



EMERGENCY ACTION & RESPONSE (EAR) PLAN

EMERGENCY OPERATIONS PLAN



The purpose of the Jackson State University Emergency Operations Plan (EOP) is to establish the operational and logistical procedures necessary to respond to, and recover from, a significant event (emergency) in a timely and organized fashion. The University EOP also serves as the baseline by which all Unit Emergency Operations Plans are developed. This operations plan shall be subordinate to State and Federal plans during a disaster declaration by those authorities.

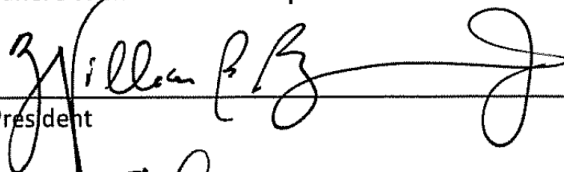
GEAN TUCKER-JOHNSON

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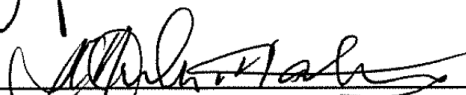
STATEMENT OF APPROVAL

The undersigned agree to the responsibilities assigned to their organization in the Jackson State University Emergency Operations Plan. By signing this plan, I agree to implement and adhere to the roles and responsibilities outlined in this plan.




President
2-5-18

Date



Provost/Vice President for Academic Affairs
2/7/18

Date



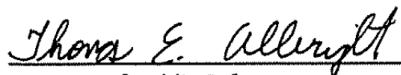
Vice President of Business and Finance
2/7/18

Date



Vice President & Chief of Staff
2/7/18

Date



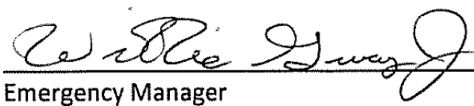
Director of Public Safety
2-2-18

Date



General Counsel
2/7/18

Date



Emergency Manager
2/2/2018

Date

Overview

This plan sets forth the operational fundamentals that will be used to manage response and recovery activities in the event of a disaster or emergency at Jackson State University.

The University Emergency Operations Plan is promulgated under the authority of the President and Provost/ Vice President for Academic Affairs.

The purpose of the Jackson State University Emergency Operations Plan (EOP) is to establish the operational and logistical procedures necessary to respond to, and recover from, a significant event (emergency) in a timely and organized fashion. The University EOP also serves as the baseline by which all Unit Emergency Operations Plans are developed. This operations plan shall be subordinate to State and Federal plans during a disaster declaration by those authorities.

Given the complexity of University locations and infrastructure, its large and varying population, range of internal hazards and complexity of emergencies needing to be considered, the University recognizes that no single emergency operations plan will be able to adequately ensure proper preparedness, response, and recovery to all facilities and all associated personnel in unpredictable situations.

Therefore, the effectiveness of the collective University Emergency Operations Plan is dependent on the development and maintenance of Unit / Facility specific Emergency Operations Plans. As stated in the Emergency Management Policy, the University expects each facility and individual departments to designate Emergency Coordinators for each facility they occupy or conduct operations within.

The Emergency Coordinators in each building will make-up the building Emergency Response Team. Collectively, the appointed Emergency Coordinators have the responsibility to recommend modifications in emergency procedures for their specific facility, maintain the Unit/Facility Emergency Operations Plan, and commit resources for emergency preparedness, as necessary.

This EOP is composed at the University level and applies to all Jackson State University colleges, divisions, departments, programs, research centers, administrative business service centers, and other operating units as described in the University Emergency Management Policy.

The principles in this plan incorporate operating procedures for handling emergencies resulting from fires, floods, storms, hazardous materials incidents, and other potential natural and man-made disasters. The plan utilizes the fundamentals of the Incident Command System (ICS) and is in compliance with the National Incident Management System (NIMS), a nationwide standardized approach to incident management and response. The NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response and recovery operations. The University EOP establishes the foundation

to coordinate the actions of personnel and to facilitate communication to and from the University Emergency Operations Center.

Jackson State University adheres to the Mississippi Emergency Management Agency (MEMA) all hazards concept for emergency planning where all emergencies or disasters are different with unique issues, but the consequences are typically the same.

All members of the University community are expected to take personal responsibility for following the policies and procedures of Jackson State University and, in the event of an emergency, act in accordance with instructions given them by the Emergency Management Group, the Department of Public Safety, and the Office of Emergency Management.

Although the University has multiple locations, all campus colleges and administrative departments are stakeholders in the business continuity, student well-being and faculty interests and research. A well-conceived Emergency Operations Plan will enhance the University's ability to recover, reduce liability, and improve Jackson State University's image with the public.

Introduction

The Jackson State University Emergency Operations Plan (EOP) is an all-hazards comprehensive emergency operations plan that details University procedures for Planning, Response, Recovery, and Mitigation on the main campus and all other locations. These four interrelated stages interact in an on-going cycle of emergency management activities.

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

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

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

When necessary, multi-departmental and multi-agency coordination will occur through partial or full activation of the JSU Emergency Operations Center (EOC).

Members of the Jackson State University Department of Public Safety and Critical Incident Planning Group (CIPG) were responsible for developing this plan. Members of the Executive Cabinet (EC) are responsible for approving the plan. Membership and responsibilities of these groups and committees are outlined within the Planning Section.

The Jackson State University Emergency Manager is responsible for maintaining and coordinating periodic updates to this plan, as required. A current version of the EOP will be maintained in the Emergency Operations Center at all times. Inclusion of lessons learned from real incidents/events, exercises, changes in University policies, changes in laws, and coordination of local, State, and Federal initiatives is critical in ensuring that Jackson State University operational plans and procedures are current and realistic. The CIPG, EPG, and other campus committees shall continually contribute information and data to support this initiative. Each Jackson State University location is responsible for developing and maintaining separate emergency operations plans, which address their specific hazards relative to their locations. The

Jackson State University Emergency Manager is responsible for coordinating, reviewing, and managing all Jackson State University emergency operations plans and policies to ensure interoperability, continuity, and compliance. The Jackson State University Emergency Management Plan shall include all Jackson State University EOPs and be maintained by the Jackson State University Emergency Management Coordinator.

Preparedness and Planning

The Jackson State University Department of Public Safety (DPS) conducts annual risk assessments of potential man-made and natural hazards within the local community. The DPS also engages in a historical review of emergencies in the area. These analyses provide the foundation for the Jackson State University Emergency Operations Plan (EOP), which includes an all-encompassing strategic response plan along with protocols and procedures for deploying resources to address critical incidents on the Jackson State University campus.

The Jackson State University Continuity of Operations Plan (COOP) is a stand-alone document, which serves as an operational tool to ensure mission-essential functions and services are maintained during emergencies. Some of the COOP's basic recovery plans are also included in this plan which is composed by the Executive Planning Group.

Planning Groups

In addition to the Jackson State University Department of Public Safety, two primary groups participate in the implementation and coordination of emergency management activities for the University.

The Executive Cabinet (EC):

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

- Deciding whether to meet in response to less severe or low-level incidents/events. Immediate response will usually be made by the JSU Department of Public Safety.
- Developing priorities and providing strategic guidance to the CIPG, Emergency Operations Coordinator in the Emergency Operations Center, the Incident Commander, and the JSU community.
- Assigning a Liaison Officer to interface with executive governmental and non-governmental officials (e.g., city, county and state officials, federal agency representatives, Red Cross Directors, etc.).
- Determining the need for campus closures, the suspension of classes, administrative leave for employees (non-essential) and other strategic decisions.

The Executive Cabinet is comprised of the following:

- President, Chair
- Provost/Vice President, Academic Affairs
- Vice President & Chief of Staff
- Special Assistant , Office of the President
- Vice President/Chief Financial Officer for Business & Finance
- Vice President for Institutional Advancement & External Affairs
- Vice President for Enrollment Management

Alternates assigned to the EPG will be trained on the duties and responsibilities of the primary member. Should the primary and alternate be unavailable to fulfill their duties, the President or his/her designee shall select an individual to represent the vacant position.

The Critical Incident Planning Group (CIPG):

The CIPG is primarily responsible for developing and maintaining the EOP, and staffing the Emergency Operations Center (EOC) at the direction of the EPG. In some situations, as deemed necessary by the Emergency Manager only portions of the CIPG may be required to activate the EOC. EOC activation is discussed further in the Response section. Additional responsibilities of the CIPG may include:

- Developing plans and procedures within their functional areas of responsibility that contribute to emergency operations.
- Providing logistical and policy support to the Incident Commander(s) or the EOC.
- Developing strategies and objectives based on EPG priorities for ensuring the response, recovery, and business continuity of Jackson State University.

The Critical Incident Planning Group is primarily comprised of a representative from each of the following:

- Emergency Manager (Chair)
- Assistant Director, Public Safety (Co-Chair)
- Academic Affairs
- Information Technology/Information Management
- Business and Finance
- Division of Student Life
- University Communications
- Environmental Health and Safety
- Dept. of Facilities & Construction Management
- University Health Center
- Athletics Department
- Food Services

- General Counsel
- Department of Disability Services (ADA)
- Auxiliary Enterprises
- Housing Department
- Hazardous Materials Officer

Planning Assumptions

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

Pre-Incident

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

During and Post-Incident

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

Purpose

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

Scope

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

Examples:

- Bomb Threat/Detonation
- Large Public Gatherings and Spectator Events
- Active Shooter
- Civil Disturbances
- Epidemic/Illnesses
- Extended Power Outages
- Fires and Explosions
- Moderate and Major Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Incidents
- Mass Casualty Incidents
- Extreme Weather Conditions (hurricanes, severe thunder storms, tornadoes)
- Threat or Acts of Terrorism

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

Fire and Explosion

In the event of a major fire or explosion on campus, the Department of Public Safety will respond accordingly. The Department of Public Safety will also ensure notification of appropriate University personnel, departments, and agencies. The procedure “Operations Alert” shall be activated and the following activities will be performed:

- ✓ Department of Public Safety personnel shall respond to the scene and initiate evacuation and rescue operations.
- ✓ The City of Jackson Fire Department, as well as, appropriate JSU personnel such as Environmental Health and Safety shall be requested to respond by the Department of

Public Safety. Upon their arrival at the fire scene, the Jackson Fire Department shall assume command of the firefighting operations and University personnel shall perform support functions as needed.

- ✓ In the event of an explosion or detection of a bomb, the Department of Public Safety shall contact the City of Jackson Police Department Bomb Squad Technicians. Upon their arrival, they will assume command of the operation, and University personnel shall perform support functions as needed.
- ✓ Injured personnel shall be treated at the scene and/or transported to appropriate medical facilities by ambulance.
- ✓ During a major fire, the Department of Public Safety shall implement perimeter controls. An Incident Command Post should be established.
- ✓ The Emergency Manager shall be notified. The Emergency Manager will notify the EPG, and may activate a portion or all of the EOC.
- ✓ University Communications shall be contacted. A media briefing area shall be established away from the scene of the occurrence.
- ✓ Facilities if appropriate will turn off all electrical and gas service to the affected location upon the order of the City of Jackson Fire Department.
- ✓ Environmental Health and Safety will contact the State Fire Marshal's office.

Reporting a Fire:

- ✓ Pull the nearest fire alarm box in the corridor.
- ✓ DO NOT attempt to fight the fire. Use extinguishers for personal safety.
- ✓ Exit through the nearest door to the outside building to the nearest assembly area.
- ✓ Notify the DPS at (601) 979-2580 and advised that you pulled the alarm and provide the location.

Responding to a fire incident when you are in the area of a fire:

- ✓ Evacuate all people from the area and direct them to the safe assembly area.
- ✓ Assist the handicapped in exiting the building where possible. Move handicapped individuals to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
- ✓ Last person leaving the area should close the door to the corridor.
- ✓ DO NOT use elevators.
- ✓ Leave the building via the closest exit.
- ✓ Move to an external assembly area away from the building.

- ✓ DO NOT return to an evacuated building unless told to do so by a University official.

Responding to a fire incident when a fire is located in another area of the campus:

- ✓ Leave the building via the closest exit. Do not use elevators.
- ✓ Assist handicapped individuals in exiting the building where possible. Move handicapped individuals to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
- ✓ Do not return to an evacuated area unless told to do so by a University official.

Hazardous Material Spill

In the event of a major/severe hazardous material spill or release, or the spill or release of Extremely Hazardous Substances, the Department of Public Safety and Environmental Health and Safety should be informed immediately. In the event of a spill or release, the following personnel or designee shall be contacted by the Department of Public Safety:

- ✓ Manager, Environmental Health and Safety
- ✓ Director, Department of Public Safety
- ✓ Hazardous Materials Officer
- ✓ Emergency Manager
- ✓ Appropriate building supervisor(s)

The on-scene Department of Public Safety supervisor, in consultation with the Environmental Health and Safety Manager shall make a determination concerning the seriousness of the spill or release and potential need to evacuate/shelter-in-place in the area of the incident. If necessary, the supervisor shall facilitate the use of roadblocks until the arrival of the City of Jackson Fire Rescue personnel.

- ✓ If deemed necessary the Department of Public Safety, through the Communications Center, shall contact the City of Jackson Fire Department, or other necessary agencies.
- ✓ Upon arrival, personnel of the City of Jackson Fire Department shall assume command of the scene and make all operational decisions concerning further evacuation/shelter in-place actions and steps to be taken to contain the leak or spill. University personnel shall perform support functions as directed.
- ✓ The Emergency Manager will notify the Vice President of Business and Finance, who will notify members of the EPG. Depending on the kind and amount of hazardous material released or spilled, the Emergency Manager will issue guidance to shelter-in-place or evacuate.

- ✓ Based on the severity of the hazardous substance, the Emergency Manager, Department of Public Safety designee, or University Communications personnel will issue timely warnings and notifications through the appropriate system for the incident.

Inclement Weather

During inclement weather, pay close attention to radio, television broadcasts, and internet to stay abreast of the latest weather conditions. University Communications will disseminate information via various media outlets, as well as, JSU's social media channels. The following procedures were developed for a number of different natural and weather-related events:

Tornados

A **tornado watch** means that weather conditions are favorable for the formation of a tornado. When notified of a **tornado watch**, prepare to seek shelter and stay tuned to a local television station, radio station, or media website for severe weather updates. Information can also be obtained at the National Weather Service website or at the Weather Channel website. Building staff must be prepared to evacuate these areas quickly and move persons in these areas to a place of shelter in the event the tornado watch is changed to a tornado warning.

A **tornado warning** is issued when a tornado has actually been sighted in the surrounding area. Emergency warning sirens are activated when there is a tornado warning.

If a tornado warning has been issued and you are inside:

- ✓ Stay inside
- ✓ Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases
- ✓ Move to the appropriate shelter area designated for your building
- ✓ Instructors in buildings where classes are in session should bring their classes to the appropriate shelter area
- ✓ Do not use elevators
- ✓ If requested, assist persons with disabilities to the safest area on the same floor
- ✓ Appropriate shelter areas are a below-ground-level floor, interior corridor, or room or office without windows. Crouch low with your hands covering the back of your head and neck
- ✓ Do not leave the shelter area until after the storm is over
- ✓ Continue to monitor the weather via radio, television, or internet until the tornado warning has been lifted for your area

If a tornado warning has been issued and you are outside:

- ✓ Look for a nearby safe structure in which to take shelter
- ✓ If you are on campus go to the shelter area of the nearest building

- ✓ If you are in your car, get out of it. Never try to outrun a tornado
- ✓ If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

Severe Thunderstorm

A **severe thunderstorm warning** means that severe thunderstorms are in the area. These storms are possibly accompanied by cloud-to-ground lightning, high winds and hail. If you can hear thunder you are within striking distance for lightning.

- ✓ Seek sturdy indoor shelter
- ✓ Stay away from windows
- ✓ Do not touch items that conduct electricity

Lightning

Lightning primarily occurs when warm air is mixed with colder air masses. A typical thunderstorm produces three or more strikes to the Earth per minute. Remember to avoid contact with water pipes, drinking fountains, electrical switches or electrical equipment until the storm has passed.

Afterwards

Don't try to move seriously injured persons unless they are in immediate danger of further injury. Call for help immediately.

Look out for broken glass and downed power lines.

Floods

Floods can happen on flat or low-lying areas when the ground is saturated and water either cannot **run off** or cannot run off quickly enough to stop accumulating.

- ✓ Listen to the radio, television, or appropriate websites for weather information and instruction
- ✓ If water enters the facility, turn off all utilities in the area
- ✓ Disconnect electrical appliances, but don't touch any electrical equipment, if the floor is wet or under water
- ✓ Evacuate to a designated area of higher ground
- ✓ Stay out of floodwaters
- ✓ Be aware of loose or downed electric wires and falling or fallen objects
- ✓ DO NOT walk or drive through floodwaters

Earthquakes

An **earthquake** is ground shaking caused by a sudden movement of rock in the Earth's crust. Such movements occur along faults, which are thin zones of crushed rock separating blocks of crust. When one block suddenly slips and moves relative to the other along a fault, the energy released creates vibrations called seismic waves that radiate up through the crust to the Earth's surface, causing the ground to shake.

If an earthquake is predicted or detected:

- ✓ Take refuge beneath a desk or table
- ✓ Stay away from windows, shelving, and large freestanding furniture
- ✓ If that is not possible, move toward an inside wall away from items that could fall and injure such as bookcases, vending machines, lighting, and other fixtures
- ✓ Do not use elevators
- ✓ If outdoors, you should move away from buildings, radio towers, light poles, overhead utility lines, etc.

Hurricanes

The Department of Public Safety is responsible for monitoring the development of hurricanes and advising University officials on the likelihood that a storm with dangerous winds will impact the main campus. Individual site coordinators will monitor storms with regard to the impact on their specific areas and will work with University officials in coordinating activities and preparedness in their areas.

Tropical Storms where winds in excess of 39 miles per hour (mph) are expected

Hurricane Watch where hurricane conditions (sustained winds in excess of 74 mph) are ***possible*** in the specified area, usually within 36 hours

Hurricane Warning where hurricane conditions are ***expected*** in the specified area, usually within 24 hours.

Decision to Close

The decision to close the University will be based upon the projection of a threatening situation. Bulletins issued by the National Hurricane Center and the Hinds County Office of Emergency Management will be considered in determining the implementation of emergency procedures. The President may close the University depending on local conditions. Once the order to close the university has been issued, the Dept. of Facilities & Construction Management will place trash cans inside their respective buildings, secure buildings, and perform other duties related to storm preparation.

Decision to Evacuate the Campus

The decision to evacuate the campus will be made by the President or his/her designated representative based upon the size of the hurricane and the proximity to the campus with which it is expected to make landfall. If the decision to evacuate the campus is made, students should contact their families and inform them of the requirements to evacuate. Students should inform the individual responsible for their area as to their evacuation plans. Every effort will be made by the university to assist the students in relocating, but students should be aware that they should not rely exclusively upon the university, as personnel will also be involved in safeguarding university records and property. In the event that a student is completely without means to leave, the University will work with local agencies to find adequate shelter. Non-essential personnel should no longer be present on the campus during this phase of preparation.

Post-Storm Recovery

Authorized university personnel will conduct damage assessment and debris removal during the first daylight hours following the cessation of storm winds. Employees not authorized to be on the campus during this damage assessment should monitor local media sources for information about re-opening. Upon returning to the university, employees are to reverse preparations completed during the Hurricane Watch. Remember to report damages and/or requests for assistance to the Dept. of Facilities & Construction Management.

Shelter

In the event one or more of our residence halls are partially or fully inoperable, the following process shall take place:

Short-term closures

- ✓ If a room, rooms, or the hall will only be inoperable for one to two days, residents affected by the closure will be temporarily located to another residence hall and/or common areas if feasible. If this is not feasible, students will be relocated to the T. B. Ellis Building.
- ✓ Each resident should assemble an emergency supply kit ahead and bring it to the temporary shelter. Items to bring with you include blankets, a pillow, toiletries, medications, glasses, food, beverages, flashlights and batteries, first aid kit, hand wipes and water. While we will have some supplies available, we ask that everyone prepare an emergency kit.
- ✓ If the accommodating residence hall has enough open beds to accommodate the amount of residents affected by the closure, students may be permanently relocated to these rooms for the duration of the semester.

Areas of Refuge

During inclement weather, you should only leave your building to seek shelter in an alternate building when you have ample warning of an approaching emergency, and it is safe to do so. Otherwise, seek shelter in the safest part of the building you are occupying as outlined below.

Please get involved in pre-planning for emergencies. Prior planning and practicing emergency procedures are important to assuring your safety (see Appendix A for a listing of Area(s) of Refuge in campus buildings).

Utility Failure:

When a major utility failure (including telephone failure) occurs, during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) after hours, weekends or holidays, immediately notify the DPS at (601) 979-2580. If there is a potential danger to building occupants, initiate the following evacuation protocol:

- ✓ All occupants should evacuate the building safely and expeditiously.
- ✓ Once outside, move to a clear and safe area away from the affected building. Keep the walkways and fire lanes clear for emergency personnel.
- ✓ If requested, assist the emergency personnel as necessary.
- ✓ A campus emergency command center may be set up near the emergency site. Keep clear of the command center unless you have official business.
- ✓ DO NOT return to an evacuated building unless told to do so by a University official.

Responding to specific types of utility failure:

Electrical Failure (Lighting) when the failure occurs, contact the DPS at (601) 979-2580. If permissible, contact the Dept. of Facilities & Construction Management to obtain flashlights (based on availability).

Plumbing Failure (Flooding) when the failure occurs, cease using all electrical equipment. Notify the DPS at (601) 979-2580 who will then notify the Dept. of Facilities & Construction Management. Vacate the area if directed to do so.

Ventilation Failure when suspicious vapors (odors) emanate from a buildings ventilation system contact the DPS at (601) 979-2580 who will then notify the Dept. of Facilities & Construction Management/Environmental Health & Safety, along with the Hazardous Materials Officer. If necessary, cease all operations and vacate the area.

General Violent/Criminal Incident:

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to the Dept. of Public Safety (campus police).

If you observe a criminal act, a suspicious person, or suspicious activity on campus notify the Department of Public Safety at (601) 979-2580. Immediately report the incident and be sure to include the following information:

- ✓ Nature of the incident
- ✓ Location of the incident
- ✓ Description of person(s) involved
- ✓ Description of property involved
- ✓ Type of weapon, if any
- ✓ Assist campus police (first responders) when they arrive by supplying them with any additional information

General Psychological Crisis Incident:

A psychological crisis exists when an individual is threatening harm to themselves or others.

This type of incident also includes incidents when individuals are not acting in a rational manner. This could include uncontrollable behavior, hallucinations, and the inability to effectively communicate with others. Such effects can be caused by a reaction to alcohol, drugs, or illness (physical or mental).

If a psychological crisis occurs:

- ✓ Never try to handle a situation on your own an unwanted or unwelcomed encounter could be dangerous
- ✓ If the situation is life-threatening, contact campus police at (601) 979-2580
- ✓ Campus Police contact the Latasha Norman Center for Counseling and Disability Services

Weapons/Firearms:

No person shall possess or bear any firearm, deadly weapon, or prohibited knife (as legally defined), while present on any property owned/operated by Jackson State University.

In the event of a firearm or weapon being involved in an incident or being observed:

- ✓ DO NOT approach the person with the weapon.
- ✓ Move immediately out of the area to a safe location.
- ✓ Notify others as you leave the area.
- ✓ Notify the Department of Public Safety (601-979-2580).
- ✓ Do not re-enter the area and take steps to prevent others from doing so until the authorities arrive.

- ✓ Once you are in a safe area, do not leave unless a Department of Public Safety Police Officer or JSU employee under the direction of the Department of Public Safety arrives to escort you out.
- ✓ Remain as calm and as quiet as you can.
- ✓ Do not attempt to rescue others unless you have been trained or can reach them in a safe manner.
- ✓ Above all, do not endanger yourself.

As with any crime, being aware of your surroundings and events happening around you are the biggest potential deterrents to a criminal or terrorist act occurring. Please report any suspicious activities or behavior to the Department of Public Safety. This may include suspicious vehicles on and around campus, suspicious persons in and around buildings including those taking photographs or videotaping, students or faculty/staff in unusual locations for their duties/responsibilities, suspicious packages around the perimeter of buildings and/or in any of the buildings, and suspicious unknown visitors or phone callers.

Active Shooter Incident:

Responding to an active shooter incident:

The following provides three (3) basic options for responding to an active shooter situation. First, if it is safe to do so, those in harm's way should run out of the building until they are in a safe location. Second, if running is not a safe option, they should hide in as safe a place as possible, locking all doors if they can. Finally, if neither running nor hiding is a safe option, as a last resort, when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter with aggressive force and by using items in their environment. Making sure adults understand these options will help those in harm's way quickly select their best course of action and save lives.

Run

If a safe path is available, run. Always try to escape or evacuate even if others insist on staying. Encourage others to leave with you but don't let the indecision of others slow down your own effort to escape. Once you are out of the line of fire try to prevent others from walking into the danger zone and call (601) 979-2580.

Hide

If you can't get out safely, find a place to hide. When hiding, turn out lights, remember to lock doors and silence the ringer and vibration mode on your cell phone.

Fight

As a last resort, working together or alone, act with aggression, use improvised weapons to disarm the shooter. Commit to taking the shooter down.

Sniper/Hostage Incident:

During any sniper or hostage situation the goal is to contain and isolate the individual with the gun or hostage(s) while limiting the number of potential hostages/victims.

The steps to follow are the same as stated in the Weapons/Firearms section above:

- ✓ DO NOT approach the person with the weapon
- ✓ Move immediately out of the area to a safe location
- ✓ Notify others as you leave the area
- ✓ Contact the Department of Public Safety at (601) 979-2580
- ✓ DO NOT re-enter the area and take steps to prevent others from doing so until the authorities arrive
- ✓ Once you are in a safe area, do not leave unless a Department of Public Safety Police Officer or JSU employee under the direction of the Department of Public Safety Police arrives to escort you out.
- ✓ Remain as calm and as quiet as you can
- ✓ DO NOT attempt to rescue others unless you have been trained or can reach them in a safe manner
- ✓ Above all, do not endanger yourself

Bomb Threat:

If the threat is received by telephone, encourage the caller to talk. The person receiving the bomb threat should ask specific questions such as:

When is the bomb going to explode?
Where is the bomb located?
What kind of bomb is it?
What does the bomb look like?
Why did you place the bomb?

Keep talking to the caller as long as possible and record the following information:

- ✓ Time of call
- ✓ Approximate age and the gender of the caller
- ✓ Speech pattern, accent, other distinguishing vocal traits
- ✓ Emotional state of the caller
- ✓ Background noises

Inform the Dept. of Public Safety that a bomb threat has been received and advise the location of the device. After the caller hangs up, DO NOT hang up your phone but use another phone to call. Upon being informed of a bomb threat, the Department of Public Safety will immediately:

- ✓ Contact the City of Jackson Police Department at (601) 960-1234 and the Hinds County Sheriff's Office at (601) 974-2900 of the received bomb threat at the University.
- ✓ Notify the President and other University officials of the bomb threat.
- ✓ Pull the fire alarm to evacuate the buildings as directed by the President and other University officials.
- ✓ Upon hearing the fire alarm, quickly exit the building via the nearest door. Once outside, move to a clear area away from the building.
- ✓ Inform personnel in all University buildings to evacuate as necessary.
- ✓ DO NOT return to an evacuated building unless told to do so by a University official.

If a suspicious object or potential bomb is observed on campus, do not attempt to handle it on your own! Clear the area and immediately notify the DPS.

Intentional Acts to Disrupt Water Systems

This document addresses the appropriate responses that will be taken by JSU in the event of a terrorist or other intentional act to disrupt the water system or otherwise impact the safety of drinking water. An intentional act to disrupt the operations of a water utility or to jeopardize public health requires notification of the Federal Bureau of Investigations (FBI), Nation Response Center, and others. Anyone witnessing, suspecting, receiving a real or perceived threat to JSU's water system is advised to call the Department of Public Safety at (601) 979-2580 from any cellular phone or landline. If calling from an on-campus telephone simply dial extension #2580. The Department of Public Safety (DPS) will initially assume the duties of the Incident Commander and notify the Emergency Manager, Environmental Health and Safety (EHS), and the Department of Facilities and Construction Management (DFCM). Based on available information from the Department of Public Safety, DFCM, and Environmental Health and Safety, the Incident Commander will determine the course of action to be taken. The Emergency Manager will notify the appropriate University officials. However, in an effort to minimize response time, depending on the severity and credibility of the threat, the Director of Public Safety (or his/her designee) and the Director of Facilities & Construction Management (or his/her designee) may proceed to shut down the water system. The Director of Public Safety and the Director of Facilities & Construction Management will then immediately advise the Incident Commander of the situation.

The Incident Commander will determine if the threat is real and the course of action based on some or all of the following:

- ✓ Source of the threat

- ✓ Credibility of the source
- ✓ Magnitude of the threat
- ✓ Ability to verify the threat
- ✓ Advice from Campus Police, DFCM, Environmental Health & Safety
- ✓ Recommendations from external law enforcement agencies
- ✓ Recommendation from external health agencies

Medical Emergencies

- ✓ Contact the Department of Public Safety at (601) 979-2580 or the University Health Center at (601) 979-2260.
- ✓ Emergencies of a medical nature may involve more than one victim. Your actions during the crucial first minutes following serious injury can save lives.
- ✓ As a general rule, persons holding a proper certification should only administer first aid. When a person's life is in danger, however, use whatever knowledge you have and do whatever you can to preserve that life.

The following should be your priorities until help arrives:

- ✓ Remain calm while reassure the victim.
- ✓ Stay with the victim and if possible have someone else call for help.
- ✓ Do not move the victim unless absolutely necessary.
- ✓ Check victim for emergency medical ID tags and/or medications. When medical help arrives turn this information over to them.
- ✓ Do not give food or liquids - An unconscious or semi-conscious victim cannot swallow and could suffocate.

Infectious Disease Outbreak

Infectious diseases can pose a threat to the University community as they do to communities worldwide. If there is an outbreak of infectious disease that threatens Jackson State University, University officials will collaborate with local, state, and national officials in determining the course of action regarding operations at the University.

Emergency First Aid Kits

First aid kits and supplies are located in the University Health Center. Health Center employees have been trained in first aid administration. Health Center employees have been trained in Cardiopulmonary Resuscitation (CPR) and in Automated External Defibrillator (AED) usage.

In the event of a medical emergency, the Department of Public Safety will request for an ambulance via the Communications Center.

Civil Disturbance and Demonstrations

Events that may trigger civil disturbance will be carefully watched when occurring in the general proximity of JSU.

When possible:

- ✓ Avoid the area and confrontation with demonstrators if possible.
- ✓ Go to another entrance or take a route around the problem area.

Workplace Violence

Workplace violence is an unfortunate reality, and we believe our organization has a responsibility to protect our employees. If you are aware of situations that may lead to workplace violence, immediately notify the Department of Public Safety at (601) 979-2580.

We have identified certain prohibited behavior including, but not limited to, threatening language, physical assault, sexual harassment, and possession of a weapon.

Because of the serious nature of workplace violence and the incidents that could lead to violence, we reserve the right to discipline employees. Such disciplinary actions might include verbal warning, written warning, suspension, and termination of employment. The severity of the penalty will be based on the severity of the infraction.

Response

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

In most situations, response stage activities will be managed at or near the scene of the incident/event by an Incident Commander (IC). Within the Incident Command System (ICS), the IC is ultimately responsible for the effective and efficient management of all resources called to the scene. Should the incident expand or the dynamics of the scene change, some or all components of the JSU Emergency Operations Plan may be activated to support the Incident Commander. It should be anticipated that if the JSU Emergency Operations Center (EOC) is activated, Logistics, Planning, and Finance/Administration functions might shift to the EOC. In some situations, however, response operations may occur prior to a crisis occurring, such as upon receipt of advisories or intelligence that a natural or man-made hazard may affect the campus in the immediate future. This increased readiness response phase may include such pre-impact operations and activities as:

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

Extreme regional incidents are likely to disrupt JSU core functions, produce a competition for resources, cause severe infrastructure damage, and temporarily jeopardize many normal activities throughout the greater Jackson area. When these extreme situations occur, the JSU EOC may serve as the central coordinating entity and liaison between and among all JSU locations/campuses. This efficient configuration assists in prioritizing and supporting the emergent needs of all JSU locations/campuses, minimizes redundancy, reduces recovery costs, and resource and support conflicts. Such situations will necessitate augmentation of the EOC with regional campus representatives.

Authority

The primary responsibility for responding to emergencies at Jackson State University rests with the University President. Key personnel within the Executive Cabinet, Critical Incident Planning Group, Department of Public Safety, and other JSU officials assist the President in fulfilling these responsibilities.

The University President has the authority to direct and coordinate disaster operations and may delegate this authority to members of the JSU leadership team or the Emergency Manager.

Succession Plan

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

- Provost/VP Academic Affairs
- Associate VP/Academic Affairs
- Associate Vice President of Public Safety & Security

Chain of Command

The Chain of command establishes the authority and responsibilities of campus officials and staff members. The University President or his/her designated representative serves as the overall Emergency Director during any major emergency or disaster.

In the event of an emergency the following persons have authority:

- I. Office of the President
 - a. President
 - b. Provost/Vice President, Academic Affairs
 - c. Associate Vice President of Public Safety & Security
- II. Department of Facilities and Construction Management
 - a. Associate Vice President, DFCM
 - b. Director, Environmental Health and Safety
 - c. Director of Facilities Operations
- III. Public Safety
 - a. Director, Public Safety
 - b. Assistant Director, Public Safety
 - c. Emergency Manager
- IV. College of Science, Engineering, and Technology (Hazardous Materials Office)
 - a. Hazardous Material Officer

Timely Warnings and Emergency Notifications

In the event that a situation arises, either on or off campus, that, in the judgment of designated JSU Public Safety Officials, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through campus notification systems to

students, faculty, staff, tenant facilities, and visitors. In such situations and depending on the likelihood of timely receipt, all or a portion of the below listed systems may be employed:

- Strobe lights (Fire Alarms)
- Voice messaging, emails, text messaging (Everbridge Alert)
- Sirens/Loud speakers
- JSU website /Social media websites

The purpose of an emergency notification is to alert the JSU community about an imminent threat to life, personal safety, or property damage, which dictates immediate protective measures. Timely warning should not be confused with Emergency notification. Emergency notification refers to the release of incident-related information to afford individuals time to assess their relative risk to a known hazard or threat.

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

- JSU Everbridge (email, phone, text, and voice mail messaging)
- JSU Website (Home Page)
- Outdoor strobe lights, sirens, and loudspeakers
- Local radio and television stations
- JSU social media outlets

If an emergency occurs during business hours, University Communications will initiate emergency notifications based on the recommendation of the Department of Public Safety, the Emergency Manager, or the Provost/Vice President for Academic Affairs.

In the event that an emergency occurs after normal business hours, the Department of Public Safety will be responsible for initiating emergency notifications. In the event that campus police is not able to initiate a emergency notifications, authorized users in Information Technology, University Communications, or Emergency Management may broadcast pre-scripted messages.

Nothing shall inhibit or create a delay in initiating immediate and timely warnings for any hazard that poses an immediate/imminent threat to public safety or university assets.

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

Authority to Issue and Disseminate Timely Warnings and Emergency Notifications:

The following DPS officials are authorized to issue and disseminate timely warnings and emergency notifications:

- Associate Vice President of Public Safety & Security
- Director, Department of Public Safety
- Assistant Director, Department of Public Safety
- Department of Public Safety Command/Supervisory Staff (lieutenants and above)
- Public Information Officer
- Department of Public Safety (Ranking Officer on Duty)
- Emergency Manager

Additionally, the following staff personnel may also issue emergency warnings/notifications:

- President
- Provost/Vice President of Academic Affairs
- Associate Vice President of Academic Affairs
- Executive Director of University Communications or designees
- Vice President, Information Technology or designees

Closure/Cancellation Notification

Regardless of the situation, the individual who authorizes either the cancellation of classes, or the closing of all or parts of any JSU campus, shall also ensure the following officers are notified immediately:

- Board of Trustees (Institutions of Higher Learning)
- Department of Public Safety
- Executive Director of University Communications

Authority to Close All or Portions of the University

The University President has the authority to close any JSU campus. In the President's absence, the Acting President would have that authority. The Acting President would be in the following order:

- Provost/Vice President, Academic Affairs
- Associate Vice President, Academic Affairs
- Associate Vice President of Public Safety & Security

Authority to Cancel Classes

The University President has the authority to cancel classes. In the absence of the President, the Provost/Vice President of Academic Affairs and the Associate Vice President of Academic Affairs have the authority to cancel classes.

Evacuation Procedures

University procedures require all persons, including those with disabilities, to evacuate a facility anytime the fire alarm system is activated. Depending upon the facility and type of disability, people may have the following evacuation options:

1. Exit immediately, leaving the building through the nearest exit door. Accessible means of egress are identified with the 'Exit' signs.
2. Horizontal evacuation is exiting from one building into a connected, adjacent building on the same level. Horizontal evacuation routes that are wheelchair accessible are identified with 'Exit' signs.
3. Vertical evacuation is where many of the evacuation routes require the use of stairwells (fire escapes). The Department of Facilities & Construction Management has a list of the facilities whose stairwells have landings large enough for the use of the University's evacuation chairs. Personnel in various buildings throughout the campus in those facilities have been trained in their use.
4. Safe wait areas are areas where evacuating independently is not possible and there is no Area of Rescue Assistance readily available. People with disabilities can await assistance in pre-identified Safe Wait Areas. These areas are identified via signage and first responders know to look in these areas for anyone awaiting assistance. Volunteer rescue assistants will also be familiar with these areas, and will alert Public Safety of the likelihood of an individual waiting there.
5. Shelter-in-Place is where evacuation is not an option or is not immediately available. A person with a disability can stay in place (e.g., office, classroom) to await evacuation. It is the responsibility of every member of the University community to immediately communicate to the Department of Public Safety and/or emergency personnel the location of individuals unable to evacuate.
6. When waiting for assistance, if forced to stay in place during an emergency, the person with a disability should attempt to contact Public Safety to notify them of his/her location and need for assistance. Dial (601) 979-2580 from any cellular or landline telephone, or extension #2580 from a campus phone, emergency phone, or kiosks to alert Public Safety of your location and need for assistance. Public Safety will then dispatch an officer or other First Responder to the location to assist with the evacuation.
7. Elevators are never to be used in the event of a fire without explicit authorization by fire or police personnel. Furthermore, stairway evacuations of individuals who use wheelchairs may be hazardous to disabled individuals, rescuers, and others attempting to evacuate and should not be attempted by untrained personnel unless there are no other alternatives. Individuals with mobility impairments who are able to walk independently or with assistance may be able to negotiate stairs.

Authority to Evacuate

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

Authority to Activate the Emergency Operations Center (EOC)

- The JSU President may activate the EOC at any time. Normally, however, the decision to activate the EOC will be based on a recommendation by the Emergency Manager, in consultation with the Associate Vice President of Public Safety & Security, and the President.

Type of Incident/Event and Levels of Response Classification

Consistent with the Incident Command System, the JSU Emergency Operations Plan classifies incidents/events as types. There are five types of incidents/events. Categorizing incidents/events as “types” provides a framework in which the Incident Commander, Critical Incident Planning Group, and Executive Cabinet can gauge the complexity of the crisis and anticipate the level of response and resources that may be needed to efficiently manage the incident/event. This does not suggest, however, that a particular kind of incident/event is constrained or limited to a particular level of response. Incidents expand and contract. Likewise, resources and external agency involvement should expand and contract proportionally.

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

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

****JSU Incident/Event Typing and EOC Activation Levels, are based on the National Incident Management System (NIMS) and National Response Framework (NRF)***

Emergency Management Monitoring or Emergency Management Engaged, Emergency Operations Center Not Activated (Type-5 Incident/Event Level):

The lowest incident/event level, Type-5, requires Emergency Management monitoring, and typically does not require activation of the EOC or the Emergency Manager to be present at the

scene. Incidents/events that occur at this level normally do not adversely affect other campus activities.

The following are characteristics of Type-5 incidents/events:

- Pose no immediate danger or threat to the campus.
- Appear to be of short duration.
- Are limited in scope and can be managed by the appropriate administration and/or JSU resource(s) (e.g., Dept. of Public Safety, Dept. of Facilities & Construction Management, and Environmental Health & Safety).

The following are examples of Type-5 incidents/events that require EM Monitoring or Engagement:

- A major fire within close proximity to any JSU facility.
- A hazardous materials incident involving extremely hazardous substances within two miles of a JSU facility.
- A planned event with participation anticipated to exceed 1,000 people at or within a single location.
- A local power outage that has the potential to extend beyond one hour.
- A large motor vehicle accident with multiple injuries.
- A developing tropical storm in the Atlantic Ocean.
- A low-pressure frontal system moving across the Gulf of Mexico

If a Type-5 incident demonstrates the potential to expand in complexity, the Incident Commander must immediately notify the Emergency Manager. In such circumstances, the Emergency Manager may respond to the scene and directly assist field-based operations and may require minimal assistance from JSU departments without activating the EOC (EM Engaged). The Emergency Manager will advise the Director of Public Safety, who in turn will advise the appropriate members of the Executive Cabinet and Critical Incident Planning Group.

Emergency Management Engaged, Emergency Operations Center Not Activated (Type-4 Incident/Event Level):

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

This is a proactive posture of the JSU Emergency Manager and may involve the participation of some JSU departments and their resources. Because of the potential that resource demands may be placed upon JSU departments, the Emergency Manager will notify the Director of Public Safety, who in turn will notify appropriate members of the Executive Cabinet (EC) and Critical Incident Planning Group (CIPG).

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

If the incident occurs without warning, the Incident Commander must notify the Emergency Manager. The Emergency Manager will make appropriate notifications to the EPG and CIPG.

The Emergency Manager may initiate EOC activation procedures when:

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

Response activities may include:

- A large contingent of internal and external agencies responding to this incident (Department of Public Safety, supporting fire and rescue agencies, etc.)
- Active interest from local media

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

- A natural hazard that has impacted any JSU facility/property and caused minimal damage.
- A major fire or an extremely hazardous substance incident within one-half mile of a JSU facility.
- A major building system failure.
- A planned event with participation anticipated to exceed 3,000 people at or within a single location.
- An incident/event at a JSU facility that requires additional resources and management assistance (e.g., hosting a major sporting event).

Emergency Operations Center, Partially Activated (Type-3 Incident/Event Level):

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

Extreme Type-4 and Type-3 incidents may provoke partial activation of the EOC. Events associated with this activation level may emerge as a single incident, but have the potential to quickly evolve into a multi-faceted campus crisis. If the incident occurs without warning, the Incident Commander must notify the Emergency Manager immediately. The Emergency Manager will make appropriate notifications to the Executive Cabinet (EC) and Critical Incident Planning Group (CIPG).

The Emergency Manager will initiate EOC activation procedures when:

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

Response activities may include:

- Notifying JSU Department of Public Safety through (601) 979-2580.
- Notifying members of the EPG and CIPG.
- Activating an Incident Command Post at or near the scene.
- Activating portions of the EOC.
- Employing Mutual Aid to assist with the incident/event.

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

- A mass casualty incident on campus
- Major fire or hazardous materials spill of Extremely Hazardous Substances
- Large scale disruption/dissent, including riots or bomb threats
- Extended power outage (greater than 2 hours)
- Large spectator event with national interest and participation anticipated to exceed 5,000 people at or within a single location
- Contagious disease outbreak
- Campus-wide domestic water contamination

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

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

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

quickly evolve into a multi-faceted campus crisis. If the incident occurs without warning, the Incident Commander must notify the Emergency Manager immediately. The Emergency Manager will make appropriate notifications to the Executive Cabinet (EC) and Critical Incident Planning Group (CIPG).

The Emergency Manager will initiate EOC activation procedures when:

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

Response activities may include:

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

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

- Major hurricanes (Category III or higher)
- Acts of terrorism causing mass casualties and severe property damage
- A large spectator event with national interest and participation anticipated to exceed 10,000 people at or within a single location

Internal Leadership Notification

Timely and proper notification to key responders and University leadership is critical during emergencies. Once an Incident Commander arrives on scene and can ensure the safety of individuals, notification of the incident to key members of the University Administration is paramount. Typically, notification for Type-5 low-level incidents will follow Department of Public Safety or departmental established procedures. Larger events (Type 1, 2, 3, and 4) may require notification of certain members of the Executive Cabinet and Critical Incident Planning Group. The Associate Vice President of Public Safety & Security, Director of Public Safety or the Emergency Manager will normally conduct this. In all cases, where the Incident Commander perceives that the situation may potentially/actually involve media of any capacity, both the Emergency Manager and University Communications should be notified.

Public Communication

It is the primary responsibility of University Communications to coordinate, engage, and provide information to the public and media on behalf of Jackson State University. Further information regarding JSU's communication and warning strategy is contained in the JSU Emergency Communications Plan. This document is not available for public viewing.

JSU Incident Command Roles and Responsibilities

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

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

The following focuses on the roles and responsibilities associated with structures and members of the Incident Command System, the Emergency Operations Center, and JSU Departments responsible for incident response.

Incident Commander

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

- Associate Vice President of Public Safety & Security
- Director of Public Safety
- Assistant Director of Public Safety
- Environmental Health & Safety Manager
- Hazmat Officer
- Dept. of Facilities & Construction Management (designee)
- Assistant Vice President, Information Technology

➤ Emergency Manager

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

For Type-5 (the lowest level of incident/event) and Type-4 (low-to-moderate incident/event level) incidents/events, which require the development of an Incident Action Plan, it is likely that only ICS Command and General Staff positions are staffed. Should a major or catastrophic incident occur, it is likely that nearly all functions within the ICS organizational chart will be staffed (*Figure 1, page 43*).

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

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

1. First priority – Life Saving/Safety*
2. Second priority – Incident Stabilization
3. Third priority – Property Preservation

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

Incident Commander Responsibilities include but are not limited to:

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

In most situations, responding agencies at the scene will employ and adhere to their approved independent standard operating procedures and policies. Conflicts between responder and JSU policies will be referred to the University President and General Counsel for resolution. However, under no circumstances should this create a delay in saving lives and stabilizing the situation.

Evacuation and Sheltering-In-Place

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

- Determine if shelter-in-place is appropriate and issue an activation order.
- Issue a planned evacuation order. The planning and analysis section will be tasked with determining the need and then developing and issuing a plan for evacuation.
- Designate specific zones where the occupancy and use of buildings and the entry and exit of vehicles and persons may be prohibited or regulated.

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

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

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

Re-Entry of Evacuees

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

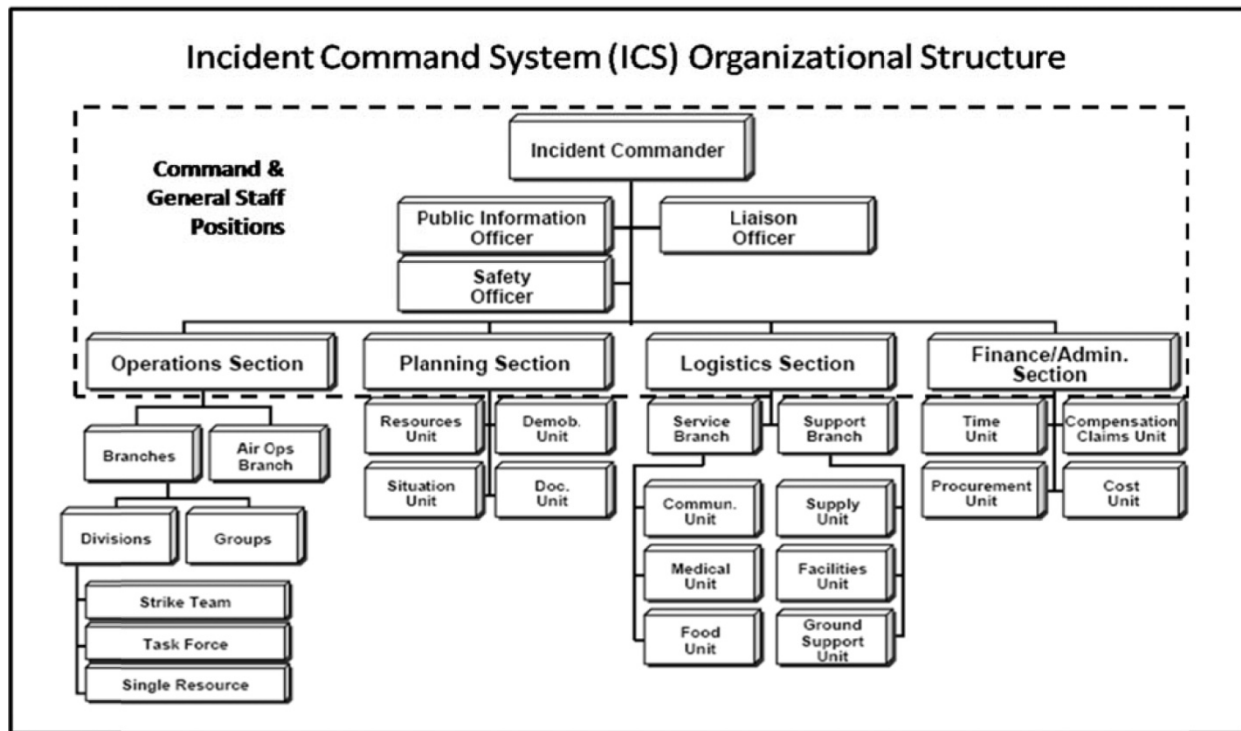
Should the campus sustain significant damage, portable signage, bulletin boards, and other semi-mobile communications devices/mechanisms will convey to the returning population any changes to the campus topography, safe areas, and restricted areas. University Communications, Student Life, Facilities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

Incident Command System, Unity of Command, and Chain of Command

The Incident Command System (ICS) provides a hierarchical structure, which provides for Unity of Command and an identifiable Chain of Command.

Unity of Command suggests that each individual engaged in operations within ICS is accountable to only one designated supervisor.

Figure 1: Example of ICS Organizational Structure



Chain of Command provides for an orderly line of authority within the ranks of the organization.

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

Staffing of field-based Incident Command positions will be based upon the kind and type of incident or event. In some cases, staffing of these positions may only be JSU staff representatives. In other scenarios, positions may be staffed by external agency participants, or a combination of both.

The JSU Emergency Operations Center/Incident Command Relationship and Configuration

Incident Command configurations are incident/event specific. Even when hazards are similar in nature, organizational structures may differ from previous experiences. Individual incident/event complexities and dynamics will dictate the expansion and contraction of the configuration.

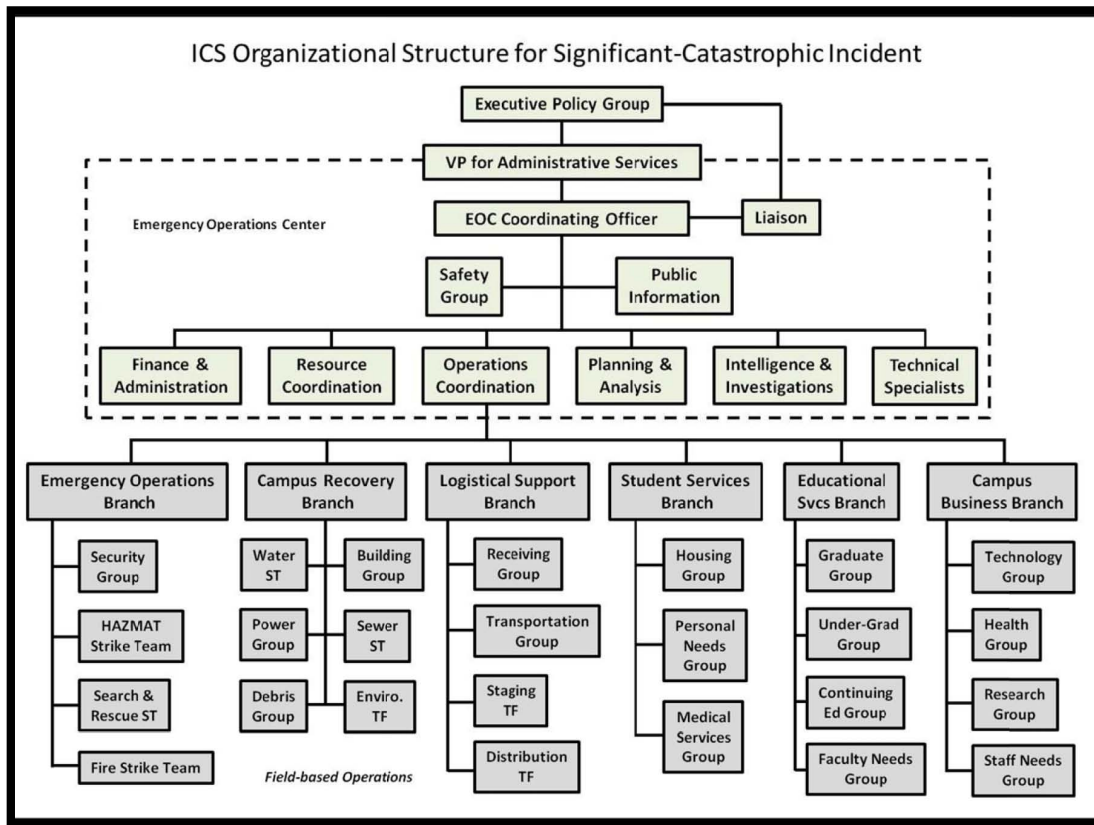
JSU incidents/events that are relatively small in nature (e.g., a motor vehicle accident) and require no coordination with Emergency Management will likely reflect agency specific configurations based on the responding agency's standard operating procedures. Because these types of incidents are relatively short and require minimal resources, they may not reflect the standard Incident Command System (ICS) organizational structure.

When the incident expands to a small or moderate level, and/or requires additional management, coordination, and resources, the JSU organizational structure may grow.

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

Activation of the EOC suggests that single or multiple-incident command configurations are set up for different types of operations. Their independent resource needs therefore differ. Close coordination of all available resources, strategic planning, and fiscal management is best achieved through a centralized entity. A possible command configuration to support a very large significant to catastrophic incident is depicted below (*Figure 2, page 45*).

Figure 2: Example of an ICS Organizational Structure for Significant-Catastrophic Incident



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

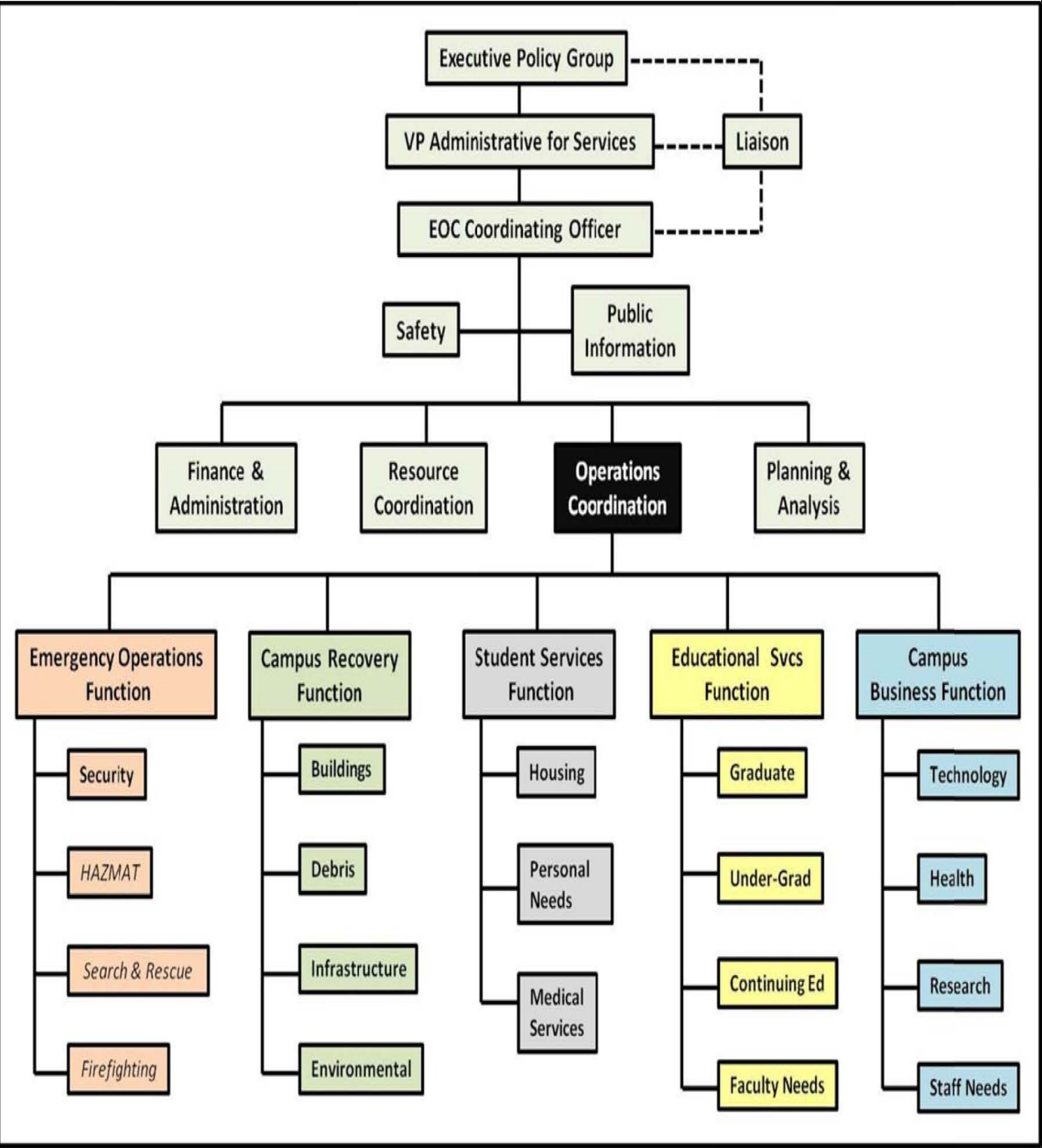
In this configuration, the Emergency Manager assumes the role of EOC Coordinating Officer. With the advice of the EOC Section Chiefs, and in synchronization with the Executive Cabinet, the EOC Coordinating Officer provides the overall strategy for the EOC.

Duties of the EOC Coordinating Officer include but are not limited to:

- Reviewing and approving overall priorities and action strategies for the emergency response.
- Overseeing response and recovery operations and evaluating their effectiveness relative to business continuity.
- Working with and supporting University Communications in the development and delivery of university-wide public messages.
- Coordinating and communicating as necessary with the Vice President for Business and Finance, Liaison Officer, Executive Cabinet, and other JSU groups regarding EOC operations.
- Coordinating and providing support and resources to JSU locations (if required)
- Authorizing requests and coordinating Mutual Aid assistance as necessary.
- Coordinating and communicating with local, state, and federal EOCs, when they are activated.
- Coordinating and communicating with Multiagency Coordination Centers when they are activated.
- Resolving conflicts to ensure that decisions made are in the best interest of JSU.

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

Figure 3: Example of a merged ICS/ESF EOC Organizational Chart to support Significant to Catastrophic Incidents



Emergency Operations Center

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

- The Executive Cabinet should not be collocated with the Critical Incident Planning Group in the EOC.
- Internal department representatives supporting operations.
- JSU staff representatives as required.
- External agency representatives supporting operations.
- Other interested parties cleared by the EOC Coordinating Officer.

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

Staffing of specific sections within the EOC by stakeholders and other vested parties shall be based upon incident/event specific dynamics, availability, and participation of internal and external departments and agencies.

JSU Department Responsibilities

Auxiliary Services:

The Executive Director of Auxiliary Services will work with other agencies/departments, to maintain current written plans for providing emergency food services during and after a disaster for the following:

- Resident students
- Shelter evacuees
- Special needs evacuees
- Shelter workers
- Volunteer operations workers
- EOC staff and Executive Cabinet
- Emergency response personnel

Business Office

The Business Office shall continually evaluate expenditures and their relative impact on budgetary constraints; develop strategies to fund emergency operations; and conduct periodic audits against purchases that were made to support preparedness, response, recovery, and mitigation operations.

Additionally, the Business office shall develop strategies that provide for the receipt and disbursement of funds from interested and contracted parties in the event that a disaster disrupts and/or compromises standard processes.

Disability Services

In working with students, employees, and visitors with disabilities, safety during an emergency is a major concern. The Department of Disability Services and ADA Compliance Offices are responsible for the coordination of all efforts relative to persons with disabilities, including visitors and guests. The planning for emergency evacuation of individuals with disabilities is based on respect for their right to unrestricted access to the same choices and privileges that others on the college campus enjoy.

The University encourages individuals with disabilities to be proactive and prepare themselves for the possibility of campus emergencies.

Given the potential for severe risk to an individual with mobility impairment, good judgment should be used during emergencies. For example, in an extreme emergency, an individual with mobility impairment may need to be carried to a safer location. Otherwise, other types of assistance may be used in less severe emergencies.

In the event of an emergency requiring counseling service, the Latasha Norman Counseling Center, Communicative Disorder Services, University Health Services, and the Applied Psychological Center will be available per request through the Division of Student Life and the Department of Disability Services.

Efforts will be pursued to offer or make available training periodically to keep all designated staff members abreast of their designated duties and responsibilities in case of an emergency.

For more information on the Department of Disability Services, visit:
<http://www.jsums.edu/ada>

Emergency Management

The Emergency Manager in consultation with the Department of Facilities & Construction Management (DFCM) and the Department of Public Safety (DPS) provides leadership for all-hazard emergency operations plans and policies. Furthermore, the Emergency Manager facilitates the development of public safety programs and training across the JSU campus, including emergency awareness/preparedness education campaigns. The Emergency Manager serves as the primary staff liaison to the JSU Continuity of Operations Plan and Comprehensive Emergency Management Plan (CEMP), and as the central coordinating entity and liaison among the DFCM, Risk Management, and the DPS for asset protection with federal, state, and local governmental and non-governmental agencies. The Emergency Manager provides the campus community with all-hazard warning and notification. The Emergency Manager serves as the JSU Coordinating Officer regarding emergencies and disasters, including the activation of the JSU Emergency Operations Center. The Emergency Manager will accomplish some of these tasks by:

- Providing hazard awareness and management training/education to faculty and staff
- Coordinating public awareness campaigns focused on those hazards that are most likely to significantly affect JSU personnel
- Continually analyzing threats/risks
- Reviewing and modifying plans and procedures
- Participating in collaborative environments and councils that promote JSU safety
- Coordinating and participating with local, state, and federal governmental and non-governmental agencies and committees

Environmental Health and Safety

Environmental Health and Safety, along with the Hazardous Materials Officer, will:

- Maintain current written plans for responding to emergencies such as chemical spills, water damage to laboratories, and building fires.
- Advise JSU representatives of insurance claim requirements, coordinate with JSU Emergency Manager/Risk Manager for reimbursement, and report property damage information/claims to appropriate State and Federal offices.

Facilities & Construction Management

The Director Facilities shall develop and maintain policies and procedures that support hazard vulnerability analysis and damage assessment processes of JSU assets. In coordination with the JSU Emergency Manager, the DFCM shall coordinate and conduct post-disaster damage assessment activities of all JSU campus buildings, in cooperation with the DFCM, Environmental Health & Safety, and the DPS. The Associate Vice President, Department of Facilities & Construction Management shall maintain current written plans of action that will identify steps to be taken before, during, and after a disaster. The plan should include:

- Steps to be taken prior to a disaster, such as a hurricane, to mitigate damage to campus infrastructure and assets.
- A plan for providing personnel to respond to the disaster.
- Processes for identifying and assessing damages and estimated costs.

Human Resources

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

Information Technology

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

Payroll

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

Public Safety

The Associate Vice President of Public Safety & Security shall ensure that the Jackson State University Department of Public Safety is adequately staffed and personnel are trained to respond to all hazards that may affect the campus, personnel, and assets. The Associate Vice President of Public Safety & Security shall advise, make recommendations, and provide guidance to the President and executive leadership on all hazards that have affected the campus, and its impact on business continuity. The Associate Vice President of Public Safety & Security shall directly oversee the Department of Public Safety and Emergency Management programs and ensure that both entities are continually focused on ensuring the safety of all personnel at Jackson State University. Additionally, the Associate Vice President of Public Safety has oversight of all JSU Public Safety related plans, and provides guidance to Department of Public Safety and Emergency Management on strategies that may require modification to support JSU initiatives.

The Director of Public Safety shall maintain current written plans of action for providing general security to the campus during emergencies. It is essential that this plan addresses the following:

- Internal and external radio communications
- Necessary personnel and equipment to handle the emergency situation
- Communication of special alerts to the University community
- Communication with local, state, and federal law enforcement agencies
- Communication with local fire departments

*The Assistant Director of Public Safety also serves as the Emergency Operations Center (EOC) Coordinating Officer in the absence of the Emergency Manager.

Purchasing

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

Student Life (Housing Department)

The Associate Vice President/Dean of Student, Dean of Student Life shall maintain current written plans for the protection of the resident students. All residents will receive instructions outlining actions to be taken prior to, during, and after emergencies.

Working with the Director of Facilities Operations and the Transportation Supervisor, the VP of Student Life will maintain current written plans for providing transportation services for emergency evacuation of the residence halls.

University Communications

The Executive Director of Communications and designees shall coordinate, engage, and provide emergency information to the public and media on behalf of JSU. Designated personnel within JSU will disseminate emergency warnings when prompted by designated JSU Department of Public Safety personnel or University officials. When the EOC is activated, the Executive Director of University Communications and designees shall utilize local, state, and federal Joint Information Systems to provide emergency information to the public.

Recovery

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

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

Record Keeping

Jackson State University is insured against property and casualty losses. Accurate records of replacement costs must be submitted to the Risk Manager in order to file a claim for compensation.

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

- Emergency work
- Debris removal
- Emergency protective and preparedness measures taken before the incident occurs
- Labor costs
- Permanent work
- Road systems
- Buildings
- Grounds, trees, etc.
- Water system
- University infrastructure (electrical, boilers, chillers, data, etc.)

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

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

Only work necessary to bring the property to its condition prior to the emergency may be reimbursable. However, occasionally it may be determined that the public welfare would not be best served by restoring a damaged facility or its function using FEMA funds. This usually occurs when the service provided by the facility is no longer needed, although the facility was still in use at the time of the disaster. Under these circumstances, JSU may apply to FEMA to use the eligible funds for an alternate project. Alternate projects include:

- Repair or expansion of other public facilities
- Construction of new public facilities
- Demolition of the original structure
- Purchase of capital equipment
- Funding of cost-effective hazard mitigation measures in the area affected by the disaster
- Funding project shortfalls due to mandatory reductions on applicant buildings in floodplains
- Supplemental funds used on an improved project

The alternate project option may be proposed for both small and large projects, but only for permanent restoration projects located within the declared disaster area.

Damage Assessment

The Emergency Manager shall develop, maintain and oversee the JSU Hazard Vulnerability Analysis and Damage Assessment plans. Responsibility for conducting damage assessment will normally reside with the Dept. of Facilities & Construction Management, Environmental Health & Safety, and, if applicable, the Office of Information Technology. When an Incident Command and/or EOC have been established, the following may occur:

- Damage assessment activities may be coordinated/facilitated from the EOC
- Damage assessment should be coordinated with the Finance/Administration Support Section when the EOC is activated
- The JSU Damage Assessment Form will be used to document any damage. This form has been specifically tailored to comply with FEMA requirements. All damage assessment activities should be coordinated with the Incident Commander

- Damage Assessment forms will be made available through the EOC (Finance/Administration section)

Utility Restoration

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

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

- Coordination with Entergy, Atmos, City of Jackson, Hind County, CSpire Wireless, and other providers
- Liaison with outside agencies and contractors through the appropriate sections of the EOC

Reconstruction

Following a major hurricane, flood, fire, tornado, or man-made incident, partial or total reconstruction of facilities and infrastructure may be required. No one shall engage in any agreement of any kind to begin reconstruction without the written permission of the President or designee.

Mitigation and Prevention

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

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

Threat, Risk, and Vulnerability Assessments

Jackson State University works closely with the City of Jackson, Hinds County Emergency Management, Mississippi Office of Emergency Management, and Mississippi Office of Homeland Security to continually evaluate all-hazard threats against the institution; conduct analyses of its vulnerabilities and related consequences; determine the level of risk associated with each hazard; and develop and deploy protective measures to help ensure the survivability of the institution.

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

Monitoring Risk

The Emergency Manager, with the assistance of various JSU departments and regional partners, will develop the capability to monitor identified risk areas in order to detect hazardous situations and protect the University population.

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Damage Assessment: An appraisal or determination of the effects of the disaster on human, physical, economic, and natural resources. (NFPA 1600, 2004)

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

Disaster, Major: Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby (Robert T. Stafford Act 102; 44 CFR 206.2 and 206.36).

Extremely Hazardous Substance (EHS): Substances are those that are known to cause death, injury, or serious adverse effects to human health and the environment, in the event of a release. EHS, which reach or exceed the Threshold Planning Quantity (TPQ), are required to be

reported to the state through the Local Emergency Planning Council (LEPC), under the Emergency Planning and Community Right-To-Know Act (EPCRA).

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

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

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

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

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

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

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

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

🎬 **Tabletop Exercises (TTX):** TTXs are intended to stimulate discussion of various issues regarding a hypothetical situation. They can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the *prevention of, response to, or recovery* from a defined incident. During a TTX, senior staff, elected or appointed officials, or other key personnel meet in an informal setting to discuss simulated situations. TTXs are typically aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and/or achieving a change in attitude.

🎬 **Functional Exercise (FE):** An FE is a single or multi-agency activity designed to evaluate capabilities and multiple functions using a simulated response. An FE is typically used to: evaluate the management of Emergency Operations Centers (EOCs), command posts, and headquarters; and assess the adequacy of response plans and resources. Characteristics of an FE include simulated deployment of resources and personnel, rapid problem solving, and a highly stressful environment.

🎬 **Full-scale Exercise (FSE):** An FSE is a multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. An FSE tests many components of one or more capabilities within emergency response and recovery, and is typically used to assess plans and procedures under crisis conditions, and assess coordinated response under crisis conditions.

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

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

Gale: Wind with a speed between 34 and 40 knots.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

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

Hazardous Material (HAZMAT): Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination), and requires special care in handling because of the hazards posed to public health, safety, and/or the environment (Firescope 1994).

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

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

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

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

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

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

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

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

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

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

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

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

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

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

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

Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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

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

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

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

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

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

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

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

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

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

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

Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and U.S. territories without foreign direction and whose acts are directed at elements of the U.S. government or population” (FEMA 2001).

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

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

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

- Geographic boundaries;
- Government levels;
- Functional and/or statutory responsibilities; or
- Some combination of the above

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

This glossary contains definitions obtained from the following sources:

1. NIMS Resource Center (NRC), FEMA, <http://www.fema.gov/emergency/nims/Glossary.shtm>
2. Crisis, Disaster and Risk Management, George Washington University, http://www.gwu.edu/~icdr/publications/PDF/EMGlossary_icdr.pdf
3. Homeland Security Exercise and Evaluation Program (HSEEP), https://hseep.dhs.gov/pages/1001_HSEEP7.aspx
4. Emergency Management Accreditation Program Standard, September 2007, http://www.emaponline.org/index.php?option=com_content&view=article&id=118&Itemid=110

APPENDIX

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Appendix A:

The following areas have been identified as areas of refuge in the event it is necessary for students, employees and visitors to seek shelter.

Note: Some buildings do not have areas of refuge. Please become familiar with the following list in the event you need to seek shelter in an alternate building.

ACADEMIC BUILDINGS	AREA(S) of REFUGE
Charles F. Moore	1 st Floor Interior Hallways/Offices (Classrooms 108, 106, & Lecture Room 100)
Sally Barksdale Center	1 st Floor Hallways/Interior Offices
H. T. Sampson Library	Basement
Old Industrial Arts	1 st Floor Hallways/Interior Offices
Ayer Hall	Ground Floor (Basement)
Just Hall of Science	1 st Floor Lecture Rooms (East & West)
Blackburn Language Arts	1 st Floor Hallways/Interior Offices
J. Y. Woodard	1 st Floor Hallways/Interior Offices
T. B. Ellis	1 st Floor Hallways/Interior Offices
Joseph H. Jackson (CEHD)	1 st Floor Hallways/Interior Offices
Rose E. McCoy Auditorium	1 st Floor Hallways/Interior Offices
F. D. Music Hall Center	1 st Floor Recital Hall/Auditorium
John A. Peoples	1 st Floor Hallways/Interior Offices 2 nd Floor Lecture Rooms 204/209
Botanical Laboratory	1 st Floor Hallways/Interior Offices
College of Business	1 st Floor Lecture Room/Interior Classrooms
Dollye M. Robinson College of Liberal Arts	1 st Floor Auditorium/Lecture Room 166
College of Science, Engineering, & Technology	1 st Floor Lecture Room/Interior Classrooms
Johnson Hall	1 st Floor Interior Hallways/Basement

SATELLITE CAMPUSES	AREA(S) of REFUGE
Universities Center	<i>TBD</i>
Jackson Medical Mall	<i>TBD</i>
MS e-Center @ JSU	<i>TBD</i>
Madison Campus	<i>TBD</i>
MS Veterans Memorial Stadium	<i>TBD</i>
<i>101 Building (closed for renovation)</i>	<i>TBD</i>

RESIDENCE HALLS	AREA(S) of REFUGE
Alexander Hall Center (East & West)	1 st Floor Hallways
John Dixon Hall	1 st Floor Hallways
McAllister-Whiteside Hall	1 st Floor Hallways
Tiger Plaza	1 st Floor (Interior Bathrooms)
Transitional Hall	1 st Floor Hallways
Transitional Hall (Laundry Facility)	1 st Floor Hallways
Campbell College Suites (North & South)	1 st Floor (Kitchenettes, Restrooms, & Closets)

SERVICE BUILDINGS	AREA(S) of REFUGE
H. P. Jacobs Administration Tower	1 st Floor Interior Hallways/Offices (CFM) (Classrooms 108, 106, & Lecture Room 100)
Z. T. Hubert Building	1 st Floor Hallways/Interior Offices
Undergraduate Recruitment	1 st Floor Hallways/Interior Offices
Jones-Sampson Hall	1 st Floor Hallways
B. F. Roberts Hall	1 st Floor Hallways/Interior Offices
Jacob L. Reddix Building	1 st Floor Hallways/Interior Offices (Bowling Alley-North)
University Office Complex (Faculty Apts.)	1 st Floor Hallways/Interior Offices
Dept. of Facilities & Construction Mgt.	1 st Floor Hallways/Interior Offices
Sheppard Building (Central Warehouse)	1 st Floor Interior Offices
University Health Center	1 st Floor Hallways (McAllister-Whiteside)
Department of Public Safety	1 st Floor Interior Hallways
e-City Center	1 st Floor Interior Hallways
ID Center	1 st Floor Interior Offices/Copy Room
JSU Student Center	1 st Floor Interior Hallways

AUXILIARY SERVICES	AREA(S) of REFUGE
Walter Payton Recreation & Wellness Center	1 st Floor Interior Studios
Legacy Dining (JSU Student Center)	1 st Floor Interior Hallways
JSU Barber Shop (JSU Student Center)	1 st Floor Interior Hallways
JSU Beauty Shop (JSU Student Center)	1 st Floor Interior Hallways
JSU Nail Shop (JSU Student Center)	1 st Floor Interior Hallways
JSU Post Office (Jacob L. Reddix)	1 st Floor Hallways/Interior Offices
Subway Restaurant (JSU Student Center)	1 st Floor Interior Hallways
JSU Welcome Center (JSU Student Center)	1 st Floor Interior Hallways
UPS Store (JSU Student Center)	1 st Floor Interior Hallways
JSU Bookstore (JSU Student Center)	1 st Floor Interior Hallways
Tiger Tech (Apple Store/JSU Student Center)	1 st Floor Interior Hallways
Burger King Restaurant (Heritage Dining Hall)	Basement
Heritage Dining (Cafeteria)	Basement
<i>Stewart Hall (closed for renovation)</i>	<i>TBD</i>

ATHLETIC SUPPORT FACILITIES	AREA(S) of REFUGE
Lee E. Williams Athletic Assembly Center	Arena
T. B. Ellis Annex	1 st Floor Interior Hallways
Weight Room	1 st Floor Interior Office
Restroom Facility (Offices)	1 st Floor Interior Office/Hallway

Appendix B:

Emergency Phones, Kiosks, and Call Boxes (Locations)
Rose McCoy Auditorium Building (North)
Lee E. Williams Athletic Assembly Center (Southwest)
Lee E. Williams Athletic Assembly Center (Northwest)
John A. Peoples Building (West)
John A. Peoples Parking Lot (South)
Joseph H. Jackson College of Education and Human Development Parking Lot (South)
Blackburn Language Arts Building/Just Hall of Science/J. Y. Woodard Parking Lot
Ayer Hall/B. F. Roberts (Lawn)
Main Campus (Lawn)
Charles F. Moore Building (South)
H. P. Jacobs Administration Tower (East)
Dollye M. Robinson College of Liberal Arts Parking Lot (South)
Dollye M. Robinson College of Liberal Arts Lawn (North)
T. B. Ellis Parking Lot
Heritage Dining Hall Lawn (East)
Transitional Hall Dormitory
Tiger World Campus Parking Lot
McAllister-Whiteside Dormitory
Stewart Hall
John W. Dixon Hall Dormitory (East)
John W. Dixon Hall Dormitory (West)
Jones-Sampson Hall
Alexander East Hall Dormitory (North)
Alexander East Hall Dormitory (South)
Alexander West Hall Dormitory
Campbell College Suites North Residence Hall
Campbell College Suites South Residence Hall
JSU Student Center Parking Lot (North)
JSU Student Center Lawn (West)
College of Science, Engineering and Technology Parking Lot (North)
University Boulevard Parking Lot
Athletic Fields
College of Business Lawn (Northeast)
Walter Payton Recreation & Wellness Center Parking Lot (Northwest)
Weight Room
H. T. Sampson Library
Sally Barksdale Center
Alexander North Hall Parking Lot

Emergency Phones, Kiosks, and Call Boxes (Locations)
Alexander Hall Center Lawn (Northwest)
University Office Complex (Faculty Apartments) Lawn
Botanical Laboratory Lawn (West)

Appendix C:

Emergency Operations Plan (EOP) Distribution List

The following personnel will receive a copy of the Emergency Operations Plan (EOP). However, the plan should be communicated to all faculty, staff, and University stakeholders to ensure the operability, sustainability, and continuity of Jackson State University.

Primary Distribution List:

- President, Jackson State University
- Board of Directors, Mississippi Institutions of Higher Learning
- Provost/Vice President of Academic Affairs, Jackson State University
- Associate Vice President of Public Safety & Security
- Director of Public Safety, Jackson State University
- Vice Presidents
- Deans
- Associate Vice Presidents
- Assistant Vice Presidents
- Members of the Critical Incident Planning Group (CIPG)
- Building/Facility Managers

Secondary Distribution List:

- Local First Responder Agencies (Police, Fire, and EMS)
- County and State Offices of Emergency Management
- Field offices/locations (Campus Police Dispatch, Facilities Management, EOC)

General Distribution:

The Emergency Operations Plan is made available for download from the Jackson State University Website (Public Safety link).

Appendix D:

Training and Education of Key Personnel

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

Executive Cabinet:

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

Optional (Recommended)

- ICS-300, Intermediate Incident Command System for Expanding Incidents
- ICS-400, Advanced ICS
- Incident Command System for Executive/Senior Officials
- ICS-700, National Incident Management System (NIMS), An Introduction
- ICS-800, National Response Framework, An Introduction





Critical Incident Planning Group and EOC Participants:

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


Additionally, JSU First Responders and other JSU officials who engage in unified command field-based response operations with mutual aid partners are encouraged to complete the following courses:

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

The following training courses can be obtained online at the ***Emergency Management Institute (EMI) Independent Study Website*** (<http://training.fema.gov/IS/NIMS.asp>):

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

The following training courses must be obtained in a classroom setting (16 hours):

-  ICS-300, Intermediate Incident Command System for Expanding Incidents
-  ICS-400, Advanced ICS

The JSU Emergency Manager will coordinate and conduct the above training courses as needed.

Appendix E:

Emergency Notification Procedures

The Department of Public Safety will notify the following Jackson State University (JSU) Departments and/or cooperating outside law enforcement agencies should they receive or be notified of a threat:

- Emergency Manager (JSU)
- Division of Student Life (JSU)*
- Department of Facilities & Construction Management (JSU)*
- Environmental Health and Safety (JSU)*
- University Communications (JSU)*
- FBI Field Office (Jackson, MS/Hinds County)*
- City of Jackson Police Department*
- City of Jackson Fire Department*
- Hinds County Sheriff's Office*
- Hinds County Office of Emergency Management*

The President (JSU) and other members of the EPG are notified by the Director of Public Safety or the Emergency Management Coordinator.

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

- Mississippi State Health Department
- Hinds County Emergency Management
- Mississippi Office of Emergency Management
- Mississippi Office of Homeland Security
- Department of Environmental Quality
- University Health Center
- Mississippi MED-COM

In addition, the following actions may be taken:

The Dept. of Facilities & Construction Management may shut down the water supply, and post ***"Do Not Use Water"*** notices throughout campus buildings.

The Dept. of Public Safety (Campus Police) may use their marked patrol vehicles equipped with a public address system to notify students, faculty, and staff of the impending threat.

University Communications and/or the Emergency Manager may initialize Everbridge Aware (Campus Alert Notification System), Sirens/Voice System, mass email notification, and other mass communication notification methods such as the JSU website, to notify all students, faculty, and staff, as deemed appropriate.

**** Notification of these entities by Department of Public Safety is incident driven. In some situations the Emergency Manager may initiate these actions.***

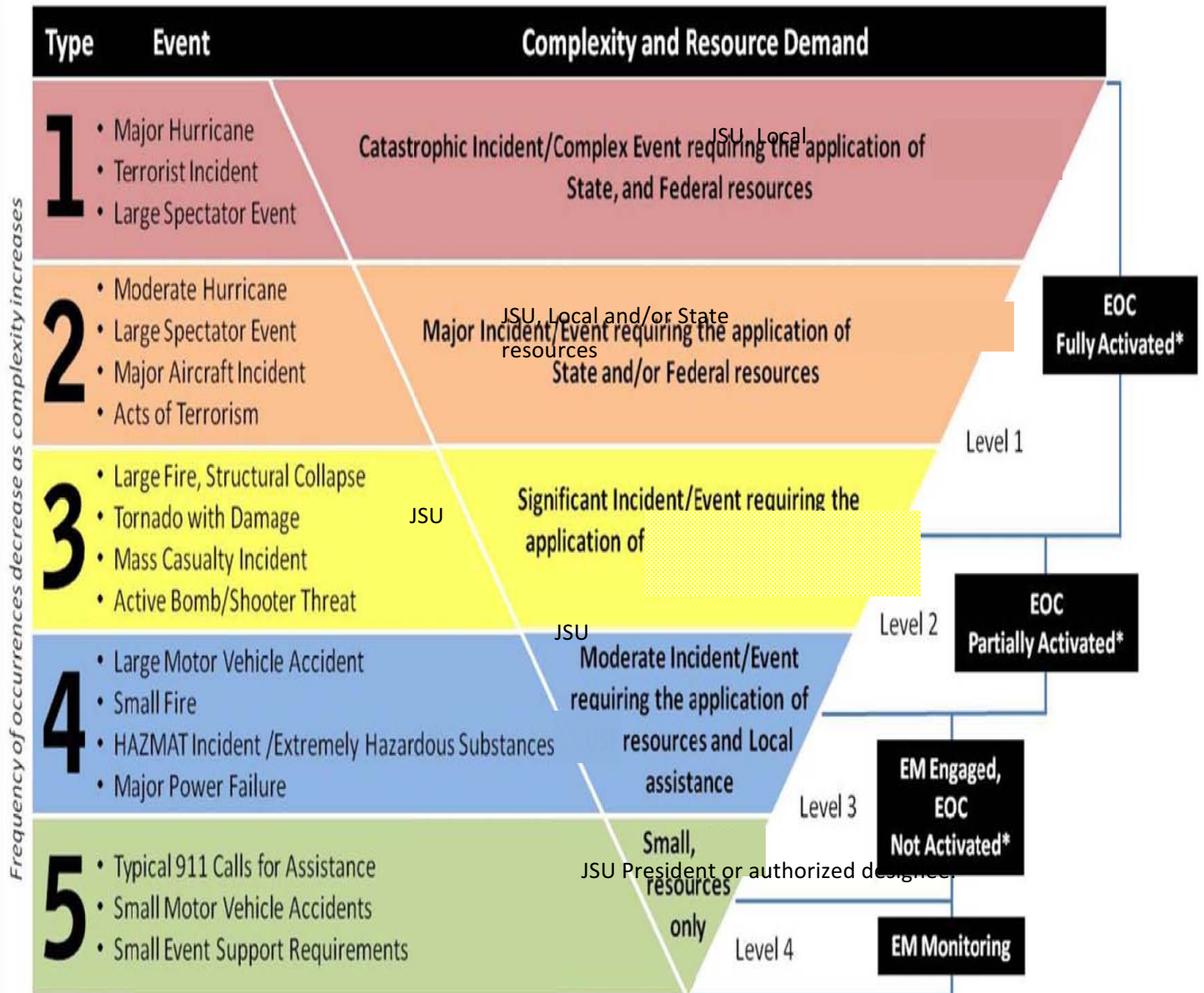
Appendix F:

Pandemic Influenza Response

Level 1: Planning and Preparation	Level 2: Confirmed Cases of Pandemic Flu	Level 3: Suspected/Confirmed Cases in USA	Level 4: Suspected/Confirmed Cases at JSU
Appoint members to the Student Health Services (SHS) pandemic response team to lead the SHS planning process, develop a protocol for managing SHS operations during the emergency, and direct SHS during a pandemic event.	Response team reviews and revises pandemic plan and SHS operating protocol to ensure all elements of the plan and protocol are appropriate to the emerging threat and ready for implementation.	Response team meets with increasing frequency and maintains a state of readiness throughout SHS appropriate to its assessment of the current threat.	Response team assumes control of SHS operations, initiates execution of the pandemic plan, and manages SHS during the pandemic.
Response team members establish and maintain pandemic response relationships with key contacts at JSU, local hospitals and public health entities.	Begin regular meetings with established or new teams of representatives from local hospitals and public health entities that will coordinate pandemic response.	Increase frequency of Level 2 activity.	SHS Response team and representatives of local hospitals and public health entities integrate/coordinate delivery of services during active pandemic.
Specify SHS essential functions and personnel.	Continue Level 1 activity.	Begin regular meetings of essential personnel to maintain state of readiness to implement the pandemic response.	Essential personnel and functions actively engaged in pandemic response under leadership of the response team.
SHS staff develop personal pandemic response plan to accommodate their SHS and family responsibilities.	SHS staff review personal pandemic response plans and adjust as needed based on the nature of the current threat.	Continue Level 2 activity. Attain and maintain high degree of readiness to implement personal pandemic response plan.	SHS staff implements personal pandemic response plan.

Appendix G: Incident/Event Levels of Response Classification

Incident/Event Type and EM/EOC Activation Levels



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

Appendix H: Record of Changes

[illegible]

The Lottie W. Thornton Early Childhood Center Family Reunification Plan

An incident may occur at school that requires parents to pick up students in a controlled and orderly release. The plan is called a reunification. Reunification may be needed due to weather, power outage, hazardous materials, or if a crisis occurs at school. The district uses a standard plan that makes the reunification more predictable and orderly for students, parents and staff. The controlled release of students may occur at your student's school or at another location.

One of the greatest challenges during an emergency situation is managing traffic flow and incoming phone calls from concerned parents and others. Traffic jams and overloaded phone lines prevent emergency responders (police, fire, and medical personnel) from providing services in a timely manner.

Please be aware that only emergency personnel will be allowed to enter a campus during crisis situations so please **do not** come to the school during an emergency event. You will be instructed to respond directly to one of the following locations:

Jackson State University E-Center
or
Jackson State University R & D Center

Parents Should:

1. Be sure that your contact information is kept current.
2. Listen for directions.
3. Bring picture identification. The reunification staff may not know you by sight.
4. Be patient. The reunification process is designed to protect the safety of students by assuring the accountable change of custody from the school to a recognized parent or guardian.

THE PROCESS

There are three stations [steps] in reunification:

ID CHECK - Parents report to a station where staff will verify your identify.

STUDENT WAITING - Student will wait a safe distance away. A runner will escort your student to meet you at the last station.

STUDENT RELEASE – You will meet your student and leave the school.

STUDENT WAITING

Do not go to this Station. Parents will be escorted to your student to meet you at Station #3.

STUDENT RELEASE

1. Have your ID ready. You may be asked for your ID again as a safety precaution.
2. Be patient. You may have to wait in a short line.
3. Be ready to sign for return of custody of your student.
4. It is important that you and your student leave the area as quickly possible. The school will be congested, but there will be staff and emergency personnel there to assist in moving traffic along.

When Parents are not Immediately Available

It is important to keep emergency information up to date in the school's system. Students will be released only to those parents /guardians who are documented as emergency contacts and who present a picture ID such as a driver's license or military ID. When a parent cannot get to the school, the school will hold the student until the parent can pick up their student or make other arrangements.

Certain Circumstances

In some cases the school may contact a parent to obtain authorization to release an older student who drives or can safely walk home. Students may not be able to remove their vehicles from the parking lot in some circumstances. In these cases, parents are advised to pick up their student and recover the vehicle later. In some cases, high school students may be released on their own following verification from parents. In such cases, the staff will contact the parent at the emergency number on file.

In rare circumstances, parents may be advised that a law enforcement investigation is being conducted and that interviews are needed or parents may be escorted to medical providers.

Communication

Communication during and after a crisis can be very important. Parents are encouraged to set up different lines of communication with the school as soon as possible.

Student/Parent Reunification

Circumstances may occur that require parents to pick up their students in a formalized,

controlled release. The process of controlled release is called a "reunification" and may be necessary due to weather, hazmat or if a crisis occurs at the school. A reunification may also occur at a different location than the school a student attends.

Notification

Parents may be notified in a number of ways, including via e-mail, Twitter, text messaging, announcements on the website, or other means.

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. This will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if Parents Can't Pick-up Their Students?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their students.

🌐For parents:

1. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised.
2. Parents should park where indicated.
3. Parents are asked to go to the Reunification "Check In" area with ID and form lines as directed. While in line, parents are asked to fill out a reunification card. In the case of multiple students being reunified, a separate card for each student needs to be completed.
4. During check in, identification and custody rights are confirmed.
5. From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take part of the reunification card and take it to the Student Assembly Area to recover the student or students.
6. Parents should be aware that in some cases, they may be invited into the building for further information. In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

Disaster Release Form

Student's Last Name: _____ First Name: _____

Address: _____

Mother's Name	Home Phone	Work Phone	Cell Phone
Father's Name	Home Phone	Work Phone	Cell Phone

If I/we are unable to pick up our child, I/we designate the following three people to whom my child may be released in case of emergency:

Designee	Home Phone	Work Phone	Cell Phone
Designee	Home Phone	Work Phone	Cell Phone
Designee	Home Phone	Work Phone	Cell Phone

Student Release/Runner Form *To Be Taken By Runner*

Please Print Student's Name _____

Teacher: _____ Class: _____

Requested By: _____

To be filled in by Request Staff

Proof of I.D. _____ Name on Disaster Release Form __Yes No__ (Check One)

Student's Status

To Be Filled In By Teacher

Sent with Runner _____ Absent _____ First Aid _____ Missing _____

(If student is absent, in first aid or missing deliver this form to the Command Post)

For School Use Only

The Student was released to _____ By _____

Date: _____ Time: _____ (AM) (PM) Location: _____

RECORD OF CHANGES

The Lottie W. Thornton Early Childhood Center
Reunification Plan

<i>CHANGE #</i>	Date of Change	Entered By	<i>DATE ENTERED</i>

ANNEX

THE LOTTIE W. THORNTON EARLY CHILDHOOD CENTER

Reunification Plan

I. AUTHORITY

See Basic Plan.

II. PURPOSE

The purpose of this annex is to provide for the orderly and coordinated reunification of students and families of all or any part of **The Lottie W. Thornton Early Childhood Center**

if an emergency situation occurs that warrants evacuating and/or early closing [**The Lottie W. Thornton Early Childhood Center**]

III. EXPLANATION OF TERMS

A. Acronyms

EMC	Emergency Management Coordinator
EOC	Emergency Operating Center
ICP	Incident Command Post
ICS	Incident Command System
PIO	Public Information Office or Officer
SOP	Standard Operating Procedure

IV. SITUATION & ASSUMPTIONS

A. Situation

1. There are a wide variety of emergency situations that might require student/parent reunification.
 - a. Student/parent reunification may be needed if the [**The Lottie W. Thornton Early Childhood Center**]
 - b. is evacuated or closed as a result of a hazardous materials transportation accident, major fire, natural gas leak, localized flash flooding, school violence, bomb threat, or terrorist attack.

B. Assumptions

1. Some parents will refuse to cooperate with the student/parent reunification process
2. Parents may be emotional when arriving at the school

3. While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate student/parent reunification or a student/parent reunification may have to be conducted with minimal preparation time. In the case of short notice, there may be little time to obtain personnel and equipment from external sources to support reunification operations.
4. Persons other than those on the student's emergency release form will try to pick up students during an emergency

C. Student/Parent Reunification Decisions

1. The Incident Commander shall assess the need for evacuation, plan evacuations, or school closures that may require activating the student/parent reunification process. Student/Parent Reunification planning should resolve the following questions:
 - a. How will parents and guardians be advised of what to do?
 - b. What do evacuees need to take with them?
 - c. What travel routes should be used by parents and guardians?
 - d. What transportation support is needed?
 - e. What traffic control is needed?
 - f. How will reunion areas be secured?

Reunifications that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.

D. Hazard Specific Reunification Planning

Hazard-specific reunification planning information will be developed for certain known hazards and included as appendices to this or other annexes. Weather related hazards may require students be held indoors until reunification. Threats of violence or fire may require students to be evacuated and reunification take place outside. These appendices will describe the reunification process for situations where reunification takes place inside the school and outside the school building. Such appendices should also identify potential reunification areas and, where appropriate, transportation pickup points or assembly areas.

E. Warning & Public Information

1. The Incident Commander will normally arrange for dissemination of information on the reunification process.
2. Advance Notice of Possible Early School Closure
 - a. For slowly developing emergency situations, advance warning should be given to parents as soon as it is clear that early school closure may be required. Such advance notice is normally disseminated through the media.
3. Reunification Notification

- a. Reunification notification should be disseminated through all available warning systems. See Annex A, Warning, for further information.

4. Emergency Public Information

- a. Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during the reunification process. The Public Information Officer (PIO) will insure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind and hearing impaired. Specific public information procedures are contained in Annex I (Emergency Public Information).
- b. Amplifying instructions for reunification may include information on the location of holding area, and specific traffic routes,
- c. When the incident that generated the need for reunification is resolved, parents and guardians must be advised when schools will reopen.

F. Access Control & Security

- 1. During reunification, the security of the holding area is extremely important. Staff and students must be removed from any and all danger. [Student/Parent Reunification Team/School-based Campus Police] should establish access control points to limit entry into holding areas.

G. Actions by Phases of Emergency Management

1. Mitigation

- a. Where possible, undertake mitigation for known hazards that have in the past led to situations requiring reunification.
- b. Seek improvement to preplanned holding areas if needed.
- c. Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

2. Preparedness

- a. To the extent possible, identify staff, students or parents with special needs who would require assistance in during the reunification process and maintain contact information for those individuals.
- b. Identify primary and alternate reunification areas, taking into account capacities of holding area.
- c. Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.
- d. Include reunification in the scenario of periodic emergency drills and exercises.

- e. Conduct public information programs to increase staff, student and parent awareness of possible reasons for reunification, and preplanned reunification procedures.

3. Response

See the General Reunification Checklist in Appendix 1

4. Recovery

- a. Initiate return of staff and students, when it is safe to do so.
- b. Coordinate temporary supervision for those whose parents or guardians cannot be contacted.
- c. Provide traffic control for return.
- d. Carry out appropriate public information activities.

H. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

I. Assignment of Responsibilities

1. The [Director/designee] will:

- a. Approve release of warnings, instructions, and other emergency public information relating to reunification
- b. Direct the opening of shelter and mass care facilities, if needed.

2. The Incident Commander will:

- a. Identify risk areas in the vicinity in the incident site and determine protective actions for people in those risk areas.
- b. If evacuation of risk areas and special facilities is required, plan, organize, and conduct the evacuation with the resources assigned.
- c. Activate the Student/Family Reunification Team to coordinate the reunification process

3. Student/Parent Reunification Team will:

- a. Develop materials for this annex
- b. Staff the Holding and Release Areas.
- c. Coordinate staffing for the Notification Room
- d. Follow all policies and procedures for reunification
- e. Supervise the reunification site
- f. Supervise releasing of students to their parents/guardians.

- g. Communicate with Operations regarding number of students remaining in holding area.
 - h. Coordinate with transportation regarding transport of students whose parents or guardians are unable to pick up their child.
 - i. Make arrangements for shelter of students whose parents or guardians are unavailable to pick –up their child.
- 4. Release Point Team Leader [position responsible] will:
 - a. Direct team activities
 - b. Interact with the Incident Commander to identify problems and report status.
 - c. Refer all outside requests for information to the Public Information Officer.
- 5. Release Point Team Members [positions responsible] will:
 - a. Greet parents, guardians, or designees
 - b. Greet and direct parents, guardians, or designees to the notification room as appropriate.
 - c. Providing reassurance to parents, guardians, or designees
 - d. Maintain order.
 - e. Issuing a tag or other identifications only to an authorized person.
 - f. Dispatch runners to bring students to the release point.
- 6. Holding Area Team Leader [position responsible] will:
 - a. Report missing persons to the Incident Commander.
 - b. Direct team activities
 - c. Interact with the Incident Command to identify problems and report status.
 - d. Collect the Injury and Missing Persons Report (Form D, Appendix A) from the Team Members and make them readily available to the Incident Commander.
- 7. Holding Area Team Members: [positions responsible] will:

- a. Maintain order
- b. Obtain reports of missing students
- c. Interact with the Holding Area Team Leader
- d. Verify release information when a student is requested
- e. Assist the reunion gate team

8. [Campus Police] will:

- a. Assist in reunification by providing traffic control.
- b. Limited access to all areas of the school including reunification holding area.
- c. Coordinate law enforcement activities with other emergency services.
- d. Assist in warning the staff, students and families.
- e. Provide information to the PIO for news releases to the public on the reunification process

II. Assignment of Responsibilities

- a. The [Director/designee] will:
- b. Approve release of warnings, instructions, and other emergency public information relating to reunification
- c. Direct the opening of shelter and mass care facilities, if needed.

2. The Incident Commander will:

- a. Identify risk areas in the vicinity in the incident site and determine protective actions for people in those risk areas.
- b. If evacuation of risk areas and special facilities is required, plan, organize, and conduct the evacuation with the resources assigned.
- c. Notify the Dept. of Facilities & Construction Management to coordinate transportation.
- d. Activate the Student/Family Reunification Team to coordinate the reunification process

3. Student/Parent Reunification Team will:

- a. Develop materials for this annex
- b. Staff the Holding and Release Areas.

- c. Coordinate staffing for the Notification Room
 - d. Follow all policies and procedures for reunification
 - e. Supervise the reunification site
 - f. Supervise releasing of students to their parents/guardians.
 - g. Communicate with Operations regarding number of students remaining in holding area.
 - h. Coordinate with transportation regarding transport of students whose parents or guardians are unable to pick up their child.
 - i. Make arrangements for shelter of students whose parents or guardians are unavailable to pick –up their child.
4. Release Point Team Leader [position responsible] will:
- a. Direct team activities
 - b. Interact with the Incident Commander to identify problems and report status.
 - c. Refer all outside requests for information to the Public Information Officer.
5. Release Point Team Members [positions responsible] will:
- a. Greet parents, guardians, or designees
 - b. Greet and direct parents, guardians, or designees to the notification room as appropriate.
 - c. Providing reassurance to parents, guardians, or designees
 - d. Maintain order.
 - e. Issuing a tag or other identifications only to an authorized person.
 - f. Dispatch runners to bring students to the release point.
6. Holding Area Team Leader [position responsible] will:
- a. Report missing persons to the Incident Commander.
 - b. Direct team activities

- c. Interact with the Incident Command to identify problems and report status.
 - d. Collect the Injury and Missing Persons Report (Form D, Appendix A) from the Team Members and make them readily available to the Incident Commander.
7. Holding Area Team Members: [positions responsible] will:
- a. Maintain order
 - b. Obtain reports of missing students
 - c. Interact with the Holding Area Team Leader
 - d. Verify release information when a student is requested
 - e. Assist the reunion gate team
8. [Campus Police] will:
- a. Assist in reunification by providing traffic control.
 - b. Limited access to all areas of the school including reunification holding area.
 - c. Coordinate law enforcement activities with other emergency services.
 - d. Assist in warning the staff, students and families.
 - e. Provide information to the PIO for news releases to the public on the reunification process
9. The Public Information Officer (PIO) will:
- a. Disseminate emergency information from the [Director/designee] advising the public of reunification actions to be taken.
- Coordinate with area news media for news releases
10. The Dept. of Facilities & Construction Management [position responsible] will:
- a. Coordinate transportation for students to reunification location, determining and establishing pickup point if necessary.
 - b. Request emergency assistance from local government if assistance cannot be obtained from other sources.
 - c. Coordinate transportation back to main campus for reunification team members.

. ANNEX DEVELOPMENT AND MAINTENANCE

- A.** The [Student/Parent Reunification Team] is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.

ADMINISTRATION AND SUPPORT

A. Reporting

Student/parent reunification efforts should be reported to the command function and disseminated during major emergency operations. The Situation Report format is provided in Annex N, Direction & Control.

B. Records

1. Activity Logs.

The Incident Commander shall maintain accurate logs recording reunification decisions, significant reunification activities, and the commitment of resources to support reunification operations.

2. Documentation of Costs.

Expenses incurred in carrying out reunification for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during the reunification process.

C. Resources

General emergency response resources that may be required to conduct reunification are listed in Annex M, Resource Management.

D. Post Incident Review

For reunifications, the [Director/ designee] shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in 4 the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

E. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include a reunification scenario based on the hazards faced by this **The Lottie W. Thornton Early Childhood Center**.

Jackson State University

Animal Emergency Response Plan

1. **Purpose of a Jackson State University (JSU) IACUC Disaster Policy:** The purpose of this document is to outline emergency response plans for the most likely disasters that could result in an inability to maintain normal conditions in JSU's animal research facilities or an inability of personnel to reach any of the animal research facilities. This policy will be used to supplement the University's emergency action plan for the building where an animal facility is contained. All personnel should follow the procedures in the general emergency plan and use this as a reference addressing vertebrate animal needs in the event of an emergency.
2. **Policy Statement:** All personnel must comply with JSU's emergency preparedness plans for the building where they are located. The sections below detail how emergencies will be handled within the animal facilities.

OVERVIEW OF ANIMAL CARE & SUPPORT NEEDS

- a. **Animal health checks and health maintenance:** Animals should be checked daily to confirm they are healthy. These observations may be performed by qualified JSU Animal Program personnel or other qualified personnel. The JSU Attending Veterinarian will triage sick or injured animals and determine a treatment plan. Animals that cannot be relocated or protected from the consequences of the disaster must be humanely euthanized. When appropriate, animals will be euthanized at the discretion of the Attending Veterinarian or designee using American Veterinary Medical Association (AVMA) approved methods of euthanasia.
- b. **Food and water supplies:** Food and water are critical to maintaining animal health. The appropriate food for the species and research needs, in adequate quantities, in unadulterated form, is the goal of this plan. If the usual food is not available, professional judgment must be applied to identify acceptable substitutes which are available. Potable water is especially important, as many animals can survive for several days with little food, but may succumb within 1-2 days without water. Some species are especially sensitive to food or water deprivation (e.g., new born rats or mice) and should be given special attention.
- c. **Sanitation:** For purposes of animal health, animal welfare and support of research, adequate sanitation must be provided. Cages of some species must be changed often

while others may go several days without inducing health or environmental problems. The goal of this plan is to approximate normal sanitation schedules with available resources. Increasing cage change intervals, spot cleaning instead of whole-cage changes, changing bedding instead of cage changes, hand washing of some equipment, or deferring activities such as floor mopping may be required. The JSU Attending Veterinarian or designee and/or the Animal Facilities Manager will decide which sanitation activities are performed in order to provide the greatest benefit to the animals if it is not possible to perform all normal activities due to unusual conditions.

- d. **Environmental support** (ventilation, temperature control, utilities): Maintenance of an appropriate environment is essential to the well-being of animals and for many research projects. Ventilation problems may include loss of or diminished air supply or exhaust, loss of pressure differentials in critical areas, unacceptable temperature variations, contamination with agents such as chemicals or smoke, or loss of utilities such as electricity needed for lights or powered equipment (e.g., hoods, autoclaves, ventilated racks). Ventilation problems should be addressed by JSU Attending Veterinarian or designee and/or the Animal Facilities Manager, with goals of: maintaining at least some air movement in animal housing spaces, sustaining air pressure differentials in all rooms including the barrier area and keeping temperatures as close to the acceptable range as is possible. The minimal standard is to prevent animal deaths or contamination of the environment.
- e. **Personnel to provide animal care:** Personnel with adequate training are essential to maintaining animal colonies. They may be unable to work in facilities due to damage or dangerous conditions, physical obstructions (hazardous weather or chemical spill nearby), or interruption of work (bomb threat, picketing, etc.). The Animal Facility Manager or Attending Veterinarian will deploy available personnel to maintain animal health and well-being. Personnel may be asked to perform duties outside the scope of their normal responsibilities in order to protect animal health or well-being. The JSU Attending Veterinarian and/or Animal Facility manager, with consultation, as needed, with key JSU Research Compliance Division personnel and animal facility administrative personnel will make this decision. As soon as possible after a disaster, or prior to the incident when possible, a list of current/essential personnel that may need to access campus and the animal facilities will be provided to the JSU Police Department dispatch so they may further distribute it to local, state or federal authorities that may control access including road closures .
- f. **Evacuation of animals:** Animals should be relocated to nearby rooms or buildings with the goal of continuing routine animal care procedures. Available space should be evaluated in terms of strengths and weaknesses in accommodating the species to be moved, equipment needed, and staff to reassign as needed. The decision to evacuate animals will be made in consultation with the Attending Veterinarian and/or Animal Facilities Director, Office of Research Integrity and the Institutional Official. Any animal cage evacuated from the animal facility should have cage card information taped onto the cage with clear tape and/or cage card information written directly onto

the cage with permanent marker as soon as possible. Transportation of animals will have to be done in either personal vehicles or rented cargo vans. All vehicles must be temperature controlled, clean and safe for the animals. Filtered cages should be used if available and all caging must be secured to prevent them from tipping over.

Examples of instances of animal evacuation may include: 1. Evacuation following an emergency that resulted in damage to the animal facility rendering it not suitable for continued housing of animals. 2. Pre-evacuation in the event of a foreseeable disaster.

- g. **When not to evacuate animals:** If there is an immediate threat to human health or safety-**PLEASE DO NOT ATTEMPT TO EVACUATE ANY ANIMALS!** If you are working with animals near the cages and time permits, put the animals (s) back into their cage(s). If you are in the middle of an experiment, euthanize the animal if there is time-a staff member shall confirm that the emergency is legitimate prior to euthanizing the animal. Since many animals may not be able to be evacuated, researchers should decide, ahead of time, which are the most critical to save, if possible. The PI should be prepared to communicate priority to the animal care staff in an emergency.

Animal care during extremely bad weather:

When extremely serious inclement weather is forecast, some of the animal facility staff members who live close to the facility or who can take public transportation will have to be assigned to come to work.

Prior to a winter storm, where possible, cages are topped off with food and fresh water. Rodent cage hoppers may be filled to the maximum and full water bottles provided the day before the expected storm even if it is not a normal water change out day. Treated water may be held in clean containers in the facility.

NATURAL DISASTERS - FLOODS, EARTHQUAKES, TORNADOS, HURRICANE, or FIRE:

Experimental procedures should not be conducted if there is advance notice of a potential disaster.

Animal handling during or after a flood, earthquake, tornado, hurricane, or fire:

- If possible, leave rooms where hazardous materials and anesthetic agents are located.
- Secure all hazardous materials.
- If possible, turn off all gas lines and cylinders.

- If you are working with animals near the cages and time permits, put the animal(s) back in their cage(s).
- If you are in the middle of an experiment and are required to evacuate, euthanize the animal if there is time.
- Someone shall confirm that the emergency is legitimate prior to euthanizing the animal.
- After the science building or other animal facilities are safe to re-enter, animal care staff will be permitted inside the building to assess the need for evacuation of animals, relocation or if humane euthanasia is required.

HVAC LOSS:

In case of a HVAC failure, if the animal room environment cannot be maintained within *Guide* parameters, the animals may need to be relocated.

Overheating:

- 1) Move animals to rooms that are not over heating or to the hallway if it is cooler.
- 2) If the whole animal facility is overheating, mobile cooling stations can be utilized to reduce the heat load.
- 3) If animal rooms cannot be cooled, the Attending Veterinary (or designee) will make the decision to relocate or euthanize the animals if they are in distress.

Loss of Heat:

- 1) Move animals to rooms that have heat or to the hallways if it is warmer.
- 2) Use auxiliary heaters in animal rooms that have no heat.
- 3) If animal rooms cannot be warmed or we cannot find a warm place within the animal facility, the Attending Veterinary will make the decision to relocate or humanely euthanize the animals if they are in distress or danger.

ANIMAL RIGHTS ACTIVIST: PROTESTS/PICKETING

In the event of protests or picketing (by animal rights groups, for example), animal facility personnel are to report to work as usual. In doing so, they are to avoid confrontations if they pass through picket lines or protest marchers. IACUC members and Animal Facility Personnel should not answer any questions from protesters and the media. Refer questions to the JSU Office of Public Affairs. University Police will handle all security related issues, and will increase security measures for all animal housing and support facilities while helping keep all facilities secure.

- 1) Animal health checks: If the number of employees on site is decreased, priority is given to activities which directly affect animal health and welfare: health checks and treatments, feeding, watering, and maintaining minimal sanitation requirements.
- 2) Food and water supplies: Food and water supplies on-site should not be affected. Closing the receiving dock and deferring delivery locations may be considered if primary location is unusable. Similarly, if the normal waste pick-up procedure is disrupted, waste may be taken out through a different exit location, or kept in cold-storage temporarily.
- 3) Sanitation: Sanitation should proceed normally, assuming sufficient personnel are present. If staff shortages occur, sanitation will be prioritized as described in Animal Health Checks above.
- 4) Environmental support: Environmental systems are not expected to be affected. If the environment is altered, as by sabotage, for example, the specific problem will be addressed as described in the section for that emergency (see: HVAC, Bomb Threat, Electrical power outage).
- 5) Personnel: Personnel are expected to report to work. JSU personnel may be required to perform duties outside their usual responsibilities in order to preserve animal health. The Attending Veterinarian or designee will adjust duties as needed.

EMERGENCY SUPPLIES

The animal facility will keep on hand enough food and water to provide proper care for animals in the event of a disaster. The animal facility maintains an adequate feed supply to meet the needs of a temporary disaster predicted for our region.

Additional supplies that should be kept on hand include (this list is not all inclusive, during an emergency, depending on the circumstances; equipment outside this list may be needed):

- Drinking water and Food for staff (campus maintains supplies due to on campus housing of students and personnel).
- Flashlight and extra batteries
- Utility knife
- Sturdy, comfortable shoes and clean socks
- Heavy duty work gloves

- Sanitation needs (such as tissue paper, bleach, plastic bags, plastic bucket)
- Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- Personal first aid kit
- A copy of the Science Building Disaster plan

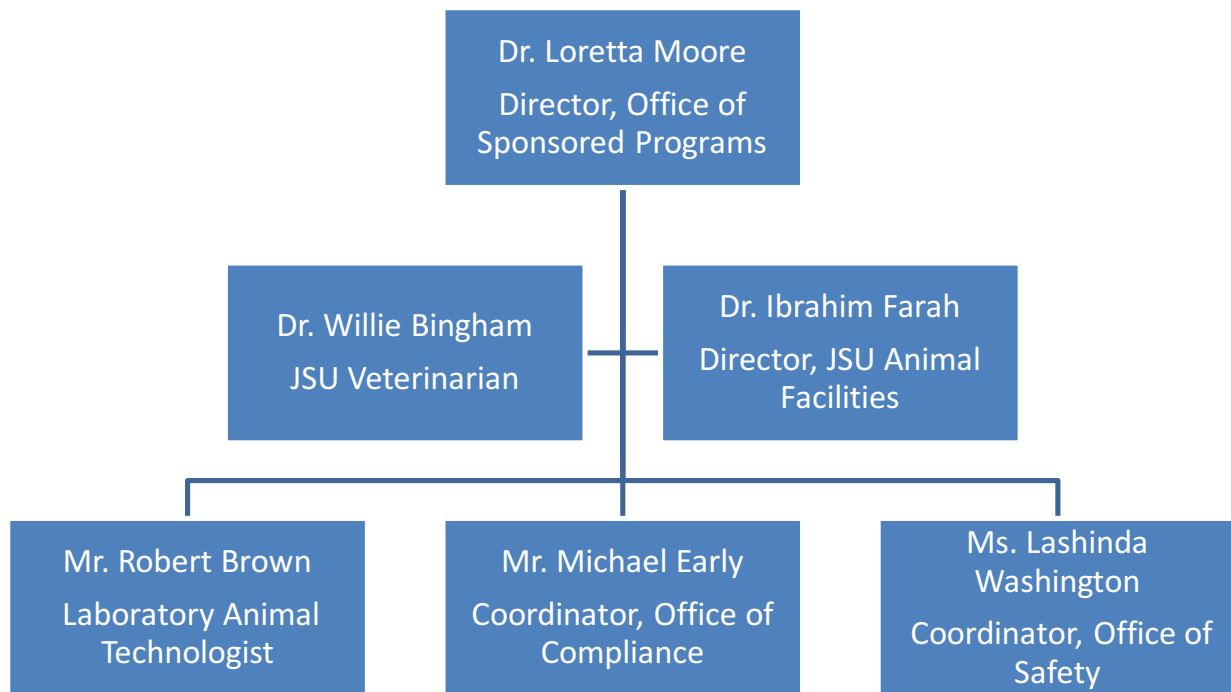
A full list of facilities where animals are housed and a full list of animal facility and key personnel contact information will be maintained by the Animal Facility Manager and provided to campus police and Office of Research Compliance as updated.

DISTASTER PLAN TRAINING

The Office of Research Compliance will coordinate with the Office of Emergency Preparedness for training exercises including the Attending Veterinarian, Animal Facility Manager and animal program staff. The frequency of training will be determined by the Office of Emergency Preparedness who is responsible for the overall emergency response program at JSU. All animal program employees will receive Disaster Plan training within 30 days of their start date.

EMERGENCY CONTACT INFORMATION & RESOURCES: Life Threatening Emergency 601-979-2580

The following information will **NOT** be included on the web for public dissemination.



Important contact numbers

JSU Police, call 601-979-2580



1400 John R. Lynch Street | Jackson, Mississippi 39217

Administered by:

The Department of Public Safety | The Department of Facilities & Construction Management |
The Office of Hazardous Materials Management