to the visiting team's bench and to accompany them on and off the playing surface;

Post a guard/officer on the visiting team's locker room door;

Prevent visiting team from entering or exiting in close proximity to a hostile crowds;



Each school should communicate, electronically or in writing, to all other teams its plan concerning visiting team buses, equipment truck and vehicle parking procedures. These procedures must include all information required for arena/stadium access, unloading, bus and truck parking, as well as loading and departure. Bus drivers and equipment transportation personnel should provide government-issued photo identification before being granted clearance to enter the arena/stadium;

Team buses and equipment trucks should be parked in a non-public area and secured at all times. Bus drivers should remain with their buses to ensure that doors and luggage compartments are secured at all times. The equipment trucks should be locked and/or secured with a tamper-proof seal. Each team's equipment manager should oversee the loading and unloading of team buses and equipment trucks. Equipment and baggage loading and unloading or temporary storage within public areas must be properly secured by way of guards or locked enclosures; and

Coordinate with officers and extend courtesies for teams traveling with a law enforcement officer from their home area.

Signage

The following signage measures should be used during sporting events to:

- ensure that ample and prominent signage exists and lists contact number(s) for security and/or safety personnel and for reporting suspicious activity;
- ensure signage in parking/tailgating areas should list prohibited items and identify acceptable containers; and
- ensure clearly visible signage at all pedestrian and vehicular access gates, indicating entrance is conditional upon screening and facility policies, also reiterating prohibited items and identifying acceptable containers.

Ensure signage throughout the facility identifies current location relative to exits and directional guidance to exits or sheltering;

Ensure that signage marks what type of access is allowed in a particular area;

Signage should also direct deliveries to appropriate checkpoint and destination;

Ensure that emergency exits are clearly marked and if lighted that they are in working order; and

Utilize marquees, public address systems and electronic message boards to communicate to the patrons entering the stadium the protective measures, procedures, restrictions, prohibited items and evacuation routes.

Cybersecurity

Develop and implement a cybersecurity plan;

Ensure that all operating software and hardware is regularly updated, patched and tested;

Install and maintain current cybersecurity technology and techniques (user authentication, firewalls, virus and spyware protection, encryption, etc.);

Backup all information on a regular basis and store in a secure off-site location; and

Immediately report all breaches/denial of service attacks to the FBI.

Training/Exercise



Plan and conduct exercises of all plans at least annually to ensure they meet current conditions and that all involved individuals will respond properly;
Employ exercises to test your plan, implementation and execution; and
Document exercises, indicating the scope and duration, names of personnel who participated, actions for improvement, and recommendations for plan modifications.
Cash Handling
Have procedures to address securing cash collected during the event from robbery or employee theft;
Event bank has CCTV coverage of access points, collection and counting areas, and exchange and storage areas;
Entities should separate the cash storage area from cash receipt area; and
All cash movement from the event bank to a financial institution should be via armored car.

Policies
Establish a re-entry policy and enforce it;
Best practice is no re-entry;
Have a policy against shutting down ticket-taking and screening and allowing anyone to enter;
Refuse entry to anyone who declines his/her person or possessions being screened/searched;
Set tailgate start and end times to regulate ingress and egress flow;
Designate specific areas for tailgating that are separate from general parking and prohibit tailgating in general parking areas;
Work with local jurisdiction to regulate non-university tailgating lots for consistency rules and behavior;
Determine scale and scope of tailgating area with involvement of stakeholders in advance of events;
Assign attendees a numbered space and provide a numbered pass;
Issue passes based upon pre-assigned registration and approval;
Segregate fans with common interests (students, alumni, visiting team, campers/motorhomes);
Determine who is allowed to tailgate when establishing policy/procedures that answer: "Do you need a ticket to tailgate? Can tailgaters stay in tailgate area after game starts? Can they tailgate with or without a ticket? Are there time limits for tailgating" and Does day or night make a difference?"
Require preregistration for tailgating;
Enforce violations of law or policy and record offenders. Advise them they will not be permitted back for the remainder of the season or next season, if it is at the end of the season;
Ensure policy addresses both possession and consumption of alcohol;
Create tailgating area exits that are separate from those leading into the event, and turn intoxicated individuals away, refer to and let law enforcement handle;
Consider creating family-friendly, non-alcohol area(s);



Post signs near all entrances clearly stating that no firearms or weapons are allowed in the facility;
Establish a written policy regarding permitted and prohibited items that will or will not be allowed on campus property and in campus venues;
Prohibit coolers, bags, backpacks, containers, explosives, chemicals, weapons, outside food or beverages (except as required for authorized medical needs);
Post a list of prohibited items in parking lots, transit points and entrances to stadium/arenas;
List prohibited items and expected code of conduct on back of ticket;
Establish and enforce a “no smoking” policy for venue;
Establish, communicate and enforce a code of conduct (rules of acceptable and unacceptable behavior);
Advertise and enforce sanctions for inappropriate behavior;
Work within conferences to develop a common code of conduct;
Provide biannual safety and security preparations briefing to the campus executive team so it can see the effort and depth of planning;
Set up educational/informative briefings for executive team and all campus departments concerning campus safety and security;
Establish a “security awareness campaign” through information provided on websites, social media, team mailings and stadium/arena signage to reach patrons/students to encourage proper behavior and reporting of suspicious activity;
Use fraternity, sorority, alumni and donor communities to get the word out and to help underwrite the program;
Establish a community watch/policing program throughout the campus or similar program; and
Implement and advertise the “See Something, Say Something” program or similar program.

Command and Control

Each stadium/arena must have an identified facility for an operations center (OC) that serves as the primary command and control center for the event combining both operations and facilities management;
The OC should be located outside the stadium/arena and designated as the primary overall operations center. It is important to have a CCTV view of the seating bowl/playing field as well as views via CCTV cameras of locations in and surrounding the facility with pan, tilt and zoom as necessary. Communications capabilities should include outside landlines, cellular, stadium extension phones and direct lines/radio contact with for LE, fire, EMS and key team officials;
The OC should have a command matrix (and staffing plan) listing from top to bottom of who reports to whom consistent with NIMS/ICS;
Staff and train sufficient personnel to effectively operate your OCs;
A recommended observation area should be located within the stadium/arena, having a direct view of the seating bowl/playing field. Communications capabilities may include an outside landline, stadium extension phones and contact with the OC;



Develop a comprehensive profile, which includes detailed lists and locations of critical assets with detailed maps/blueprints of each level showing routes of ingress and egress, location of communication equipment, parking areas, traffic flow and areas surrounding the stadium/venue;
Have an emergency action plan for each event from which to operate by in case of an emergency/incident taking an ALL-HAZARDS approach.
Specific incident planning: weather, active shooter, aviation, Hazmat, cyber intrusion/attack, structural collapse, crowd/riot, mass casualty, earthquake, bomb threat and fire incidents;
Develop a written plan in conjunction with all participating law enforcement agencies, athletics/event operations and venue operator, that explains how to handle all disturbances such as field/court encroachments, celebratory disruptions/rioting, fighting, throwing things and use of vulgar language;
Designate an alternate facility to serve as backup/support for the OC. Should the OC become non-functional, this facility would assume the OC role;
Develop an operations/communications plan that includes options and alternative methods to communicate at all levels;
Establish cross jurisdictional communications capabilities, especially in the OC, through a convergence of all communications with capabilities for all entities (voice, data, video, PA systems and digital message boards);
Test communication plan/equipment in a working environment, ensuring both the equipment and location is functional before each event. Install signal enhancement (repeaters) to ensure venue wide coverage as necessary;
Ensure that you do not rely upon any single method/system of communicating for operational or emergency communications;
Use megaphones or first responder PA systems for emergency communications with public;
Gather together all blueprints/CAD of buildings/facilities, area/aerial maps, utilities, photographs and diagrams for planning and implementation strategies. Have location directory/maps of: <ul style="list-style-type: none"> • Utilities locations (and shut-offs); • Electrical boxes and transformers; • All ingress and egress points; • Evacuation assembly points; • Emergency shelter areas; • Emergency vehicle staging areas; • Hazardous material storage; and • Life safety equipment (first aid, AEDs, fire alarm manual pull stations).
Make sure that copies, digital or paper, are maintained in the OC and are reviewed during planning sessions.

Shelter and Evacuation

Identify potential hazards and scenarios that could cause a partial or full evacuation or sheltering;
Identify potential shelter locations for specific incident suitability;
Develop a written evacuation/sheltering plan that is site- and incident-specific;



Identify capacities and resources within each identified sheltering locations;
Include a traffic management plan for evacuation;
Use NCAA/conference rules as minimum standard, but establish trigger points based upon your circumstances (perhaps earlier than NCAA standard);
Include weather expert, designated person in command/OC;
Utilize a subscription weather service to receive alerts as well as tapping into a local National Weather Service as a backup, as long as you can personally speak with an on-duty meteorologist;
Seek storm-ready certification by FEMA/National Weather Service;
Provide advance, real-time information on severe weather to fans (i.e., video board, social media, local radio announcements,) allowing them to make personal decisions before any mandatory sheltering or evacuation order is issued;
Full or partial evacuation, sheltering-in-place and the decision to relocate, including designation of relocation routes, should be identified and evaluated for each type incident/course of action;
Time, conditions and circumstances will dictate whether your action is voluntary or mandatory;
During events ensure egress points have personnel posted and remain unlocked for evacuation or sheltering movement; and
Conduct pregame video presentations of the venue evacuation plans.

Design
Employ Crime Prevention Through Environmental Design (CPTED) where applicable;
Consider building permanent concrete/steel barriers (knee-high to chest-high) on the outer perimeter that are in architectural agreement with the facility;
Design wide, unobstructed ramps and walkways within the underbelly of the venue bowl. Wherever possible, ramps should be used in place of stairs;
Consider crowd management issues related to evacuation/sheltering upfront;
Keep tunnels used by home and visiting teams to enter playing surface covered as far out of stands as possible;
Include a vertical drop between the front row of stands and the playing surface;
Avoid using metal barricades and fencing at field level as they quickly become a tripping and/or crushing hazard.
Utilize CCTV camera coverage. It allows for 360-degree bowl coverage inside an arena or stadium;
Position cameras to provide a 360-degree view of the venue perimeter, including parking facilities;
Plan for expansion when installing CCTV in new construction;
Consideration should be given to lighting as a deterrent during event and non-event periods;
Ensure enhanced lighting around gate areas to facilitate person and possession screening at night events;
Build flexible lighting options inside the venue, so smaller and larger areas have individual/separate controls;



Install total ventilation shut-off controls to prevent the spread of toxins;
Be able to regulate temperatures in different parts of the venue based on specific characteristics;
Conduct annual structural inspections of all venues and document findings;
Planning for and design of adequately sized operation centers and observation areas is an important aspect for venues;
OC should accommodate real time feeds that relay info from all critical venue infrastructure;
Security/campus law enforcement should have a seat at the table during the design phase for sports facilities construction or renovation; and
All security components/devices and operations centers should have access to emergency power.

Communications

Develop audio and video scripts for all types of incidents with specific emergency announcement broadcasts;
Report threats received at adjacent facilities (buildings, businesses, etc.) to the OC or observation area. Dissemination should be made to the incident command post to allow for best proactive preparation and accurate situational awareness. Test before each event to ensure contact numbers are correct;
Develop a communications plan that includes testing, redundancy, options and alternative methods to communicate at all levels:
Establish cross jurisdictional communication capabilities, especially in the unified command through a convergence of all communications, of these capabilities for all entities (voice, data, video, PA systems and digital message boards);
Staff should build expertise and experience with social media platforms (text, Twitter, Facebook, Snapchat, etc.);
Develop social media policies and procedures for the purpose of public safety and security use;
Consider social media as a critical technology for effective inbound and outbound communication for sporting event safety and security;
Assign a qualified dedicated person to monitor and communicate via social media: <ul style="list-style-type: none"> • Monitor social media activity for security and threat issues; and • Follow visiting team fan sites and social media feeds to anticipate potential issues.
Use social media to inform attendees of security, weather or other emergency issues and monitor feedback;
Use social media monitoring for intelligence and early warning;
Designate and authorize the PIO at each event to respond to the media and the general public in case of an incident to establish a single, authorized and authoritative voice;
Develop policies and procedures to advise the media and general public of the situation, and to defuse rumors along with panic;
Address use of social media to disseminate public safety information during events; and
Develop a procedure for reuniting family members in the event of an incident and communicating this information.





Appendix N

ISC Forms Hard Copy in Printed Plans

[Incident Briefing \(ICS201\)](#)
[Incident Objective \(ISC 202\)](#)
[Organization Assignment List \(ICS 203\)](#)
[Assignment List \(ICS 204\)](#)
[Incident Radio Communications Plan \(ICS 205\)](#)
[Communications List \(ICS 205A\)](#)
[Medical Plan \(ISC 206\)](#)
[Incident Organizational Chart \(ICS 207\)](#)
[Safety Message Plan \(ICS 208\)](#)
[Incident Status Summary \(ICS 209\)](#)
[Resource Status Change \(ICS210\)](#)
[Incident Check-in List \(ICS 211\)](#)
[General Message \(ICS 213\)](#)
[Activity Log \(ICS 214\)](#)
[Operational Planning Worksheet \(ICS 215\)](#)
[Incident Action Plan Safety Analysis \(ICS 215A\)](#)
[Support Vehicle Equipment Inventory \(ICS 218\)](#)
[Demobilization Check-Out \(ICS 221\)](#)
[Incident Personnel Performance Rating \(ICS 225\)](#)



Appendix O

EOC Function Plans



EMERGENCY OPERATIONS CENTER FUNCTION PLAN

Chair of the EMT

Introduction

A large-scale disaster response on a campus typically involves two distinct types of operations, on-scene emergency response and emergency coordination. On-scene emergency response includes the immediate hands-on actions of first responders, medical professionals, tradesmen and other specially trained individuals to preserve and protect lives and property where these are in peril. These actions are effectively the *response to the incident*.

Activities occurring outside of the tactical first responder actions have aptly been referred to as the *response to the response* and are performed by trained professionals from a variety of occupational areas. These coordination actions can include material support of on-scene responders, public notifications and information, and most crucially, long-range planning for campus operations subsequent to stabilization of the disaster scene. For potentially serious and large disaster situations, an Emergency Operations Center (EOC) is opened and staffed to facilitate orderly and expedient support, planning and coordination of resources.

Purpose:

Management of the EOC is critical for the implementation of university policy, interpretation of disaster intelligence, dissemination of information, determination of priorities and effective coordination of resources. This position exercises the necessary leadership to materially recover from disaster and maintain operational integrity in a post disaster environment.

Responsibilities/Actions

Pre-disaster

1. To assure that all EOC responsibilities/task has been assigned to designated EOC/EMT members.
 - a. To assure that resources required for the carrying out of the task are identified and provided as available.
 - b. To assure that plans have been created to fulfill the tasks and that the plan has been exercised.
2. Establish selection process and training requirements for professional and clerical staff working in the university's EOC.
3. Monitor information sources to maintain awareness of situations that threaten the University or could cause emergency conditions.

During an emergency

1. Notify president and/or provost of an incident.
2. Open the EOC (standby, limited or full capacity) in anticipation of a threat or in response to an instantaneous disaster.



3. Be prepared to operate the EOC with limited initial participation by EOC members.
4. Approve the EOC staffing plan for following operational periods.
5. Oversee and approve the EOC's action plan for the operational period, modifying priorities as necessary.
6. Monitor EOC staff progress toward meeting EOC action plan objectives.
7. Manage resolution of problems preventing completion of EOC action plan objectives.
8. Apply university policy to address emergency situations and present recommendations to president/provost where critical policy decisions need to be made.

Staffing:

EOC Manager:

- 1) Vice President for Technology and Security;
- 2) Assistant Vice President for Technology; and
- 3) Assistant Vice President for Safety and Security;

EOC staffing is determined by need of pre-identified functional EOC positions. Two-or-more individuals have been identified to fill each of these EOC positions.

Resources:

Space:

- 1) Facilities Services Building Conference Room is the primary EOC site.
- 2) Morrill Hall 104 is the secondary EOC site.
- 3) The UPD training room is a backup EOC.

Equipment/Services:

The emergency management specialist is responsible for maintaining the operational readiness of the equipment and services supporting the EOC. These include:

- 1) Primary, secondary and tertiary (when feasible) paths for voice and data communications;
- 2) Technology and backup resources for visual display of status and other information providing a common operating picture (computers, printer, software, projectors/screens, monitors, marker boards, paper/easels and campus maps). Computers and campus phones should be made available to all functional positions when possible;
- 3) Administrative support resources (paper, pens pencils, forms, folders, copier); and
- 4) Hard or digital copies of the Emergency Management and Continuity of Operations plans.

Concept of Operations

General:

An incident requiring activation of the EOC may happen with little or no notice. Conversely, an event benefiting from EOC-level coordination may require weeks of facility operation.



The institution will respond with available resources as designated in the plan which may include activation of the EOC.

Support and assistance from local, state and federal government will be requested through the Brooking County EOC through the university EOC. Requests made of the South Dakota Board of Regents will be made by the president/provost or designee.



EMERGENCY OPERATIONS CENTER FUNCTION PLAN

Emergency Management Specialist

Introduction

The emergency management specialist is the primary support position for the ready status, opening and continued operation of the university's Emergency Operations Center. When the EOC is operating during a disaster or exercise, the emergency management specialist ensures that:

- Situational awareness and a common operating picture are always available to university leadership and emergency operations staff;
- Messages for EOC staff are captured and delivered to the proper persons; and
- A chronological documentation of the response operation is captured.

As such, an emergency management specialist is required in the EOC during response operations and is normally part of the exercise development team.

Purpose:

This position is responsible for the EOC facility, including supplies, operation of equipment, and EOC support staff (e.g., scribes, call takers/runners). Monitors communication flow within and external to the EOC to gather and distribute integral and timely information and disaster intelligence. Supports the EOC chair and other staff as necessary to effectively operate the center under emergency conditions.

Staffing:

EOC coordinator:

- 1) Emergency management specialist;
- 2) TBD
- 3) TBD

Scribe:

- 1) TBD
- 2) TBD

Call taker/runner:

- 1) TBD
- 2) TBD

Resources:

Space:

- 1) Facilities Services Building Conference Room is the primary EOC site.
- 2) Morrill Hall 104 is the secondary EOC site.
- 3) The UPD training room is a backup EOC
- 4) Any enclosed, secure space(s) can be made to house the EOC staff if necessary for any level of operations. Tables and chairs to support the EOC staff are required; basic comforts (HVAC, break area, beverage service) to support long-term operations should be made available when possible.



Equipment/Services:

- Primary, secondary and tertiary (when feasible) paths for voice and data communications;
- Technology and backup resources for visual display of status and other information providing a common operating picture (computers, printer, software, projectors/screens, monitors, marker boards, paper/easels and campus maps);
- Computers and campus phone sets should be made available to all functional positions when possible; and
- Administrative support resources (paper, pens pencils, forms, folders, copier)

Concept of Operations

General: An incident requiring activation of the EOC may happen with little or no notice. Conversely, an event benefiting from EOC-level coordination may require weeks of facility operation.

The institution will respond with available resources as designated in the plan which may include activation of the EOC.

Support and assistance from the local government will be requested based on mutual aid agreements and coordination with local government plans.

Responsibilities/actions:

- Assists the EOC/EMT chair as directed.
- Ensures the EOC is operating efficiently and that information is communicated to all necessary EOC positions.

Procedures upon notification:

- Report to the EOC;
- Turn on all necessary equipment, note deficiencies and request repair;
- Obtain the table tents and set them on tables according to the seating chart posted in the EOC;
- Ensure that each position has a notepad, pen and other necessary supplies at their respective seat;
- Distribute necessary forms to the EOC positions;
- As necessary or convenient, display an incident map(s) or other graphics from Google Earth, NWS or an appropriate paper map/graphic indicating critical information visible to all EOC positions;
- For a campus incident, maps ensure the following information is displayed:
 - Affected area(s) facility(s) or location(s);
 - Inner and outer perimeter locations (as identified by the on-scene incident commander or liaison officer);
 - Command post locations; and
 - Areas requiring evacuation.
- Obtain any required supplies for the EOC;



- Ensure EOC positions are aware of briefing and meeting times, locations and agendas;
- Work with the EOC/EMT Chair to coordinate shift change schedule; and
- Maintain an activity log of all messages, activities and reports generated.

EOC Setup

Introduction

The emergency management specialist is the primary position responsible for preparing the EOC for operational periods. Understanding of the voice, data and visual communications systems supporting the EOC and the administrative processes used to coordinate and support field effort is essential to performing this duty. This section provides basic information about these elements. However, this is not a substitution for hands on orientation and experience in supporting the EOC.

Two locations have been identified to serve as the EOC: the Facilities and Services Conference Room and Morrill Hall 104 as the primary and backup facility, respectively.

Telephone Communications:

	Facilities and Services	Morrill Hall 104
Conference Phone	TBD	TBD
EOC Manager	TBD	TBD
EMT/EOC Chair	TBD	TBD
Emergency Management Specialist	TBD	TBD
Business and Finance	TBD	TBD
Facilities and Services	TBD	TBD
Student Affairs	TBD	TBD
Residential Life and Housing	TBD	TBD
Marketing and Communications	TBD	TBD
Law Enforcement	TBD	TBD
Research and Technology	TBD	TBD
University Counsel	TBD	TBD
TBA #1	TBD	TBD
TBA #2	TBD	TBD

Data Communications:

The emergency management specialist will retrieve 12 laptop computers from the welcome desk of the University Student Union. These computers are the property of the Office of Information Technology and are charged and updated at all times.

Forms:

This position is responsible for the EOC facility, including supplies, operation of equipment, and EOC support staff (e.g., scribes, runners). It also monitors communication flow within and external to the EOC to gather and distribute integral and timely information and disaster intelligence; and supports the EOC Chair and other staff as necessary to effectively operate the center under emergency conditions.



EMERGENCY OPERATIONS CENTER FUNCTION PLAN University Police Department

FUNCTION

Serve as liaison between the on-scene incident commander and the university EOC to:

- Receive initial and updated information from the ICP for dissemination to members of the EOC; and
- Provide resources to the on-scene incident commander as requested.

When a tactical response is not, or no longer needed, it will support the general university response to the incident.

Principal Responsible

Chief of Police

Deputy Chief of Police

Admin. Sergeant

Description of activity or function

Establish and maintain communication link(s) with the incident commander to:

- Provide information to the EOC to facilitate efficient external and internal communications to the community; and
- Provide information to the EOC on the potential for the expansion or contraction of the incident so that planning can be undertaken for a full range of possibilities.

Request and procure equipment and supplies as requested by the incident commander.

Concept of Pre-Planning and Operation

The UPD employees, along other local, regional, state and national first responders, are trained on ICP and EOC operations and will use ICS concepts when operating a command post without regard to the size of the incident

The UPD EOC liaison will utilize these protocols when communicating and advising the university EOC and when requesting equipment and supplies at the request of the on-scene incident commander. UPD is responsible for maintaining its training room in a state of readiness for use as an EOC.

Staffing Needs

SDSU command staff

Material Resources

- Computer
- Radio
- Landline phones
- Cellphone
- Maps
- Contact lists



Reserved for Additional EOC Responsibilities

Business and Finance
Information Technology
Facilities and Services
Student Affairs
Residential Life and Services
University Marketing and Communications
Research and Technology Transfer
University Counsel



Appendix P

SOUTH DAKOTA STATE UNIVERSITY Policy and Procedure Manual

SUBJECT: Community notification of potential, imminent or active threat to the university.
NUMBER: 10:3

1. Purpose

This policy and its procedures set forth the guidelines for when and how the university provides information to the university community regarding potential, imminent and active threats to the university in compliance with the Clery Act and other applicable laws and policies.

2. Definitions

- a. **Timely warnings:** Notifications to the university community that provide information on Clery Act crimes that occur on university Clery geography, are reported to campus security authorities, the UPD or local law enforcement, and pose a serious or continuing threat to students and employees.
- b. **Emergency notifications:** Notifications to the university community that alert the university community to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the university campus.
- c. **Other notifications:** In addition to timely warnings and emergency notifications, the university, at its discretion, may provide information to the university community when an incident does not meet the threshold for a timely warning or an emergency notification.

3. Policy

- a. The university is committed to ensuring a safe and secure campus environment for all students, employees and visitors. To accomplish this, the university uses redundant means of communication to provide timely warnings, emergency notifications and other notifications to the university community. These communications are designed to inform and direct community members to mitigate the damage of a real or potential threat to the university.



- b. The university issues timely warnings when a situation arises, either on or near the university campus that constitutes an ongoing or continuing threat that meets the criteria for notification as set forth in this policy, its definitions and procedures. Emergency notifications are issued without hesitation upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety, unless the emergency notification will compromise efforts to assist a victim, contain the incident or otherwise mitigate the emergency. In every case, an evaluation of the circumstances will be conducted to determine if a timely warning or emergency notification is required or if other notification is appropriate. Notifications will be issued and shall be continually updated until it has been determined the threat is contained or ended.
- c. Decisions to issue a timely warning, emergency notification or other notification to the university community shall be made on a case-by-case basis dependent on the nature of the incident and the continuing danger to the campus community. In criminal cases, information will be provided to the extent possible without compromising law enforcement efforts.
- d. The EMT chair, or designee, in consultation with the appropriate member(s) of the EMT, and other university units as appropriate, is responsible for initiating timely warnings, emergency notifications and other notifications to the campus community.
- e. The university's EMT, under the direction of its chair, is responsible for the preparation for, response to and recovery from real or potential emergencies that affect, or may affect, the university community.
- f. Individuals with information warranting a timely warning, emergency notification or other notification should report circumstances to UPD.
- g. The university's emergency communication system is tested within the first 2 weeks of the fall and spring academic semesters. These tests will be announced before being conducted and will contain the location of the university's plans on emergency communications, emergency planning and response, and the evacuation of the university campus.

4. Procedure

- a. Timely warnings
 - i. When a situation is known to the university that constitutes a Clery Act crime within the university's Clery Act geography and poses an ongoing threat to safety and security, the EMT chair, or designee, upon consultation with



designated units as appropriate, will issue a timely warning as soon as pertinent information is available.

- ii. Timely warnings will be provided to the university community via campus wide email and posting on the university's website.
- iii. Timely warnings shall contain sufficient information about the nature of the threat to allow members of the campus community to take protective action. This information will include as appropriate:
 - 1. A succinct statement of the incident;
 - 2. Possible connection to previous incidents, if applicable;
 - 3. Date, time and location of the warning;
 - 4. Description and drawing of any suspects, if applicable and available; and
 - 5. Other relevant and important information.

b. Emergency Notifications

- i. In situations where an imminent or active threat to the university has been confirmed, the EMT chair, or designee, upon consultation with designated units as appropriate, will issue an emergency notification to the university community without delay.
- ii. Emergency notifications will be sent using the university emergency communication system, which will include notifications through email and other formats selected by the subscribers. This notification system may also include landline phones, personal- and university-owned computer monitors, video display monitors, cell phones and text messages. Information will also be displayed on official university website and social media.
- iii. Emergency notifications will provide sufficient information to inform individuals of mitigation needs.

c. Other Notifications

- i. In situations where a timely warning or emergency notification is not warranted, the EMT chair, or designee, upon consultation with designated units as appropriate, may issue other notifications to the campus community in order to mitigate potential threats and assist with safety and security.
- ii. Other notifications may use email, website or other formats determined by the university.
- iii. Other notifications will provide sufficient information to inform individuals of threat, safety or security needs.



- d. Updates to the original timely warning, emergency notification or other notification messaging will be issued by the EMT chair, or designee, in consultation with designated units as appropriate.
5. Responsible Administrator

The vice president for technology and security, or designee, is responsible for the ad hoc and annual review of this policy and its procedures. The university president is responsible for approval of this policy.

SOURCE: Approved by President, Feb. 5, 2015.



Appendix Q

SD BOR Canceling Classes and Closing the Campus Plan

The South Dakota Board of Regents has determined the following policy as it relates to emergency management activities involving the cancellation of classes and closure of the campus:

Canceling Classes

The decision shall be made by the president or, in their absence, the presiding campus officer.

- The president must also ensure that the Board of Regents' executive director or presiding officer is notified of the intent to cancel classes and the time and duration of the emergency;
- The Governor's Office of Emergency Management should be notified of canceled classes (Phone 605-773-3231);
- A decision to cancel classes should be coordinated with all other campuses that have employees or students in the same geographic area. At a minimum, notification to cancel classes should be communicated to all partner institutions at centers or to other Regents institutions within a 100-mile radius; and
- A phone call and an email should be used to notify all parties as required by the policy.

Classes may be canceled for various reasons yet the campus may remain open. When the decision has been made to cancel classes, all non-instructional staff are expected to report to work. However, during inclement weather, employees are urged to use their discretion in deciding whether they can safely commute to work.

Closing a campus

Board of Regents; institutions remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees, including faculty, are expected to report to work. However, during inclement weather, all employees are urged to use their own discretion in deciding whether they can safely commute to work.

The decision to close a campus will be made by the appropriate individual. The decision shall be made by the president or, in their absence, the presiding campus officer. At the off-campus centers, it is the on-site director or presiding officer, in consultation with the president or presiding officer of the administrative lead university.

- The president must also ensure that the Board of Regents' executive director or presiding officer is notified of the intent to close a campus and the time and duration of the event;
- The Governor's Office of Emergency Management should be notified of emergency closings (Phone 605-773-3231);
- A decision to close a campus should be coordinated with all other campuses that have employees or students in the same geographic area;
- At a minimum, notification to close a campus should be communicated to all partner institutions at centers or to other BOR institutions within a 100-mile radius; and



- A phone call and an email should be used to notify all parties as required by this policy.

The closing of a campus may occur for one or more of the following reasons:

- Local law enforcement agencies prohibit local travel;
- Another entity controls the building and has made the Regents' office inaccessible. For example, offices located in a leased or shared facility are inaccessible because the controlling entity or landlord has closed the building and employees do not have access to the building;
- The office is damaged or destroyed due to the emergency;
- An emergency has incapacitated the office or otherwise made the function nonessential;
- Local law enforcement or the Department of Public Safety deems the campus or a portion of the campus a danger and orders evacuation of staff; and
- Weather conditions could jeopardize safety and it is determined to be too dangerous to have people commuting to campus.

The president, center director or their designee is responsible for announcing to the media when classes are canceled. Such announcements shall reference specifically the cancellation of classes, the duration and requirement that employees are required to report to work. ("Classes at x campus have been canceled. However, campus offices remain open so non-instructional staff should report to work.")

The decision to cancel classes should be re-evaluated during the day so classes can resume normal schedules as soon as possible. The media should again be used to communicate the decision to resume classes.



Appendix R

Reserved for Continuity of Operations Plan



Appendix S

Reserved for COOP Pandemic Plan