EMERGENCY OPERATIONS PLAN

Kirksville, Missouri | Mesa, Arizona
San Lusi Obispo, California | St. Louis, Missouri

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ATSU | A.T. Still University
FIRST IN WHOLE PERSON HEALTHCARE

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All University campuses, sites, and remote locations where students are assigned are required to report significant emergencies or dangerous situations that may pose an immediate threat to the health or safety of University students or employees. (Refer to Policy 95-113)

After calling 911, if appropriate, individuals should immediately call Campus Safety at 660.349.9513 (available 24/7 University-wide).

24/7 emergency phone numbers

Dial 911 for any life-threatening emergency
Campus emergency (all locations) 660.349.9513

Campus Safety
Nonemergency phone numbers

Kirksville, Missouri

From a campus phone 33
From anywhere 660.349.9513

Mesa, Arizona

From a campus phone *7
From anywhere 480.341.9075

San Louis Obispo, California

From a campus phone 32
From anywhere 805.804.2398

St. Louis, Missouri

From a clinic phone 4444
From anywhere 660.626.9856

National Suicide Prevention Lifeline 800.273.8255

Chapter 1
Overview

Purpose

A.T. Still University's (ATSU) Emergency Operations Plan (EOP) provides a framework for responding to incidents caused by either natural or human phenomena, which can threaten the health and safety of ATSU's community or disrupt its operations.

The EOP exists to:

- Help protect the safety and well-being of students, faculty, staff, and visitors.
- Better safeguard University assets and property.
- Communicate situations and response efforts to affected populations.
- Work with internal resources and external agencies during an emergency.
- Restore the University to normal operations.
- Assess damages following an emergency.
- Evaluate crisis response and revise procedures.

The University is dependent on external agencies, including local fire and police departments, for critical resources in responding to certain incidents. To enable University personnel and external agencies to use common terminology and seamlessly work together, ATSU's EOP follows the structure and protocols of the National Incident Management System (NIMS) and Incident Command System (ICS) used by emergency responders at local, state, tribal, and federal levels.

ATSU's EOP may be used to manage the following types of incidents:

- Disasters, including fires or earthquakes.
- Hostile intruders or other criminal or terrorist acts, including cybersecurity incidents.
- Weather emergencies, including tornadoes, winter storms, or dust storms.
- Disease outbreaks and prevention measures.
- Hazardous materials accidents.

The entire EOP, or partial elements of the EOP, may be activated depending upon the severity of the incident (Table 2-1).

Scope

ATSU's EOP applies to all buildings, grounds, and network infrastructure owned or leased and operated by the University on campuses/sites in Kirksville, Missouri; Mesa, Arizona; St. Louis, Missouri; and San Luis Obispo, California. The EOP may also be used during major emergencies in proximity to a University campus location.

Chapter 2
Initial emergency actions – Notify and alert

In an emergency incident where there is **threat to life and health**:

The person first aware of an incident should get to a safe place and immediately call 911. Immediately after calling 911, circumstances allowing, call ATSU Campus Safety at 660.349.9513. Others, who are not sure if 911 and ATSU Campus Safety have been alerted, should take the initiative to do so. It is better to have multiple calls than no calls.

ATSU Campus Safety should:

1. Confirm 911 has been called.
2. Verify and send the all-campus notification.
3. Depending on the most urgent need, either respond directly to the scene and/or meet first responders on campus.
4. Notify the senior director of facilities & campus safety.

Senior director of facilities & campus safety should:

1. Confirm 911 has been called.
2. Notify the appropriate campus president.
3. Notify ATSU's chancellor.
4. Notify any other leadership personnel as required.

Executive in charge/incident commander should:

1. Confirm 911 has been called.
2. Confirm an all-campus notification(s) has been made for the impacted location.
3. Determine if other key individuals need to be notified (vice chancellors, Chancellor's Cabinet members, etc.)
4. Determine if a broader University-wide notification needs to be made.
5. Activate members of the command staff and general staff, as needed (Table 2-1).*
6. Activate the Emergency Operations Center (EOC), as needed.*

*Items 5 and 6 are likely in consultation with the chancellor, chief operating officer & general counsel, and senior director of facilities & campus safety.

Incident classification	Description	Examples
Level 1 Minor emergency	1. Little or no impact on people or activities outside the affected area. 2. Able to be quickly resolved. 3. Impacted departments coordinate directly with Facilities, Campus Safety, or other campus groups to resolve conditions. 4. University resources with limited outside help are sufficient to resolve the incident. **5. Activation of EOP and EOC not needed.**	1. Odor complaint. 2. Small fire. 3. Localized chemical spill. 4. Localized power failure. 5. Water leak. 6. Minor weather incident.
Level 2 Major emergency	1. Disrupts at least a sizeable portion of the campus community. 2. Threat to life, health, property, and mission-critical functions. 3. Extended response time may be required. 4. Assistance from external agencies may be required. **5. EOP and EOC activation may or may not be needed.**	1. Explosion/fire. 2. Structural failure. 3. Significant hazardous materials release. 4. Extensive power or utility outage. 5. Major weather incidents.
Level 3 Disaster	1. Disrupts an entire campus or location. 2. Severe threat to life, health, property, and mission-critical functions. 3. Effects of disaster are wide-ranging and complex. 4. Normal University operations are suspended. 5. Campus-wide cooperation with involvement by external organizations is required. **6. EOP and EOC activation is required.**	1. Active shooter. 2. Terrorism. 3. Widespread medical emergencies. 4. Mass casualties. 5. Uncontained hazardous materials spill. 6. Major tornado.

Table 2-1

Chapter 3
Incident command structure: Roles and responsibilities

ATSU's incident command structure consists of the following, any or all of which may be activated at the incident commander's discretion, depending on the incident size and type.

Incident commander

The incident commander provides overall leadership for University response to the incident, and if the situation warrants, is responsible for developing and overseeing an Incident Accident Plan (IAP) with incident objectives, goals, and tactics. The first person on the scene assumes the role of incident commander until someone with more knowledge arrives to assume the role.

The chancellor has the final authority and ultimate responsibility for all facets of emergency management. Pursuant to the EOP, the chancellor will defer operational management of immediate health/safety emergencies to designated incident commander(s).

Incident command structure (Table 3-1)

The incident commander may activate any, all, or none of the following command staff, general staff, and branches, depending on the incident's size and complexity. Additional branches may be created as needed. Unless otherwise predesignated/assigned, individuals should not report to ATSU's EOC until requested by an appropriate authority.

Command staff

- **A liaison officer** is a person with authority to make decisions on behalf of the University and who, in the event of an incident with a scope wider than ATSU, communicates the University's needs to the local emergency management team. Typically, liaison officers will be physically present at the local jurisdiction EOC.
- **Public information officer** is a person who develops unified statements and press releases, arranges press conferences, provides University spokespeople, and directs public information group(s)**.**
- **Safety officer** is the one who monitors incident operations and advises the incident commander on all matters relating to safety, including the health and safety of incident management personnel.
- **Deputy incident commander(s)** may be appointed at the discretion of the incident commander. If a deputy is assigned, they should be fully qualified to assume the incident commander's position.
- **Assistant/scribe** is one who assists the incident commander as needed, maintains a record with an incident timeline and response, and screens or filters requests to the incident commander.

General staff

- **The operations section chief** is one who oversees the Operations section to achieve incident objectives; directs response teams, which work to reduce the hazard; establishes situation control; and restores normal conditions. The operations section chief (or designee) serves as emergency responders' operational (non-liaison) point of contact. When the operations section chief is activated, the staging and management of operational resources moves from incident command to operations.
- **The planning section chief** is a person who oversees the Planning section, prepares IAPs, manages information, maintains situational awareness, tracks resources assigned to the incident, and maintains incident documentation. One of the Planning section's most important roles is to look toward the future and plan/brainstorm wide-ranging contingencies/possibilities.
- **The logistics section chief** oversees the Logistics section and provides resources and needed services for the personnel assigned to the incident.

- **The finance section chief** is one who oversees the Finance section**,** monitors costs related to the incident, and provides accounting, time recording, and cost analyses. One of the Finance section's most important roles is to track all incident-related costs for documentation and potential reimbursement.

Branches

Branches are activated at the discretion of the incident commander. The following are possible branches for each section. Other branches may be created and activated by the incident commander or depending on the increasing complexity of the organizational structure, the section chiefs, as needed.

Operations section branches (supervised by operations section chief)

- **The Public Safety branch** assists with incident resolution, evacuation, traffic control, crowd control, access control, and building and road closures, and accounts for clinic patients and employees.
- **The Buildings/Utilities branch** performs building safety inspections and assessments, inspects utilities and shut-off lines, provides structural damage and infrastructure damage assessments, recommends emergency repairs, and assists with building closures, road debris clearance, and emergency lighting.
- **The Facilities Set-up branch** sets up and maintains operational facilities, locates and provides available on- and/or off-campus shelter, and locates alternate sites.
- **The Hazardous Materials branch** performs hazardous materials assessment and response.
- **The Information Technology branch** maintains computer programs, internet, and telephone availability; sets up computers within the EOC and other locations; and preserves vital electronic records.
- **The Medical branch** manages triage and emergency care until the arrival of first responders and coordinates medical transportation and/or psychological trauma response.
- **The Search and Rescue branch** locates trapped/injured persons, performs building searches for hazards, and moves injured persons to medical triage.

Logistics section branches (supervised by logistics section chief)

- **The Human Resources branch** utilizes available on- and off-duty personnel and volunteer recruitment and assignment; maintains payroll records; maintains injury, workers' compensation, and related human resources reports; and establishes work schedules.
- **The Student Affairs branch** provides support to students and their families, including counseling for students.
- **The Food Services branch** locates and transports food and water for personnel assigned
- to the incident.
- **The Transportation branch** locates and provides transportation for personnel assigned to the incident.
- **The Support branch** identifies and obtains needed and anticipated supplies.

Finance section branches (supervised by finance section chief)

- **The Procurement branch,** works collaboratively with logistics, handles all financial matters related to vendors, orders and locates needed resources/supplies, and maintains incident purchasing records.
- **The Accounting branch** collects, maintains, and processes all records/reports pertaining to the emergency, documents expenses, and costs.
- **The Insurance/Federal Emergency Management Agency (FEMA) Documentation branch** initiates, prepares, and maintains documentation of all records/reports for disaster assistance process.

Public information group (supervised by the public information officer)

The public information group:

- May establish a Joint Information Center to serve as a central point of contact for all news media.
- Coordinates incident-related public information (e.g., work with media outlets and disseminate approved messages to various audiences using a variety of means, etc.)
- Fields incoming telephone calls and other communications from family members/others.
- Monitors conventional and electronic information exchanges to identify and, if/when appropriate, counter false information.

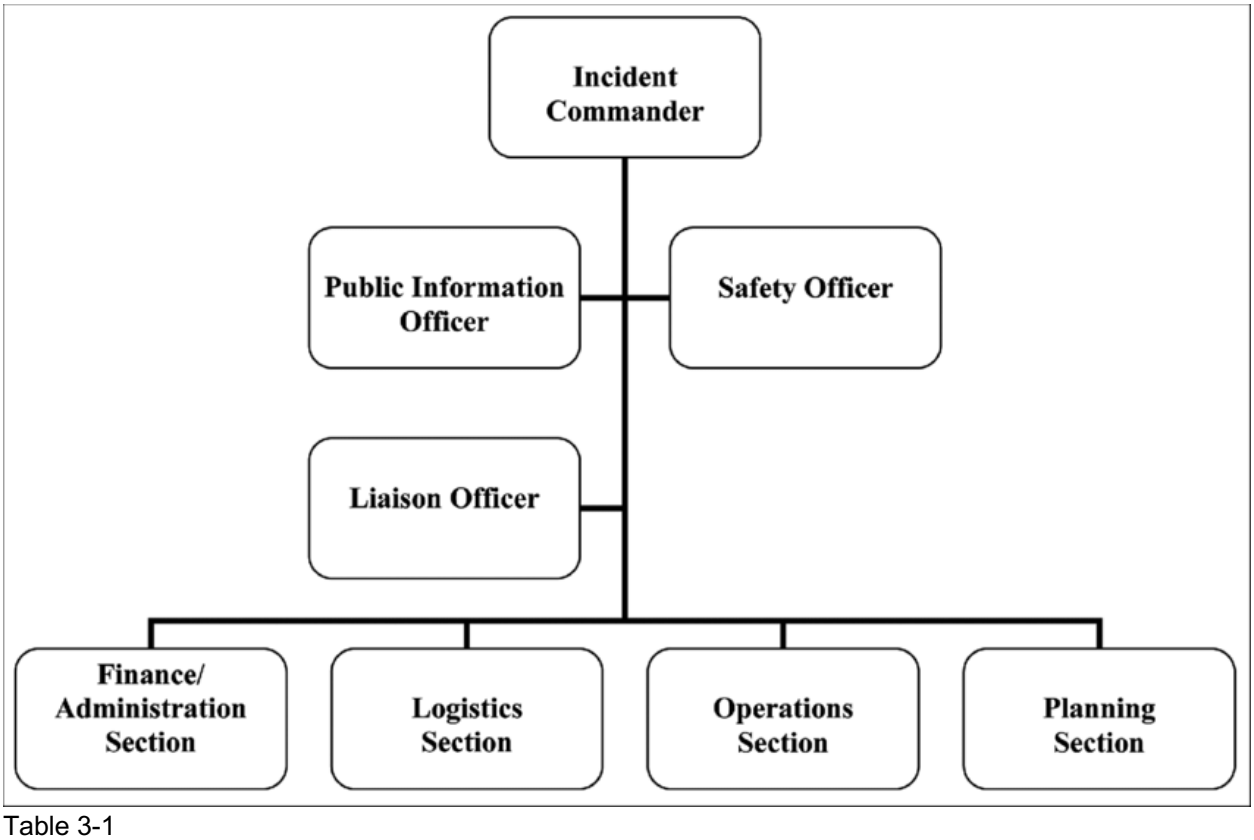

Table 3-1

Chapter 4
Incident command structure: Assignments and training

Command assignments

Incident command responsibility begins with the first individual at the scene. As individuals from the department with primary responsibility for the incident arrive on the scene, command responsibility may be transferred to a person with more knowledge.

Individuals will be assigned to each command structure role identified in Table 4-1 below. Alternates will be named in the event the primary individual is unavailable or unable to perform their role. An up-to-date list of individuals assigned to command structure roles is maintained by the director of campus safety and will be shared with executive staff and those assigned to specific EOC roles. The director of campus safety will update this list quarterly.

"Insert campus/site here"			
Title	**Primary**	**Secondary**	**Third**
President/executive in charge			
Incident commander			
Command staff			
Public information officer			
Safety officer			
Liaison officer			
Assistant/scribe			
General staff			
Operations section chief			
Logistics/planning section chief			
Finance section chief			
Operations section			
Public Safety			
Buildings/Utilities			
Facilities Set-up			
Hazardous Materials			
Information Technology			
Medical			
Search and Rescue			
Logistics section			
Human Resources			
Student Affairs			
Finance section			
Procurement			
Accounting			

Table 4-1

Incident command training

Those identified, and others with critical emergency management roles, are encouraged to receive training at a level appropriate to their expected assignment and in adherence to the yearly National Incident Management System/Incident Command System (NIMS/ICS) Training Plan. This training can be achieved by participating in drills and tabletop exercises. Training is also offered through FEMA. As a matter of best practice, the following depicts organizational training objectives by role:

General employees – Participate in regularly scheduled drills.

Executive leadership – Complete FEMA IS-700, FEMA G-402 ICS.

Command staff – Complete FEMA IS-700, FEMA IS-100 HE, IS-200, and IS-800.

Incident commanders – Complete FEMA IS-700, FEMA IS-100 HE, IS-200, IS-800, IS-300 and IS-400.

For enrollment and training, please go to fema.gov/national-incident-management-system.
The director of campus safety can assist or provide any additional information.

Chapter 5
Emergency Operations Center (EOC)

As directed by the incident commander, the Chancellor's Cabinet, command staff, and general staff will convene at a central EOC. The campus/site specific EOCs are identified below:

KIRKSVILLE, MISSOURI, CAMPUS	
Primary EOC location Alternate EOC location Off-campus location Satellite phone	TBR Building, Faculty Development & Resource Center Memorial Building, Stukey Classroom University residence +88.165.241.1734 or 480.512.6244
MESA, ARIZONA, CAMPUS	
Primary EOC location Alternate EOC location Off-campus location Satellite phone	5850 Building, Palm (First floor, A.T. Still Memorial Library) 5835 Building, Prescott (First floor) TBD +88.164.141.4898 or 480.512.7654
SAN LUIS OBISPO, CALIFORNIA, CAMPUS	
Primary EOC location Alternate EOC location Off-campus location Satellite phone	651 Tank Farm Road in the Library TBD TBD +88.165.241.1467 or 480.377.5158
ST. LOUIS, MISSOURI, LOCATION(S)	
Primary EOC location Alternate EOC location Off-site location Satellite phone	1500 Park Ave., Third floor conference room 1634 Park Ave., First floor conference room 1500 Lafayette +88.165.240.4583 or 480.755.3256

To the extent possible, the director of campus safety (or designee) will stage the following equipment and supplies at each campus/site as needed:

1. EOP copies.
2. Emergency power source (gas generator and fuel sufficient for an initial 72-hour period).
3. Tables, desks, and chairs sufficient to accommodate incident command staff and all support staff.
4. Refrigerator and coffee maker.
5. Copy machine.
6. Fax machine with broadcast capabilities.
7. Two-way radio base station, battery-operated AM/FM radio, and television.
8. Telephone equipment as follows:
    a. Dedicated lines for incident commander use (minimum of two).
    b. Dedicated lines for incident command staff (minimum of two).
    c. Cellular telephones with chargers (minimum of three).
9. Campus maps, drawings/blueprints of buildings, heating, ventilation, and air conditioning (HVAC) systems, etc.
10. Computer workstation (laptop computers and printer with network capabilities).
11. White boards, markers, tape.
12. Writing pads, envelopes, Post-it notes, writing implements, staplers, and other office supplies.

Refer to Appendix Z for other command post considerations.

Chapter 6
External agencies

If the incident exceeds the University's capability or affects more than the University, additional support may be requested from local, state, federal, and other external agencies, by either the director of campus safety or the appropriate section chief. These additional resources may include:

KIRKSVILLE, MISSOURI, CAMPUS	
Kirksville Police Department 119 E. McPherson Kirksville, MO 63501 660.785.6945	Kirksville Fire Department 401 N. Franklin Kirksville, MO 63501 660.665.3734
STLPD - Lafayette Square 1917 Park Ave. St. Louis, MO 63104 314.932.7997	St. Louis Fire Department 314 S. Tucker Blvd. St. Louis, MO 63102 314.533.3406
Adair County Health Department 1001 S. Jamison St. Kirksville, MO 63501 660.665.8491	Missouri Department of Health 912 Wildwood Dr. Jefferson City, MO 65102 573.751.4905
Missouri Department of Public Safety 1101 Riverside Dr. Jefferson City, MO 65102 573.751.4905	State Emergency Management Agency (SEMA) 2302 Militia Dr. Jefferson City, MO 65102 573.526.9100
Missouri National Guard 2302 Militia Dr. Jefferson City, MO 65102 573.526.9500	Missouri Office of Homeland Security 1101 Riverside Dr. Jefferson City, MO 65102 573.522.3007
MESA, ARIZONA, CAMPUS	
Mesa Police Department 130 N. Robson St. Mesa, AZ 85201 480.644.2030	Mesa Fire Department 730 S. Greenfield Dr. Mesa, AZ 85206 480.644.2101
Maricopa County Department of Public Health 4041 N. Central Ave. Phoenix, AZ 85012 602.506.6900	Arizona Department of Health Services 150 N. 18th Ave. Phoenix, AZ 85007 602.542.1025
Arizona Department of Public Safety 2102 W. Encanto Blvd. Phoenix, AZ 85009 602.223.2000	Arizona Division of Emergency Management 5636 E. McDowell Rd. Phoenix, AZ 85008 602.244.0504
Arizona National Guard 5636 E. McDowell Rd. Phoenix, AZ 85008 602.267.2700	Arizona Office of Homeland Security 1700 W. Washington St. Phoenix, AZ 85007 602.542.7013

SAN LUIS OBISPO, CALIFORNIA, CAMPUS	
San Luis Obispo Police Dept. 1042 Walnut St. San Luis Obispo, CA 93401 805.781.7317	San Luis Obispo Fire Dept. 2160 Santa Barbara Ave. San Luis Obispo, CA 93401 805.781.7380
San Luis Obispo County Public Health Dept. 2191 Johnson Ave. San Luis Obispo, CA 93401 805.781.5500	California Department of Health Services 1616 Capitol Ave. Sacramento, CA 95814 916.558.1784
California HIghway Patrol 675 California Blvd. San Lusi Obispo, CA 93401 805.594-8700	California Office of Emergency Services 3650 Schriever Ave. Mather, CA 95655 916.845.8510
California National Guard 10601 Bear Hollow Dr. Rancho Cordova, CA 95670 916.854.3000	California State Threat Assessment Center 3650 Schriever Ave Mather, CA 95655 916.636.2900

Chapter 7
After an incident

Following a Level 2 (major emergency) or Level 3 (disaster) incident, the following after-incident procedures will occur:

1. The incident commander will convene a group consisting of the Chancellor's Cabinet, command staff, general staff coordinators, and others, as determined by the incident commander, to perform a debrief evaluating effectiveness of the University's response to the emergency and recommending any needed EOP modifications.

2. Command staff, general staff, and others, as requested by the incident commander, will write reports identifying operational successes, areas for improvement, and other key issues affecting incident management.

3. The finance section coordinator will collect and track expenses related to University incident response and recovery efforts and provide reports as requested by the incident commander.

4. The incident commander will submit a comprehensive written report to ATSU's chancellor, including an incident narrative, timeline, damages, injuries, agencies involved, evaluation of the University's response, and improvement recommendations.

5. ATSU's chancellor will provide follow-up reports to the campus community.

6. ATSU's chancellor or incident commander will assign tasks to designated departments or staff members to correct weaknesses or gaps within the University's emergency processes.

EOP changes will be made as needed.

Chapter 8
Emergency exercises and drills

Exercises help clarify roles and responsibilities, improve interagency coordination, find resource gaps, develop individual performance, and identify improvement opportunities.

1. Discussion-based exercises, including seminars, workshops, and tabletops, provide a forum for discussing or further developing/refining EOP procedures and training.
2. Operations-based exercises are more complex than discussion-based exercises and involve deployment of resources and personnel. Operations-based exercises include drills, functional exercises, and full-scale exercises. Functional exercises and full-scale exercises involve multiple partners. Participants react to realistic simulated events and implement plans and procedures using the incident command structure.

Threat assessment

The director of campus safety will conduct periodic threat assessments to include information and intelligence from outside agencies to determine incidents with high likelihood and high impact for each campus. The defined highest threats will be tabletop exercise subjects.

Tabletop exercises

The director of campus safety (or designee) will conduct periodic tabletop exercises to further refine the EOP and strengthen the University's emergency preparedness.

Drills

The director of campus safety (or designee) will conduct **annual** drills on each campus and site to include at a minimum:

- Evacuation (e.g., fire drills).
- Lockout/shelter in place (e.g., tornado, external incident).
- Active shooter.

Drill monitors and their duties/training will be identified by the director of campus safety (or designee).

Campus Safety will complete drill reports, which will be reviewed by the director of campus safety and given to the University's compliance office for filing. If drill reports reveal EOP gaps, remedies, and/or changes, the director of campus safety will take appropriate action and notify the Emergency Operations Committee members.

Local authorities

Each year, the director of campus safety or their designee will invite local police and fire departments and other emergency responders for a walk-through of each campus with a goal of open communication and exchange of information. Current campus maps will be shared. The event will be coordinated and led by the director of campus safety.

Expertise of local authorities will be considered as it relates to potential training of ATSU campuses or any University sites. If the opportunity exists to conduct drills with local authority involvement, the director of campus safety will assist in orchestrating those drills.

Plan review

The EOP will be reviewed annually by the Emergency Operations Committee.

Appendix A.
Active shooter/violent intruder

An active shooter/violent intruder is an individual actively engaged in killing or attempting to kill people in a confined, populated area. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. According to the Federal Bureau of Investigation study of active shooter incidents throughout the U.S., situations were over within two to five minutes. Due to the quick time frame, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Upon receipt of an emergency notification or upon awareness of an active shooter situation, remember run, hide, fight.

RUN, when an active shooter is in your vicinity.

- If you determine escape is possible, evacuate the area as quickly as possible.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape, if possible.
- Alert others as you exit the area/building.
- Warn others not to enter the area/building.
- Call 911 when safe.

HIDE, if an evacuation is not possible, find a place to hide.

- Lock interior door.
- Barricade the door with heavy furniture such as desks, tables, or bookcases, if possible.
- Place cell phone in silent mode as vibrate mode can still cause loud sounds. Do not turn off phone.
- Turn off lights, radios, and computer monitors.
- Close blinds, if any.
- Take cover. Hide behind concrete walls, heavy furniture, or filing cabinets.
- Remain very quiet.
- Your hiding place should:
    - Be out of the shooter's view.
    - Provide protection if shots are fired in your direction.
    - Not trap you or restrict your options for movement.
- An unfamiliar voice may be the shooter attempting to lure victims from their safe space. Do not respond to any voice command until you can verify with certainty it is being issued by a police officer.
- Stay in place until the "all clear" is issued by an appropriate authority via overhead paging, text messaging, and/or email.

FIGHT, if your life is in imminent danger, or if you or a group of people decide this is the best response to preserve innocent life.

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- When fighting, do not go it alone if you can help it. There is strength in numbers.
- Improvise weapons such as pens, pencils, scissors, chairs, desks, and blunt objects.
- If you and others decide to fight, commit to your action. Realize this will involve significant risk and cannot be accomplished half-heartedly. Give it every bit of strength, energy, and courage you have. Do not hesitate to use violent means.
- Use your knowledge of the facility. There may be an advantageous location when attacking the suspect.

Evaluate

- Status of threat.
- Proximity of threat.
- Have your circumstances changed? Is there now a better option among RUN, HIDE, FIGHT?
- If a fire alarm is activated, it may be the assailant attempting to lure victims from their safe place. **DO NOT AUTOMATICALLY EVACUATE,** unless you evaluate the circumstances and in your best judgment decide evacuation is necessary or more likely to result in a safer outcome.

When law enforcement arrives:

- Remain calm and follow instructions.
- Always keep your hands visible**.**
- Avoid pointing or yelling.
- Know help for the injured is on the way.

Before a situation occurs, plan and think:

- Where would I run?
- Where would I hide?
- How would I fight?

THE ABOVE PROCEDURE IS A GUIDELINE. IT IS THE RESPONSIBILITY OF EACH PERSON TO BE AWARE OF SURROUNDINGS AND TO PLAN FOR EMERGENCY SITUATIONS.

Original sources, which have been modified/adopted for ATSU: fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources, dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

Appendix B.
Barricaded person/hostage situation

A barricaded person is one who isolates himself/herself in a closed area and makes demands with the threat of harm to self or others. A hostage situation exists when a person or persons holds others against their will. This person may claim to have weapons or other implements of violence, such as explosives, and threaten to use them.

Although there are standard recommendations, there are few, if any, guarantees in hostage situations. No two incidents are the same. At the end of the day, recommendations are just that. *Sound judgment/common sense is key*.

The following are considerations for those who may be taken hostage or encounter a barricade incident:

General considerations for survival

- At the initial stage, if possible, leave the area or seek cover and concealment quickly. If it is not possible to leave or hide, obey the demands of the hostage taker(s)/barricaded person(s).
- Stay calm. Model calmness and a reasonable attitude for others to see and emulate. This professional bearing may influence the barricaded person/hostage taker, as well.
- Be mentally prepared for a lengthy situation.
- Do not stare. When being addressed by the person or when speaking to him/her, maintain eye contact. Good eye contact establishes rapport. Staring, however, may appear threatening.
- Never use humor early in a crisis. Should some level of rapport be developed with the person, humor can be used to personalize the situation. Remember, use humor very carefully. What is humorous to one person may be offensive to another.
- Do not use sarcasm.
- Deceiving, tricking, or lying to the person is extremely risky for you and others.
- Be observant. Make mental notes regarding who did certain actions at specific times. These matters may be subject to testimony later. Be discreet; do not place yourself or others in jeopardy by obviously collecting evidence.

Barricade strategies

- Do not confront or try to reason with a barricaded or intended barricaded person, regardless of any training or expertise (e.g., counseling, psychology, etc.). Only law enforcement-trained crisis negotiators should negotiate with such an individual.
- Do not initiate any communication with the barricaded person.
- Cooperate with all demands of the barricaded person.

Hostage strategies

- Cooperation/compliance are commonly recommended guidelines for valid reasons. However, whether a person does, or the degree with which they do, is a decision resting with the individual based on the circumstances' totality.
- Do not cry, whine, complain, whimper, argue, or be a nuisance. These traits are irritating and may feed or reinforce the person's feeling of power, encouraging more aggression.
- Do not be a hero. Do not do anything to stand out or be noticed individually.
- Remove all indications of authority. At the outset, remove badges, desk plates, etc., indicating titles or levels of authority. Refer to others by name, not title.
- Never turn your back. It is easier to consider harming an impersonal object than a person with human qualities and features.
- Be natural. Should the opportunity present itself, provide hints or insights into your life, lifestyle, children, schools, etc.

- If you are with other hostages, try to avoid internal conflicts as much as circumstances permit.
- Maintain a positive survival mindset. “I will survive.”
- Try to stay low or away from windows.
- When law enforcement enters the premises, they will identify themselves and instruct everyone to go to the floor. Comply immediately with all instructions.
- Until proper identification takes place, everyone is a suspect. Be prepared to be handcuffed during the initial stage of recovery.

THE ABOVE PROCEDURE IS A GUIDELINE. IT IS THE RESPONSIBILITY OF EACH PERSON TO BE AWARE OF SURROUNDINGS AND PLAN FOR EMERGENCY SITUATIONS.

Appendix C.
Blood or bodily fluids exposure

Since people often carry blood-borne infections unknowingly, follow the universal precaution of treating all body fluids as if they were infectious.

Immediate actions

- Do not attempt to clean up blood spills yourself. Contact campus facilities for assistance.
- If you assist a bleeding individual, put on protective gloves and other personal protective equipment. Wear gloves even when treating minor injuries such as skinned knees or bloody noses.
- Once your assistance is no longer needed, carefully remove your gloves and dispose of them in a proper receptacle. The recommended procedure is to peel one glove off from the wrist and hold it in the gloved hand. With your bare hand, peel the glove from the other hand from the inside, tucking the first glove inside the second.
- Thoroughly wash your hands with soap and running water. If your eyes or other mucous membranes come into direct contact with blood, wash or flush them with water as soon as possible.
- If you feel you may have been exposed to blood-borne pathogens during a workplace accident, report the incident to your supervisor immediately to arrange confidential medical evaluation and treatment.

THE ABOVE PROCEDURE IS A GUIDELINE. IT IS THE RESPONSIBILITY OF EACH PERSON TO BE AWARE OF SURROUNDINGS AND PLAN FOR EMERGENCY SITUATIONS

ATSU Policy 95-107

Appendix D.
Bomb threat

A bomb threat is usually a verbal or written threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. Bomb threats are to be taken seriously until proven otherwise.

Immediate action

If a bomb threat is received by handwritten note, handle the note as little as possible, and initiate the bomb threat procedure described below.

Bomb threat procedure

Call 911, but do not use a cell phone or two-way radio, as they can potentially detonate a bomb.
Get away from the area and use a landline.

- Do not, barring extenuating circumstances (critical timeline), announce an evacuation of the building until police arrive and/or the threat can be evaluated.
- Do not, barring extenuating circumstances (critical timeline), activate the fire alarm.
- Do not touch or move a suspicious package (description on following page).

If a bomb threat is received by email, do not delete the message, and initiate the bomb threat procedure described above.

If a bomb threat is received by phone, gain as much information from the caller as possible.

1. Remain calm. If your phone has a caller ID display, immediately copy the number.
2. Keep the caller on the line for as long as possible. Do not hang up even if the caller does. Listen carefully. Use the script below.
3. After the call is finished, do not hang up. Go to another phone to call 911.

Script

“I’m listening. Tell me what you want me to know. I’m writing it down.”

If the person seems finished talking, say “I have some questions. Would you answer them for me?”

Questions	Write answers here
Where is the bomb located? (e.g., building, floor, room)	
When is the bomb going to explode?	
What does the bomb look like?	
What kind of bomb is it?	
What will cause the bomb to explode?	
Did you place the bomb? If so, why?	
What is your name?	

Listen for information about the caller.

1. Apparent gender, race, and age of the caller.
2. Characteristics of the caller's voice (e.g., calm, angry, excited, accent, etc.)
3. Background sounds (e.g., street noises, static on the line, etc.)

Be aware of suspicious packages.

No return address	Poorly handwritten
Excessive postage	Misspelled words
Stains	Incorrect titles
Strange odor(s)	Foreign postage
Strange sounds	Restrictive notes
Unexpected delivery	

If you evacuate, and you can do so safely, take your backpacks, purses, laptops/bags, and other similar items with you. This will greatly help if a subsequent search is conducted.

THE ABOVE PROCEDURE IS A GUIDELINE. IT IS THE RESPONSIBILITY OF EACH PERSON TO BE AWARE OF SURROUNDINGS AND PLAN FOR EMERGENCY SITUATIONS.

Original source, which has been modified/adopted for ATSU: U.S. Department of Homeland Security

Appendix E.
Civil unrest

A protest or public demonstration to display approval or disagreement with an idea or course of action will often be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exist, which indicate civil unrest:

- Disruption of the University's normal operations.
- Obstructing access to offices, buildings, or other University facilities.
- Threat of physical harm to persons or damage to University facilities.
- Unauthorized entry into or occupation of any University room, building, or campus area including such entry or occupation at any unauthorized time or any unauthorized or improper use of university property, equipment, or facilities.

Immediate action

If any of the above conditions exist, ATSU Campus Safety and/or local police (depending on circumstances) should be notified immediately and at the first sign of such activity.

THE ABOVE PROCEDURE IS A GUIDELINE. IT IS THE RESPONSIBILITY OF EACH PERSON TO BE AWARE OF SURROUNDINGS AND PLAN FOR EMERGENCY SITUATIONS.

ATSU Policy No. 95-115: Peaceful Protest Policy

Appendix F.
Earthquake

An earthquake is a sudden, rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. Earthquakes strike suddenly, without warning, and may occur at any time of the year, day or night. Forty-five states and territories within the U.S. are at moderate to very high risk of earthquakes, and such areas are located in every region of the country.

Preparation

There will be no warning in the event of an earthquake. Consider stocking a few days' supply of items that may become scarce or unavailable, such as food, water, alternative power, light sources, and first-aid supplies.

During an earthquake

If inside when the shaking starts:

- Stay where you are and wait it out. It will be virtually impossible and dangerous to change locations. Do not go outside until the shaking stops.
- Drop down on your hands and knees. Cover your head and neck with your arms.
- If you can move safely, crawl for additional cover under a sturdy desk or table.
- If in a hallway, move against a corridor wall, and cover your head with your arms.
- Stay away from glass, windows, outside doors, and walls, and anything that could fall, such as light fixtures or furniture.
- Be aware fire alarms and sprinkler systems frequently go off during an earthquake, even if there is no fire.
- If you must leave the building after the shaking stops, use stairs, rather than an elevator, in case there are aftershocks, power outages, or other damage.

If outside when the shaking starts:

- Find a clear spot away from buildings, power lines, trees, and streetlights.
- Drop to the ground.
- Stay until the shaking stops.
- If in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses, and power lines. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps the earthquake may have damaged.

After an earthquake

- If there is a clear path to safety, leave the building, and go to an open space away from buildings and damaged areas with nothing overhead. Be aware of falling debris.
- If you are trapped, do not move about or kick up dust. Tap on a pipe or wall, and shout out, so rescuers can locate you.
- Check for injuries and dial 911 as needed. Be aware emergency responders may not be available for some time. It may be appropriate/necessary to free trapped individuals or provide first aid if qualified emergency response is delayed. Consider your safety and use good judgment.
- Be aware of people with disabilities who may require help and assess the possibility of assisting, if it can be done safely. If you cannot assist, try to make the person(s) as safe and accessible to help as possible. Someone should call 911 and ATSU Campus Safety, and notify the first encountered person in authority as to the need for assistance. Be specific on location and need. Depending on the event, stairwells are often reinforced and will be along a path traveled by emergency responders and can possibly serve as a safer place.
- Do not use the telephone, unless necessary. Leave lines open for emergency calls.

- Try to account for all individuals.
- Examine area for damage and hazards, particularly hazardous materials released and gas, electric, or water line damage. Report any problems to facilities.
- Expect and prepare for aftershocks.
- Aftershocks frequently occur minutes, days, weeks, and even months following an earthquake.
- Watch for small fires. Fire is the most common hazard after an earthquake.
- If it safe to do so and you are properly trained/equipped, clean up spilled medications, chemicals, or flammable liquids immediately. If you need assistance, call 911. For further guidance, see Appendix M.
- Watch for fallen power lines; stay out of damaged areas.
- Return home only when authorities say it is safe to do so.
- Be careful when driving after an earthquake and anticipate traffic light outages.
- Criminal behavior, such as looting, often occurs in disaster scenarios. Lock doors, and employ other means of security, as appropriate.

THE ABOVE PROCEDURE IS A GUIDELINE. IT IS THE RESPONSIBILITY OF EACH PERSON TO BE AWARE OF SURROUNDINGS AND PLAN FOR EMERGENCY SITUATIONS.

Appendix G.
Email/cybersecurity threat

Personal threat or harassment by email may be directed at an individual, or it may be part of a larger cyber emergency. Email threats, like threats received via other communication methods, should be taken seriously until proven otherwise.

Immediate action

- Do NOT delete the message.
- In an emergency/imminent situation, contact 911 and ATSU Campus Safety.
- Contact ATSU's Information Technology Services (ITS) Help Desk at 1.866.626.2878, ext. 2200 or ext. 2200 from campus.
- If the threat is limited to cybercrime activity (e.g., a disruption of services, an indication University data has been or will be breached, an indication University data is being held for ransom), contact ITS.
- Print out a copy of the email message. Send this copy to ITS, include the message's header information, as well as any date/time stamp data associated with the message.
- Take a screenshot or photograph of the displayed threat and send to ITS.

THE ABOVE PROCEDURE IS A GUIDELINE. IT IS THE RESPONSIBILITY OF EACH PERSON TO BE AWARE OF SURROUNDINGS AND PLAN FOR EMERGENCY SITUATIONS.

ATSU Policy 55-116

Appendix H.
Emotional distress/suicide risk

National Suicide Hotline – 988 (24-hour number)

Campus Safety (all campuses) – 660.349.9513 (24/7)

For concerns regarding distress/suicide risk, immediate and appropriate contact with ATSU leadership should be made.

- Call – *NEVER EMAIL* – one or more of the following, and provide the relevant information. Contact a crisis line at 988 and/or call 911.
- For a student, call ATSU Campus Safety, ATSU Behavioral Health & Wellness, the vice chancellor for student affairs (Missouri), the associate vice chancellor for student affairs (Arizona), and/or the director of student affairs (California).
- For an employee, call Campus Safety, the assistant vice chancellor for human resources, and/or the director of human resources.

A person who appears distressed may or may not be in imminent danger of harm. A person observing a distressed individual should take steps to help, following the guidelines below.

Signs of distress include, but are not limited to:

- Nervousness, agitation, or irritability.
- Infrequent class or work attendance.
- Tearfulness.
- Changes in academic or work performance.
- Changes in personal, classroom, or work relationships.
- Undue aggressiveness or abrasive behavior.
- Fearfulness.
- Dependency (e.g., excessively clingy).
- Frequent alcohol and/or drug use.

Your actions when observing signs of distress

- Express your concerns to the person, point out your observations, and ask about their situation.

Warning signs that the person may be unsafe include, but are not limited to:

- Withdrawal from others (isolation).
- Talks about or threatens suicide.
- Makes statements such as “I want this all to end.” or “I can’t go on anymore.”
- Significant confusion.
- Behavior is bizarre, alarming, and/or dangerous.
- Makes statements about hurting or killing others.
- Marked change in behavior, mood, and/or hygiene.
- Appears depressed (e.g., frequent crying, insomnia, oversleeping, weight loss/gain, loss of pleasure, etc.).
- Appears/reports hopelessness or helplessness.
- Engagement in self-harm (e.g., cutting).

Your actions when observing warning signs that the person may be unsafe

- Directly ask, “Do you want to end your life?” or “Do you want to kill yourself?”
- Directly ask about suicidal and/or homicidal thoughts. Ask if they have intent, a plan, and access to a means to follow through with harming themselves or harming someone else.

Imminent danger

Examples:

- Person found unconscious or unresponsive.
- Person is clearly incapable of keeping him/herself safe (e.g., highly intoxicated, experiencing hallucinations or delusions, speech is incoherent, or person exhibits non-goal directed behavior, etc.).
- Person tells you they have ingested pills beyond the recommended dose, whether confirmed suicidal intent or not.
- Person threatens immediate danger to self (e.g., ingests pills, shoots self, cuts self, jumps, etc.).
- Person attempts or threatens physical harm to someone else or people in general.

Suicide attempt/threat

All suicide threats/attempts must be taken seriously. Warning signs of suicide may include:

- Threatening to hurt or kill oneself.
- Seeking access to means to hurt or kill oneself.
- Talking or writing about death, dying, or suicide.
- Expressing hopelessness or helplessness.
- Acting recklessly or engaging in risky activities.
- Increased use of alcohol or drugs.
- Withdrawing from family, friends, or society.
- Appearing agitated or angry.
- Having a dramatic change in mood.

Your actions should an individual make the threat in person while on campus:

- If possible, do not leave the person unattended or allow the person to leave the premises. However, as a general rule, do not attempt to physically restrain the person. If they leave, pass along information about what they were wearing, where they may be going, and a vehicle description. Note: Depending on any number of factors, a determination that the risk of allowing the person to leave, outweighs the risk of attempting to stop them, rests with the individual.
- Make appropriate notifications of ATSU leadership and Campus Safety.
- If the threat is imminent, ATSU Campus Safety will call 911. If circumstances warrant (e.g., time), call 911 first/directly.

Your actions should an individual make an in-person threat while at another location at a work/school-related activity (e.g., rotation site, clinic, event, etc.)

- If possible, do not leave the person unattended or allow the person to leave the premises. However, as a general rule, do not attempt to physically restrain the person. Note: Depending on any number of factors, a determination that the risk of allowing the person to leave outweighs the risk of attempting to stop them, rests with the individual.
- If possible, enlist the help of someone else to dial 911 and/or the National Suicide Prevention Lifeline at 988, or make the call yourself.
- Make appropriate notifications of ATSU leadership and Campus Safety.
- If the threat is imminent, ATSU Campus Safety will call 911. If circumstances warrant (e.g., time), call 911 first/directly.

Your actions should an individual make the threat by phone

- Attempt to keep the person on the telephone by encouraging the person to talk while simultaneously gathering as much information as possible.

- While the person is on the telephone, try to enlist help from someone else to dial 911 (if you know the person is local) and/or the National Suicide Prevention Lifeline at 988 (if the person is believed to be outside the local area), *especially when the person says they have a weapon, have taken pills, or sound incoherent or intoxicated.*
- If it is not possible to keep the person on the phone and/or no one else is available to assist, write down the person's phone number and where you believe they may be, and call the police and/or the National Suicide Prevention Lifeline.
- Notify ATSU leadership and Campus Safety.
- If the threat is imminent, ATSU Campus Safety will call 911. If circumstances warrant (e.g., time), notify 911 first/directly.

If you are unsure whether there is an imminent danger

Danger examples:

- Person reports history of self-injury (e.g., cutting or burning) and now states a desire to engage in this behavior again.
- Person is found intoxicated or appears to be under the influence of sedatives.
- Person makes statements suggestive of suicidal/homicidal thinking (e.g., "I don't know if I can keep going.") that are not overtly indicative of imminent danger.
- Person appears emotionally distraught and does not respond to your attempt to calm them.
- Person experiences a sudden stressful event (e.g., death, breakup, divorce, etc.) and does not appear able to regulate emotions, is inconsolable, or response seems unusual (e.g., uncontrollable crying over a failed exam, no apparent response to the death of immediate family member, etc.).
- Person's work, assignments, and/or communications contain material raising concerns about suicide, homicide, and/or violence.
    - Notify ATSU leadership and Campus Safety.
    - If the threat is imminent, ATSU Campus Safety will call 911. If circumstances warrant (e.g., time), call 911 first/directly.

If imminent danger is clearly not present

No danger examples:

- You observe a person crying after getting off the phone. The person reports being sad about the end of a romantic relationship. The person denies suicidal/homicidal thoughts and shows no other warning signs.
- A student is struggling in your class due to academic skill deficits and test anxiety. The student denies suicidal/homicidal thoughts and shows no other warning signs.
    - Actions to take:
        - Listen and provide support. Refer to resources or services available on campus or within the community.
        - Continue to follow up with the person, as appropriate.
        - Watch for signs the person's "imminent danger" status may have changed and take actions accordingly.

Available training

ATSU offers trainings on suicide prevention and mental health crisis intervention: Ask-Listen-Refer, Question, Persuade, Refer (QPR), and Mental Health First Aid. All employees and students are encouraged to take one or both of these trainings.

1. Ask-Listen-Refer is an online, self-directed, suicide prevention training created for college and university campuses that takes between 20-40 minutes to complete. Participants will learn to

identify warning signs of suicide, gain instruction in intervening to keep someone safe, and get the help they need. To take the training 24/7/365, go to asklistenrefer.org/atsu

2. QPR is a one-hour course to teach participants how to question, persuade, and refer someone to help.
3. Mental Health First Aid is an eight-hour certification training teaching participants to assist someone experiencing a mental health or substance use-related crisis. Mental Health First Aid covers risk factors and warning signs for mental health and addiction concerns, strategies for helping someone in both crisis and non-crisis situations, and where to turn for help. To request Mental Health First Aid or QPR certification training, contact ATSU Behavioral Health & Wellness.

The ATSU CARE Team

The ATSU CARE (Campus Assessment Response and Education) Team, is dedicated to prioritizing student success and well-being at ATSU. The CARE Team is a University-wide, proactive, and holistic approach to enhancing the safety and retention of students by recognizing early signs of distress and connecting students to support during times of difficulty. CARE Team provides caring and supportive early intervention to students who may be struggling or in distress.

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Contact list and phone numbers

ATSU Campus Safety – 660.349.9513 (24/7)

- Mesa, Arizona, campus – Dial *7 from any campus landline or 480.341.9075.
- Kirksville, Missouri, campus – Dial 33 from any campus landline or 660.349.9513.
- St. Louis Dental Center/Affinia Healthcare security – Dial 4444 from an on-site line or 660.626.9856.
- San Luis Obispo, California, campus – 805.804.2398

ATSU Behavioral Health & Wellness (for students)

- Main line: 660.626.2424
- Care manager: 660.626.2156
- Mesa, Arizona, campus – 480.219.6170 or 480.265.8069
- Kirksville, Missouri, campus, and St. Louis Dental Center – 660.626.2424
- TimelyCare 24/7 Talk Now – timelycare.com/atsu, use student email to sign in.
    - TimelyCare serves as a virtual extension of ATSU Behavioral Health & Wellness, providing health and mental healthcare to ATSU students anywhere in the U.S. With licensed providers in every state, students can connect to resources with Talk Now or Medical Now or schedule appointments with scheduled counseling or scheduled medical.

A.T. Still University's School of Osteopathic Medicine in Arizona (ATSU-SOMA) community health center (CHC) sites

- TimelyCare
    - timelycare.com/atsu, use student email to sign in.
    - 24/7 mental health support.

ATSU Student Affairs

- Mesa, Arizona, campus/ATSU-SOMA CHCs – 480.219.6126
- San Luis Obispo, California, campus – 805.621.7651
- Kirksville, Missouri, campus and St. Louis Dental Center – 660.626.2236

ATSU Human Resources

- Mesa, Arizona, campus/ATSU-SOMA/CHCs – 480.219.6007
- Kirksville, Missouri, and St. Louis Dental Center – 660.626.2792
- San Luis Obispo, California – 480.219.6007

Appendix I.
Epidemic/pandemic

An epidemic is a widespread outbreak of a disease. A pandemic is an epidemic of worldwide proportions.

Each disease is unique. Suggested practices will be tailored to the specific disease and based on decisions from ATSU's Chancellor's Office and guidelines from the Centers for Disease Control and Prevention (CDC) and local emergency managers.

Suggested practices

- Direct patients to the local designated care center.
- Insufficiently protected and exposed staff should be sent home and public health notified.
- Avoid coming to work when sick, especially with an infectious disease. If you do come to work sick, you will be sent home.
- Practice social distancing for the disease, as established by ATSU's Chancellor's Office, in combination with guidelines from the CDC and local emergency managers, and minimize physical contact with other people.
- Reduce face-to-face meetings. Use email, telephone, and video conferencing.
- Avoid sharing printed documents.
- Practice good personal hygiene.
    - Wash your hands frequently and thoroughly.
    - Avoid touching your eyes, nose, or mouth, whenever possible.
    - Avoid touching public, inanimate objects as much as possible. Germs can linger for several hours or days on objects, such as doorknobs, elevator buttons, faucet handles, and stair railings.
    - Use alcohol wipes to clean inanimate objects before touching them.
    - Use antibacterial hand sanitizer when soap and water are not available.
    - Practice good cough etiquette.
- Actively monitor websites, publications, news releases, etc., of federal and local health organizations to keep current in epidemic/pandemic situations.
- ATSU Facilities and Environmental Services will establish a safe and effective campus cleaning plan.

ATSU's Chancellor's Office, in conjunction with Communication & Marketing (C&M), will deliver public health messages to ATSU students, faculty, and staff as warranted.

In the event of a circulating strain of a severe illness affecting many individuals, it may be necessary to close a campus for a period of time. This decision will be reached by ATSU's chancellor, based upon recommendations by public health officials. In this event, certain essential employees may be required to report to work on campus. Other employees may be designated as essential, but work from home. Still others, regardless of classification, may be allowed to also work from home. The decision as to who is essential, and at what level, will be made by ATSU's Chancellor's Office.

Other matters to be addressed, depending on the disease, include:

- Collaboration, consistency, and information sharing across all campuses/facilities.
- Personal protective equipment.
- Security/access plan for campus closures and staff safety.
- Clinic operations.
- Campus closure plan(s).
- Payroll/compensation.
- Remote instruction and tech support.
- Student engagement.
- Student recruitment/retention.
- Work from home guidelines and tech support.

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Appendix J.
Evacuation

An evacuation will be initiated when it is necessary for people to exit the building(s). An evacuation may be total (affecting the entire campus) or partial (affecting only a portion of the campus).

Types of events triggering an evacuation

- Fire or fire drill.
- Bomb threat.
- Hazardous material emergency.
- Power failure.

Upon receipt of an emergency notification

- Escape, if possible/safe to do so.
- Remain calm.
- Turn off computer, time permitting.
- Take personal items if time permits.
- Each department has a map showing the best route for evacuation.
- Always use stairs**,** if safe to do so. Do not use elevators, unless there is no other safe/viable option, especially in a fire emergency. Many elevators will not work once a fire alarm is activated.
- Remain quiet during evacuation to hear any directions.
- Close, but do not lock, all doors upon leaving an area, time and circumstances permitting.
- Be aware of persons with disabilities who may require help and assess the possibility of providing assistance, if it can be done safely. If you cannot assist, try to make the person(s) as safe and accessible to help as possible. Someone should call 911 and ATSU Campus Safety and notify the first person in authority encountered as to the need for assistance. Be specific on location and need. Depending on the event, stairwells are often reinforced and will be along a path traveled by emergency responders and can possibly serve as a safer location.
- Some departments have vital logs or files. Departments should plan ahead. If vital logs or files may be carried easily, a person should be assigned the responsibility of picking them up as they leave. If this is not practical, plan how vital logs or files may be quickly placed in a safe area. In a fire, more damage is done by water than fire, so even placing items in a desk drawer provides some protection.

Following an evacuation

- Remain calm.
- Do NOT go back into the building until an “all clear” is issued by an appropriate authority via overhead paging, text messaging, and/or email.
- Once in a safe area, stay visible, and do not leave. Persons not accounted for may be assumed to be missing and in need of rescue.
- Supervisors should account for occupants from their respective areas and notify authorities immediately if someone is missing. Follow instructions by those in authority.

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Appendix K.
Explosion/blast

An explosion or blast is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat, smoke, falling glass/debris, or building damage.

Immediate actions

- Immediately take cover under tables, desks, or other objects that can give protection against falling glass or other debris.
- After the effects of the explosion have subsided, evacuate the building as quickly and calmly as possible. If there is a fire, stay low to the ground.
- Always use stairs, if safe to do so. Do not use elevators, unless there is no other safe/viable option, especially in a fire emergency. Many elevators will not work once a fire alarm is activated.
- Assist others in exiting the building, particularly any persons with access and function needs, if it can be done safely. If you cannot assist, try to make the person(s) as safe and accessible to help as possible. Someone should call 911 and ATSU Campus Safety and notify the first person in authority encountered as to the need for assistance. Be specific on location and need. Depending on the event, stairwells are often reinforced and will be along a path traveled by emergency responders and can possibly serve as a safer location.
- If it is safe to do so, activate a fire alarm on the way out. Assist others in exiting the building.
- Move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and crews.
- As soon as possible and from a safe location, dial 911 to report the incident.
- Report any injured, missing, or trapped persons to emergency personnel.
- If you are trapped, tap on a pipe or wall, and shout out so rescuers can locate you.
- Do not re-enter the building.
- Unless experiencing extraordinary circumstances, untrained persons should not attempt to rescue people who are trapped inside a collapsed building. Wait for emergency personnel to arrive.

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Appendix L.
Fire

A fire may include visible flames, smoke, or strong odors of burning. The person discovering the fire should alert those closest to the fire and evacuate. If possible to do so safely, pull the fire alarm while evacuating. Once outside, dial 911 and notify the fire department of the fire's location.

Immediate actions

For the person discovering smoke or fire, remember R-A-C-E.

- R – REMOVE anyone in immediate danger.
- A – ALARM – Pull the nearest fire alarm.
- C – CONTAIN the fire by closing windows and doors.
- E – EVACUATE the building.

Even if the fire is extinguished, call ATSU Campus Safety and report.

For persons hearing a fire alarm

- Do not ignore the fire alarm.
- Close, but do not lock, doors to your immediate area.
- Evacuate the building quickly via the nearest exit.
- Assist others in exiting the building, particularly any persons with access and function needs, if it can be done safely. If you cannot assist, try to make the person(s) as safe and accessible to help as possible. Someone should notify/call 911, ATSU Campus Safety, fire personnel, and/or the first person in authority encountered as to the need for assistance. Be specific on location and need. Depending on the event, stairwells are often reinforced and will be along a path traveled by emergency responders and can possibly serve as a safer place.
- Remain calm and quiet.
- Always use stairs, if safe to do so. Do not use elevators, unless there is no other safe/viable option, especially in a fire emergency. Many elevators will not work once a fire alarm is activated.
- Avoid smoke-filled areas.
- Some departments have vital logs and/or record files. Departments should plan ahead. If vital logs or files can be carried easily, a person should be assigned the responsibility of picking them up as they leave. If this is not practical, plan how vital logs or files may be placed quickly in a safe area. In a fire, more damage is done by water than fire, so even placing items in a desk drawer provides some protection.

For persons evacuating from the immediate fire area

- Feel the door from top to bottom carefully, using the backside of your hand very near, but not on the door. (Note: If you use your palm, you may injure it, which may hamper crawling and further use.) If it is hot, do not proceed. Go back.
- If the door is cool, crouch low, and open the door slowly. Close the door quickly if smoke is present.
- If no smoke is present, exit the building via the nearest stairwell or exit.
- If heavy smoke is encountered in a stairwell, go back and try another stairwell.
- Notify ATSU Campus Safety**,** fire personnel, and/or 911 if someone inside the building is trapped or needs assistance evacuating.
- Gather outside the building at a safe distance. Do not leave so you may be accounted for. Do not attempt to re-enter the building until instructed to do so by police, fire personnel, or an authorized University representative.

For persons with disabilities: Assist others who have a disability that may prevent them from reaching safety on their own. If you cannot safely assist, try to make the person(s) as safe and accessible to help as possible. Someone should call/notify 911, ATSU Campus Safety, fire personnel, and/or the first person in authority encountered as to the need for assistance. Be specific on location and need. Depending on

the event, stairwells are often reinforced and will be along a path traveled by emergency responders and can possibly serve as a safer location.

Stop – Drop – Roll: When clothing, hair, or other body parts become engulfed by fire, do not run or allow another to run. Instead, follow the rules of STOP-DROP-ROLL.

- **STOP.** Do not run.
- **DROP.** Go to the ground or floor and cover your face.
- **ROLL**. Rolling may not extinguish flames, but it will slow the burning process.

If trapped in a room

- Close as many doors as possible between you and the fire.
- Place a wet cloth around or under the door to prevent smoke from entering the room.
- Be prepared to signal to someone outside, but DO NOT BREAK GLASS, unless absolutely necessary, as outside smoke may be drawn into the room.

If caught in smoke

- Drop to hands and knees, and crawl toward exit.
- Stay low to the floor, as smoke rises to the ceiling level.
- Hold your breath as much as possible.
- Breathe shallowly through your nose and use a filter, such as your shirt or towel.

Following an evacuation

- Remain calm.
- Once in a safe area, stay visible, and do not leave. Persons not accounted for may be assumed to be missing and requiring rescue.
- Supervisors should account for occupants from their respective areas and notify authorities immediately if someone is missing.
- Follow instructions by those in authority.
- Do not return to an evacuated building until the “all clear” is issued by an appropriate authority via overhead paging, text messaging, and/or email.

Fire extinguishers: Fire extinguishers are in conspicuous places in main halls and at exits. Untrained personnel should call 911 and evacuate immediately. Unless it is safe and practical to do so, you should not use fire extinguishers. If the totality of the circumstances warrant (even if untrained) and you make a personal decision to use an extinguisher in the absence of trained personnel, you need to aim at the base of the fire (not just the flames).

Decision making: The responding fire department incident commander will control and make decisions at the fire scene. The fire department will decide when to turn control of the scene back to the University. Upon notification from the fire department, the campus incident commander (or designee) will notify individuals who have vacated the building when the danger has passed (all clear).

THE ABOVE PROCEDURE IS A GUIDELINE. IT IS THE RESPONSIBILITY OF EACH PERSON TO BE AWARE OF SURROUNDING AND PLAN FOR EMERGENCY SITUATIONS.

Appendix M.
Hazardous materials

A hazardous materials incident may be a spill or release of chemicals, radioactive materials, or biological materials inside a building or to the environment. Simple spills may be managed by trained persons or persons who are familiar with their department's spill protocols. Major spills or emergencies require assistance from a 24-hour emergency agency, e.g., the fire department or a county hazardous material (HAZMAT) team. Contact/notify the director of environmental health and safety.

Warning

Only trained and authorized personnel are permitted to respond to hazardous material incidents.

Immediate actions

Simple spill

- Does not spread rapidly and does not endanger people or the environment outside of the spill area.
- May be managed by a trained individual or individual familiar with their department's spill protocol.

Major spill or emergency

- Spreads rapidly and presents an inhalation hazard and/or endangers people or environment.
- Immediately evacuate the area by closing, but not locking (unless extenuating circumstances), doors behind you.
- Dial 911.
- Call and report to Campus Safety immediately
- Be aware of wind direction and stay upwind of potentially toxic fumes. Warn and assist others in moving out of areas downwind of a spill.

If there are radioactive materials present, remember TIME, DISTANCE, and SHIELDING.

- TIME: You should **minimize the time** you spend near the radioactive source.
- DISTANCE: You should **maximize the distance** between yourself and the radioactive source.
- SHIELDING: You should **maximize the shielding** between yourself and the radioactive source.
    - For most types of ionizing radiation (gamma rays, X-rays, alpha waves, beta waves), dense metal (lead, for example) or other material containing high-density constituents provides the best shielding.
    - For high-energy radiation (neutron emissions), the best shield is a large container of water.

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ATSU Policy 95-106

Appendix N.
Lockdown – External threat

An external threat lockdown will be initiated when there is a situation in the surrounding area that could be a threat to the campus.

Examples

Events that could trigger an external threat lockdown include, but are not limited to:

- Threatening or violent person near campus.
- Hazardous spill near campus.
- Civil unrest near campus.

Immediate actions

- All exterior doors will be locked to the outside. Doors will always open to allow exit from the inside.
- Monitors will be placed at some doors to allow authorized access.
- Classes and all other campus functions may continue as normal.
- No one will be allowed to leave, until an “all clear” is issued by an appropriate authority via overhead paging, text messaging, and/or email.

If you are outside the building when the lockdown is initiated

- Leave the area and go to a safe place.
- Await further directions from law enforcement personnel or the University.

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Appendix O.
Lockdown – Internal threat

An internal threat lockdown will be initiated when there is a violent or dangerous situation posing an immediate serious threat to individuals on campus.

Immediate actions

- Outside/entrance doors will not be locked to allow access to emergency responders.
- Lock interior door.
- If possible, barricade doors in your immediate area with heavy furniture (e.g., desks, tables or bookcases, etc.).
- If your room cannot be locked, determine if there is a nearby secure location you can reach safely.
- Turn off lights, radios, and computer monitors.
- Close interior blinds.
- Take cover. Hide behind concrete walls, heavy furniture, or filing cabinets.
- Place cell phone in silent mode as vibrate mode can still cause loud sounds. Do not turn off phone.
- Remain very quiet.
- See Appendix A for active shooter/violent intruder.

Marking an area safe (all clear)

- Consider risks before declaring areas/rooms safe.
- If doubt exists, the area should remain secured.

If outside the building when a lockdown is initiated

- Leave the area and go to a safe place.
- Await further directions from law enforcement personnel or the University.

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Appendix P.
Medical emergency

A medical emergency is any medical problem that could cause death or permanent injury if not treated quickly.

Immediate actions

- Dial 911.
- Stay on the line and provide all pertinent information, including:
    - Victim's location.
    - Status of consciousness, breathing, etc.
    - Victim's chief complaint.
    - Any dangerous conditions.
    - Anything else requested by the dispatcher.

While waiting for help to arrive

- Those trained to perform CPR, AED, and/or first-aid/emergency care may act within their expertise.
- Those who are not trained, unless requested to take some action by 911 or on-scene emergency responder (still at your discretion), should remain calm and stay with the person (if safe to do so).
- Avoid crowding the person needing medical help.
- Have someone stand outside the building to flag down and help direct emergency responders.
- Nothing in this appendix prevents an individual from making a personal decision to render aid when in their best personal judgement based on observations on scene if they believe it is necessary or more likely to result in a safer outcome.

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Appendix Q.
Power outage/energy emergency

A power outage or energy emergency is a loss of electric power to a particular area. Common causes of power outages include lightning, accidents, ice, and wind.

During a power outage

- Do NOT call 911 solely to report a power outage. Excessive calls to 911 tie up the lines and prevent those with life-threatening emergencies from reaching assistance. Contact ATSU Campus Safety with any questions. Operations will contact the power company directly for information.
- Use flashlights for emergency lighting. Avoid candles and open flames, which can cause fires.
- Keep refrigerator and freezer doors closed. An unopened refrigerator will keep food cold for about four hours. A full freezer will keep the temperature for about 48 hours.
- Never use an open oven or charcoal burner as a heat source.
- Turn off or disconnect appliances or other equipment in case of a momentary power surge that may damage computers and other devices.
- Take weather into consideration (e.g., stay in shade, drink fluids in hot weather, etc.)

If a power outage occurs during normal business hours

- The University will remain open. Business and instructional operations will continue to the extent possible.
- If instructional quality or student safety is compromised, faculty may cancel class.
- Campus telephones should continue to operate as normal. However, not all telephone lighting and dialing displays may be functioning.
- Turn off lights, computer equipment, copiers, printers, and as much other equipment as possible.
- If you are in an area with no natural light source, carefully exit the area and/or regroup in a naturally lit area.
- Do not attempt to use elevators.

In the event a power outage occurs after hours

- Notify ATSU Campus Safety nonemergency numbers:
    - Mesa, Arizona: Dial *7 from a campus phone or dial 480.341.9075 from a noncampus phone.
    - Kirksville, Missouri: Dial 33 from a campus phone or dial 660.349.9513 from a noncampus phone.
    - San Luis Obispo, California: Dial 805-804-2398.
    - St. Louis, Missouri: Dial 4444 on-site or 660.626.9856.
- Remain on campus for 15 minutes in the event power is restored quickly. If power is not restored within 15 minutes, campus business may close for the remainder of the evening.
- Remember, if the University loses power, the surrounding area may be without utilities.
- Traffic signals and streetlights may not be operating. An intersection normally controlled by a traffic signal should be treated as a four-way stop.
- Always stop at a darkened intersection, then proceed with caution.

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Appendix R.
Shelter-in-place

Definition

When evacuation poses danger and upon direction by the campus incident commander, local emergency management, ATSU Campus Safety, or law enforcement, etc., individuals should remain inside a locked structure to protect themselves from danger *external* to the building.

Shelter-in-place is a temporary sheltering technique (e.g., 30 minutes to several hours) utilized to limit exposure to dangerous situations. Once alerted, occupants of any building within the subject area will lock all doors and windows and follow all directions. Shelter-in-place continues until an "all clear" is issued by an appropriate authority via overhead paging, text messaging, and/or email.

Types of events triggering shelter-in-place

- Hazardous material spill near campus.
- Severe weather.
- Crime scene near campus.
- Active threat/active shooting near campus.
- Riot/large uprising near campus.
- Other emergency situations where evacuation may pose greater risk than sheltering-in-place.
- The reason for the shelter-in-place may not be immediately communicated/apparent.

Upon receipt of an emergency notification

- All exterior entrances and windows should be locked.
- No one inside a campus building should leave.
- No one outside a campus building should enter with the exception of persons outside a building, near an entrance, at the time of the notification and who are able to quickly enter the building before it is locked.
- Stay away from windows and exterior entrances.
- Depending upon the type of event, individuals may be instructed not to leave their office or classroom. In some instances, classes and other campus functions may be allowed to continue.
- Monitors may be placed at some doors to allow authorized access.
- Instructions and updates will be announced or distributed by text messaging and/or email.
- No one will be allowed to leave until the "all clear" is issued by an appropriate authority via overhead paging, text messaging, and/or email.

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Appendix S.
Weather emergency: Dust storm (haboob)

Definition

Straight-line winds in a thunderstorm can lift huge clouds of dust and reduce visibilities to near zero in seconds, which can quickly result in deadly, multivehicle accidents on roadways. An intense dust storm is called a haboob.

Watches and warnings

Watch the sky and stay tuned to National Oceanic and Atmospheric Administration weather radio, commercial radio, television, or internet for information.

- A dust storm watch tells you when and where dust storms are likely to occur.
- A dust storm warning is issued when visibility is one-half mile or less due to blowing dust or sand, and wind speeds are 30 miles per hour or more.

Immediate actions

- Dust storms usually last a few minutes or up to an hour at most. Stay where you are until the dust storm passes.
- If you are on campus or at home:
    - Close all doors and windows.
    - Turn off the air conditioner or HVAC system.
    - Avoid driving into or through a dust storm.
- If you encounter a dust storm while driving:
    - Check traffic around your vehicle and begin slowing down.
    - Do not wait until poor visibility makes it difficult to pull off the roadway – do it as soon as possible. Completely exit the highway if you can.
    - Do not stop in a travel lane or in the emergency lane. Look for a safe place to completely pull off the paved portion of the roadway.
    - Turn off your headlights and taillights, put your vehicle in “park,” and take your foot off the brake so your brake lights are not illuminated. Other motorists tend to follow taillights in an attempt to get through the dust storm and may strike your vehicle from behind.
    - Stay in the vehicle with your seatbelt buckled and wait for the storm to pass.
    - Keep a dust brush in your car. After the dust storm passes, use the dust brush to clean your engine cover, hood, and vents.
    - Keep an emergency pack in your car (e.g., bottled water, flashlight, blanket) in case your car won’t start due to the amount of dust and debris.

Prior to an emergency

- ATSU is committed to helping protect students, faculty, staff, and guests from all types of hazardous weather, including but not limited to, tornadoes, severe thunderstorms, lightning, extreme heat, and winter weather. ATSU encourages all students, faculty, staff, and guests, as part of their personal responsibility, to be aware of changing weather and prepared to take appropriate safety precautions, as needed, for their specific location.
- The National Weather Service provides alert and warning information through weather.gov and maintains a listing of third-party sources that can deliver email and Short Message Service (SMS) weather alerts to individual subscribers’ smartphone and electronic devices. Visit weather.gov for additional information.

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Appendix T.
Weather emergency: Flood/severe rain

Definition

A flood is a large amount of water overflowing its normal confines, especially over what is normally dry land. Floods may be caused by a variety of factors, including a sudden accumulation of rain, rising rivers, tidal surges, ice jams, and dam failures. Flash floods are sudden, destructive local floods of short duration resulting from heavy rains.

Watches and warnings

- A flood watch indicates flooding is possible. Monitor radio and television for more information.
- A flood warning indicates an imminent threat. Flooding is occurring or will occur soon. If advised to evacuate, do so immediately and/or as directed.
- A flash flood watch indicates flash flooding is possible. Be prepared to move to higher ground. Monitor radio and television for more information.
- A flash flood warning indicates an imminent threat. A flash flood is occurring or will occur soon. Seek higher ground immediately.

Walking and driving during flood conditions

The Centers for Disease Control and Prevention (CDC) report over half of all flood-related drownings occur when a vehicle is driven into hazardous flood waters. The next highest percentage of flood-related deaths is due to walking into or near flood waters. People underestimate the force and power of water. A mere six inches of fast-moving flood water can knock over an adult. Six inches of water is enough to stall some cars. A foot of moving water can float a vehicle, and two feet of moving water is enough to sweep away most vehicles. It is never safe to drive or walk into flood waters. Do not try to cross flooded roadways if you do not know the depth of the water.

Other precautions

- Do not touch electrical equipment if the ground is wet.
- Stay well clear of downed or damaged power lines.
- When removing trees and debris, use only power equipment built for outdoor and wet conditions.
- Gasoline and diesel-powered generators, pumps, and pressure washers release carbon monoxide, a deadly colorless, odorless gas. Always operate this equipment outdoors.

Prior to an emergency

- ATSU is committed to helping protect students, faculty, staff, and guests from all types of hazardous weather, including but not limited to, tornadoes, severe thunderstorms, lightning, extreme heat, and winter weather. ATSU encourages all students, faculty, staff, and guests**,** as part of their personal responsibility, to be aware of changing weather and prepared to take appropriate safety precautions, as needed, for their specific location.
- The National Weather Service provides alert and warning information through weather.gov and maintains a listing of third-party sources that can deliver email and SMS weather alerts to individual subscribers' smartphone and electronic devices. Visit weather.gov for additional information.
- Since 2012, most cell phones are equipped with Wireless Emergency Alerts (WEA). These free, text-like notifications inform subscribers of a dangerous situation – manmade or natural disasters – in your area. In 90 characters or less, WEA states who is sending the alert, what is happening, who is affected, and what action to take.

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Original source (which may have been modified/adopted for ATSU): United Stated Department of Labor – Occupational Safety and Health Administration (OSHA); NWS.

Appendix U.
Weather emergency: Tornado

Definition

Tornadoes are violent acts of nature capable of completely destroying well-made structures, uprooting trees, and hurling objects through the air like deadly missiles. A tornado is a violently rotating column of air extending from the base of a thunderstorm down to the ground. Tornado intensities are classified on the Fujita Scale with ratings between F0 (weakest) to F5 (strongest). Although severe tornadoes are more common in states across the Plains, tornadoes have been reported in every state.

Tornado warning vs. tornado watch

- Tornado warning: A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. If time and circumstances allow, an emergency notification will be announced using overhead paging, where available, and text messaging issued for those who have registered for text service. Persons are advised to take immediate shelter.
- Tornado watch: Conditions are favorable for a tornado to occur in and near the watch area. Persons should review and discuss emergency plans and be ready to act quickly in the event of a warning.

Prior to an emergency

- Be aware of potential safer areas.
- Supervisors and instructors are encouraged to inform employees and students of potential safer areas.
- ATSU is committed to helping protect students, faculty, staff, and guests from all types of hazardous weather, including but not limited to, tornadoes, severe thunderstorms, lightning, extreme heat, and winter weather. ATSU encourages all students, faculty, staff, and guests, as part of their personal responsibility, to be aware of changing weather and prepared to take appropriate safety precautions, as needed, for their specific location.
- The National Weather Service provides alert and warning information through weather.gov and maintains a listing of third-party sources that can deliver email and SMS weather alerts to individual subscribers' smartphone and electronic devices. Visit weather.gov for additional information. Since 2012, most cell phones are equipped with Wireless Emergency Alerts (WEA). These free, text-like notifications inform subscribers of a dangerous situation – manmade or natural disasters – in your area. In 90 characters or less, WEA states who is sending the alert, what is happening, who is affected, and what action to take.

Upon receipt of an emergency notification

- Supervisors and instructors should assist employees and students in finding a potential safer place, if possible.
- Assist others in finding a safer place, particularly any persons with access and function needs, if it can be done safely. If you cannot assist, try to make the person(s) as safe and accessible to help as possible. Someone should call/notify 911, ATSU Campus Safety, fire personnel, and/or the first person in authority encountered, as to the need for assistance. Be specific on location and need. Depending on the event, stairwells are often reinforced and will be along a path traveled by emergency responders and can possibly serve as a safer place.
- Move to the lowest level of a building, an inner room, or hall with no exterior windows.
- All persons located outdoors should seek shelter indoors immediately.
- Avoid areas where flying debris may occur.
- If a tornado is imminent, one recommendation is to crouch as low as possible to the floor facing down and cover your head with your hands. Staying low will reduce potential injuries from flying debris.
- If available, some form of covering should be used to protect heads, arms, and legs. Otherwise, cover your head with your arms.
- Remain in place until "all clear" is issued by an appropriate authority (e.g., ATSU via overhead paging, text messaging, and/or email; emergency personnel; or trusted media source).

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Appendix V.
Weather emergency: Winter storm (snow/ice)

Definition

Winter storms can range from moderate to heavy snow to blizzard conditions. Winter storms may be accompanied by dangerously low temperatures, strong winds, ice, sleet, and freezing rain. Road conditions may impede or prohibit vehicle movement. Winter storms can result in closed highways, blocked roads, and downed power lines. Exposure may result in frostbite or hypothermia.

Winter storm communications

The University will monitor weather conditions. If warranted, classes may be canceled, and the campus closed. Information regarding late starts, cancellation of classes, or closing of the campus will be shared by text messaging and/or email. No notification of a change in schedule means the University will operate as usual. Decisions about whether or not to maintain the University's normal schedule in the event of a winter storm will be made by the affected campus' deans, in conjunction with the director of facilities. The Missouri campus President's Office will distribute email to Kirksville, Missouri, campus students and employees. ATSU Campus Safety will distribute a Rave text alert to Kirksville campus students and employees, ATSU Gutensohn Clinic tenants, Northeast Regional Medical Center, Northeast Missouri Health Council, and other partner sites. The Missouri campus President's Office is responsible for advising local media of changes to the University's schedule due to a winter storm.

Prior to an emergency

- ATSU is committed to helping protect students, faculty, staff, and guests from all types of hazardous weather, including but not limited to, tornadoes, severe thunderstorms, lightning, extreme heat, and winter weather. ATSU encourages all students, faculty, staff, and guests**,** as part of their personal responsibility, to be aware of changing weather and prepared to take appropriate safety precautions, as needed, for their specific location.
- The National Weather Service provides alert and warning information through weather.gov and maintains a listing of third-party sources that can deliver email and SMS weather alerts to individual subscribers' smartphone and electronic devices. Visit weather.gov for additional information.
- Since 2012, most cell phones are equipped with Wireless Emergency Alerts (WEA). These free, text-like notifications inform subscribers of a dangerous situation – manmade or natural disasters – in your area. In 90 characters or less, WEA states who is sending the alert, what is happening, who is affected, and what action to take.

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Appendix W.
Emergency notifications and timely warnings

All University campuses, sites, and remote locations where students are assigned are required to report when there is a significant emergency or dangerous situation that may involve an immediate threat to the health or safety of University students or employees. After calling 911 if appropriate, individuals should immediately call Campus Safety at 660.349.9513.

A. Introduction

Based on years of high-profile challenges of higher education to reasonably protect the safety of students, employees, and others, the federal government stepped in. The Clery Act is one such federal measure. Although there are many provisions to the Clery Act, this appendix will only address two types of alerts required by Clery: emergency notifications and timely warnings.

B. Definitions

1. Emergency notifications: Alert the campus/location community to an ongoing emergency. This notification provides instructions for what protective action(s) shall be taken. These notifications will be accomplished through ATSU's emergency notification system and may include other mediums to ensure the broadest necessary notification. These alerts may not be sent to all students, staff, and faculty and may be targeted to only those areas immediately impacted.
2. Timely warnings: Alert the campus/location community via email about Clery Act-specified crimes on or near campus that could pose a serious or continuous threat.

C. Rave notifications

ATSU has developed procedures by which it will notify the campus/location community when there is a significant emergency or dangerous situation involving an immediate or impending threat to health and safety (emergency notification) or when there is ongoing danger/threat due to a crime (timely warning).

1. Students and employees who register will receive emergency notifications and timely warnings by email to their ATSU email account and by text message. Registration is online at atsu.edu/security-and-emergencies. Click "Emergency Notification System" to learn more and register.
2. Registration is mandatory for ATSU students and employees, with the exception of online students and remote employees. To opt out of text messages, employees may email their department's appropriate Chancellor's Cabinet member (or designee) justifying the request. The cabinet member (or designee) will review the request, make a recommendation, and forward the request to the Chancellor's Office for a final determination. Students should submit their request to opt out of text messages to the vice chancellor for student affairs.
3. There is no need to register separately for emergency notifications and timely warnings.
4. When necessary or appropriate, other means of communication such as face-to-face notifications, overhead paging, and campus digital signage may be utilized in addition to email and text messages.

D. Emergency notifications

1. ATSU will immediately notify the campus/location community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The University has identified a process by which it will:
   a. Be made aware of an immediate or impending threat to health and safety on campus.
   b. Confirm the threat.

c. Determine whether an emergency notification is needed to institute emergency response and evacuation procedures.
d. Determine content of the notification and appropriate segment(s) of the campus/location community to receive a notification.
e. Send the emergency notification by email and/or text message to students and employees.
f. In the event ATSU issues an emergency notification, it is not required to also issue a timely warning based on the same circumstances.

2. Examples of situations which may warrant an emergency notification include an outbreak of meningitis or other serious illness, approaching extreme weather conditions, gas leak, armed intruder, bomb threat, and significant hazardous waste spill. There are many potential health and safety risks that could trigger an emergency warning not named here.
3. To initiate the emergency notification procedure, anyone who witnesses a potential emergency should immediately call 911 and, if possible, call ATSU Campus Safety at 660.349.9513.
    a. The ATSU campus safety officer on duty will confirm the threat's known details.
    b. "Confirmation" of a threat means the University has verified a legitimate emergency or dangerous situation exists, regardless of whether the pertinent details are known or are even available.
    c. Local law enforcement and the National Weather Service are also resources in verifying the existence of an emergency or dangerous situation.
    d. The ATSU campus safety officer on duty, alone or in collaboration with the director of campus safety, campus safety manager, chief operating officer & general counsel, and/or campus executive in charge, will, without delay, and taking into account the safety of the community, determine whether an emergency notification is needed, the segment(s) of the campus/location community to receive the notification, and the content of the notification.
    e. The ATSU campus safety officer on duty will initiate the Rave Alert Notification System, unless issuing a notification will, in their professional judgment compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
    f. The notification may provide details of the threat, action that should be taken, and other relevant information.
    g. All actions described in this section as the responsibility of the ATSU campus safety officer on duty may be undertaken, as necessary, by the director of campus safety or director of facilities (or designee).
4. Emergency notifications are issued by email and by text message to those who are registered for text messaging.
    a. The University uses the Rave Alert Notification System. Templates for various scenarios have been prepared and pre-installed in the Rave system.
    b. The template will be modified by the ATSU campus safety officer on duty at the time of the emergency notification, as needed, to include the specific location of the threat, if applicable, and other incident-specific information.
    c. The Rave Alert Notification System is configured to allow ATSU to select the appropriate segment(s) of the campus community to receive an emergency notification.
5. For external audiences.
    a. University leadership and the on-site incident commander will work collaboratively with the University's public information officer to determine how and when the assigned University spokesperson will interact and communicate officially with members of the public, media, and other agencies with incident-related information.
    b. Methods of communication will be determined by the type and immediacy of the emergency.
6. The situation will continue to be assessed and follow-up and/or all-clear communications will be sent by the ATSU campus safety officer on duty in a timely manner.
7. Scheduled tests of ATSU's emergency notification system are performed at least annually.

E. Timely warnings

1. Timely warnings will be issued in response to reported crimes committed on or, in some cases, off campus, that in the University's judgment, constitute an ongoing threat to the University community.
2. Timely warnings are issued by text message to University community members who are registered for text messaging and by email to the entire University community.
3. Timely warnings are not limited to violent crimes, crimes against persons, or crimes reportable under the Clery Act. They include any crimes for which a timely warning is deemed by University officials to be warranted.
4. Timely warning messaging.
    a. Timely warning text messages are issued by the ATSU campus safety officer on duty.
    b. Timely warning emails are issued by ATSU Communication & Marketing (C&M).
    c. The content of timely warning text messages and emails is determined by ATSU C&M and approved by the chancellor (or designee), time permitting.
    d. The director of campus safety and chief operating officer & general counsel may collaborate in determining the content of timely warnings when necessary.
5. Whether the University issues a timely warning is determined on a case-by-case basis in light of the facts surrounding a crime, including:
    a. The nature of the crime.
    b. Whether there is a continuing danger to the campus community.
    c. Possible risk of compromising law enforcement efforts.
6. The director of campus safety will document decisions about whether to issue a timely warning on the ATSU Timely Warning Publication Documentation form. Actions described in this section as the responsibility of the ATSU campus safety officer on duty may be undertaken, as necessary, by the ATSU campus safety manager, assistant director of facilities, or director of facilities (or designee).
7. Timely warnings are intended to enable ATSU community members to protect themselves, and thus, they will be issued as soon as pertinent information is available.
8. Even if the University does not have all of the facts surrounding a criminal incident that represents a serious and continuing threat to students and employees, a timely warning will contain available pertinent information, including when and where the crime occurred, if known, as well as information to promote safety and aid in the prevention of similar crimes.
9. Additional information may be provided as it becomes available.
10. Timely warnings are considered for incidents including, but not limited to,
    a. Criminal homicide
    b. Sex offenses
    c. Robberies
    d. Aggravated assault
    e. Hate crimes
    f. Burglaries
    g. Motor vehicle thefts
    h. Arson
    i. Weapons offenses
    j. Other reported crimes as deemed appropriate in an effort to prevent similar crimes from occurring.
11. Conduct, incidents, or crimes, which may result in the need for a timely warning, should be reported to ATSU Campus Safety or to a campus security authority by employees, students, and citizens on campus.
12. Timely warnings will usually withhold and keep confidential the names and other personally identifying information of victims. However, in appropriate emergency circumstances, personally identifiable information may be included.
13. The University is not required to provide a timely warning with respect to crimes reported to an ATSU pastoral or professional counselor (ATSU behavioral health counselor).

ATSU Policy 95-114

Appendix X.
Animal care emergency response plan

Definition

An animal care emergency is any event with the potential to adversely affect the health and/or well-being of animals kept in ATSU facilities.

Purpose

The purpose of this appendix is to help prepare ATSU facilities and employees to protect animals in ATSU's care, meet appropriate regulatory requirements related to animal welfare, and provide guidance for responding to emergency situations.

Background

All ATSU employees working in the Animal Care Facility (ACF) must be aware of emergency notification procedures and must know where emergency call lists are posted (on the seventh floor of Timken-Burnett Research Building and by the elevator on the sixth floor of the ACF office).

Each employee who identifies an emergency is responsible for ensuring appropriate notification has been made. Emergency situations are classified in three areas: animal health problems, technical problems, and physical plant problems.

Each employee who identifies an emergency situation is responsible for making sufficient notification to ensure an appropriate emergency response. When unsure, the safest action is to make the emergency notification to ATSU Campus Safety.

Types of animal care emergencies

- **Animal health problems**: Animal health problem emergencies are situations in which an animal is sufficiently ill or injured to require veterinary treatment. In general, the employee on duty should observe the animal to decide whether to begin emergency notification procedures. If, in this person's judgment, the animal is in sufficient discomfort or danger to require veterinary treatment, contact Campus Safety to report and obtain call lists.
- **Technical problems**: Technical problems may be defined as any problem relating to availability of supplies and equipment, malfunction of equipment, personnel problems (e.g., someone did not show up), and a variety of other unexpected circumstances. The person on duty should decide whether notification of the technical problem is indicated. If such notification is judged to be necessary, then call the person indicated on the list.
- **Physical plant problems:** Physical plant emergencies include excessively hot or cold temperatures, plumbing leaks, water outages, stoppage of sewer lines, major structural damage to buildings, or other issues threatening animal health and welfare or could lead to further damage to the physical plant. The employee should evaluate the situation and decide if notification procedures should be initiated. If a notification is required, call the appropriate numbers on the Physical Plant Problems Notification List. It is important the individual making the physical plant problem notification keeps a written record, including the call's date and time, as well as the name of the person who received the message. In most cases, an individual will take a message and have a physical plant person return a call. The person who makes the emergency call must assure themselves appropriate corrective action will be, or has been, taken before they leave. If they feel appropriate action is not being taken, they should call personnel on the notification list to ensure follow-up measures may be taken.

Appendix Y.
EOP assignments

EOP assignments are maintained by the Campus Safety department. The director of campus safety is responsible for updating and distributing EOP assignments quarterly or as required.

Appendix Z.
Incident command position tasks/checklists

INCIDENT COMMANDER TASKS/CHECKLIST

1. Review ATSU Incident Command Post Checklist.
2. Ensure welfare and safety of incident personnel.
3. Supervise command and general staff.
4. Obtain initial briefing from current incident commander and agency administrator.
5. Assess incident situation.
   - Review current situation status and initial incident objectives. Ensure all local, state, and federal agencies impacted by the incident have been notified.
6. Determine need for, establish, and participate in unified command.
7. Authorize protective action statements, as necessary.
8. Activate appropriate command and general staff positions. A safety officer must be appointed on hazardous materials incidents.
   - Confirm dispatch and arrival times of activated resources.
   - Confirm work assignments.
9. Brief staff.
   - Identify incident objectives and any policy directives for the incident's management.
   - Provide a current organization summary.
   - Provide a review of current incident activities.
   - Determine the time and location of the first planning meeting.
10. Determine information needs and inform staff of requirements.
11. Determine status of disaster declaration and delegation of authority.
12. Establish parameters for resource requests and releases.
    - Review requests for critical resources.
    - Confirm who has ordering authority within the organization.
    - Confirm those orders requiring command authorization.
13. Authorize release of information to the media.
    - If operating within a unified command, ensure all incident commanders approve release.
14. Establish level of planning to be accomplished.
    - Written Incident Action Plan (IAP).
    - Contingency planning.
    - Formal planning meeting.
15. Ensure planning meetings are conducted.
16. Approve and authorize IAP implementation.
    - Review IAP for completeness and accuracy.
    - Verify objectives are incorporated and prioritized.
    - Sign ICS Form 202 (if appropriate).
17. Ensure command and general staff coordination.
    - Periodically check progress on assigned tasks of command and general staff personnel.
    - Approve necessary changes to strategic goals and IAP.
    - Ensure liaison officer is making periodic contact with participating agencies.
18. Work with agency staff to declare state of emergency according to agency protocol.
19. Keep agency administrator informed on incident-related problems and progress.

DEPUTY INCIDENT COMMANDER TASKS/CHECKLIST

1. Review ATSU Incident Command Post Considerations Checklist.
2. Check in with incident commander to obtain briefing/assignment(s).
3. Maintain contact with incident commander.
4. Provide suggestions, act as a sounding board, and provide feedback to incident commander.
5. Run interference for incident commander.
6. Take over for incident commander when/if/as needed.
7. Assist incident commander with tasks below.
8. Ensure welfare and safety of incident personnel.
9. Supervise command and general staff.
10. Obtain initial briefing from current incident commander and agency administrator.
11. Assess incident situation.
    - Review current situation status and initial incident objectives. Ensure all local, state and federal agencies impacted have been notified.
12. Determine need for, establish, and participate in unified command.
13. Authorize protective action statements, as necessary.
14. Activate appropriate command and general staff positions. A safety officer must be appointed on hazardous materials incidents.
    - Confirm dispatch and arrival times of activated resources.
    - Confirm work assignments.
15. Brief staff.
    - Identify incident objectives and any policy directives for managing the incident.
    - Provide a summary of current organization.
    - Provide a review of current incident activities.
    - Determine time and location of first planning meeting.
16. Determine information needs and inform staff of requirements.
17. Determine status of disaster declaration and delegation of authority.
18. Establish parameters for resource requests and releases.
    - Review requests for critical resources.
    - Confirm who has ordering authority within the organization.
    - Confirm those orders requiring command authorization.
19. Authorize release of information to the media.
    - If operating within a unified command, ensure all incident commanders approve release.
20. Establish level of planning to be accomplished.
    - Written Incident Action Plan (IAP).
    - Contingency planning.
    - Formal planning meeting.
21. Ensure planning meetings are conducted.
22. Approve and authorize implementation of the IAP.
    - Review IAP for completeness and accuracy.
    - Verify objectives are incorporated and prioritized.
    - Sign ICS Form 202 (if appropriate).
23. Ensure command and general staff coordination.
    - Periodically check progress on assigned tasks of command and general staff personnel.

- Approve necessary changes to strategic goals and IAP.
- Ensure liaison officer is making periodic contact with participating agencies.

24. Work with agency staff to declare state of emergency according to agency protocol.
25. Keep agency administrator informed on incident-related problems and progress.

OPERATIONS SECTION CHIEF TASKS/CHECKLIST

1. Review ATSU Incident Command Post Considerations Checklist.
2. Obtain briefing from incident commander (or designee) (e.g., deputy incident commander).
   - Determine incident objectives and recommended strategies.
   - Determine status of current tactical assignments.
   - Identify current organization, location of resources, and assignments.
   - Confirm resource ordering process.
   - **Get likely resources en route ASAP**. During the initial/immediate deployment phase, if staged appropriately, too many is better than too few. It is often easier to send people home than to get them on scene.
   - Determine location of current staging areas and assigned resources.
   - Ensure the **staging area has a strong manager**, and unless otherwise specified, **all resources report to staging**.
3. Organize Operations section to ensure operational efficiency, personnel safety, and adequate span of control.
4. Establish operational period.
5. Establish and demobilize staging areas.
6. Attend Operations section briefing and assign operations personnel in accordance with IAP.
   - Brief staging area manager on types and numbers of resources to be maintained in staging.
   - Brief tactical elements (branches, divisions/groups, task force/strike-team leaders) on assignments, ordering process, protective equipment, and tactical assignments.
7. Develop and manage tactical operations to meet incident objectives. **Have a plan**.
8. Assign strong/capable/knowledgeable leaders (regardless of their everyday position in organization) for critical situations.
9. Assess life safety.
   - Adjust perimeters, as necessary, to ensure scene security.
   - Evaluate and enforce use of appropriate protective clothing and equipment.
   - Implement and enforce appropriate safety precautions.
10. Evaluate situation and provide update to Planning section.
    - Location, status, and assignment of resources.
    - Effectiveness of tactics.
    - Desired contingency plans.
11. Determine need and request additional resources.
12. Notify Resources Unit of section branches, divisions/groups, strike teams/task forces, and single resources, which are staffed, including location of resources and leaders' names.
13. Keep Resources Unit up to date on changes in resource status.
14. Write formal operations portion of IAP with the planning section chief, if directed by incident commander.
    - Identify assignments by division or group.
    - Identify specific tactical assignments.
    - Identify resources needed to accomplish assignments.
15. Ensure coordination of the Operations section with other command and general staff.

- Ensure Operations section timekeeping, activity logs, and equipment-use documents are maintained and passed to Planning, Logistics, and Finance/Administration sections, as/if appropriate.
- Ensure resource ordering and logistical support needs are passed to Logistics section (if available) in a timely fashion-enforce ordering process.
- Notify the Logistics section (if available) of communications problems.
- Keep Planning section (if available) up to date on resource and situation status.
- Notify liaison officer of issues concerning cooperating and assisting agency resources.
- Keep safety officer involved in tactical decision making.
- Keep incident commander apprised of status of operational efforts.
- Coordinate media field visits with the public information officer (if available).

16. Attend tactics meeting with planning section chief, safety officer, and incident commander prior to the planning meeting to review strategy, discuss tactics, and outline organization assignments.
17. Attend planning meetings.
18. Hold section meetings, as necessary, to ensure communication and coordination among Operations branches, divisions, and groups.

FINANCE/ADMINISTRATION SECTION CHIEF TASKS/CHECKLIST

1. Obtain briefing from incident commander or designee (e.g., deputy incident commander).
   - Incident objectives.
   - Participating/coordinating agencies.
   - Anticipated duration/complexity of incident.
   - Determine any political considerations.
   - Obtain names of any agency contacts the incident commander knows.
   - Possibility of cost sharing.
   - Work with incident commander and operations section chief to ensure work/rest guidelines are being met, as applicable.
2. Obtain briefing from agency administrator.
   - Determine level of fiscal process required.
   - Delegation of authority to incident commander, as well as for financial processes, particularly procurement.
   - Assess potential for legal claims arising out of incident activities.
   - Identify applicable financial guidelines and policies, constraints, and limitations.
3. Obtain briefing from agency finance/administration representative.
   - Identify financial requirements for planned and expected operations.
   - Determine agreements are in place for land use, facilities, equipment, and utilities.
   - Confirm/establish procurement guidelines.
   - Determine procedure for establishing charge codes.
   - Important local contacts.
   - Agency/local guidelines, processes.
   - Retain copies of all incident-related agreements, activated or not.
   - Determine potential for rental or contract services.
   - Is an incident business advisor available or the contact information for an agency financial/administration representative?
   - Coordinate with command and general staff and agency human resources staff to determine need for temporary employees.
   - Ensure proper tax documentation is completed.
   - Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used.
4. Ensure all sections and the supply units are aware of charge codes.
5. Attend planning meeting.
   - Provide financial and cost-analysis input.
   - Provide financial summary on labor, materials, and services.
   - Prepare forecasts on costs to complete operations.
   - Provide cost benefit analysis, as requested.
   - Obtain information on incident status; planned operations; changes in objectives, use of personnel, equipment, and aircraft; and local agency/political concerns.
6. Gather continuing information.
   - Equipment time: Ground support unit leader and Operations section.
   - Personnel time: Crew leaders, unit leaders, and individual personnel.
   - Accident reports: Safety officer, ground support unit leader, and Operations section.
   - Potential and existing claims: Operations section, safety officer, equipment contractors, agency representative, and compensation/claims unit leader.
   - Arrival and demobilization of personnel and equipment: Planning section.

- Daily incident status: Planning section.
- Injury reports: Safety officer, medical unit leader, and compensation/claims unit leader.
- Status of supplies: Supply unit leader and procurement unit leader.
- Guidelines of responsible agency: Incident business advisor, local administrative personnel.
- Use agreements: Procurement unit leader and local administrative personnel.
- What has been ordered: Supply unit leader.
- Unassigned resources: Resource unit leader and cost unit leader.

7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.
8. Coordinate with all cooperating agencies and specifically, administrative personnel in hosting agency.
9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services.
    - Labor: With breakdown of work locations, hours, and rates for response personnel, contract personnel, volunteers, and consultants.
    - Equipment: With breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
    - Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.
10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel.
11. Ensure all personnel time records reflect incident activity and records for non-agency personnel are transmitted to home agency or department according to policy.
    - Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.
    - Distribute time-keeping forms to all sections: Ensure forms are being completed correctly.
12. Ensure all obligation documents initiated by the incident are properly prepared and completed.
13. Assist Logistics section units in resource procurement.
    - Identify vendors for which open purchase orders or contracts must be established.
    - Negotiate ad hoc contracts.
14. Ensure coordination between finance/administration and other command and general staff.
15. Coordinate finance/administration demobilization.
16. Provide briefing to relief on current activities and unusual events.
17. Ensure all Logistics section units are documenting actions on Unit Log (ICS Form 214).
18. Submit all section documentation to the documentation unit.

LOGISTICS SECTION CHIEF TASKS/CHECKLIST

1. Obtain briefing from incident commander.
   - Review situation and resource status for number of personnel assigned to incident.
   - Review current organization.
   - Determine which incident facilities have been/should be activated.
2. Ensure incident command post and other incident facilities are physically activated, as appropriate.
3. Confirm resource ordering process.
4. Assess adequacy of current Incident Communications Plan (ICS Form 205 if applicable).
5. Organize and staff Logistics section, as appropriate, and consider the need for facility security and communication and supply units.
6. Assemble, brief, and assign work locations and preliminary work tasks to section personnel.
   - Provide a summary of the situation.
   - Provide a summary of the kind and extent of logistics support the section may be asked to provide.
7. Notify resources unit of other units activated, including names and location of assigned personnel.
8. Attend planning meetings.
9. Participate in preparation of IAP.
   - Provide input on resource availability, support needs, identified shortages, and response timelines for key resources.
   - Identify future operational needs (both current and contingency) to help anticipate logistical requirements.
   - Ensure Incident Communications Plan (ICS Form 205, if applicable) is prepared.
   - Ensure Medical Plan (ICS Form 206, if applicable) is prepared.
   - Assist in the preparation of Transportation Plan.
10. Research availability of additional resources. **Get what is needed.** Logistics support other event activities/functions.
11. Hold section meetings, as necessary, to ensure communication and coordination among Logistics branches and units.
12. Ensure coordination between Logistics section and other command and general staff.
13. Ensure general welfare and safety of section personnel.
14. Ensure all personnel observe the established levels of operational security.
15. Ensure all logistics functions are documenting actions on unit log (ICS Form 214, if applicable).
16. Submit all section documentation to documentation unit.

LIAISON OFFICER TASKS/CHECKLIST

1. Obtain briefing from incident commander.
   - Obtain summary of incident organization (ICS Forms 201 and 203, if applicable).
   - Determine companies/agencies/non-governmental organizations already involved in the incident and whether they are assisting (have tactical equipment and/or personnel assigned to the organization) or cooperating (operating in a support mode “outside” the organization).
2. Obtain cooperating and assisting agency information, including:
   - Contact person(s).
   - Radio frequencies.
   - Phone numbers.
   - Cooperative agreements.
   - Resource type.
   - Number of personnel.
   - Condition of personnel and equipment.
   - Agency constraints/limitations.
3. Establish workspace for liaison function and notify agency representatives of location.
4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.
5. Interview agency representatives concerning resources and capabilities and restrictions on use. Provide this information at planning meetings.
6. Assist cooperating agencies by answering general questions, fulfilling their needs or other issues, and/or facilitate their contact with whoever can fulfill those needs and/or resolve those issues.
7. Work with public information officer and incident commander to coordinate media releases associated with intergovernmental cooperation issues.
8. Monitor incident operations to identify potential interorganizational problems. Keep command apprised of such issues.
9. Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of incident management team.
10. Participate in planning meetings.
11. Document all activity on unit log (ICS Form 214, if applicable).

PUBLIC INFORMATION OFFICER TASKS/CHECKLIST

1. Obtain briefing from incident commander or designee (e.g., deputy incident commander).
   - Determine the current status of incident (ICS Form 209 or equivalent, if applicable).
   - Identify current organization (ICS Forms 201 and 203, resource lists, etc., if applicable).
   - Determine point of contact for media (scene, command post, or other).
   - Determine current media presence.
2. Participate in administrative officer's briefing:
   - Determine constraints on information process.
   - Determine pre-existing agreements for information centers, joint information centers, etc.
3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard or that may need advance notice to shut down processes.
4. Coordinate the development of door-to-door protective action statements with operations.
5. Prepare initial information summary as soon as possible after activation. If no other information is available, consider using the following general statement.

Sample - Initial information summary

We are aware an ***[accident/incident]*** involving ***[type of incident]*** occurred at approximately ***[time]***, in the vicinity of ***[general location]***. ***[Agency personnel]*** are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at ***[location]*** and will notify the press *at least* ***??*** hour(s) prior to the briefing. At this time, this briefing is the only place where officials are authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

6. Arrange for necessary workspace, materials, telephones, and staff. Consider assigning assistant public information officers to:
   - Joint information center.
   - Field (scene) information.
   - Internal information.
7. Establish contact with local and national media representatives, as appropriate.
8. Establish location of information center for media and public away from command post.
9. Establish schedule for news briefings.
10. Coordinate, with logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide a statement to operators.
11. Obtain current incident status reports from Planning section; coordinate a schedule for updates.
12. Observe constraints on the release of information imposed by the incident commander and according to agency guidance.
13. Obtain approval for information release from incident commander.
    - Confirm details to ensure no conflicting information is released.
    - Identify site and time for press briefings and confirm participation by other Incident Management Team members.
14. Release news to the media, and post information in command post and other appropriate locations.

15. Record all interviews and copy all news releases.
    - Contact media to correct erroneous or misleading information being provided to the public via the media.
16. Update off-incident agency personnel on a regular basis.
    - Utilize electronic mail for agency updates.
    - Establish phone line within the command post dedicated to internal communications to update agency personnel.
    - Provide a standard statement, which can be given to general requests for information.
17. Coordinate information releases with information staff from other impacted agencies and jurisdictions.
    - Ensure information provided to the public is consistent across jurisdictional boundaries, when appropriate.
18. Attend planning meetings.
19. Respond to special requests for information.
20. Provide all news releases, bulletins, and summaries to the documentation unit to be included in the final incident package.
21. Confirm the process for the release of information concerning incident-related injuries or deaths.
22. Document all activity on unit log (ICS Form 214, if applicable).

SAFETY OFFICER TASKS/CHECKLIST

1. Obtain briefing from incident commander or designee and/or from the initial on-scene safety officer.
2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available and being used.
3. Staff and organize function, as appropriate.
   - In multidiscipline incidents, consider using an assistant safety officer from each discipline.
   - Multiple high-risk operations may require an assistant safety officer at each site.
   - Request additional staff through incident chain of command.
4. Identify potentially unsafe acts.
5. Take immediate steps to resolve critical life/safety issues, notify incident commander if immediate issues cannot be resolved, or if time is an issue, immediately take action and stop the unsafe activity (notify incident commander).
6. Identify corrective actions and ensure implementation. Coordinate corrective action with command and operations.
7. Ensure adequate sanitation and safety in food preparation.
8. Debrief assistant safety officers prior to planning meetings.
9. Prepare IAP safety and risk analysis (USDA ICS Form 215A, if appropriate).
10. Participate in planning and tactics meetings.
    - Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
    - Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
11. Attend planning meetings.
12. Participate in the development of the IAP.
    - Review and approve medical plan (ICS Form 206, if appropriate).
    - Provide safety message (ICS Form 202, if appropriate) and/or approved document.
    - Assist in the development of the “Special Instructions” block of ICS Form 204 (if appropriate), as requested by the Planning section.
    - Investigate accidents within incident areas.
    - Ensure accident scene is preserved for investigation.
    - Ensure accidents are properly documented.
    - Coordinate with incident compensation and claims unit leader, agency risk manager, and Occupational Safety and Health Administration (OSHA).
    - Prepare accident report as per agency policy, procedures, and direction.
    - Recommend corrective actions to incident commander and agency.
13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.
14. Document all activity on unit log (ICS Form 214, if appropriate).

Record of changes

Date	Page/section	Revision	Change made by
2/11/19	Chapter 2, Page 6	Procedures for initial notification	Communications group
07/01/21	Entire plan	Complete review/changes including deleting Chapter 10 and adding new appendices	Director of campus safety and EOP committee
08/09/24	Entire plan	Complete review/changes including deleting chapter 5 and moving major articles to different chapters	Senior director of campus safety with comments from others.