

University of Wisconsin-Superior

Emergency Response Plan



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UW-Superior Emergency Response Plan

Introduction

An emergency may be defined as any disruptive event that affects the safety or operation of the university's facilities or campus community, including minor incidents, major emergencies or disasters. Emergency planning is a normal business function and part of campus life at the University of Wisconsin- Superior (UWS). When an emergency occurs, the campus will respond to protect life safety, the facilities, and facilitate the resumption of business.

This Emergency Response Plan document and annexes provide general guidance for responding to small and large scale emergencies at UW-Superior (UWS). The body of the Plan is useful as a guidance document for preplanning for emergencies and educating the campus community about response procedures, but it is too descriptive to be used as the emergency unfolds. As the emergency is in progress, short concise guidelines, resource materials, a standardized response organization and good communication are the best response "tools" that can be used. These "tools" are found in the annexes of the Plan, some of which contain sensitive material and are not made available as public documents.

Per the Governor of the State of Wisconsin's orders and National Homeland Security directives, UW Superior has adopted the Incident Command System (ICS) to respond to emergencies. The Incident Command System (ICS) is a structured method of response developed in the 1970's by the fire service that is adaptable to responding to any type of incident or of any size, even non-emergencies. The benefit to using ICS is that all responders will use common terminology and communication systems to coordinate the response.

Any event that disrupts the safety or operation of the campus can affect employees, students and guests of UW-Superior without warning. All individuals must know how to respond before, during, and after an emergency to protect their safety, the safety of those in their charge, and the facilities. Employees may be called upon to participate in the response or recovery effort performing tasks or reporting to individuals that are outside of their normal job description. Communication may be more difficult, and work conditions may not be typical. All individuals are asked to have patience with others as they attempt to work under emergency circumstances.

This Plan should be considered a "living document" and can be expected to be under continual revision. The Director of Public Safety and Environmental Health and Safety (EHS) Director share the responsibility for maintaining this Emergency Response Plan and are available to address any comments or questions from the campus community.

Purpose of the Plan

The purpose of the UW-Superior Emergency Response Plan is to outline the procedures the campus will use to respond to an emergency or a significant interruption of normal operations. This Plan contains general procedures that all staff, students and guests of the University should follow during and immediately following an emergency, as well as specific response protocols that may be utilized during and after a response action.

This Plan has been developed with the following priorities:

- Life safety
- Preservation of critical infrastructure and facilities
- Effective communication
- Resumption of essential services and operations

Scope

This Plan is intended to be used by all departments, all programs and all functions of the University during any major emergency, disaster or crisis, and may be used to address lesser incidents. The range of possible emergencies covered by this plan includes, but is not limited to:

- **Acts of violence:** Civil disturbances, bomb threats, building takeovers, hostage situations, workplace violence, acts of terrorism, physical violence against self or others.
- **Criminal behavior:** Passive criminal acts, unauthorized use or distribution of records; unauthorized access or changes to computing infrastructure; cyber threats, stolen or criminal damage to property; unlawful entry or vandalism.
- **Technological:** Damage or denial of service to communication, radio, television, computer or other University, or affiliated technologies; cyber invasion.
- **Severe weather:** Tornado, high winds, winter storms, heavy rains, hail, flooding, extreme temperatures.
- **Hazardous materials:** Transportation or industrial accidents involving hazardous materials, internal spills and releases.
- **Fire:** Explosions, flame, structural damage, heat, smoke or water damage.
- **Health:** Pandemics, contagious disease, community-wide or localized outbreaks or quarantines
- **Mechanical:** Elevator malfunction, utility service interruption (gas, water, electricity, sewer, heat).
- **Structural:** Building collapse, bleacher collapse, window breakage, damage to buildings.
- **Personal:** Suicide, injury or catastrophic event in an individual's life or affecting a group of individuals.
- **Scandal/Image:** Situations that elicit unexpected or negative recognition for the campus and/or its faculty, staff and students or its programs.
- **Workforce interruptions:** Strike, teaching stoppage, loss of personnel.
- **Unknown:** Incidents unknown but raising need for immediate remediation or attention.

Plan Activation *(See Chart 1 – Overview of UW Superior Emergency Response Actions)*

As an incident is in progress, it may be difficult to determine the degree of seriousness it may pose to the campus facilities or campus community. The initial reactions by the campus will be to implement the emergency procedures, found in Annex A of this Plan. The emergency procedures are also found on the UW-Superior web [Emergency Response Homepage](#). Preparing to handle unexpected emergencies is an individual as well as an organizational responsibility. Staff and students should regularly review the emergency procedures, so they will be better prepared to protect themselves and others.

Annex A Emergency Procedures include:

Reporting Emergencies	Fire Alarm Procedures
Building Evacuation Procedures	Severe Weather procedures
Sheltering in Place	Suspicious/Threatening mail or packages
External Environmental Hazards	Hazardous materials spills or releases
Bomb Threat Procedures	Utility failures
Psychological Crisis	Information Technology Emergencies
Active Shooter/Violence in the workplace	

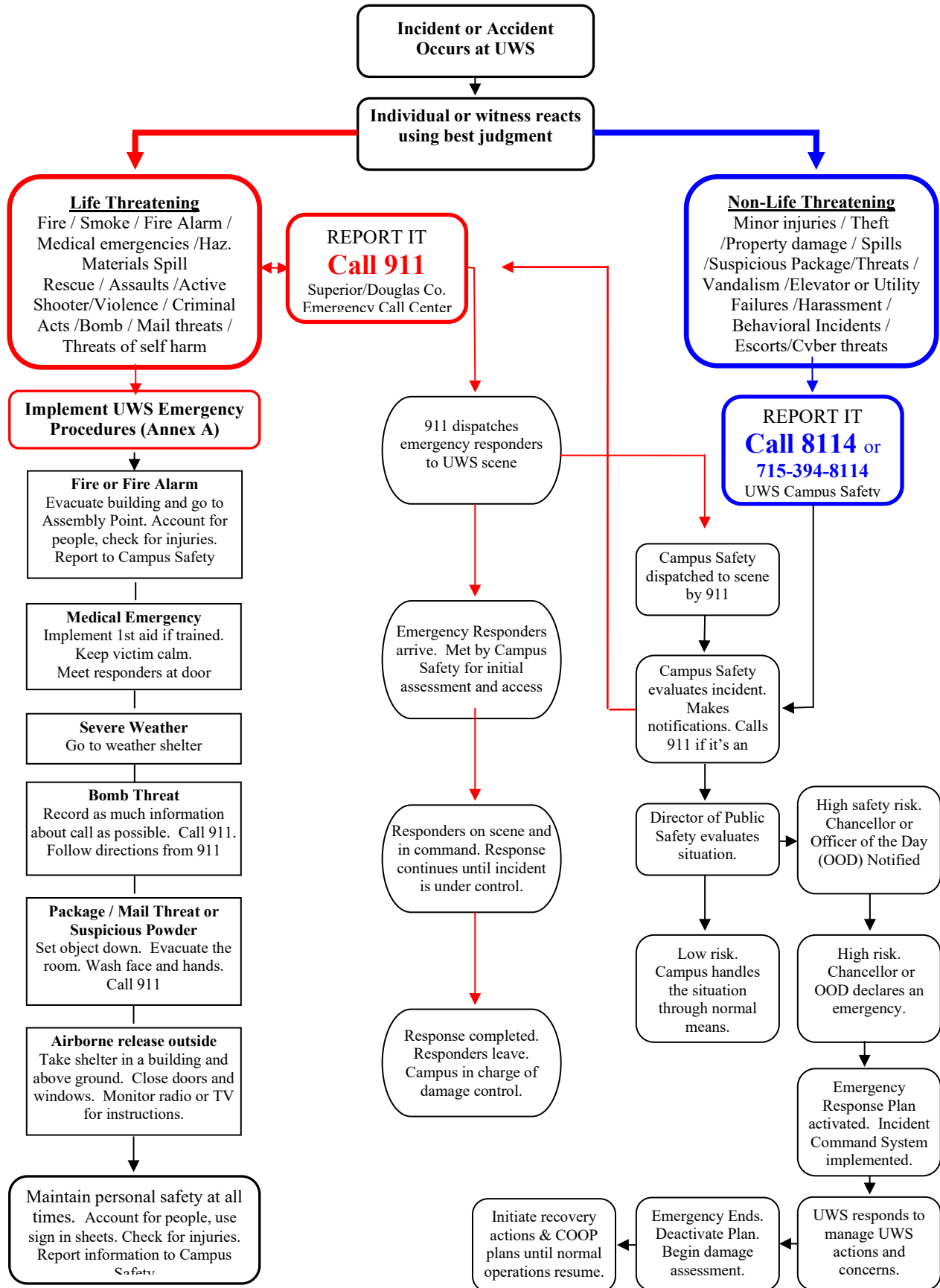
Shortly after the incident begins and after the implementation of the emergency procedures in Annex A, the Chancellor or Officer of the Day will convene an Emergency Response Team to gather details of the incident and decide whether or not to activate the UW-Superior Emergency Response Plan, using the descriptions in Table 1 (below) as a guideline. As the incident continues to unfold, changes in the campus response to the incident may change.

The Plan is intended as a tool for responding to emergencies and may be implemented in full or part as needed. There may be situations in which a department or work unit on campus may find utilizing the plan an effective tool for responding to non-emergency situations.

Table 1. Emergency Levels and Response Actions

Emergency Level	Definition	Plan Activation Status
Minor Emergency	Affects only a limited area of campus that is easily isolated, such as a room or corridor, a single person or small group of individuals.	Plan activation is not required but may be used in part as determined by the incident.
Moderate Emergency	Affects a significant area of a building or external area of campus, such as a floor of a building, street, or large group of individuals.	Plan activation or partial implementation is recommended as determined by the incident.
Major Emergency	Affects a large portion of campus or campus community, such as an entire building or a large population.	Plan activation is required.
Community Level Emergency	The local community has declared an emergency of any magnitude and has requested UW Superior participation.	Plan activation is required.

Chart 1 Overview of UW Superior Emergency Response Actions



Regulatory Requirements

This Emergency Response Plan is intended to meet the requirements of the following directives and regulatory agencies:

- Wis. Administrative Code Chapter SPS 332/29 CFR 1910.38 (a) Employee Emergency Action Plans
- Wis. Administrative Code Chapter NR 662 Subchapter S, Emergency Procedures for Small Quantity Generators of Hazardous Waste
- National Incident Management System, Homeland Security Presidential Directive-5 (2004)
- Wisconsin's Governor's Executive Order #81
- Emergency Planning and Right to Know Act-Compliance Information for UW System campuses- revised January 2013
- State of Wisconsin *National Incident Management System Implementation Plan*, May 8, 2008.
- University of Wisconsin System Operational Policy – Gen 11, Workplace Safety, 2015

Emergency Planning

The campus goal for preparing for emergencies is to maintain a safe working and living environment for faculty, staff, students and guests. This plan utilizes an “all-hazard” approach. While each emergency will be different, the actions to respond to the emergency will be similar.

As part of the planning process, critical conditions must be considered and planned for:

- Critical utilities may be interrupted, including: electrical power, potable water, natural gas, campus heating plant, or communication systems including telephone and cell phone service, campus radio network or email and internet access and other technology systems.
- Community-wide emergency may tie up local emergency response resources, and the campus may be isolated with limited or no assistance from municipal responders for 48 hours or longer.
- Campus, local or regional infrastructure may be damaged or unusable, including buildings, streets, transportation systems, and hospitals.
- Regional or local supply lines may be disabled or overtaxed delaying services or goods.
- Local or regional emergency may prevent campus staff from getting to work, and services will need to be adjusted.
- Local or regional emergency may create unsafe travel conditions stranding people on campus.

As a living document, this Plan and its annexes should be expected to be under continual revision. The Director of Public Safety and Environmental Health and Safety Director are co-emergency coordinators, and share the responsibility for maintaining this Emergency Response

Plan. The Plan will be reviewed annually, following incidents and following any training that is required for implementation.

Plan Availability

A copy of the Emergency Response Plan, Emergency Procedures (Annex A), Mass Communication Methods (Annex B) and the Pandemic Emergency Plan (Annex C) will be available to all employees, students and guests electronically at [Emergency Response Homepage](#). The Emergency Procedures (Annex A) will also be available on the UWS smart phone application.

Annexes D, E, F and G contain sensitive information and will not be publicly distributed.

Reporting Emergencies

Any and all campus staff witnessing an emergency are expected to:

- Dial 911 to report any life-threatening emergency. Life threatening emergencies include fire, fire alarms in buildings, rescue, bomb or mail threats, physical assaults or threats, violent or criminal acts, or medical emergencies.
 - Remain on scene if safe to do so.
 - Initiate evacuation procedures if appropriate OR contact supervisor for guidance.
 - If uninjured, and it is safe to do so, please remain available to provide information to Campus Safety or emergency responders.
- Contact Campus Safety, ext. 8114 (715-394-8114 from off campus) to report all other non-threatening public safety incidents. Examples of non-life threatening emergencies could include internal spills, power outages, stuck elevators, suspicious individuals or objects, harassment, and technological emergencies.
- Staff should notify his/ her supervisor or Chancellor's Staff representative regarding incidents of scandal, work stoppage and functional changes in operations.
- Be aware of situational procedures for evacuation, communication, etc. as outlined in Annex A of this plan.

Communicating Emergency Information

Communication methods that can be used to alert the campus community during an emergency may include:

- ❑ Safe Alerts
- ❑ E-mail and web pages via Alertus
- ❑ Weather hotline messages
- ❑ Television and radio broadcast
- ❑ Personal interaction
- ❑ Campus safety car loudspeakers
- ❑ Building fire-alarm audio systems (or public address systems if available)
- ❑ Cell phones or text messaging
- ❑ Social media

Detailed information about the mass communication procedures used at UW Superior, including the Crisis Communication Plan, can be found in Annex B.

In addition to the above methods that can be used for campus-related emergencies, the community may receive emergency information via:

- ❑ ONSOLVE (was Code Red) 24-hour telephone warning system for the City of Superior and Douglas County. ONSOLVE is best described as a reverse 911 system, which provides citizens with critical information, warnings and advisories concerning an emergency affecting their location.
- ❑ Weather alert radio broadcasts
- ❑ Television and radio broadcast
- ❑ Police patrol car loudspeakers
- ❑ Social media
- ❑ Safe Alerts
- ❑ Alertus

Safe Alerts will be initiated for emergencies such as weather emergencies. Departments are expected to maintain up-to-date information of their staff. Local broadcast media will also be notified of a campus wide situation as needed.

Students and employees may also call the UW-Superior Weather Hotline for dissemination of weather or emergency information, 715-394-8400. The university Marketing and Communications is responsible for maintaining the messages on the Weather Hotline.

Release of Public Information from the Campus

The release of information to the public about or supporting the incident must be factual and accurate and pre-authorized by the Public Information Officer and Emergency Response Team. This includes all:

- written statements
- oral statements, including interviews,
- press releases
- open letters to the news media

If contacted by the news media for information, employees are asked to direct their request to the Public Information Officer, who is in charge of all official communication from the University. Under normal circumstances, the Public Information Officer will be the Director of Marketing and Communications.

The UW-Superior Crisis Communication Plan (Annex B) outlines the campus communication protocols during or following an emergency. As members of the Emergency Response Team, the Chancellor and/or the Director of Marketing and Communications or designees will serve as the Public Information Officer (PIO) during an emergency. The PIO will utilize the protocols of

the Crisis Communication Plan to gather and verify information in a crisis, and to disseminate that information to internal and external audiences, with a priority of ensuring student and employee safety. The PIO will coordinate notification of the news media and other external audiences.

The Chancellor or Officer of the Day (OOD) will activate the Crisis Communication Plan, if necessary, but the entire university community should be aware of the plan and of the roles they play in executing it. If any member of the UW-Superior community believes a crisis is pending or is under way, he or she should report it immediately to the Chancellor, Campus Safety or Director of Public Safety.

National Threat Advisory System – Homeland Security

In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the American public. It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

The **National Terrorism Advisory System (NTAS)** is a terrorism threat advisory scale used by the United States Department of Homeland Security (DHS) since April 26, 2011 to provide practical information on threats to public safety. NTAS advisories encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families. Advisories will be disseminated through the media as well as through social media channels.

NTAS consists of two types of advisories:

Bulletins

The Department of Homeland Security has added Bulletins to the advisory system to be able to communicate current developments or general trends regarding threats of terrorism. NTAS Bulletins permit the Secretary of Homeland Security to communicate critical terrorism information, while not necessarily indicative of a specific threat against the United States, can reach homeland security partners or the public quickly, thereby allowing recipients to implement necessary protective measures. Because DHS may issue NTAS Bulletins in circumstances not warranting a more specific warning, NTAS Bulletins provide the Secretary with greater flexibility to provide timely information to stakeholders and members of the public.

Alerts

When there is specific, credible information about a terrorist threat against the United States, DHS will share an NTAS Alert with the American public when circumstances warrant. The Alert may include specific information, if available, about the nature of the threat, including the

geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat.

Alerts may take one of two forms:

- Elevated

When there is credible threat information but only general information about timing and target such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack.

- Imminent

When the threat is credible, specific, and impending in the very near term.

Campus Actions – Homeland Security

UW-Superior is located in a region that includes a transportation hub for air, rail and truck traffic as well as an inland international port of call for lake and ocean shipping. This location offers certain vulnerabilities that must keep the community and UW-Superior aware of the national threat conditions and conduct appropriate preparedness activities.

UW-Superior will follow UW System Administration and Wisconsin Department of Emergency Management guidelines in maintaining a recommended readiness. To meet this readiness state, UW-Superior:

- Installed surveillance cameras, alarm systems, and backup power supply in selected areas (may consider additional areas as funds become available)
- Revised the University Key Policy to prevent uncontrolled access to campus facilities
- Revised the After Hour Pass system
- Prevents vehicle parking on campus sidewalks and near buildings at other than authorized loading areas
- Revised the UW-Superior Emergency Response Plan, and prepared detailed floor plans, evacuation plans and other emergency documents that have been shared with local emergency response agencies
- Established mutual aid agreements with local emergency response agencies
- Worked with employees to secure facilities, such as exterior doors, classrooms, offices, laboratories, storage rooms and storage buildings to prevent unwanted access and prevent thefts
- Restricted access to mechanical rooms, telecommunication rooms, electrical rooms and other critical areas
- Requested employees to remain vigilant about monitoring and reporting suspicious activity to Campus Safety (ext. 8114 if calling from on campus; 715-394-8114 from cell), including:
 - Suspicious people or activity, including people inappropriately photographing campus facilities or people
 - Suspicious mail or packages either received or abandoned on site

UW-Superior may change its response and readiness state as the threat conditions change. Though UW-Superior will try to continue to accommodate the needs of students, employees and

the community, individuals may experience some inconveniences. The reaction by UW-Superior to a change in threat condition will be determined as needed, but may include:

A change in threat from a “bulletin” to an “alert” may include the following changes but will not be limited to the following suggestions:

- An announcement of the change of threat level and the reason for the change via email, campus mail, Safe Alerts, campus announcement, Alertus
- Control or prevent visitor access to critical areas of a building or facility
- Remind staff and students about monitoring and reporting suspicious activity
- Inspect mail and deliveries at off-site locations if packages or mail are targeted concerns
- Reduce access points to buildings
- Adjust parking or control traffic flow in or around campus buildings to increase security
- Encourage staff and students to use public transportation or car pools when feasible

A change in “alert” level from “elevated” to “imminent” may include the following changes but will not be limited to the following suggestions:

- An announcement of the change of alert level and the reason for the change via email, campus mail, Safe Alerts, campus announcement, Alertus
- Increase security in parking areas near critical structures (Close completely, if necessary)
- Suspend deliveries and mail to critical facilities
- Sort and inspect mail and package deliveries at an off-site facility if packages or mail are targeted concerns
- Move trash containers away from buildings
- Lock-down critical facilities or limit access to essential staff
- Curtailing or cancelling classes, some events or travel
- Close buildings or campus
- Inspect items brought into critical facilities
- Restrict what employees and students may bring into facilities or subject them to searches
- Limit access to buildings by using only certain entrance doors with staff monitoring of valid identification if needed

National Incident Management System (NIMS) and Incident Command System

(Detailed procedures are found in Annex F)

The National Incident Management System (NIMS) was created in 2004 by Homeland Security Presidential Directive-5 as a standard to be used by all states and local jurisdictions and others who respond to emergencies. NIMS provides a consistent management of emergency response actions using common organizational and communication practices so multiple agencies can work together. UW-Superior adopted NIMS and the incident command system as the University standard for emergency response management in August 2005. By adopting NIMS, UW-Superior must:

1. Integrate NIMS into existing and future preparedness and response planning
2. Establish mutual aid agreements with local and regional response agencies

3. Complete NIMS-related training
4. Conduct / participate in response exercises
5. Ensure that key equipment and communication methods meet interoperability guidelines
6. Use consistent and clear communication methods, using “plain English” when possible
7. Manage emergencies using the Incident Command System (ICS)

Incident Command System (ICS)

The Incident Command System (ICS), a key component of NIMS, enables one or more responding agencies to initiate and conduct a coordinated response to an incident among one or more responding agencies. ICS is so flexible that it can be used for emergencies or to manage large public events such as graduation or concerts. During small events, one person can effectively serve two or more ICS functions, and as the event grows, additional people can be added to fill functions. One supervisor should manage no more than seven individuals under their span of control. (Note: ICS titles are not the same as campus titles. UWS staff will most likely be coordinating with outside agencies that utilize the ICS structure and titles.)

Incident Command Organizational Structure

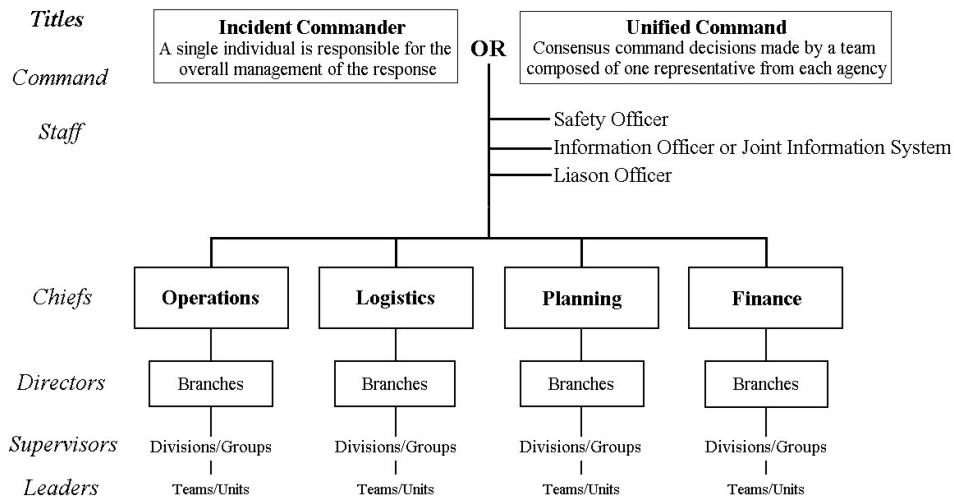


Figure 1 Incident Command Structure

The ICS structure includes five primary roles: (See Figure 1)

Command: Manages all aspects of the response action to carry out the incident action plan. The command function is filled by a single individual (Incident Commander, IC). The IC will fill the additional staff functions as needed, establish the priorities and objectives in managing the incident, and ensure that adequate communication, and health and safety measures are in place. Other command functions include:

- Liaison Officer is a University representative who is authorized to speak on behalf of the University on matters relating to the incident with outside agencies or responders in coordination with the Incident Commander.
- Public Information officer (PIO) prepares all information to be released about the incident and coordinates its release with the Incident Commander. The PIO

handles media inquiries and briefings, issues public information, institutes rumor control measures, and establishes briefing locations.

- Safety Officer(s) develops a safety action plan for the response and ensures the safety and welfare of responders and campus community during the emergency.

There are four general staff units within ICS that are organized according to function, with each function lead by a Chief. The Chiefs report directly to the Incident Commander:

Operations: Carries out all tactical actions of the response and assists in preparing and implementing the incident action plan. Tactical responses may include fire, law enforcement, health, emergency medical services and facilities management groups.

Finance: Manages financial and time aspects of the incident, including establishing a budget, and monitoring costs, personnel time and compensation, and claims.

Logistics: Provides facilities, services, equipment, supplies and other materials to support the incident, including food, water, sanitation, shelter, and medical assistance, and communication and information technology systems. Logistics will also manage the staging area, set up and demobilize facilities, provides equipment and equipment operators, and transportation systems.

Planning: Prepares plans that are to be used to respond to the incident (Incident Action Plan, IAP) and maintains documentation about the incident. Planning also manages resources by checking in equipment, personnel, and supplies, tracks status of resources and personnel, collects information about the incident, prepares the demobilization plan, and coordinates volunteers.

Most of the operation of the incident takes place at the Incident Command Post, which is at a safe location close to the incident. People, equipment and resources are managed and allocated from a staging area outside of the incident. During larger events or emergencies, an Emergency Operations Center (EOC) may be established on or off-campus by either UW-Superior and/or the local emergency responders. When an EOC is established by the local emergency responders a representative from UW-Superior will be assigned as a liaison.

Pandemic Emergency Plan

A pandemic is virulent human disease that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. A pandemic outbreak can have very serious health, social, and occupational repercussions because its duration and intensity is expected to exceed that of a seasonal outbreak. The seasonal flu is a respiratory illness that can be transmitted person to person. Most people have some immunity to seasonal flu and a vaccine is available.

A pandemic occurring in the Upper Midwest or elsewhere could present numerous problems for the UW-Superior. Such an outbreak could cause one or more health emergencies that last for weeks or months. Students may need to be kept on campus or sent home. Quarantines may be imposed. Classes might be suspended. Numerous employees might be unable or unwilling to

come to work. Major disruptions could occur not only in university services, but also among vendors, health service providers and local government.

UW-Superior has prepared a Pandemic Emergency Plan (Annex C) that provides a framework for the university's response to a widespread and lengthy outbreak of communicable disease, such as influenza. No plan can anticipate every problem that may arise. But by preparing in advance, UW-Superior and its employees can be ready to act in a compassionate and prudent manner to protect students and employees, and to continue the delivery of the vital mission of education and research.

Continuity of Operations Plans (COOP)

Continuity of Operations (COOP) planning is a planning effort to ensure that essential campus functions will continue during and after any significant event that impacts campus functions, business or infrastructure. This includes plans and procedures that delineate essential functions, specify succession to office and emergency delegation of authority, provide for safekeeping of vital records and databases, identify alternate operating facilities, provide for interoperable communications, and validate the capability through tests, training and exercises. The UW-Superior COOP Plans for essential units are found in Annex G.

Campus Response to an Emergency

When an emergency occurs at UW-Superior, the first person on the scene or witnesses to the incident on campus should call 911 to report the emergency. The 911 Douglas County/Superior Communications Center will dispatch UW-Superior Campus Safety at the same time that emergency responders are dispatched.

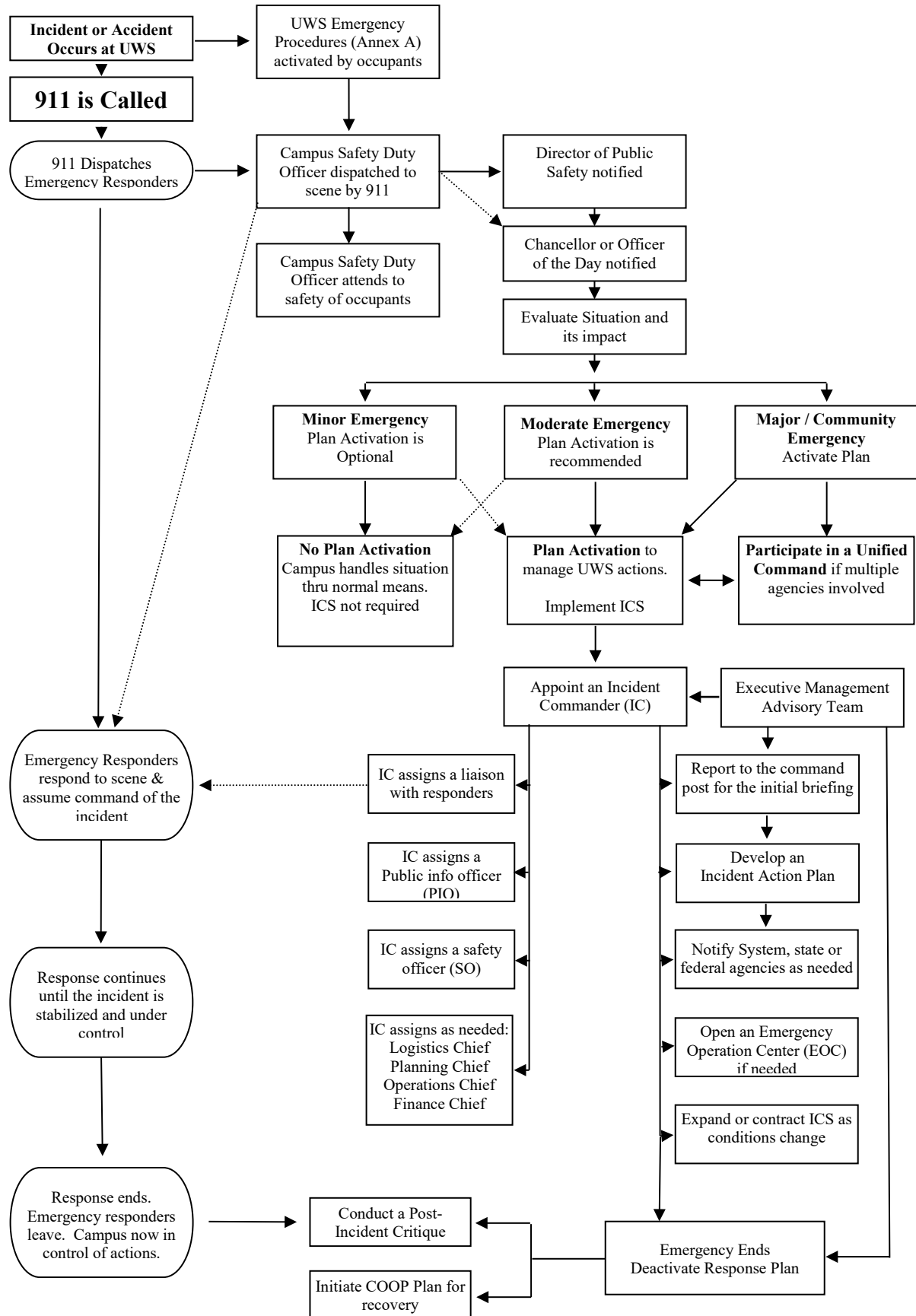
Once on the scene, Campus Safety will make the appropriate notifications, and the Chancellor, or Officer of the Day, will evaluate the situation and decide whether or not to activate the Emergency Response Plan. See Chart 2.

Local responders (police, fire or health) will assume command of the emergency at UW-Superior; UW-Superior will manage details specific to maintaining the safety and operation of the campus community as well as providing a liaison to coordinate with the responders. When local responders implement an incident command system to manage the emergency, UW-Superior will also utilize the incident command system using similar organizational structure and communication methods thus creating a coordinated and unified response.

Okay, thank you!

Chart 2

Emergency Response Plan Activation



Emergency Response Team

When an emergency is declared, an emergency response team will be assembled. Depending upon the incident the Team will normally include: Chancellor, Provost, VC-Administration & Finance, VC-Enrollment Management, VC-University Advancement, Dean of Students, Director of Athletics, Director of Marketing and Communications, Director of Public Safety and others as needed. During an emergency, the Chancellor or Officer of the Day will assume a leadership role in managing the emergency and decision making. In the Chancellor's absence the Officer of the Day responsibilities will be assumed by one of the following positions:

- ❑ Provost/Vice Chancellor for Academic Affairs
- ❑ Vice Chancellor for Administration & Finance
- ❑ Dean of Students
- ❑ Vice Chancellor for University Advancement
- ❑ Director of Strategic Communications and Special Assistant to the Chancellor
- ❑ Vice Chancellor Enrollment Management
- ❑ Director of Public Safety
- ❑ Director of Athletics

Depending upon the type and magnitude of the emergency, the Emergency Response Team may choose to:

1. Fully coordinate the response to the emergency and fulfill the roles of the incident command structure, or
2. Delegate responsibilities and the authority to act on behalf of the campus to a team of individuals serving on the Incident Command Team. The cabinet would then serve in an Executive Management Advisory capacity to the Incident Commander.

The Chancellor's Staff / Executive Management Advisory team responsibilities are:

- ❑ Declare a state of emergency
- ❑ Determine if classes should be curtailed or cancelled
- ❑ Determine the staffing levels of campus departments during the emergency
- ❑ Initiate notifications and liaison with the UW System Administration, Board of Regents and State of Wisconsin agencies.
- ❑ Establish procedures necessary to address the incident
- ❑ Determine the objectives of the response
- ❑ Provides direction to the Incident Commander (IC) and delegate the authority needed by the IC to respond to the incident.
- ❑ Initiate the recovery phase of the incident

Expectations of All Employees

This Plan identifies certain positions and/or departments that have specific responsibilities for emergency response and critical support services; however, ALL members of the campus community may be expected to participate in emergency preparedness and response activities. An emergency can strike at any time, therefore:

- All administrative and academic units are expected to maintain methods to communicate with their staff during emergencies, such as (see Annex B), email and phone message distribution lists, alternate phone numbers and emergency contact information. It is the expectation of all departments and units on campus to maintain and share this information and revise as staff retire, resign or new staff are hired.
- All employees have a personal responsibility to know how to respond before, during, and after an emergency to guard their safety, the safety of those in their charge, and the safeguarding of the campus facilities.
- All employees should be familiar with and follow the procedures found in the Emergency Response Plan.
- All employees (and students) are expected to participate in official university emergency training and drills, including fire drills and severe weather drills.
- All employees are expected to identify and report hazards and suspicious occurrences on campus.
- All employees are expected to account for individuals under their supervision or in their classes, their co-workers, classmates, and friends during an emergency. Faculty and Instructional Staff are encouraged to take roll-call (documented) or sign-in sheets during their scheduled classes to ensure students are accounted for during an emergency.
- Essential employees are asked to remain at the scene during an emergency. Essential employees will be identified as determined by incident. All non-essential employees will be evacuated. At the scene employees should report factual information about the incident to Campus Safety. Information about individuals remaining within the danger zone should be conveyed immediately to the emergency responders.
- All employees are encouraged to carry university identification cards on their person while on campus, including emergency and non-emergency situations.
- All employees who work in areas outside of their own workspace are encouraged to wear name tags that visually identifies them as a UW-Superior employee at all times while in work status. Name tags are ordered through the human resources department.
- Any employee may be called upon to volunteer their efforts in the response or recovery effort and may be expected to perform assigned tasks or report to individuals that are outside of their normal job description.
- Employees and volunteers who are assisting in the response effort are expected to follow the direction of the individual they are assigned to report to regardless of rank and seniority.
- All individuals are asked to have patience with others as they attempt to work under emergency circumstances. Communication may be more difficult, and work conditions may not be typical.

Training

UW-Superior employees who are expected to have a direct role in emergency preparedness, incident response or would interact directly with emergency response agencies during an incident must complete certain training and exercises as required by NIMS. The required training includes:

Employees that interact with emergency responders: FEMA courses: IS-100.c OR IS-363 and IS-700.b

Campus Safety, Env. Health & Safety: FEMA courses IS-100.c, IS-700.b, IS-230.d

The courses listed above may be taken on-line, or through periodic classroom settings held locally with outside providers. The campus Risk Manager will contact staff who are required to take the training and provide them with online access information; to receive and record training certificate and to maintain the list of trained staff. FEMA course certificates will be filed in the individuals personnel file.

Aftercare of Personnel

The stress caused by an emergency can affect an individual long after the event has concluded. The university will make physical and mental health services available to individuals by using the services of the Employee Assistance Program, worker's compensation or their university health insurance plan. Professionals trained in critical incident stress intervention may be brought in as needed.

Damage Assessment Overview

Once the emergency phase of the response has concluded, damage assessment is needed to provide documentation such as:

- Insurance claims,
- Evaluation of facilities for safety and suitability of re-occupancy, and
- Investigation of the cause and contributing factors that lead to the incident.

Assessment of the areas may be conducted by professional insurance adjusters, engineers, tradesmen (plumbers, electricians, mechanics, etc.), FEMA agents or others as needed specific to the incident.

Damage assessment should begin prior to the removal of any debris or the initialization of the recovery phase, and should be well documented. The documentation should include:

- Photographs of the damage
- Inventories of damaged or destroyed infrastructure, equipment, data, or materials
- Investigation and incident reports documenting the incident

Post Incident Critique

The Emergency Response Team will initiate a post-incident critique as soon as practical following any emergency incident on campus requiring activation of this plan. The purpose of the critique is to identify and define any problems that may have been encountered during the response, seek alternatives, disclose ways to prevent future incidents and improve the Emergency Response Plan.

Recovery

Once the emergency phase of the incident has concluded, the next priority will be to re-establish normal operating conditions. The Chancellor or designee will appoint a Recovery Team that will guide the university back to normal operations. The composition of the Team will be determined by the nature and magnitude of the emergency and the impact it had upon UW-Superior.

All departments and programs that have been impacted will be asked to make an immediate assessment of staffing (to include overtime if/as needed), materials and equipment that are necessary to restore interim and/or long-term functions. Departments that have prepared Continuity of Operations Procedures (COOP) Plans should use these plans as guidance in restoring their program.

Included in the recovery phase will be cost recovery for the incident. Affected departments will be asked to prepare internal cost and loss documentation reports and to submit them to the committee. Insurance materials or guidance documents from external funding sources, the Wisconsin Office of Emergency Services or other agencies, will be distributed as needed. Continuity of Operations Plans will be available in Annex G.

Plan De-Activation

When emergency conditions are stabilized and UW-Superior has resumed normal operations, the response actions will be de-activated by the Chancellor or designee from the Chancellor's Cabinet. A formal announcement will be disseminated using campus email.

If the nature of the incident requires an extension of some emergency services, special work groups may be appointed to coordinate those continuing activities. These groups may need to consider

- Academic or administrative space re-allocations
- Support services for impacted students, faculty or staff
- Community relief assistance
- Facility and/or utility repair

Annexes of the UW Superior Emergency Response Plan

The Annexes of the UW-Superior Emergency Response Plan contain specific procedures, plans or resources that are closely associated with the emergency response plan. The Following Annexes are associated with this Emergency Response Plan:

Annexes A-C

Available to all UW Superior employees and students

Annex A – Emergency Procedures

The Emergency Procedures in Annex A include but are not limited to:

Reporting Emergencies	Fire Alarm Procedures
Building Evacuation Procedures	Severe Weather procedures
Sheltering in Place	Suspicious/Threatening mail or packages
Bomb Threat Procedures	Hazardous materials spills or releases
Psychological Crisis	Utility failures
Procedures for violent behavior	Technology Emergencies

Annex B – Mass Communication Procedures

The mass communication procedures in Annex B include:

- Telephone system information
- Weather Hotline

Annex C – Pandemic Emergency Plan

The Pandemic Emergency Plan in Annex C includes but are not limited to:

- Operational Roles and responsibilities
- Individual and family preparation
- Special considerations of campus wide issues
- Response plan staged according to local and global risk of pandemic influenza

Annexes D - G

Annexes D – G contain sensitive information and will not be publicly distributed, but may be reviewed upon request at the Campus Safety and Environmental Health and Safety Offices.

Annex D - Hazard Identification Plan

Annex E – Resource Information

Annex F – Incident Command System

Annex G – Continuity of Operations Plan (COOP) Under Development